

**2010-2011
STUDENT HANDBOOK**

**ARCHBISHOP THOMAS J. MURPHY
HIGH SCHOOL
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Robert P. Graby, Ed.D.
President

Fran Ennis
Principal

John Matusak
Vice Principal/ Admissions Director

Steve Schmutz
Student Life Director

Rick Stubrud
Athletic Director

FACULTY AND STAFF

List complete as of June 15, 2010. For an up-to-date faculty & staff list, please visit our website and click on "Contact Us."

<u>Name</u>	<u>Position</u>
Kathy Alkire	Physics, AP Calculus BC, AP Physics C, Alg II/Trig H
Vince Alkire	Technology Director
Margaret Ames	Theology 10 & 12
Stephanie Arland	Alg II/Trig, Geometry
Tim Blair	College and Guidance Counselor
Marguerite Bloom	Library Assistant
Roger Brodniak	US History, AP Government & Politics: US
Jane Brown	College and Guidance Counselor
Mary Anne Callaghan	Theology Department Chair, Theology 12 & 12H, English 9H
John Clapp	Theology 11
Sheri Conderman	Bookkeeper
Alex Crane	AP Calculus AB, Pre-Calculus, Pre-Calculus H
Jon Echols	Online Computer Fundamentals, AP Computer Science, System Support Specialist
Dave Elkins	Maintenance
Fran Ennis	Principal
Kimberly Ferragamo	English 11, Study Skills, Learning Resource Center Director
Sue Flanigan	Athletic Assistant
Nedra Gallagher	Theology 9 & 10
Blaine Gilchrist-Smith	Health/PE Department Chair, Health, PE
Bob Graby	President
Tracy Green	Integrated Science, Chemistry
Fr. Armando Guzmán	Chaplain
Stephanie Harvey	Development Assistant
Char Hilgendorf	Assistant to the President, Capital Campaign Coordinator
Deborah Hitchcock	Painting, Drawing, Advanced Art I & II
Dan Kelp	English 10, Theology 11, 12
Kathy Kenny	French I, II & III
Mary Koltun	Finance Director
Dawn Lawrence	Biology
Lani Lawson	Administrative Assistant
Jim Leonard	Social Studies Department Chair, English 11H, US History H, Social Sciences 12H
Patricia Lichty	College and Guidance Counselor
Judy Linscott	Maintenance
John Matusak	Vice Principal, Admissions Director
Michael McCloskey	Development Director
Patti Means	Communications Director
Cathy Meehan	Development Assistant
Beth Mock	Math Department Chair, Pre-Calculus, Algebra Enhanced, Alg II/Trig, Discrete Math, Mathematical Problem Solving
Yudy Moir	World Languages Department Chair, Spanish III & IV
Daniel Moynihan	Algebra, Geometry
Rick Ramian	Biology, Chemistry
Nicolette Roberge	Librarian, Media, Video Technology
Helen Robinson	Student Services Coordinator
Linda Robison	Student Services Coordinator
Roberta Ryan	Business Office
Lillian Ryen	Spanish I & II
Liz Sadowski	Campus Ministry Assistant
Jeff Schmidt	Grounds Maintenance, Campus Supervisor

FACULTY AND STAFF, *continued*

List complete as of June 15, 2010. For an up-to-date faculty & staff list, please visit our website and click on "Contact Us."

<u>Name</u>	<u>Position</u>
Steve Schmutz	Student Life Director, Dean of Students
Dana Smith	World History, Civics (Government), Contemporary World Problems
Molly Stubrud	Conditioning, Sports Medicine, Health, PE
Rick Stubrud	Athletic Director
Mary Thompson	Registrar
Karen Towey	Fine Arts Department Chair, Pottery
Greg Turcott	World History
Debby Walsh	Theology 9, English 11
Dave Ward	English 9 & 10
Gail Wellenstein	Science Department Chair, Anatomy/Physiology, AP Biology
Ryan White	AP Chemistry
Carrie Wright	Concert Choir, Drama
Matthew Wright	English Department Chair, English 9, 11, 12 & 12H
Cortney Wyatt	Alg II/Trig H, Geometry H
Jami Zellner	English 10H & 11, Journalism, AP English Language and Composition

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MISSION STATEMENT

Archbishop Thomas J. Murphy High School is a Catholic, college preparatory school that welcomes students of all faiths. True to the spirit of the Gospel, Archbishop Murphy nurtures the full development of the gifts that God has given to each student, fosters service as an outgrowth of faith, and values diversity. Working with parents as partners in this educational ministry, we strive for academic excellence, spiritual enrichment, and Christlike leadership for the transformation of the world.

GRADUATION OUTCOMES

In the tradition of Catholic education, Archbishop Thomas J. Murphy High School is a faith-centered community that recognizes that the world and everything in it is a gift from God. Therefore, we promote academic excellence and faith formation in order to develop Christian leaders who are committed to life-long learning and the development of a just world. Such a commitment means that the Archbishop Murphy graduate will have acquired knowledge of the basic doctrines of the Catholic Church and also an understanding of the importance of their own spiritual development.

The knowledge and skills required of AMHS graduates are addressed in four areas.

1. Spirituality/Catholicism
 2. Academics
 3. Respect and Service
 4. Personal Growth
1. In the area of Spirituality/Catholicism the graduate will:
 - 1.1 Continue to cultivate a personal spiritual life that is characterized by prayer, reflection, stewardship and participation in parish life.
 - 1.2 Transcend self-interest to develop caring relationships with others.
 - 1.3 Demonstrate an understanding of the tenets of the Catholic faith.
 2. In the area of Academics the graduate will:
 - 2.1 Direct their own learning by setting goals, establishing strategies and evaluating results.
 - 2.2 Use technology ethically and responsibly.
 - 2.3 Think critically, creatively, and globally, using the vocabulary and concepts of the arts, literature, languages, religious studies, natural and social sciences and mathematics.
 - 2.4 Employ methods of individual and collaborative problem solving and decision making.
 - 2.5 Read, write, listen and speak effectively for a variety of purposes and audiences
 - 2.6 Pursue higher education.
 3. In the area of Respect and Service the graduate will:
 - 3.1 Recognize and respond to people in need through community service and social analysis, thus contributing to a just society.
 - 3.2 Commit to an active citizenship - locally, nationally and globally.
 - 3.3 Respect all people as gifts from God, including persons of diverse backgrounds of age, gender, race, ethnicity, religion, talent and socio-economic status.

GRADUATION OUTCOMES, *continued*

4. In the area of Personal Growth the graduate will:
 - 4.1 Make responsible decisions regarding health, relationships and finances.
 - 4.2 Demonstrate honesty, integrity and ethical behavior.
 - 4.3 Engage in creative expression and demonstrate an appreciation of the creative expression of others.
 - 4.4 Exhibit Christian leadership through a discovery of their individual gifts and talents and participation in cocurricular activities.

SECTION I: GENERAL INFORMATION

ADMISSION

Archbishop Murphy High School admits students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

PURPOSE OF THIS HANDBOOK

This Student Handbook ("Handbook") applies to all students of Archbishop Thomas J. Murphy High School (the "School" or "AMHS"). The School provides this Handbook to acquaint students with the School's general student policies, procedures, and expectations.

RIGHT TO AMEND

From time to time, circumstances may require that AMHS change its general policies described in this Handbook. AMHS reserves the right to amend, supplement or rescind any provision of this Handbook in its sole discretion, with or without prior notice. Inserts or updated pages will be distributed to students and parents reflecting changes to the Handbook. We encourage students to keep this Handbook and add any updated pages to keep it current.

This Handbook is subject to interpretation by AMHS, whose interpretation shall be binding. This Handbook supersedes all prior handbooks or policy statements regarding the School's general student policies.

COMPLIANCE AGREEMENT

By registering with AMHS, students and parent(s)/guardian(s) agree to comply with all the policies, rules and regulations of AMHS (whether or not included in this Handbook). Where it is evident that parents and/or students do not comply with School policies, AMHS reserves the right to refuse registration or re-registration of the student, or to terminate the student's enrollment at the School in its sole discretion.

PROCEDURE FOR ADDRESSING A CONCERN ABOUT A CLASS, TEACHER OR COACH

If a student is having difficulty with a course or a policy, he/she should contact the teacher, coach or administrator directly. If the student does not feel the concern has been adequately addressed, he/she should address the issue with the Counselor or Vice Principal. If the student still feels his/her concern has not been adequately addressed, his/her parent/guardian should contact the teacher, coach or administrator involved. If the parent feels that the concern has not been adequately addressed, he/she should contact the Vice Principal. If the parent still feels that the concern has not been adequately addressed, he/she should contact the Principal. The President shall be the final authority in these matters, if necessary.

INCLEMENT WEATHER

In case of inclement weather, please watch TV channels KOMO 4, KING 5 or KIRO 7. You may also listen to KOMO 1000 AM or KING FM 98.1 radio. Our late start or cancellation will be posted in the school closure listings on these TV/radio stations. We will also post information on our website as early as possible. If you feel that roads are too treacherous in your area please use your best judgment in keeping your student home.

IMMUNIZATION REQUIREMENTS AND INFECTIOUS DISEASES

All students and staff members must comply with state regulations concerning immunization for infectious diseases.

Parents, students and employees should advise the Principal when a student shows symptoms of a communicable disease. "Communicable disease (contagious disease)" includes, but is not limited to, an illness caused by an infectious agent which can be transmitted from one person, animal, or object to another person by direct or indirect means including transmission

via an intermediate host or vector, food, water, or air. Communicable (contagious) diseases include, but are not limited to: Chickenpox, Conjunctivitis (bacterial); Diphtheria; Giardiasis; Hepatitis A; Invasive Haemophilus influenza disease (excluding otitis media); Measles; Meningitis (bacterial); Mumps; Pediculosis; Pertussis; Rubella; Salmonellosis; Shigellosis; Tuberculosis.

MEDICAL EMERGENCY PROCEDURE

In case of a medical emergency, the first and foremost concern should be the safety and well being of the individual. A student who feels that the safety and/or well being of an individual is or has been compromised, should immediately report this information to the nearest adult employee. An adult employee (typically an administrator or the school secretary) should determine if the condition requires medical support. If it does, the adult should call 911 immediately. If there is any doubt about the severity of the situation, 911 should be contacted. If the condition does not require immediate medical support and the ill/injured person is a student, his/her parents or emergency contact should be consulted. It will be incumbent upon the parent or his/her designee to determine if the student should be picked up for medical attention, taken home, or return to the school activity.

In the case of physical injury that requires a student to leave the school activity, the adult who is responsible for supervision at the time of the injury should complete an "Accident Report Form," giving three copies to the school secretary. One copy should be placed in the student's file, one in the 3-ring binder in the Student Services office and one copy should be given to the Principal.

POLICY ON FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

The Family Education Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational records. The law applies to all schools, which receive funds under an applicable program of the U.S. Department of Education.

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review all of the student's education records within 45 days after the School receives a written request for access.

Parents or eligible students should submit to the Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and state and local authorities); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, accrediting organization, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

4. The School may disclose certain information, known as directory information, in its discretion without consent. Parents or eligible students may refuse to let the School release any or all of this information. If a parent or eligible student does not want this information released, he or she must send written notice annually to the main office before the first day of the school year. A form will be mailed with this Handbook. Additional forms are available from the main office. The following information regarding students is considered directory information: the student's name, address, telephone number, electronic mail address, photograph, date and place of birth, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards, dates of attendance, the most recent previously attended educational agency or institution by the student and similar information.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington DC 20202-4605

Rights of Non-Custodial Parents under FERPA

The School will give full rights under FERPA to either parent, unless the School has been provided with evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

SECTION II: ACADEMIC INFORMATION

The course of studies at AMHS is designed to prepare students to enter colleges or universities. Within this college preparatory framework, we seek to direct students into courses that will consistently challenge their capacity and potential. Every student at AMHS should be given ample opportunity to meet and explore challenges of the learning process. Unless otherwise instructed, students must do their own work and turn it in by the assigned due date.

SUBJECT REQUIREMENTS FOR GRADUATION

The courses required for graduation from AMHS should meet or exceed the entry requirements of Washington State public colleges and universities and most private schools.

<u>SUBJECT</u>	<u>COLLEGE REQUIREMENTS</u>	<u>AMHS REQUIREMENTS</u>
English	4	4
Mathematics	3	3
Social Studies	3	3
Science	2	2
Foreign Language	2	2
Fine/Performing Arts	1	1
P.E./Health		*1.5
Technology Education		* .5
Theology		4
Electives		3
TOTAL CREDITS REQUIRED	15	24

* Requirement may be waived under some circumstances. Check with your counselor for more information.

COURSE CHANGES

Students/parents may request course changes. **All requests for course changes must be submitted within ten (10) class days of the start of a semester in order for a student to receive credit for that course.** If a student drops a course after ten (10) days into a semester, he or she will receive a grade of "F" for the semester.

CREDITS AND GRADING

Twenty-four credits are required to graduate from AMHS. Students are expected to take a minimum of six courses each semester.

Academic credits are assigned each semester for each course in which a passing grade is earned. A passing grade in a year-long course earns one credit, while passing a semester class generates one-half credit. Grades at the semesters are used to determine student cumulative grade point averages.

The Academic Vice Principal must approve all transfer credits. Online courses will be handled similarly. These credits are entered into a separate space on the AMHS transcript and will be listed as "Transfer Credits."

AMHS GRADING SCALE

It is important to note that the grading scale at Archbishop Murphy High School is a means to communicate a student's level of accomplishment and should not be interpreted as a measure of intelligence or ability.

4.0	A	93-100
3.9	A-	92
3.8	A-	91
3.7	A-	90
3.6	B+	89
3.5	B+	88
3.4	B+	87
3.3	B	86
3.2	B	85
3.1	B	84
3.0	B	83
2.9	B-	82
2.8	B-	81
2.7	B-	80
2.6	C+	79
2.5	C+	78
2.4	C+	77
2.3	C	76
2.2	C	75
2.1	C	74
2.0	C	73
1.9	C-	72
1.8	C-	71
1.7	C-	70
1.6	D+	68
1.5	D+	68
1.4	D+	67
1.3	D	66
1.2	D	65
1.1	D	64
1.0	D	63
.9	D-	62
.8	D-	61
.7	D-	60
0	F	Below 60

CR	Credit received but no letter grade
INC	Incomplete

Semester grades should be calculated by weighting the first quarter grade 40%, second quarter grade 40%, and the semester exam 20%.

EXPECTATIONS FOR ALL WRITTEN WORK

A student's written work reflects his/her knowledge and attitude toward the subject, school and self. We seek high standards for written work of which all students can be proud.

The following general guidelines apply to every piece of written work at AMHS; however, academic departments may have additional requirements than those listed in this handbook. Papers that do not comply with these guidelines may be returned to students without credit. The student may correct and re-submit the work for credit.

All homework and class work are to be headed as follows. The heading should always be written on the far, upper left-hand side of the paper.

Student's full name
Course title and Period
Date
Title of Assignment

Margins should be one inch at the left, right and bottom of the paper and one and one-half inches at the top. All work should be free of stains and smudges and should not be torn or have other flaws.

Additionally, each academic department, or teachers, may have separate requirements for student work and should notify students of these requirements in their syllabi.

ACADEMIC HONORS

The AMHS Honor Roll is published twice a year and Honor Roll students are recognized at an achievement assembly each semester. Highest Honors are for those students who maintain a perfect 4.0 average. The requirement for First Honors is a GPA of 3.6 or higher. For Second Honors, the requirement is a GPA less than 3.6, but at least 3.2 or greater.

At the end of each school year, academic letters are awarded to students who achieve Highest or First Honors in both semesters. The symbol is a lamp of knowledge, with a bar added for each additional year a student attains this level of achievement.

Once a semester each academic department (Science, English, etc.) honors a student judged to be the most outstanding in courses offered by that department and also recognizes a student who has demonstrated the most improvement.

VALEDICTORIANS

The Valedictorian is the senior student (or students) with the highest cumulative grade point average at the end of his or her 7th semester. Students must have been in attendance at AMHS for at least three years to be considered for this honor, and only grades earned at AMHS will be counted.

In the event of multiple students with the same grade point average at the end of their 7th semester, all students will be identified as Valedictorians at the graduation ceremony. However, a committee of faculty and administration will determine which student will speak at the graduation ceremony.

COLLEGE CREDIT

Seniors who complete the Honors English, Theology and Social Science courses may be eligible in May to receive five or ten Matteo Ricci College credits from Seattle University. All students who are enrolled in Spanish III, Spanish IV, French III or French IV can earn college credit from the University of Washington if they enroll in the UW classes and complete the courses with a grade of "B" or better. A student can earn five (5) credits for Spanish III (UW Spanish 103) and ten (10) credits for Spanish IV (UW Spanish 201 and 202) for a total of fifteen (15) credits. A student can earn five (5) credits for French III (UW French 103) and five (5) credits for French IV (UW French 201) for a total of ten (10) credits. Persons interested in receiving such credits should consult our counselors for information, application dates and fees in place at that time.

HONORS AND ADVANCED PLACEMENT COURSES

Admission to Honors or Advanced Placement courses is made on a year-to-year basis. Teachers in a given subject area will make a recommendation for a student's placement in an Honors or Advanced Placement course based on the student's current academic performance. Students and parents should refer to course syllabi for specific requirements for admission

to an Honors or Advanced Placement course. College credit may also be awarded to those students who take AP Exams and earn a score of "3" or higher.

LATE WORK AND INCOMPLETE GRADES

If a student will miss class for a school-sponsored activity (field trip, athletic contest, performance, etc.), medical appointments or any pre-arranged absence, s/he must hand in assignments due before leaving. In addition, students must complete tests/quizzes prior to their departure, or, at the teachers' discretion, make other arrangements to complete the test or quiz.

Please refer to page 29 for "Pre-Arranged Absence Procedures."

Homework and projects are due on the date specified by a teacher. Usually, if a student is absent from class, s/he may have one day to make up missed homework for each day absent. **Otherwise, students may only submit late work by following the "AMHS Late Homework Procedure" document (see your teacher, counselor or the Academic Vice Principal for the details of this procedure). Generally, according to this procedure, students will be assigned to a late homework study hall after school in order to receive partial credit for any late work.**

While a grade of *Incomplete* may be given by a teacher at the end of a quarter for students who have had extended absences, at the semester an Incomplete can only be given with the approval of the Vice Principal. All work to satisfy incomplete grades must be submitted by the end of the 5th week of the following quarter.

FAILURES

If a student fails a class that is a requirement for graduation or is a sequential course, the student may generally make up the course the following summer by attending a summer school program (either in a community college or local public high school program) with approval by the Academic Vice Principal for the course being taken. Students also have the option of completing an independent study course through an approved online program. The student must provide the administration with appropriate documentation of a passing grade at the completion of the program.

Repeated Classes: If a student takes a class for a second time for any appropriate reason (as determined by the Academic Vice Principal), both grades will appear on the student's transcript and count in the overall GPA. The credit will count in the total required for graduation but will not be counted in the departmental distribution requirement totals.

Any student who fails two subjects at the semester or who demonstrates a continuing pattern of unsatisfactory grades may be asked to leave AMHS in the School's sole discretion.

ACADEMIC PROBATION

Students who receive a grade of "F" or whose grade point average for a 1st or 3rd quarter or semester falls below a 2.0 will be placed on academic probation. During academic probation, the student will be ineligible to participate and/or compete in curricular activities until at least the mid-quarter of the quarter in which they are on academic probation (see "Eligibility for all Cocurricular Activities" section for more information). The student on academic probation may be required to sign an academic probation contract, which is an individually tailored plan to help him/her to succeed and to remedy any academic deficiencies the student may have. Additionally, students on academic probation are required to meet with his/her counselor and/or the Academic Vice Principal at least once a week. These students will also be required to attend two morning study sessions per week during the quarter. The Vice Principal, counselors or a member of the faculty will monitor these study sessions. These study sessions will begin at 7:15am and will be held on Tuesday and Thursday mornings. This process may also require conferences with parents, tutoring, testing and/or counseling as determined by AMHS in its sole discretion.

PHYSICAL EDUCATION, HEALTH AND TECHNOLOGY CREDITS

The State of Washington requires all students to take two semesters of P.E. and one semester of Health. AMHS requires all freshmen to take one semester of health (0.5 cr.) and one semester of P.E. (0.5 cr). Students are also required to either take a second semester of P.E. (0.5 cr) which will be reflected on their transcript, or they may opt to meet the second semester P.E. requirement by participating on school athletic teams for a total of two seasons after a student's freshman year. If they do this they will meet the AMHS requirement for the second P.E. class and the credit requirement will be waived (i.e., no credit will be reflected on the student's transcript). See your counselor for more information.

AMHS also requires all students to have taken one semester of technology. Some students come to AMHS with a mastery of computer skills. These students may challenge the final exam for the basic computer class. Students who pass the test will have met the tech requirement and the credit requirement will be waived (i.e., no credit will be reflected on the student's transcript). See your counselor for more information.

HEALTH EDUCATION

AMHS is committed to creating a Catholic Christian academic community dedicated to providing a quality education for the whole person. The primary intent of AMHS is to structure a health program that meets the students' needs for health information without conflicting with moral or religious beliefs. Health education reinforces the importance of the family unit as an integral part of our society. It assists students in understanding the importance of self-discipline and the consequences of their actions. In addition, health education emphasizes an appreciation for oneself and a respect for all life. Teachers conduct classroom learning in a way that promotes development by students of honesty, personal integrity, self-control, respect and courtesy.

SECTION III: SPIN SERVICE REQUIREMENTS

THEOLOGY SPIN SERVICE REQUIREMENTS

Each year AMHS students must complete an individual service requirement in order to receive credit for Theology class. The required minimum number of hours for each grade that must be served outside of school time are:

Freshmen	21 hours
Sophomores	24 hours
Juniors	30 hours
Seniors	35 hours

All service projects must be individually approved each year by the Campus Ministry Director no later than the end of the first academic quarter. Service should involve direct service to people in need, be done through an approved non-profit organization, and should not overlap with projects students are doing for other programs. All service projects must be submitted to the Campus Ministry Director by the specified deadlines. Any submitted projects not meeting pre-approval or deadlines while still meeting all other guidelines will only count for up to ½ of the total hours submitted.

Guidelines for the approval process will be given to each student at the beginning of every school year. Seniors will work at one placement for the entire academic year and their service will form the basis of their Senior Praxis Project. Each student must keep a journal of reflections on service. Theology teachers determine the requirements for the service journal.

All service hours completed over the summer must be pre-approved by the Campus Ministry Director. Summer service hours must then be submitted to the Campus Ministry Director for verification by the end of September each year, or the hours will not count towards the service requirement. Only summer service hours completed after the end of second semester exams in June may be counted towards the required hours for the following school year.

All other service hours must be verified by the third quarter deadline or the student will receive an 'Incomplete' in Theology for that quarter. Any student with uncompleted or unverified hours will be ineligible for school cocurricular activities until the hours are completed and/or verified (a minimum of two weeks). It is highly recommended that students submit their hours for verification before the third quarter deadline.

The 'Incomplete' will become an 'F' (0% for the 3rd Quarter) if the hours are not verified within 5 weeks of the deadline and will prevent the student from receiving credit for Theology for the Second Semester.

In addition to the required individual projects, several all-school service projects will be done annually. All students are expected to participate in some way with the Murphy Day of Service, Thanksgiving Food Drive, the Christmas Adopt-a-Family program, and the Rice Bowl fundraising during Lent. Students do not earn credit towards their required hours through participation in these projects.

SERVICE BY AMHS STUDENTS TO THE WIDER COMMUNITY

The School has adopted the following general procedures regarding service to the wider community:

1. When non-school groups wish to request assistance from AMHS students, the most efficient way is to contact the students who are associated with their group directly (i.e., AMHS students who are members of the parish).
2. Groups that do not have AMHS members may contact the Campus Ministry Director to request that (s)he distribute information about the project to the students. The agreement to distribute information is NOT an agreement to provide students for the project.

- a. Contact should be made at least 6 weeks in advance of the need. Information should include relevant facts and the name and phone number of a contact person outside of the community.
- b. Students may NOT miss class to participate unless approved in advance by the Vice Principal.
- c. No member of the school community can guarantee or require participation of AMHS students in activities outside of school.

SECTION IV: STUDENT/SCHOOL ACTIVITIES

ELIGIBILITY FOR ALL COCURRICULAR ACTIVITIES

To be eligible to participate in interscholastic athletics, school plays or musicals, student government, cheerleading, or any other cocurricular activities, students must maintain a GPA of 2.0 or better, with no “F” grades, and be registered for the term in which the activity takes place. In order to run for Governing Board (Executive Council and Class Offices), a student must have at least a 2.75 GPA for each of the three previous quarters.

Students on academic probation will be ineligible to participate in cocurricular activities (including optional off-site school-sponsored activities) until at least the mid-quarter of the quarter following the quarter in which they failed a class or had a GPA of less than 2.0. At mid-quarter, the Academic Vice Principal will review the student’s academic progress using PowerSchool, and if the student has shown satisfactory improvement (e.g., he/she has a mid-quarter GPA above 2.0 and is receiving no failing grades), he/she will be eligible to participate and/or compete in cocurricular activities.

If the student’s academic performance drops below the eligibility level during the second half of the quarter, the Academic Vice Principal may revoke the student’s eligibility for the remainder of the quarter.

Non-participation because of ineligibility means that a student may not compete in a contest, “dress” for a contest, sit on the bench, travel in school vehicles with the team, or, in general, be in a position to be recognized as a member of the team or activity at the time of competition. If a student wishes to practice with a team during the period of ineligibility, he/she must first satisfy academic requirements and receive written permission from the Academic Vice Principal.

ATHLETICS

Students at AMHS are offered a variety of interscholastic athletic opportunities. If a student wishes to participate in an interscholastic athletic activity not offered by AMHS, the Washington Interscholastic Athletic Association (“WIAA”) may allow the student to participate at the public school he/she would otherwise attend. For further information, see the Athletic Director.

Archbishop Murphy High School participates in the class 2A Cascade Conference and is a member of the Washington Interscholastic Activities Association (WIAA).

	<u>Boys</u>	<u>Girls</u>
Fall	Football – Var/JV/C Cross Country	Soccer – Var/JV Volleyball – Var/JV/C Cross Country Swimming
Winter	Basketball – Var/JV/C Wrestling Swimming	Basketball – Var/JV/C
Spring	Baseball – Var/JV Soccer – Var/JV Golf Track	Softball – Var Golf Track

ATHLETIC ELIGIBILITY

Students at AMHS must successfully maintain a balance between academics and sports. Playing on a school team is an honor and a responsibility. Students must have at least a 2.0 GPA for the previous quarter or semester to play on athletic teams. A student must attend a minimum of three classes on game day. See the Academic section of this handbook for additional requirements.

Students who transfer to AMHS from another secondary school and desire to play on an AMHS athletic team may have to

undergo an eligibility hearing with the WIAA. See the Athletic Director for further information.

In order to turn out for, and continue practicing and playing with a team, a student must have on file in the athletic office a current and valid sports physical form, a parent permission slip (a new form for each season), and a "concussion information sheet." These forms are available on the school website or in the athletic office. In addition, all students are required to have medical insurance if they are participating in athletics.

If an athlete is injured and requires medical attention, he/she cannot resume practices or play until a written note authorizing a return to competition is received by AMHS from the student's attending physician.

Students who are on disciplinary suspension may not practice, play or travel with the team on the day(s) of the suspension. Students who are on academic probation may practice with their team, but may not suit up, play or travel with their team.

An athlete who receives school disciplinary sanctions for tobacco, alcohol or drug possession/use will be subject to suspension from his/her team. See the Athletic Director for further information.

EQUIPMENT

Athletes should wear their uniforms with pride and remember that they represent AMHS when they are participating in any sports event. Students are responsible and liable for any equipment or uniforms issued to them. Uniforms must be cleaned and returned in good condition at the end of the sports season. The school will provide equipment and uniforms in good order when they are distributed.

EARNING VARSITY LETTERS

Each coach, in conjunction with the Athletic Director, will determine the criteria for earning a varsity letter in that sport.

CHEER SQUAD

The Cheer Squad is a high-spirited group of students that support AMHS athletics. Tryouts are in the spring and are open to sophomores, juniors and seniors. To be eligible to try out and participate, students must be registered for the term(s) in which cheer squad takes place. Cheerleader Camp is in the summer. See the athletic office for information.

OTHER COCURRICULAR ACTIVITIES

Students at AMHS are offered a variety of cocurricular activity opportunities. If a student wishes to participate in a cocurricular activity not offered by AMHS, the student may be eligible to participate in that activity at the public school he/she would otherwise attend. For further information, please see the Student Life Director.

STUDENT GOVERNMENT

GOVERNING BOARD

The Governing Board officers serve as liaisons between the students and the administration. They plan activities and serve as sounding boards for student concerns and ideas. Students who hold office must maintain the highest code of behavior. Students who participate in student government receive instruction and hands-on experience in a variety of leadership functions. The Executive Council and each class have offices for each of the following: president, vice president, secretary, treasurer, service, and spirit/activities chair. In addition, two appointed positions will be selected by the elected ASB officers. To be eligible to campaign and participate, students must be registered for the term(s) in which governing board takes place.

The Executive Council officers are the leaders of the student body. They constitute the executive branches of the student government. Each class has five representatives on the Governing Board. The members of the Governing Board serve as the legislative branch.

STUDENT GOVERNMENT ELECTIONS

Student government elections take place during the spring. Elections for Executive Council positions are held first, followed by class elections. Seniors do not vote for Executive Council positions. Students must be registered for the following year to be eligible to run for office. Elections for freshmen class officers occur in mid-September.

ELIGIBILITY FOR STUDENT GOVERNMENT

If a student officer is suspended during the course of the year, he/she will be removed from office for the remainder of the academic year. However, said student may, with administrative approval, be eligible to run for a class or executive council office the following year. Administrative approval should be determined by a review of the student's academic and behavioral record and other appropriate factors in the School's discretion from the time of the suspension to the date of the administrative decision.

A student officer suspended during fourth quarter will be removed from office for the remainder of the academic year and will be ineligible to run for either class or executive council positions during the following school year.

In either of the above situations, a student officer suspended and removed from office should be able to use the Appeals Process as outlined on page 23 of this handbook.

NATIONAL HONOR SOCIETY

The National Honor Society recognizes students who display outstanding qualities of scholarship, service, and personal character. Members must have a cumulative GPA of 3.6 or above over at least two semesters at AMHS to be eligible for election to the National Honor Society. Students must also have a good attendance record. Additionally, students may not have received any disciplinary action resulting in suspension from AMHS or have a significant pattern of disciplinary infractions. The selection of each member into the National Honor Society shall be by a majority vote of the Faculty Council.

CLUBS AND ACTIVITIES

CURRENT CLUBS AND ACTIVITIES

Art Club
ASB & Student Council
BBQ Club
Campus Ministry
Cheer Squad
Chess Club
Choral-Aires (Honors Choir)
Concert Band & Choir
Fall Play
French Club
Gardening Club
Gong Show
Guitar Club
HI Q (Knowledge Bowl)
Interact Club (Service Club)
KATS Radio
LINK (Student Mentor Program)
Liturgy Choir
Math Team
Men's Ensemble (Singing Group)
Mock Trial
National Honor Society
Pep Band
Photography Club
Pro-Life Club
Recycling Club
Show Choir (Girls' Singing Group)
Spanish Club
Spirit Club
Spring Musical (Drama)
Tour Spain/France
Triple Threat Club (Dancing, Singing, Acting)
Ultimate Frisbee Club
Yearbook

PROCEDURE FOR STARTING A CLUB

If a student or faculty member is interested in beginning a new club, he/she should prepare a written proposal outlining the goals and plans for the new club. This proposal should be submitted to the Spirit/Activity Chair of the Executive Council and the Student Life Director. When the proposal is brought before the Governing Board for approval, the person proposing the club and any supporters are welcome to address the Governing Board. The final decision as to the formation of a new club rests with the AMHS administration.

PERFORMING ARTS PROGRAM

Students at AMHS are offered many music opportunities. The Concert Band and Concert Choirs are academic courses that perform at several events throughout the year. The cocurricular ensembles such as Choral-Aires, Show Choir, Men's

Ensemble, Pep Band and Liturgy Music Ministers give students even more opportunities to perform. Students are encouraged to compete in the WMEA Solo and Ensemble and audition for WMEA All-State Band and Choirs and MENC All-Northwest Choir and Band. AMHS offers an academic drama course that performs several times throughout the year, including an original play that is performed at the Christmas concert. A large number of students are involved in all facets of our cocurricular Fall Dramatic play and our Spring Musical. Students are encouraged to act, sing, work on sets, costumes, stage crew and even play in the orchestra.

Students can earn a letter in performing arts with an emphasis in drama or music. In order to earn a letter the student is required to complete 100 points (First Bar) by fulfilling the recommended criteria. The specific list of recommended criteria can be obtained from the Choir, Band or Drama Instructors, or the school website. Points may carry over from year to year. Additional points may be added with instructor's approval. After the First Bar has been awarded, 50 points are needed to receive any additional bars thereafter. Any student cut from any part of the performing arts program for disciplinary or academic reasons will not be eligible to receive a performing arts letter.

SCHOOL DANCES

1. All school rules and regulations apply at dances.
2. Only AMHS students, their guests, and chaperones will be allowed to attend.
3. Guests: Each student is allowed one guest. Guests must be signed up on the list in the office no later than 3:00pm on Friday. No guests under high school age or over 20 years of age are permitted. Guests must leave a photo ID card with the person in charge of the dance when they arrive. The ID will be returned when the guest leaves the dance.
4. Students or guests who appear to have used any type of illegal drugs or alcohol will not be admitted to the dance. They will be required to leave in the company of their parents. Consequences will be determined by the administration.
5. Once inside the dance, students will not be permitted to leave and return.
6. Students must arrive at all dances by 10:00pm. Students arriving late will not be permitted into the dance.
7. Students must enter the dance upon arrival. The parking lot is not to be used as a meeting place for students or non-school friends.
8. Students are not allowed to go to their lockers or other parts of the school campus during dances held on campus. Backpacks will not be allowed into dances.
9. The AMHS dress code does apply, but will adapt to the theme of the dance.
10. **All dancing must be appropriate. Inappropriate dancing includes anything deemed inappropriate by the chaperones. Students will receive one warning for inappropriate dancing. After the warning the student may be asked to leave the dance.**
11. Students are expected to respect the faculty, parents and security people who are chaperoning the dance, as well as the order and cleanliness of the school.

SCHOOL-SPONSORED ACTIVITIES

School-sponsored activities are listed on the official school calendar. Students are required to have a parent(s)/guardian(s) sign permission forms for participation in off-campus, school-sponsored events.

Other activities that involve AMHS students that are NOT school-sponsored activities are not to be supervised by AMHS faculty and staff.

PROCEDURE FOR SCHEDULING OF EVENTS

In order to schedule a School event or activity, the Student Life Director must tentatively approve the event and the date requested with the following individuals:

- President
- Principal
- Vice Principal
- School Secretary
- Athletic Director

If none of the above gives a reason for not scheduling the event as planned, before the end of the school day following notification, the event is considered scheduled. Cancellations/changes must be scheduled in the same way. The Student Life Director and School Secretary will maintain calendars, which are up-to-date at all times. The Student Life Director will publish an internal weekly schedule, which indicates all student events scheduled for the week.

SCHOOL FUNDRAISING

Any group who wishes to conduct a fundraiser must first submit a Fundraiser Approval Form to the Development Office for pre-approval.

- The form must be signed and submitted by the group’s faculty representative.
- All proposals must be submitted by August 1, preceding the start of the school year.
- Fundraising Request Forms are available in the Development Office.
- Fundraisers must be pre-approved annually.
- Organizations that have multiple fundraisers throughout the school year are encouraged to submit a 12-month calendar of proposed events before August 1.
- No raffles allowed.

SECTION V: COVENANT OF STUDENT CONDUCT

EXPECTATIONS FOR STUDENT BEHAVIOR

AMHS is a Catholic community, which is gathered for the purpose of education. The rules of the school seek to achieve an atmosphere in which students can learn and teachers can effectively facilitate learning.

Our goal is to aid our students in growing into mature and responsible Christian adults. We believe firm and sound discipline of the individual is basic to this development. Furthermore, we know that correct behavior must be taught, learned and practiced. As a starting point in creating a Christian community and cultivating habits of responsibility, we agree to comply with the following rules and regulations.

A respectful and businesslike tone should pervade the School. Students are expected to follow the rules of common courtesy, such as waiting to be recognized before speaking; sitting on the seat of the desk, or the cafeteria table, not the top; keeping feet on the floor; keeping body parts inside of windows; etc.

Demonstration of affection between students determined by the School to be excessive (i.e., prolonged hugging, kissing, inappropriate touching) is not reflective of the professional school environment we seek. Faculty and staff have the responsibility to respond to students when public displays of affection exceed simple gestures of friendship.

As a Catholic school community, opportunities to gather in prayer are especially important. Student behavior during liturgies and prayer services should be exemplary. Students should always remain silent during all masses and prayer experiences except to pray aloud or sing as appropriate. Non-Catholic students are expected to participate as fully as possible and to remain in respectful silence when not participating.

At AMHS, we seek to create a healthy moral environment and to build a school community reflecting Gospel values and the spirit of Jesus’ love. We wish to protect members of our school family from injury or malicious harm, to safeguard both private and school property, and to develop an atmosphere that is conducive to learning.

To these ends we encourage social relations among students and staff which are open, kind, and based on the Golden Rule: “Do unto others as you would have them do unto you.” We expect everyone here (students, parents, teachers, administrators, and staff), to treat all others with respect. Courteous behavior and respect for the rights of others are expected of all students in classrooms, on campus, within the vicinity of school, on public transportation, and at all school functions, both on and off campus. Off-campus conduct that reflects negatively on AMHS, including the posting of degrading, unkind or offensive statements about others on personal electronic bulletin boards (e.g., MySpace, Facebook, etc.), can be grounds for school disciplinary action, including, but not limited to, expulsion in the School’s sole discretion.

CONDUCT, DISCIPLINE AND GRADUATION

In order to receive an AMHS diploma, the student’s conduct and discipline history must reflect Christian character in the School’s discretion. The determination as to this qualification is the decision of the Principal.

DRESS CODE

At AMHS, we seek to maintain an atmosphere that is conducive to the highest quality of academic pursuit. Since the appearance of students contributes greatly to their attitude in school and the respect they earn in public, all students are expected to follow the dress code. The intent of our dress code is to lend dignity to both the individual and the school, and to enhance the learning environment. The school makes every attempt to address modesty and individual dignity within our dress code. Clothing is to be in good taste—not distracting or provocative. Students may be referred to the Student Life Director when in violation of the dress code, and a detention may be assigned to the student. Students in violation of clothing rules may be sent home or may need to have appropriate clothing brought to them to change at school. These dress code rules also apply to all students at school-sponsored activities unless specifically noted by the event sponsor or the Student Life Director. The school recognizes that fashions are ever-changing. The school reserves the right to make decisions about the appropriateness of clothing related to issues not covered below.

GENERAL DRESS CODE

BOYS

- Students shall always be fully clothed in neat, clean, and modest attire. All clothing should be free of tears, holes, and/or frayed edges. Skin should never be visible through the clothing. No undergarments are ever to be visible at any time. Hats, bandanas, sunglasses, and athletic style headbands must be removed inside all school buildings.
- Tops: The top must be of appropriate fit and must be long enough to remain tucked in when both arms are raised to the shoulder height. No part of the skin is to be visible around the waist or hips at any time. Tank tops, muscle shirts, or mesh jerseys are not permissible. Imprints may not refer to alcohol, tobacco, or other drugs or anything in poor taste as determined by the Student Life Director using professional judgment.
- Hair: Hair color must be within the range of natural hair colors. Hair must be cut above the shirt collar, and must be kept away from the face (clearly above the eyebrows and in line with the ears). Male students' hair may not fall in front of their eyes. Male students are to be clean shaven with sideburns no lower than the bottom of the ear. Mohawks are not allowed.
- Shorts: **Shorts must be knee length.** Swim trunks, sweats, warm-up style pants and cut-offs are unacceptable (unless given special permission for a spirit or theme day; see below).
- Pants: Pants are to be well fitted, cuffed or hemmed without holes, or frays that reveal skin. Pants are not to be "sagged," baggy or worn drooped below the natural waist line.
- Piercing, Tattoos and Jewelry: Visible, pierced body parts other than ears are prohibited. Visible tattoos are prohibited. Chains on pants are prohibited. The Student Life Director reserves the right to determine when piercing or other jewelry are excessive, distracting, or in conflict with the school dress code. Students who are referred to the Student Life Director will be asked to remove the jewelry.
- Footwear: Flip flops are allowed with the following exceptions:
 1. Flip flop or open toe shoes are not permissible in science classes that are conducting labs. Students must wear appropriate shoes (feet must be completely covered) while in science labs.
 2. Flip flop shoes are not permissible in PE classes where physical activity is conducted. Students will be expected to wear appropriate footwear as determined by the teacher.
 3. Flip flop shoes are not permissible on liturgy dress days.
 4. Flip flop shoes must possess a hard enough sole to withstand stepping on sharp objects (glass, tacks, etc.).

GIRLS

- Students shall always be fully clothed in neat, clean, and modest attire. All clothing should be free of tears, holes, and/or frayed edges. Skin should never be visible through the clothing. No undergarments are ever to be visible at any time. Hats, bandanas, sunglasses, and athletic style headbands must be removed inside all school buildings.
- Tops: The top must be of appropriate fit and must be long enough to remain tucked in when both arms are raised to the shoulder height. No part of the skin is to be visible around the waist or hips at any time. Necklines should meet the following criteria: If you draw a straight line from the top of one of your underarms across to the top of the other, the neckline of your shirt/blouse/top must be above this line (this line is also to be no more than four fingers below the students' collar bone). Tank tops, camisoles, tops with spaghetti straps, and/or mesh jerseys are not permissible. Imprints may not refer to alcohol, tobacco, or other drugs or anything in poor taste as determined by the Student Life Director using professional judgment.
- Skirts and Dresses: **Skirts and dresses must be two inches from the top of the knee.** Slits cannot be more than three inches above the knee. Hems on skirts and dresses may not be frayed.
- Hair: Hair color must be within the range of natural hair colors.
- Shorts: **Shorts must be four inches from the top of the knee.** Swim trunks, sweats, warm-up style pants and cut-offs are unacceptable (unless given special permission for a spirit or theme day; see below).
- Pants: Pants are to be well fitted, cuffed or hemmed without holes, or frays that reveal skin. Pants are not to be "sagged," baggy or worn drooped below the natural waist line. **If leggings are worn, the garment worn over the leggings must follow the guidelines for shorts or skirts. Pants such as yoga style or spandex pants are not allowed.**
- Piercing, Tattoos and Jewelry: Visible, pierced body parts other than ears are prohibited. Visible tattoos are prohibited. Chains on pants are prohibited. The Student Life Director reserves the right to determine when piercing or other jewelry are excessive, distracting, or in conflict with the school dress code. Students who are referred to the Student Life Director will be asked to remove the jewelry.
- Footwear: Flip flops are allowed with the following exceptions:
 1. Flip flop or open toe shoes are not permissible in science classes that are conducting labs. Students must wear appropriate shoes (feet must be completely covered) while in science labs.
 2. Flip flop shoes are not permissible in PE classes where physical activity is conducted. Students will be expected to wear appropriate footwear as determined by the teacher.
 3. Flip flop shoes are not permissible on liturgy dress days.
 4. Flip flop shoes must possess a hard enough sole to withstand stepping on sharp objects (glass, tacks, etc.).

LITURGY DAYS

Students are expected to “dress-up” for particular liturgies and certain other occasions indicated on the calendar and in notices in the parent and student bulletins. Students dress in this manner as an expression of respect and support for the values of the school community. Students should arrive at school already dressed for the liturgy or special occasion and remain in Liturgy Dress for the entire day.

BOYS

Liturgy Dress attire for boys requires dress slacks, a tucked-in dress shirt with a coordinated tie or sweater, or a turtleneck sweater. The shirt must remain tucked in at all times. Liturgy Dress excludes jeans, tee shirts, sweatshirts and flip-flop style sandals. **Shorts are not allowed on Liturgy Dress days.**

GIRLS

Liturgy Dress attire for girls requires a modest dress, or a dress blouse/top with a skirt or dress slacks. Liturgy Dress excludes jeans, denim skirts, tee shirts, sweatshirts and flip-flop style sandals. **Shorts are not allowed on Liturgy Dress days.**

SPIRIT DAYS

The Student Life Director will determine certain days to be “Spirit Days.” Students are encouraged to dress for the theme, for example “White Out,” “Black Out,” or “Black and Red” days. Other examples of Spirit Days include Homecoming Week (50’s Day, Jungle Day, Disco, etc.), Halloween, etc. Students may wear hats, sweats, athletic clothing, or other articles of clothing that fit with the theme. Face paint is acceptable. In all cases, the underlying guideline of modesty and good taste must be maintained. Spirit Days are noted on the online school calendar.

ENFORCEMENT

Students who violate the dress code may be subject to discipline in the School’s discretion, including, but not limited to, detention. In addition, students who are not properly dressed for formal occasions may be sent home or to the office. Repeated violations of the dress code will be considered acts of disrespect and treated accordingly.

CONSEQUENCES FOR CHEATING

Cheating (including assisting others to cheat and/or copy), plagiarism, or copying on tests, exams, papers, or other schoolwork is considered a serious moral and academic offense and will be dealt with by the faculty or administration in its sole discretion. Generally, if a student is found to be cheating:

1. The items involved in the cheating, copying, etc. will be graded zero and the student will receive no credit. The student’s parents will be notified in writing by AMHS as soon as possible.
2. A copy of the notification will be placed in the student’s file as well as a copy given to the Vice Principal.
3. A second cheating incident will result in the student receiving a grade of **F** for the quarter and may lead to suspension or expulsion in the School’s discretion.

AMHS reserves the right to discipline students for cheating, plagiarism or copying on tests, exams, papers or other schoolwork in its sole discretion.

POLICY ON ACCEPTABLE COMPUTER USE

AMHS maintains a computer network and Internet connection to assist students in carrying out their duties and for academic activities.

COMPUTER AND NETWORK USE

1. All school computer systems, personal digital equipment and related peripherals may be used only for school-related purposes.
2. Students shall not attempt to access other users’ accounts, files, e-mail or data. Nor shall students attempt to alter the software or hardware configuration of any school computer.
3. Wireless network access is available on a limited basis and is not a universally supported service.

ACTIVITY MAY BE MONITORED; NO EXPECTATION OF PRIVACY

Computer systems, including electronic files and e-mail, and the information contained on them are the sole property of the School. The School may monitor the use of the computer network, Internet, and e-mail at any time at its sole discretion.

ERASURE NOT RELIABLE

Students should be aware that even when a message has been erased or a file has been deleted, it may be possible to retrieve the message or file from a back-up system. Students should not rely upon erasure to assume a message or file has remained private.

INTERNET FILTER

AMHS maintains a web content filter. The filter compares requests for a web site against a list of offensive and questionable websites in order to reduce the risk of students viewing inappropriate material. Use of a proxy internet host to circumvent a blocked site represents grounds for loss of computer use privileges.

GAMES

Students may not play games on the computers.

SECURITY

Students should not disclose their passwords to anyone. Do not allow other students to use your account; you may be held accountable for any malicious activity conducted under your computer account login. Students should report any abnormal computer activity or security concerns to the **Network Administrator** immediately.

ILLEGAL OR INAPPROPRIATE ACTIVITY

Students may not use the computer system to conduct any illegal or inappropriate activity, including but not limited to, replicating copyrighted materials, distribution of obscene or other inappropriate material, making threats, altering school information, hacking, etc. Software, whether on the School computers or network, may not be copied, downloaded or tampered with.

NO WARRANTIES

AMHS does not make any warranties for the computer service provided. Students should evaluate information gained through electronic sources in the same manner they would evaluate all other information used for their work. Data safety is the student's responsibilities. Stored files may be deleted without notice and data may be lost for other reasons including a system failure. Individual user files are not backed up; users are responsible for providing backup data security for their own computer data.

VANDALISM

Students shall not attempt to vandalize school property, including computers and related equipment. Vandalism includes, but is not limited to, a malicious attempt to harm or destroy the data of another user or to disturb the computer services at the School or on the Internet. This includes, but is not limited to, exercising security holes; creating, accessing or spreading computer viruses; or any other activities designed to disrupt the computer system.

VIRUS PROTECTION

Computer viruses that replicate over e-mail, portable storage devices or networks can destroy the computer systems. Many viruses are automatically spread without the user's knowledge, frequently to others in the user's e-mail address book. Students should therefore not open e-mail attachments, even from someone they know, unless they are expecting the attachment. Floppy disks or other removable media should not be introduced to the computer network without authorization from the **Network Administrator**. All suspected viruses should be reported to the **Network Administrator** immediately.

DISCIPLINE

Violators of the Computer Use policy may face disciplinary action, including, but not limited to, loss of school computer privileges for a certain period of time, suspension or expulsion.

DETENTION

Students may be issued detention for violating school rules. Detention will be held after school Monday through Thursday from 2:50 to 3:50 and will be supervised by the Student Life Director or a faculty member on duty. Detention takes priority over all other activities (e.g., athletic practices, games, jobs, etc.). Students assigned to detention must complete the duty within two days of the issuance. Students who fail to complete their detention within the two day period will be issued an additional day of detention.

Detention offenses include but are not limited to the following:

- Disrespectful or obscene language, gestures or behavior
- Minor verbal abuse or harassment
- Insubordination or disobedience to teachers, administrators or staff

- Unexcused tardies or absences
- Dress code violations
- Violation of classroom conduct or behavior (e.g., sleeping, food or drink, cell phone or electronic media device use, lack of course materials, etc.)
- Possession of tobacco
- Facial hair or haircut infractions

Detention will be issued by faculty, administration and staff using an online electronic form. Parents will be notified of the detention via an email link to the detention form.

Faculty, administration and staff reserve the right to refer a student to the Student Life Director, or may choose to administer detention for a student on an individual basis. The Student Life Director and the Student Services office will maintain records of all detentions and referrals.

WEEKEND SCHOOL

Repeated violations of these rules (four or more detentions in a given semester) can lead to a student being required to report to a Weekend School session. Weekend School sessions will be scheduled on campus on Saturdays or Sundays from 8am to 12pm and will be supervised by a faculty/staff member. Failure to report to Weekend School will result in an additional Weekend School session. Failure to report following the second issuance will result in a school suspension. A portion of the Weekend School session will involve the student performing community service at school.

IN-HOUSE DETENTION, SUSPENSION AND EXPULSION

A student may be suspended from attending classes for serious misconduct in one of two ways:

- A. In-House Detention: As an intermediate step, a student may be assigned an In-House Detention for a period of 1-2 days. This requires a student to perform community service at school during the school day. Absences due to In-House Detention are considered a Type II Absence.

In-House Detention offenses include but are not limited to the following:

- Bullying, hazing or harassment
- Integrity violation (e.g., dishonesty, lying, etc.)
- Excessive detention/Weekend School issuances
- Serious disruption of assemblies or liturgies

- B. Suspension: A suspension prohibits a student from the school grounds for a period of 3-5 days, based upon the repeated nature of offenses or the severity of the offense. Unusual circumstances may require a period of suspension beyond five days. Absences due to suspension are considered a Type II Absence. Students on suspension may not participate in interscholastic athletics or in cocurricular activities. Parents will receive written notification of a suspension and must confer with the Student Life Director before the student will be readmitted to classes.

The due process for determining a case for suspension will involve the following steps:

1. The Student Life Director will be made aware of the incident.
2. The student will meet with the Student Life Director and complete a written statement of the incident.
3. The person who reported the student will issue a written statement of the incident.
4. The Student Life Director will meet with both the student and the person who reported the incident.
5. Upon utilization of professional judgment, the Student Life Director may issue a suspension.

The student's parents and the Principal will be made aware of the decision.

Suspension offenses include but are not limited to the following:

- Hitting or inappropriate touching of others
- Smoking or other use of tobacco
- Possession or distribution of pornographic materials
- Skipping school or cutting classes
- Gambling of any type at school or at school-sponsored activities
- Harassment

Long-term Suspension (beyond five days) will be determined by the Principal upon review of the incident. This

suspension may be appealed by the student under the appeals process.

- C. Expulsion: Repeated violations of these rules and a violation of the contract may lead to a student being expelled or being asked not to return to AMHS.

Certain actions which threaten the safety or security of any member of our community are strictly prohibited and can result in expulsion. Such actions include, but are not limited to:

- Possession of potentially lethal weapons or substances
- Violence
- Harassment of individuals within or outside of the school community
- Possession or use of drugs or alcohol
- Theft of personal or school property
- Vandalism or destruction of property
- Written or verbal threats of violence towards students, faculty or staff
- Violation of a probationary contract

The due process for determining a case for expulsion will involve the following steps:

1. The Student Life Director will be made aware of the incident.
2. The student will meet with the Student Life Director and complete a written statement of the incident.
3. The person who reported the student will issue a written statement of the incident.
4. The Student Life Director and Principal will meet with both the student and their parent(s).
5. Upon utilization of professional judgment, the Principal may issue an expulsion.
6. The student may appeal the expulsion through the appeals process.

The administration will exercise the right to amend the student handbook when necessary. The handbook will be interpreted by the administration using professional judgment in every instance.

ADMINISTRATION AND REVIEW OF DISCIPLINARY SANCTIONS

The Student Life Director will be in charge of administering the behavior and discipline procedures and expectations. Teachers or staff may assign detention or other consequences for violations of rules. In matters serious enough to warrant suspension and/or expulsion, the Principal will make the decision.

APPEALS PROCESS

Only serious disciplinary issues such as long-term suspension (five or more days) or expulsion may be appealed. All appeals must be presented in writing to the Vice Principal within two school days after the initial decision regarding the disciplinary consequences. The student will be placed on Academic Leave until the appeal is conducted and a decision rendered.

To ensure fairness or to assist the process regarding suspension or expulsion, a Disciplinary Review Committee will be convened. This Committee will be chaired by the Vice Principal and will be comprised of two teachers and two counselors. The student making the appeal may bring up to two witnesses and/or advocates. The Disciplinary Review Committee may recommend or advise a particular course of action, but the Principal will have final authority on all disciplinary sanctions and will inform the family in a timely fashion. Students and their parents may appeal the Principal's decision to the President, whose decision will be final.

PROCEDURE

Once an appeal has been submitted, the Student Life Director will provide all information regarding the investigation of the situation.

The Vice Principal will convene the Disciplinary Review Committee for the appeal meeting.

1. The Vice Principal will provide an overview of the procedure, summarize the infraction, and the consequences that have been assigned.
2. The student should have an opportunity to make a statement about their version of the incident, giving his/her concerns about the consequences. (Some students find it helpful to write out their statement beforehand, but it is usually best to address the group or read the statement to the group rather than just passing out a statement.)
3. The Committee will have an opportunity to ask questions of the student.
4. Witnesses and/or advocates will be provided the opportunity to make a statement.
5. The Committee will permit parents to address the Committee. Legal counsel may not attend the Committee meeting.
6. The student (and parents, if present) should be excused.
7. The committee deliberates. During the deliberations, the Vice Principal should function as facilitator. The committee may choose to:
 - Uphold the decision of the Principal;
 - Recommend a lesser consequence; or
 - Recommend a more serious consequence.
8. The Principal will consider the committee's findings, make a decision and notify the President. The Principal will also notify the family of the decision in writing.

Students who are facing criminal prosecution may be asked to leave AMHS without an appeal. AMHS reserves the right to deny an appeal.

SUBSTANCE ABUSE

It is the goal of AMHS to provide an environment that is free from all substance abuse. AMHS works to educate students and families on tobacco, alcohol and drug abuse. AMHS strongly supports preventative education, which begins at home and is reinforced in school.

AMHS considers the presence, use, distribution, or sale of tobacco, illegal drugs, alcohol or any other legally controlled substance on campus, at school functions, or at a time and place involving AMHS as a very serious offense, which may result in dismissal. In the case of tobacco, the parents may be notified by AMHS by mail.

Generally, AMHS will abide by the following procedure if an AMHS student is found to be in possession of or under the influence of alcohol or an illegal substance other than tobacco:

1. Contact the student's parent(s)/guardian(s);
2. Suspend the student; and
3. Conduct an investigation and determine whether further disciplinary actions are appropriate. (This may include, but is not limited to, probation, suspension or dismissal.)

If AMHS determines that the student did use a prohibited substance or has an ongoing problem with substance abuse (including abuse of prescription drugs), the parents should be notified. In such cases, AMHS will abide by the general referral policy below.

REFERRALS

When AMHS Administrators or Counselors determine there are grounds to do so, they may recommend a chemical assessment of a student and refer him/her to an appropriate program in the School's discretion. If this is done, the parent(s)/guardian(s) and the student may be asked to sign a Release Form allowing the outside treatment center to confer with the School regarding the findings, recommendations and follow-up program. If AMHS permits the student to continue in the School, the student and parent(s)/guardian(s) must agree to participate in any follow-up treatment recommended by the professional treatment center. When treatment is recommended, it must begin within two (2) weeks of the assessment.

POLICY ON DANGEROUS WEAPONS

Any student who brings a dangerous weapon on campus or to a school-sponsored event will be expelled. "Dangerous weapon" includes, but is not limited to, (1) any device commonly known as "nun-chu-ka sticks," consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means; (2) any device, commonly known as "throwing stars," which are multi-pointed, metal objects designed to embed upon impact from any aspect; (3) any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of

compressed air, carbon dioxide, or other gas; (4) any instrument or weapon of the kind usually known as sling shot, sand club, or metal knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; a dagger, dirk, or pistol or (5) other dangerous weapon; or uses any contrivance or device for suppressing the noise of any firearm, RCW 9.41.250; RCW 9.41.280.

Students who bring pocket knives, squirt guns, paint ball guns, incendiary devices, or look-a-like weapons to school shall also be subject to suspension in the School's sole discretion.

SEXUAL HARASSMENT POLICY

DEFINITION OF SEXUAL HARASSMENT

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, or physical conduct of a sexual nature, when:

1. Submission to such conduct is explicitly or implicitly made a term or condition of an individual's academic activities (including cocurricular activities);
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual;
3. Such conduct (whether intentional or not) has the purpose or effect of unreasonably interfering with an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment; or
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through AMHS.

EXAMPLES OF SEXUAL HARASSMENT

Unwelcome sexual conduct can include a wide range of verbal or physical conduct of a sexual nature. Without limiting the behavior that might violate this policy, the following are examples of inappropriate conduct:

1. Unwanted sexual advances or propositions;
2. Offering benefits or advancement in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters, sending written or electronic messages of a sexually suggestive nature;
5. Verbal conduct such as making or using derogatory comments, epithets, whistling, gawking, comments on body parts (whether positive or negative), slurs and jokes;
6. Verbal abuse of a sexual nature, verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations or other communications; and
7. Physical conduct such as touching, assaulting, impeding or blocking movements.

REPORTING AND INVESTIGATING SEXUAL HARASSMENT

Students, employees, or volunteers who feel they have been subjected to conduct of a harassing nature (whether by an AMHS employee, official, volunteer, parent, student or outsider) should promptly report the matter to the Student Life Director. Parents, teachers, or students who observe conduct of a harassing nature are encouraged to report the matter to one of the AMHS officials designated below.

If a student believes he or she is a victim of sexual harassment, the student should immediately report the complaint to the Student Life Director. The Student Life Director should immediately report the complaint to the Principal. If the Vice Principal is involved in the alleged harassment, then the complaint should be immediately filed with the Principal. If both individuals are involved in the alleged harassment, then the complaint should be immediately filed with the President of the school. All complaints should be promptly investigated.

CONFIDENTIALITY

Reports of sexual harassment should be kept confidential to the extent reasonably possible including, but not limited to, the identity of the individual who reports the harassment and the individual accused of harassment. However, in order to act on behalf of all students, AMHS cannot guarantee the anonymity of an individual making a complaint. AMHS will investigate every complaint, and will notify a student's parent(s)/guardian(s) and appropriate government officials as the circumstances warrant.

RETALIATION

It is against AMHS' policy to discriminate or retaliate against any individual who has filed a complaint concerning harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing

concerning harassment. Any student or employee who, after appropriate investigation, has been determined to have retaliated against anyone for using or expressing the intent to use the complaint procedure in this policy should be subject to disciplinary action, up to and including immediate dismissal or expulsion.

FALSE CLAIMS

AMHS may take disciplinary action, up to and including immediate expulsion, in cases where false, frivolous or vexatious complaints are submitted. No disciplinary action should be taken where complaints are made in good faith.

CORRECTIVE ACTION

When one of the School officials designated in this policy receives a complaint, he or she should immediately inform the Principal, unless the Principal is the person alleged to have engaged in the harassing conduct, in which case the President of AMHS should be immediately informed of the complaint. The Principal (or the President, if applicable), or designee, will direct an investigation. If the investigation confirms the allegations, prompt corrective actions will be taken. The individual who suffered the harassing conduct may be informed of the corrective action taken. In addition, any student or employee found to be responsible for harassment in violation of these policies may be subject to appropriate disciplinary action, up to and including dismissal or expulsion. The severity of the disciplinary action should be based upon the nature and circumstances of the violation.

BULLYING

Bullying means any intentional written, electronic, verbal or physical act or actions against another person that a reasonable person under the circumstances should know will have the effect of:

1. Placing a person in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property;
2. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness of actions due to a power differential between the bully and the target;
3. Interfering with a student having a safe school environment that is necessary to facilitate education performance, opportunities or benefits; or
4. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another person.

Students, employees, or volunteers who feel they have been subjected to conduct which could be construed as bullying (whether by an AMHS employee, official, volunteer, parent, student or outsider) should promptly report the matter to the Student Life Director following the procedures outlined in the section on "Reporting and Investigating Sexual Harassment." AMHS will use the same general procedures outlined in the section on Sexual Harassment to investigate reports of bullying behavior.

At Archbishop Murphy High School, any form of harassment or bullying is taken quite seriously. In the event it has been determined a student has engaged in behavior which can be construed as harassment, the following steps will occur:

1. The student and his/her parents will be informed (both verbally and in writing) that the behavior constitutes harassment as defined by the school. The student will receive a stern warning. Any behavior of this type is considered harassment.
2. A second verifiable incident of harassment will result in the student being suspended from school for five days. The student and his/her parents will be notified of this decision both verbally and in writing. A third verifiable incident of harassment will result in the student being expelled from AMHS. The student will have the right to due process (see "Appeals Process" on page 23). The student and his/her parents will be notified of this decision both verbally and in writing.

SECTION VI: CAMPUS REGULATIONS

AMHS is a closed campus. This means that all students must remain on campus throughout the school day unless excused via a note from a parent/guardian. All visitors must come directly to the Student Services office to conduct their business. This closed-campus policy includes lunch periods for all students.

VISITORS

As stated above, all visitors are to report to the Student Services office. Student visits will be limited to those who are seriously considering enrolling at AMHS. These students should contact the school at least two weeks prior to the desired visit date. Friends and relatives of students will not be granted permission for visits except in extraordinary circumstances in AMHS' sole discretion.

AUTOMOBILES AND PARKING

Students who want to drive to school and park on campus must first apply for a parking permit. The Parking Permit Agreement, available in Student Services and on our website, must be completed and returned to the office. Only those students who have a current permit decal displayed clearly in the driver's side rear window may park on campus in designated parking areas. Students may not park in spaces reserved for faculty, visitors, disabled, auction spaces, or ASB officers. Only 12th graders may park in the spaces marked "senior." The speed limit on campus is 10 mph, and drivers and passengers must be in seat belts before the car moves. Students are not permitted to enter their cars during the school day without written permission from the office. Violation of these rules three times will result in a fine which will increase with each infraction. If a fourth infraction is incurred, discipline will result in the loss of on-campus driving privileges for the remainder of the school year.

FOOD/DRINK

As a general rule, food and drink are only allowed in the cafeteria, at the picnic tables outside of Grace Hall or in the plaza area between Grace Hall and Heath Hall. Food and drink are not permitted in the gym during the school day. Students must individually and collectively take the responsibility to keep these areas free of litter. Eating outside of these designated areas and times requires the permission of the adult in charge. That adult and those students have the responsibility to insure the cleanliness of the area where the eating takes place.

GUM

Gum is prohibited on campus. Students caught chewing gum will be assessed a \$1 fine per incident. Students may use breath mints as needed.

STORAGE AREAS

Unless directed by a school authority, students are not to enter storage areas or portables or take materials from them.

SCHOOL CLEANLINESS

All students are expected to help maintain the tidiness of the School and its grounds. Students are expected to dispose properly of waste materials. In addition, students are expected to help tidy the classroom at the end of class and the lunchroom/grounds at the conclusion of break and lunch. The "Snack Shack" and vending machines are provided as a service to students. In addition, they provide funds for student activities. If the school is not kept litter free, both will be closed.

LOCKERS AND PERSONAL PROPERTY

Lockers will be assigned by the first day of school. Lockers are the property of the School and are available for students' use. Students are to keep lockers neat and not share locker combinations. Students are expected to keep all personal items not needed for class in their lockers. Lockers must be locked between classes. Because lockers are the property of the School, the administration reserves the right to open a locker, search it and seize contraband at any time without student knowledge or permission (see "Inspection of School Property" on page 28). Materials posted on locker walls must be in good taste and reflect Christian values.

Weapons of any type, cigarette lighters and skateboards are prohibited on campus.

ELECTRONIC DEVICES

CD players, iPods, radios, cassette players, etc. are not to be brought to class or used during class time, unless a teacher has given permission for a specific classroom assignment, project or activity. The use of these devices is permitted only outside of regular class time, provided they are used in a reasonable manner.

The on-campus possession and use of cell phones is permitted only outside of class. Students making or receiving calls, text messages, or photos during class will have their phone confiscated and returned to the student at the end of the day. If there are additional violations, the item(s) may only be returned to the parent(s)/guardian(s) and appropriate disciplinary action will be taken in the School's sole discretion. The school reserves the right to view photos and text messages on confiscated cell phones.

SCHOOL OFFICE - STUDENT SERVICES

Student Services serves as a clearinghouse for student information and support. Students often need to go to the office for communication needs. Students should confine their office visits to the times before and after school and during break and lunch. Students should not visit the office during class time except at the request of a teacher or in case of illness. There is a phone for student use located in the south gym lobby. It is provided for student emergency use. Students are not to request to use the office phone(s). Students are expected to have sufficient funds available for transportation and food during the school day. The school cannot provide emergency funds for those who are not prepared for the needs of the day. Copiers in

the school office and faculty room are strictly for the use of the faculty/staff. No student will be allowed to use a school copier. If a student needs a copy of material for an educational purpose, he/she must present a note from a school adult authorizing the copying of the material. Material cannot be copied immediately. It may be copied when time and equipment allows in the School's discretion.

STUDENT SAFETY AND SUPERVISION

Campus is unlocked for students from 6:45am to 3:30pm each regular school day. AMHS does not offer before- or after-school supervision of students. Students should be in class, participating in a school-sponsored activity, or in a classroom receiving help from a teacher, after which they should depart campus. Students should not be loitering on campus outside of school hours. If a student's ride or carpool is delayed, they should report to Study Hall, held Monday through Friday from 3:00pm to 5:00pm. Study Hall is monitored by AMHS faculty.

Students who are returning from a cocurricular activity, game or practice should arrange with parents to be picked up promptly upon return to campus.

INSPECTION OF SCHOOL PROPERTY

In order to safeguard AMHS and its employees and students, and to prevent the possession, sale and use of alcohol or weapons and the possession, sale and illegal use of drugs, AMHS reserves the right to question employees, students and other persons entering and leaving the School premises, and to inspect any packages, parcels, purses, bags, backpacks, cars, cell phones (including telephone voice messages, text messages and photographic images) and other electronic devices, or other possessions carried to, from, on, or in School property. AMHS also reserves the right to search any employee's office, desk, files, lockers, etc. located on School property. All offices, desks, files, computers (including software and e-mail systems), telephones, cell phones (including telephone voice mail files and photographic images), lockers and other property owned, leased or used by AMHS and provided for use by its students or employees are property of the School and are subject to inspection at any time in the School's sole discretion.

OTHER

- Students are responsible for having the supplies necessary for classes.
- Students are not to bring expensive items or large sums of money to school. If it is essential that a student do so, the money/items should be left in the care of a school employee, who will issue a receipt.
- It is essential for families to provide the School with current demographic information. Please immediately notify Student Services in writing of any changes in the student's demographic information (e.g., residence, parent(s)/guardian(s)' work phone numbers, etc.).

SECTION VII: ATTENDANCE POLICIES & DEFINITIONS

Students and parents must understand that regular attendance is a prerequisite to learning. Patterns of attendance and punctuality are established in a person's younger years. It is the policy of AMHS to teach a positive attitude in these areas. Frequent absences or any pattern of tardiness is not acceptable. Out of consideration for all faculty and students, the Student Services Office will not interrupt any class to relay a message to a student. Messages will only be relayed to the student between class periods.

A student who is absent obviously misses whatever material is covered during that time. Absences also delay feedback to other students. Because learning is a sequential and communal process, when a student misses a class, a gap can develop that may never be completely bridged. Attempts at "make up" will fall short of actually being in school at the time the class is held.

With the above in mind, it is the policy of AMHS to discourage absence, especially absences for vacations during school, and/or personal business on school days. While illness is a legitimate reason for absence, one must be aware that any pattern of multiple absences may negatively affect a student's progress.

It is the responsibility of the parent to decide when an absence is necessary. Whenever a parent excuses an absence, it is considered by AMHS to be excused. However, in fairness to teachers, AMHS identifies the types of absences in order to determine the degree of responsibility the teacher has for assisting the student with make up work or tests.

ATTENDANCE PROCEDURES

WHEN A STUDENT IS ABSENT

The following procedures should be followed when a student is absent:

1. The parent is to call or e-mail the school between 7:05am and 8:20am. If a parent does not call, phone calls will be made to the home telephone number first and then the parent/guardian's work number if a student is absent. We are required to ask for the reason for the student's absence. Please keep in mind that when you send an e-mail or leave a message, you must give a reason for the absence so that we can assign a Type 1 (EA1) or Type 2 (EA2) code.
2. Upon returning to school, prior to first period, the student is to present to the Student Services office staff a signed and dated note from the parent stating the dates and reason for the absence. (Please be aware that a note must be submitted excusing the absence within 24 hours of a student's return to school. If a note is not submitted within this time frame, the student may not be allowed to schedule the make-up of missed tests and/or quizzes, or submit missed assignments resulting from the absence. If e-mail is utilized to excuse the student, a signed note will also be required upon the student's return to school.)
3. The note will be used by the Student Services office staff to determine the type of absence.

APPOINTMENTS DURING SCHOOL HOURS

All appointments should be made outside of school hours whenever possible. If an appointment must be kept during the school day, the following procedure should be followed:

1. Before school, the student is to present a note to the Student Services office staff from the parent requesting dismissal from school for the stated reason and the appointment time.
2. The student is to sign out at the Student Services Office when leaving for the appointment. He/she is to sign back in, if he/she returns for classes later in the day.
3. Students should be especially careful that appointments do not occur during the same class period over the course of the year.
4. Students failing to sign out prior to leaving campus will be considered truant. The absence will be listed as "unexcused" and the appropriate disciplinary consequences will apply.

ILLNESS DURING SCHOOL HOURS

Students who become ill during the school day should report to the Student Services Office. If a student is too ill to remain in class, he/she must go to the Student Services Office to call parents for permission to leave campus. If the student must go home, the parent will inform the Student Services office staff and they will release the student. Students who do not check out properly will be subject to disciplinary action.

EXTENDED ABSENCE

If a student experiences an extended absence (three days or more) due to illness, the parent should contact the appropriate teachers by e-mail to arrange for work to be sent home.

PRE-ARRANGED ABSENCE/PRE-ARRANGED EARLY DISMISSAL

When a student knows beforehand that he/she will miss school, the student must obtain and complete a Pre-Arranged Absence form and submit it to the Vice Principal two days prior to their departure. The form is available in the Student Services Office or online at the school's website. The Vice Principal will approve/disapprove the pre-arranged absence and if approved the student should e-mail the teachers directly to obtain assignments. Based on the reason for the absence, a Type 1 (EA1) or Type 2 (EA2) will be assigned. If this procedure is not followed, the absence will be considered a Type 2 (EA2) absence.

In the case of a pre-arranged early dismissal, students must submit a signed note to the Student Services Office on the morning of the early dismissal. The Student Services office staff will issue a dismissal pass to that student for use later in the day.

Students leaving class/school more than 20 minutes early will be considered absent for the last class of the day.

PRE-ARRANGED ABSENCE FOR FINAL EXAMS

If a student is unable to take final exams on the scheduled dates at the end of first or second semester, the absence must be pre-arranged and approved by the Vice Principal at least seven days in advance. No early exams will be permitted. The student will take all semester finals when he/she returns from the absence. An incomplete grade will be given until all exams are corrected and graded.

TARDINESS

A tardy that a student receives during the first period of the school day (less than 20 minutes late) is labeled as a T1. The Student Services Office will utilize an online form (similar to the online detention form) to notify parents of a T1 incident, and give parents 24 hours to excuse this tardy. Any T1 that is not excused within 24 hours will result in a detention. Parents may contact the Student Services Office via a note, phone call or e-mail to excuse this incident.

All non-first period tardies will result in an automatic detention, unless the Student Services Office has been notified of an out-of-school appointment, or the tardy was due to a school related activity.

TYPES OF ABSENCES

EXCUSED ABSENCES

This is an absence excused by a note from the parent which must be submitted within 24 hours of a student's return to school. If a note is not submitted within this time frame, the student may not be allowed to schedule the make up of missed tests, quizzes or submit missed assignments resulting from the absence. However, even in the case of excused absences, students may not receive credit for missing class activities that require attendance such as performances, graded discussions, and labs.

Absences that occur during the course of the school day after 8:00am and without prior notification from the parent (i.e., medical or dental appointments, family emergency, etc.) cannot be excused.

TYPE 1 EXCUSED ABSENCE (EA1)

Teachers will help with make up and tests.

- Illness
- Medical, dental and counseling appointments that cannot be scheduled outside of school hours
- Absences related to death or serious illness in family
- School-sponsored activities
- Non school-sponsored sporting events (e.g., gymnastics, crew, lacrosse, etc.)

TYPE 2 EXCUSED ABSENCE (EA2)

Teachers are **not** required to assist with make-up work or tests. Accepting late assignments is discretionary and disciplinary consequences may be assigned. If a parent does not give a reason for the absence, it will automatically be assigned an EA2.

- Overslept
- Traffic problems
- Too tired
- Stayed home to study
- Elective surgery/medical procedure
- Went to the computer lab to finish a paper
- Family vacation
- College visits
- Absences due to suspension

SCHOOL-SPONSORED ACTIVITIES

There are two types of school-sponsored activities.

SA1 - Required, school-initiated activities

DOES NOT count toward official absence total (see CONSEQUENCES OF ABSENCES AND TARDY ARRIVALS below)

Examples:

- Field trips (teacher initiated such as Spain, Performing Arts, etc.)
- Sports events where students' names are on rosters
- Academic competitions (Math Team, Hi-Q, etc.)
- Class retreats
- AMHS admissions recruitment trips
- Student of the Month awards ceremonies (Rotary, etc.)
- School play
- Prep for assemblies
- Prep for mass/liturgical choir

SA2 – Optional; attendance is family choice.

DOES count toward official absence total (see CONSEQUENCES OF ABSENCES AND TARDY ARRIVALS below)

Examples:

- Rooter buses
- Early dismissal to attend an athletic event as a fan
- Rice Bowl activities (e.g., BBQ lunches, Dodge Ball tournaments, etc.)

UNEXCUSED ABSENCE

Avoidable absences without a parent’s written permission constitute truancy. They include, but are not limited to:

- Skipping a class or a full school day
- Skipping school activities which are scheduled during the school day
- Leaving campus at any time during the day without permission
- Missing assigned detention

Teachers may not allow credit for any make up work or tests. Each unexcused absence will result in a detention, which must be performed in service of the school. Other consequences that may be assigned are doubling missed class time in detention, suspension, parent conference, and/or a behavior plan. In addition to contacting parents about T1’s, we will also use the online form to inform parents that a student has an unexcused absence. Parents will have 24 hours to excuse this absence with a note, phone call or e-mail. Unexcused absences that are not cleared within 24 hours will result in a detention.

Any absence type that is in question/disputed will be referred to the Student Life Director and his decision about the type of absence will be final. AMHS reserves the right to discipline students for absences and tardy arrivals including, but not limited to, reprimand, detention, suspension, or expulsion. Such action is in the discretion of the school.

CONSEQUENCES OF ABSENCES AND TARDY ARRIVALS

The following consequences apply to student absences and tardy arrivals:

TARDY ARRIVALS

All non-first period tardies will be assigned a one-hour detention.

ABSENCES

Upon the accumulation of more than ten (10) absences per class, per semester, regardless of whether the absences are excused or unexcused, students will receive an Attendance No-credit grade. Students will be notified of the loss of credit and a letter will be sent to the parents/guardians.

APPEALING LOSS OF CREDIT

Students or parents who feel that extenuating circumstances have led to the loss of credit may apply for credit reinstatement. Appeal for Credit forms can be obtained from the Student Services Office three weeks prior to the end of the semester and must be submitted to the Vice Principal for Academics before the first semester exam of a given semester. In the case of an extended illness, the Vice Principal for Academics may ask for a written report from the doctor involved in treating the illness. Appeals for credit will be reviewed by an Attendance Review Committee during the last week of the semester and students will be notified of the committee’s decision in writing.

If the student or parents wish to contest the committee’s decision, they may request a hearing with the Principal within three days of receiving notice of the administrators’ decision.

An Attendance No-credit grade for a course will require a student to make up the course. Arrangements for making up a course will be determined by the Vice Principal for Academics.