SAINT MICHAEL THE ARCHANGEL CATHOLIC HIGH SCHOOL

STUDENT AND PARENT HANDBOOK

2026 - 2027

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Philosophy of Education/Mission Statement

Mission of Saint Michael the Archangel Catholic High School

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

About SMHS

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

History of SMHS

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

The founders' initial efforts included numerous meetings with religious orders and the local Diocese to consider opening a Catholic high school in Fredericksburg; however, when these efforts bore no fruit,

the founders reconvened, placed their faith in the Holy Spirit, and decided to do it on their own. With their backgrounds in the business community, they convened a small group of parents and concerned business people to discuss the need and vision for a Catholic high school in the immediate area. After receiving encouraging responses to the initial vision from the greater community, the Catholic Business Network of Central Virginia (CBNCV), a non-profit organization formed in 2001 by Brown and Dihlmann to bring local businesses together to witness the good news of Jesus Christ in their businesses, and support local Catholic education, created a group in 2002 called the Catholic High School Subcommittee, spearheaded by Matt Britton to further explore the possibility of making this vision a reality. Through tireless effort, relentless determination and unwavering faith, the founding board, which also included Mr. Tibor Baksy, established and incorporated Saint Michael the Archangel High School, Inc. in June 2004 as a non-profit Catholic high school as defined by Section 501(c)(3) of the Internal Revenue Code.

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

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

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

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

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

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

Saint Michael the Archangel, "Pray for us."

Philosophy of Education

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

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

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

Matthew 28:19-20

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

Purpose of the Student and Parent Handbook

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

Parental Role

In this Handbook, the term parent refers not only to a child's natural or adoptive parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

SMHS, in alignment with the teachings of the Catholic Church, recognizes parents as the primary educators of their children. The faculty and staff honor the role of parents as the primary educators of their children and will demonstrate respect and support for all parents in their important and challenging task. Parents are invited and encouraged to participate in SMHS's celebration of prayer and Liturgy. Parents are encouraged to participate in the programs which are developed to support the education of their children. The wide spectrum of this involvement includes volunteer work, participation in parent/teacher conferences, attendance at meetings and seminars and active involvement in SMHS's ParentTeacher Organization (PTO).

Parents are expected to support SMHS's mission and commitment to Christian principles reflected in the SMHS Mission and the policies outlined in this Handbook. One of the conditions for initial and continued enrollment at SMHS is the signing of the "Handbook Agreement Form" indicating the parent's support of SMHS's philosophy, policies, and regulations. Failure to sign will not prevent SMHS from enforcing its policies but could result in disciplinary action being taken and/or prevent a student from enrolling (or continued enrollment) in SMHS. The form can be obtained from the school website, the enrollment package, or this handbook. This form must be signed and returned to the Principal or Registrar by ***September 15*** every year.

Communication is the key to preventing and solving potential problems. In the event a parent desires to discuss an issue with their student's teacher, the parent should make an appointment for a private meeting with the student's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents and work to resolve it. The Principal and members of SMHS staff stand ready to assist if

the required meeting with the teacher does not resolve the matter. If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school staff, SMHS may take corrective action such as: imposition of particular procedures the parent must follow in interacting with SMHS's students, faculty and staff, restriction or termination of the parent's access to school property or events and/or dismissal of the parent's student(s).

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

Sexual Identity Policy

The Diocese of Arlington is committed to providing a safe environment that allows students to develop and prosper academically, physically and spiritually, consistent with Catholic teachings and principles affirming that the body reveals each person as male or female and that the harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul by God and in the image and likeness of God. In fulfillment of these religious truths, our Catholic educational environment shall reflect a relation to persons (including name and pronoun usage, uniforms, access to facilities and overnight accommodations, and eligibility for single sex curricular and extracurricular activities) that is respectful of and consistent with each person's God-given sexual identity.

Recognizing that each person is created in the image and likeness of God ensures that dignity is safeguarded, and safe environments are fostered. When parents send their children to Catholic schools and when persons choose careers in Catholic education, they should expect an environment consistent with the truth that God-created sexual identity speaks to His vision for each person's relationship to Him, oneself and others. Behavior and expressions of a person's sexual identity within the school environment that are inconsistent with these principles and/or which cause disruption or confusion regarding Catholic teachings on human sexuality are prohibited. The full cooperation with this policy of school officials, faculty, parents and students is required and a condition precedent to the continued enrollment of each student and the continued employment of each employee, and the enforcement of this policy by the school is deemed a spiritual mandate.

Non-Discrimination Clause

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

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

Non-Catholic Students

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the school's educational program. As such:

- Non-Catholic students are expected to participate in the religious formation and education programs of SMHS.
- Non-Catholic students must participate in liturgies (except for reception of the Eucharist), retreats, other religious functions, and religion classes for credit.
- Non-Catholic students may be exempt from formal co-curricular or extra-curricular sacramental preparation programs but not from the catechesis held during the school day.
- All students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation, and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents/guardians must be aware that it is the Catholic position that will be taught

Spiritual Development

Weekly Masses

As the Eucharist is the source and summit of everything that Saint Michael the Archangel Catholic High School (SMHS) believes and does, Mass is held weekly at SMHS, and attendance is mandatory. Mass is generally celebrated on Wednesday mornings unless a Solemnity or Feast Day should fall on a different day during the week in which case, our celebration of the Eucharist is shifted to that day. On certain occasions, the faculty and students will travel to an area parish to participate in Mass.

Commencement exercises at Saint Michael the Archangel Catholic High School reflect our commitment to keeping Christ at the center of all we do. Graduation begins with the Baccalaureate Mass, followed by the Graduation Ceremony. Attendance at the Baccalaureate Mass is required for all graduates who wish to participate in the Graduation Ceremony.

Mass Attendance

Attendance at Mass is mandatory, but Holy Communion is reserved for those disposed to receive our Lord present in the Blessed Sacrament. Should a student desire to receive the sacraments of initiation (Baptism, Reconciliation, Confirmation), permission is required from the pastor of the parish from which the student is registered. SMHS students have the opportunity to assist at the Wednesday Masses as altar servers and lectors.

Mass Tardiness/Absence

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

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

Students who are absent from Mass must turn in a proper excuse to the office (see "Administrative Policies and Procedures"). Absent students are listed and those students on the list for whom no note

has been turned in receive an automatic detention after their second infraction (an extra day is permitted for turning in an excuse for Mass absenteeism).

Visitors to Mass

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

Student Retreats

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

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

Culture of Life Curriculum

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

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

March for Life Policy

Saint Michael the Archangel Catholic High School (SMHS) participates in either the National March for Life or the Virginia March for Life each year. This event is an integral part of the school's Catholic identity and commitment to the dignity of every human life. Student attendance is expected as part of the school's educational and faith formation program. Any student who is unable to attend must receive prior administrative approval and will be assigned a reflective essay to be completed for both their Religion and English courses. Full-time faculty are required to attend the March with all students and will serve as chaperones throughout the event. For more information see Student Policy 105.

Academic Policies

Curriculum

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

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

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

Graduation Requirements

It is the goal of SMHS to position students for academic success and for admission to leading colleges and universities. SMHS requires the completion of 28 credits, while students who have not met the minimum 28 credits may not attend commencement exercises.

- For graduation, however, all transfer students are obligated to complete 28 credits as well, Sacred Studies requirements may be waived

The curriculum sequence varies depending on the type of diploma each student works to achieve.

To gain entrance into SMHS, each student must be evaluated. The administration will conduct the following: evaluation of academic transcripts, English & Math placement tests, references, a student interview, behavioral records, special education guidelines & requirements, and a completed student

application. Evaluation of these data points will provide the administration with the best possible platform for making an informed decision for enrollment.

Home Study

A student may receive SMHS graduation credit for a home-schooled mathematics or grammar course, if and only if, they pass a qualifying test at SMHS. With these exceptions, SMHS will accept credits and grades from a formal home school program, college class, or public-school class.

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

Students may enroll in courses off campus, for credit when appropriate and ***only after the principal's approval***. Off-campus enrollment expenses and transportation will be the sole responsibility of the student's family. Only Educere high school courses are permitted.

Transfer students and foreign exchange students have difficulty meeting the Sacred Studies requirements. Upon enrollment the student will be placed into the appropriate Sacred Studies class as determined by the Academic Director or Principal.

Middle School Credits

The Board of Trustees has adopted a policy that allows the acceptance of middle school credits should they meet all the following conditions:

1. The school where the class was taken was an accredited school as recognized by the state it resides in.
2. The student earned an A (90% or more) in said course.

Homework

Homework is an essential part of the learning process and is expected to be completed and submitted by the assigned due date. Students should expect to spend an average of two to three hours on homework each evening, depending on their course schedule and individual study habits.

Late Work

Late work is not accepted. Any assignment that is not submitted by the established deadline will receive a grade of zero.At the teacher's discretion, each student may be granted one late work pass per semester for a regular assignment. This pass allows the student to submit one late assignment by the deadline established by the teacher without receiving a zero. The use of the late work pass is entirely at the discretion of the teacher and may not apply to tests, quizzes, presentations, long-term projects, or other major assessments.Exceptions to this policy will be made only in rare circumstances, such as extended illness or other situations approved by the administration.

Missing or Make-Up Assignments

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

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

Note:

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

Grade Penalties Due to Absences

A student who is absent more than ten (10) days in a semester may be penalized by up to a five (5) point reduction in the semester grade for each day over ten that s/he is absent. According to the Virginia Department of Education, chronic absenteeism is defined as missing 10% or more of the academic year for any reason, including excused absences, unexcused absences, and suspensions. That is approximately sixteen (16) days in an entire school year. If that threshold is reached or approaching a meeting with the principal will be scheduled to discuss the academic effects of the absences and the student may not be able to move on to the next grade level. ab

Textbooks

Each year students are required to pay an annual book fee. The book fee should not exceed $500 and is used to purchase, repair, and maintain our Saint Michael's book inventory. At the beginning of the school year each student will sign a book agreement form that states the books are the property of Saint Michael the Archangel Catholic High School and should be returned in good condition at the end of the school year. If any books are severely damaged, destroyed, or lost, student transcripts and final grades may be held until a replacement book is purchased.

College Prep

- College Prep courses use a standard high school textbook.

Advanced Placement (AP):

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

Dual Enrollment

Saint Michael the Archangel Catholic High School partners with Germanna Community College to offer Dual Enrollment courses, allowing students to earn both high school and college credit simultaneously. Credits earned through Germanna are accepted by all Virginia Community Colleges and by many four-year colleges and universities. The acceptance and transfer of credits is determined solely by the receiving institution.

Students wishing to enroll in Dual Enrollment courses must first be admitted as a Germanna Community College student and obtain a Germanna student identification number. This student ID is required to register for all Dual Enrollment courses.

Because Dual Enrollment courses are college-level coursework, students must receive approval from the Saint Michael's administration before enrolling and must maintain a cumulative GPA of 3.0 or higher. Tenth-grade students who have successfully completed Algebra II may be eligible to enroll in Dual Enrollment Pre-Calculus with the approval of their parents, the Saint Michael's administration, and Germanna Community College.

Students are expected to demonstrate continued academic success while enrolled in Dual Enrollment courses. Any student who earns a semester grade of D or below in a Dual Enrollment course will be withdrawn from the Dual Enrollment program for the following semester and placed in the corresponding college-preparatory (general) course, when available. The purpose of the Dual Enrollment program is to provide qualified students with an opportunity to excel in college-level coursework, not to create an academic hardship that may negatively impact a student's overall success. Students may be considered for re-entry into the Dual Enrollment program at a later date with administrative approval after demonstrating improved academic performance.

Tuition for Dual Enrollment courses is established annually by Germanna Community College in conjunction with the Virginia Department of Education. The cost is typically approximately 70% less than standard college tuition rates. Dual Enrollment tuition must be paid to the Saint Michael's Registrar each fall and spring semester, and the school will remit payment to Germanna Community College on the student's behalf.

Saint Michael the Archangel Catholic High School currently offers up to 30 college credits through Dual Enrollment in English, Mathematics, and History. Students who successfully complete these courses may graduate from Saint Michael's having already earned up to 30 transferable college credits, providing both significant tuition savings and a strong foundation for future college success.

Educere

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

Honors Courses

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

Course Scheduling and Cancellation

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

Outline – Grade Level Requirements

9th Grade	10th Grade
Sacred Studies 9	Sacred Studies 10
English 9	English 10
Algebra I	Algebra II
Earth Science	Biology
World History I	World History II
Foreign Language	Foreign Language
Fine Arts	Personal Finance/Economics
Physical Education	Physical Education
11th Grade	**12th Grade**
Sacred Studies 11	Sacred Studies 12
English 11	English 12
Geometry	Pre-Calculus
Chemistry	Government
US History	Foreign Language or elective
Foreign Language	Physics or Bioethics
Elective	Elective
Elective	Elective

Diploma Requirements

Course	Standard Diploma	Advanced Diploma
Sacred Studies*	4 credits	4 credits
English	4 credits	4 credits
Math	4 credits	4 credits
Social Studies	4 credits	4 credits
Science	3 credits	4 credits
Foreign Language	3 credits	3 credits
Fine Arts	1 credit	2 credits
Personal Finance	1 credit	1 credit
Physical Education/Health	2 credits	2 credits
Electives	2 credits	3 credits
Total	**28 credits**	**30 credits**
Honors courses		2 courses
AP courses and/or Dual Enrollment		4 courses

*Students are required to take sacred studies class every year of attendance at Saint Michael the Archangel Catholic High School (SMHS). Transfer students who have not previously taken sacred studies courses may have the requirements waived.

Grading Scale

SMHS uses a weighted point system to reflect student performance. More difficult courses, namely Honors and AP, are weighted more than standard courses. A GPA is the student's grade point average for all the high school level courses they have completed and the calculation of class ranking.

Numeric Grade	Letter Grade
97 – 100	A+
93 – 96	A
90 – 92	A-
87 – 89	B+
83 – 86	B
80 - 82	B-
77 – 79	C+
73 – 76	C
70 - 72	C-
67 - 69	D+
63 - 66	D
60 - 62	D-
59 or Below	F

Standard Course	4.0 grading scale	The GPA is calculated based on the percentage in the course.
Honors Course	4.5 grading scale	
AP/Dual Enrollment Course	5.0 grading scale	

Students may graduate with honors depending on their cumulative GPA.
Cum Laude: 3.5 - 3.7
Magna Cum Laude: 3.8 - 3.9
Summa Cum Laude: 4.0+

Grade Reporting

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

Exams/Quizzes are given periodically throughout each quarter, with Mid-Term Exams in the middle of each semester and Final Exams at the end of each semester. These major exams are averaged into the semester grades. Semester grades are used to determine eligibility for extracurricular participation, Honor Roll, and class ranking.

Honor Roll

Honor Roll is announced upon the issuance of semester report cards. Students with no grade lower than a 90 on report cards earn Distinguished Honors (sometimes called the Dean's List). Students with no grade lower than 80 on report cards, earn Honor Roll. A student must take at least five classes to earn Honor Roll status.

Academic Probation

Participation in extracurricular activities for high school students at Saint Michael the Archangel Catholic High School (SMHS) is an important part of their high school experience. The priority for every student is success in the classroom. Academics paves the way for all future success. Students at Saint Michael are required to maintain a 2.5 grade point average (GPA) and passing grades for the quarter in which they are participating in athletics or clubs.

Academic probation is a period of temporary suspension from extracurricular activities for a student whose academic performance, as reflected upon an interim advisory or semester report card, has fallen below a 2.5 GPA or has an F in any single class.

Saint Michael the Archangel Catholic High School (SMHS) evaluates GPA beginning at the interim mark of each quarter. Students who fall below the academic standards at the interim mark or at the end of the quarter will be placed on academic probation. The student has one week to address missing assignments or other factors that may be negatively impacting their GPA.

During this probationary period participation in practice can be limited or eliminated at the discretion of the Principal based on the specific factors impacting the student. Students must show positive

progress and maintain that progress throughout the remainder of the quarter and going forward. Failure to do so will result in ineligibility for the student athlete to participate in practice or games until a positive turnaround and progress is noted.

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

Remedial Action and Summer School

Summer Courses for those who earned a D or F:

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

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

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

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

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

Class Rank

SMHS provides a student's class rank, as determined by their cumulative GPA, at the end of the final exams. Class rank is used to support the completion of college/university applications and in the identification of the class Valedictorian and Salutatorian. The student with the highest cumulative GPA will be designated the class Valedictorian. The student with the second highest cumulative GPA will be designated the class Salutatorian. In the event of a tie, the student (1) taking the greater number of AP, Dual Enrollment or Honors courses during their academic career or (2) with the highest senior year GPA will be awarded Valedictorian status at the discretion of Administration. The same method will be used if there is a tie for Salutatorian. Should there still be a tie in either Valedictorian or Salutatorian after the tiebreaker is used, there will be two Valedictorians or two Salutatorians. Only full-time students qualify.

The Board of Trustees has adopted a policy that excludes the following students from impacting class rank or the titles of Valedictorian or Salutatorian.

1. Reclass students or,
2. Transfer students that have attended SMHS for less than two years.

Academic Code of Conduct

Students at Saint Michael the Archangel Catholic High School are held to a high standard of integrity. Students should complete their academic work with a moral compass grounded in honesty and integrity. Scholastic dishonesty includes cheating, plagiarism, collusion, falsifying academic records, and any act designed to use dishonesty to complete academic work. There is zero tolerance for scholastic dishonesty. Consequences for breaking this academic code of conduct result in detention, suspension, or expulsion.

Student Expectations

As a student at Saint Michael the Archangel Catholic High School, you are expected to arrive in the classroom on time and leave when the block period has concluded, or the teacher has dismissed you. Students are expected to be in the proper uniform, use proper and appropriate language, treat the teacher and peers with the utmost respect, refrain from eating and drinking (except water) in the classroom, and refrain from extended bathroom breaks. If a student breaks this expectation, the

consequence may be getting written up, removal from the classroom by the principal, parental contact, detention, or in severe cases suspension or expulsion.

Plagiarism/Cheating

Saint Michael the Archangel Catholic High School is committed to fostering a culture of honesty, integrity, and personal responsibility. Students are expected to complete all assignments and assessments honestly and to ensure that all submitted work is their own.

Cheating includes, but is not limited to:

- Copying another student's work or allowing another student to copy your work.
- Using artificial intelligence (AI) or other technology to generate or substantially complete an assignment unless expressly authorized by the teacher.
- Plagiarizing from books, websites, online sources, or other materials without proper citation.
- Using unauthorized notes, study guides, calculators, electronic devices, or other materials during an assessment.
- Communicating with another student during an assessment.
- Falsifying data, signatures, or academic records.
- Any other act of academic dishonesty intended to gain an unfair academic advantage.

The use or possession of a cell phone, smartwatch, or any unauthorized electronic device during a quiz, test, examination, or other assessment is considered presumed cheating. A student found in possession of or using such a device during an assessment will be considered to have cheated, regardless of whether the device was actively used to access information.

Any student found to have committed an act of academic dishonesty will receive a grade of zero on the assignment or assessment. In addition to the academic consequence, the following disciplinary actions will apply:

- **First Offense:** Grade of zero on the assessment and two (2) days of In-School Suspension (ISS).
- **Second Offense:** Grade of zero on the assessment and two (2) to three (3) days of Out-of-School Suspension (OSS).
- **Third Offense:** Grade of zero on the assessment and five (5) days of Out-of-School Suspension (OSS). The incident will be referred to the Board of Directors for an Honor Code review.

Following the review, the Board may determine that the student be dismissed or expelled from Saint Michael the Archangel Catholic High School.

Academic integrity is a cornerstone of a Saint Michael the Archangel Catholic High School education. Students are expected to uphold the highest standards of honesty in all academic work.

Importance and Types of Dishonesty

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

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

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Special Education Support Requirements

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

Parents are obligated to share educational/psychological testing results and any resulting plan with SMHS. If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 Plan and/or Student Assistance Plan (SAP) must be submitted to SMHS. The refusal to provide such information is a ground for terminating enrollment in SMHS. Confidential records will be retained for five years after the student leaves SMHS or their graduation, whichever occurs first. SMHS will make efforts to meet IEP/504 plans and accommodations but cannot guarantee it. For more information see Student Policy 111.

Guidance Program

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

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

Our focus is on maximizing the students' intellectual, spiritual, physical and emotional faculties, to prepare them to become productive members of society. A core component of SMHS's guidance program is the focus on assisting students with the exploration, research and selection of post-secondary educational opportunities at two-year and four-year colleges/university, or career development for those who choose not to pursue a college education immediately after high school.

In all cases, the staff takes an active role in this guidance process. Additionally, staff members work with students to prepare them for standardized testing (PSAT/NMSQ, SAT, ACT, ASVAB), and to map out college and/or career options. For more information see Student Policy 104.

Lunch

Students and faculty have the 'mid-day' lunch period. Faculty and staff are encouraged to eat at the Faculty Table. Faculty, on occasion, might be asked to help monitor the lunch period with an administrator. In that case, the expectation is to eat lunch in the assigned area with students.

Mid-day may also be used for clubs, meetings, and/or tutoring on the Wednesday Warrior Block.
The Angelus is prayed each day prior to lunch, it is an expectation that all students are respectful during prayer.

Students have the option to order hot lunch through My Hot Lunch Box (https://www.myhotlunchbox.com/) Tuesday-Thursday. Lunches should be ordered at least 24 hours advance. Lunch will arrive by 11:00am labeled with their name and grade level.

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Bell Schedules

Full Day Schedule		Mass Schedule	
Block 1	8:00 – 9:30	Block 1	8:00 - 9:10
Block 2	9:35 – 11:05	Block 2	9:15 - 10:25
Lunch	11:10 – 11:40	Mass & Lunch	10:30 - 11:50
Block 3	11:40 – 1:10	Warrior Block	11:50 - 12:20
Block 4	1:15 – 2:45	Block 3	12:20 - 1:30
Dismissal	2:45	Block 4	1:35 - 2:45
		Dismissal	2:45

Two Hour Delay Schedule		Early Release Exam Schedule	
Block 1	10:00 - 11:00	Block 1	8:00 - 8:55
Block 2	11:05 - 12:05	Block 2	9:00 - 9:55
Lunch	12:10 - 12:40	Block 3	10:00 - 10:55
Block 3	12:40 - 1:40	Block 4	11:00 - 11:55
Block 4	1:45 - 2:45		*no lunch on half-days
Dismissal	2:45		

Student Service Hours

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

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

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

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

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

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

Administrative Procedures and Policies

General Daily Schedule

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

Students may first enter the SMHS building at 7:30am when an administrator is on site to provide appropriate supervision. Students should not be dropped off prior to 7:30am. Student drop off should occur between 7:30am and 7:55am to avoid tardiness.

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

After-school activities, such as athletic team practices and club meetings, are published separately by team coaches/club sponsors but generally are conducted from 3:00pm to 6:00pm. Appropriate arrangements must be made for picking up students promptly when a scheduled activity has ended.

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

Attendance

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. SMHS defines proper procedures as:

a. A written excuse, explaining the reason for absence and signed by the parent/guardian, must be presented upon a student's return to school.

b. Students in grades nine through twelve who miss ten or more class periods in any one semester-long class or miss 16 days for a year-long class may fail that class for the year. The administration or the class teacher will normally review the matter with parents before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate administrative action.

c. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent, or (b) leave the school grounds with prior authorization from the principal/administration.

Absence Criteria

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

Reporting Absences

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

Absence Meetings

- According to the Virginia Department of Education, chronic absenteeism is defined as missing ten percent or more of the academic year for any reason, including excused absences, unexcused absences, and suspensions. Based on a 164-day school year, that means approximately 17 days per year or 2 days per month.
- The administration office will track absences and if the 10% threshold is met or approaching a meeting will be called to evaluate the effect of absences on the academic performance of the student and appropriate administrative action may be taken.

Absences' Impact on Academic Credit

- Please see *Grade Penalties Due to Absences* section under the Academic Policies section.

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Tardiness

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

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

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

Senior Late Arrival/Early Dismissal

Senior students who are not assigned to a first period class can earn the privilege to report to SMHS no later than the start of their first scheduled class. Students must report to SMHS office and sign in. Students who are leaving school prior to the regularly scheduled dismissal must report to SMHS office and sign out, only with appropriate documentation. The privilege to arrive late or leave early will be granted to seniors after the first quarter report card who made the Deans List or Honor Roll. The privilege can be revoked at any time due to poor academic performance, attendance, tardiness, or discipline concerns.

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

Early Dismissal –Athletics

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

Release of Students

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

School Dismissal

The school day ends at 2:45 p.m. All students are required to either report directly to a supervised, school-sponsored after-school activity or depart the Saint Michael the Archangel Catholic High School campus at dismissal.

Saint Michael the Archangel Catholic High School does not provide after-school care or supervision for students who are not participating in an approved, scheduled school activity.

Students who are being picked up by a parent or authorized adult must be picked up no later than 3:15 p.m. Students remaining on campus after 3:15 p.m. without participating in a supervised school activity may be placed in extended supervision at the school's discretion. Saint Michael the Archangel Catholic High School reserves the right to assess an Extended Care fee for students requiring supervision beyond the designated pickup time.

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General School Policies

Student Custody and Guardianship

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s)/guardians(s) to provide the principal/administration with a true and correct copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

a. Custodial parents should identify, in writing, other adults who may have access to information regarding their child.
b. Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

Access to Records

Parents/guardians have a right (unless prohibited by the courts in a custody agreement) to the timely inspection, during school hours, of the educational records (cumulative and confidential) of their child. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the education records of a student contain information on more than one student, the parents' access is limited to the specific information about their child only.

Student records shall be open to authorized school personnel only (principal, assistant principal, and those to whom they extend access within a given year.)

The school administration may elect to provide, at cost, photocopies of a student's educational records to parents, but documentation is to be stamped "unofficial."

Reporting Address Changes

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

Transferring of Student Records

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

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

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

SMHS must be notified in writing by the parent or guardian of a student regarding a decision to transfer a student to another school. This notification must include the date of the student's last day of attendance. Scholastic information will be sent to the new school upon receipt of a ***Release of Student Records*** request from the new school. All outstanding fees and tuition must be paid prior to the release of the student's records. Forfeiture of any tuition payments will occur on or after September 15.

School Visitors

All visitors, except currently registered students, must first report to the front desk, sign in, and complete the vetting process to be authorized entry into the school.

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

During SMHS's academic day, all deliveries to students (forgotten lunches, etc.) must be made to the SMHS office. Parents will not be permitted to make deliveries to the classroom to avoid the interruption of class instruction. ***Students ARE NOT permitted to order any food for delivery to SMHS.***

School Communications

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

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

Inclement Weather/School Closings

The academic year is either 180 days in duration or 990 instructional hours per year as required by state law. SMHS considers this when accommodating inclement weather or other, non-weather related, emergency closings, without having to make up instructional days. If, during the academic year, there are more inclement weather or emergency closings, the published school calendar will be modified to adjust for lost time.

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

Use of Cellular Telephones and Other Electronic Communication Devices

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

- Student cell phones and other electronic devices, including Air Pods, ear buds, and headphones, must be turned off and placed in the cell phone locker from arrival to dismissal at 2:45pm.
- Cell phones and other electronic devices are ***strictly prohibited*** during the school day;
- Violations of this policy will result in the confiscation of the cell phone/electronic device and its being turned in to the school office. Parents may pick them up from Administration, as they will not be returned to the student.

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

- The first two violations will result in an office referral and the device being confiscated;
- The third violation will result in an after-school detention;
- Any subsequent violations will result in suspension based on the number of previous violations.

For more information see Student Policy 112.

Parent-Student Communication During School

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

Use of Campus Computers and Technology

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

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

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

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

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

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

SMHS provides computers, computer software, Internet access, and printers for educational use only. **Personal laptops may not be used during the school day.** Students may use only the instructional software that the instructor has given them permission to use. No games may be played on these machines. The only exception to this is educational games that have been approved by a student's teacher.

E-mail can only be used for:

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

The following is a list of activities that <u>are prohibited</u>:

- Alteration of computer configuration, including desktop icons, backgrounds, and screensavers
- Use of system utilities such as regedit, sysedit, msconfig, or any of the control panel applets
- Viewing obscene pictures or obscene, vulgar, or inappropriate language on the Internet
- Introducing viruses
- Vandalizing computer equipment
- Downloading games or other software from the Internet
- Use of computers for serving software (e.g., shares) other than that explicitly permitted by faculty and approved by the IT Administrator;
- Attempting to gain unauthorized access to remote systems and/or installing software that facilitates access to school machines from remote locations;
- Installation of software that enables encryption or decryption of the local file system;

- Installation of software which facilitates analysis of network traffic (snooping);
- Installation of other Operating Systems on school equipment, except as provided for by the IT Administrator
- Deliberately interfering with other users' network access (e.g., creating passwords)
- Creation of web pages that attack others' reputations
- Plagiarism and violation of copyright laws
- Using commercial advertising and chain letters

Other Policies

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

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

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

Photographs, Videos, Web-Postings

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

Parents may exercise their right to prohibit SMHS from using images or voice recordings of their child(ren). To do so, parents must complete and submit a ***PHOTO, PRESS, AUDIO, AND***

ELECTRONIC MEDIA RELEASE FOR MINORS Form so that measures are taken to prevent their student's image from being captured through still photography or video or from their voice being recorded. Any student or parental publications containing photographs of students must be reviewed by SMHS administration prior to publication to ensure that prohibited photos are not inadvertently published. The PHOTO, PRESS, AUDIO, AND ELECTRONIC MEDIA RELEASE FOR MINORS Form is available at the SMHS Administration offices or the SMHS Website.

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

Field Trips

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

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

The default dress code for field trips is Uniform #2 unless otherwise specified. Students arriving in attire other than that specified by the teacher will not be permitted to participate in the field trip and will be considered out of code and thus subject to disciplinary action. Parents/guardians will be furnished with detailed written information about the field trip and given the opportunity to have their children "opt out" from the field trip. For more information see School Policy 205.

Transportation

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

Fire lanes, marked by yellow curbing, must always be kept free. The parking lot speed limit is 10 mph. Parking in front of SMHS is restricted to the designated areas during school hours. Vehicles in violation

of this policy are subject to towing at the owner's expense. SMHS does not take responsibility for automobile damage or the loss of anything from cars. SMHS reserves the right to search any vehicle on school property at any time for any reason to ensure the safety and well-being of our community, with just cause. Loitering on school property is strictly prohibited.

Students and Student Property

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

School/Student Lockers

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

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

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

Locks left on lockers at the end of the school year will be removed. Any stickers, paint, or other permanent marks left on a locker will result in a $25 cleaning fee.

Parent-Teacher Organization (PTO)

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

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

The PTO should strive to:

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

Finances

Tuition and Fee Policy

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

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

Tuition payments may also be made using a major credit card. Please see SMHS's business office for details. SMHS has no refund policy, except for student transfers out of SMHS on or before September 15 every year.

Report cards and transcripts are withheld in June for students whose financial accounts are not paid in full (e.g., tuition, fees for missing or damaged books, or other fees). For more information see Financial Policy 301.

Tuition Assistance Program

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

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

The deadline for submitting applications to FACTS is determined annually. Applications received after the stated due date will be considered for tuition assistance provided funds are still available. Members of the administration will be glad to answer any further questions regarding tuition assistance. For more information see Financial Policy 302.

Tuition Assistance Offset Requirements (Service in Lieu of)

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

Payment in Arrears

Families who are in arrears on tuition and/or fee payments will be notified by the Business Office. All efforts must be taken to bring accounts up-to-date as soon as possible. Report cards, transcripts, and diplomas will be withheld for students whose financial accounts are not paid in full, or in arrears in monthly payment plans (e.g., tuition, fees for missing or damaged books, or other fees). Students will not be permitted to begin classes in the fall of the following year until the account deficiencies are corrected. For more information see Financial Policy 304.

Bingo - Parent and Student Service Hours

Bingo is one of the largest fundraisers for Saint Michael the Archangel Catholic High School (SMHS). Without Bingo, tuition would be significantly higher. Therefore, each family (of full and part-time students) is required to work Bingo sessions each year.

Please see more detailed information in **Appendix D: School Policy 203 - Bingo Policy**.

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Extracurricular Activities

SMHS offers a variety of athletic and non-athletic extracurricular activities that are designed to complement and contribute to spiritual and academic growth. It is our objective to provide students with opportunities that promote teamwork, sportsmanship, hard work and self-discipline. We aim to challenge students to maximize their potential and augment their leadership skills and develop student character through a positive and supportive environment that builds self-confidence in their physical, mental and emotional abilities. SMHS is a member of the Virginia Independent Schools Athletic Association (VISAA) Northern Region. For more information see Student Policy 106, 107, and 110.

Participation and Eligibility

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

To be academically eligible to participate, a student must:

- Be enrolled in a minimum of five courses
- Not be on academic probation

If a student's GPA falls below a 2.5 or has an F, students are required to attend weekly study hall sessions for remediation in lieu of practice until the subject area instructor verifies improvement through the Athletic Director, with notification to the Administration.

Teachers and parents will be notified when a student's grade in any individual course falls below a 2.5 so that remediation may take place as soon as possible.

Students participating in school-sponsored interscholastic athletic team activities, or SMHS's club sports programs, must have proof of an annual physical. A VHSL physical form must be provided to the Athletic Director annually to be eligible. The completed forms ***must*** be on file at SMHS prior to participating in any official team training session. For more information see Student Policy 107.

Supervision of Students

SMHS is not responsible for providing supervision for students who remain on school property after the conclusion of the instructional day unless the student is participating in a school-sponsored activity. Parents are reminded to make appropriate arrangements for picking up their students promptly at the end of any scheduled activity. Unless participating in a school sponsored activity after school, all students must be picked up by 4:00pm.

Transportation of Students

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

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

Volunteers

Volunteers are a welcome and necessary part of Saint Michael the Archangel Catholic High School (SMHS). To volunteer to work with the student body, volunteers must have proof of VIRTUS training. Volunteers serving in a driving capacity must possess a valid driver's license and proof of insurance on file. For more information see School Policy 204.

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Student Responsibilities & Behavior

Student Code of Conduct

The Saint Michael the Archangel Catholic High School (SMHS) Student Code of Conduct is based on the Gospel message of Jesus and the ethics of self-discipline and the loving respect of others. To achieve these ends, parents, faculty and students work together to create a Christian school environment. Based upon the Catholic moral values and loving respect for others taught by Jesus, students:

a. will be honest and committed to integrity.
b. will be respectful and courteous toward all teachers and adults.
c. will refrain from harassment of any kind.
d. will use appropriate language.
e. will speak respectfully to and about others.
f. will complete all assignments and participate fully in class.
g. will respect all school and personal property (see Care of School Property).
h. will refrain from any deliberate disruption in the school.
i. will adhere to the school's cell phone policy.
j. will comply with the Responsible Use Policy for Technology and Artificial Intelligence.
k. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities.
l. will be present for all required activities unless officially excused by the administration.
m. will adhere to the dress code (see Dress Code).
n. will not give or receive unauthorized assistance on tests, quizzes, or assignments.
o. will not leave school grounds during the school day for any reason without permission from the principal/administration.
p. will not bring to school, nor possess at school, any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof. It is understood if this term is violated, suspension, or expulsion may result (see Substance Abuse/Weapons and Inappropriate Materials).

q. will maintain and support others who maintain a safe and drug-free environment at, or near, school and at all school-sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco, or any other substance that may be harmful or dangerous and forbidden, to include drug paraphernalia, will result in suspension or expulsion from school (see Substance Abuse/Weapons).

r. will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.
s. will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

All of the conduct expectations include student use of the internet.

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the principal/administration, staff, and faculty is to work with the students and parents/guardians to assist the students in developing a strong Christian attitude toward life.

Respect for and care of School Property

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

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

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

Physical/Emotional Abuse and Bullying

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

SMHS retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact SMHS's image, reputation, and/or the safety and well-being of the SMHS community. This covers inappropriate behavior in cyberspace including but not limited to

messages, messaging apps, online commentary, comments/pictures, postings on social networking sites, blogs, gaming chats, digital transmissions, and other technology related activity.

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

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

Bullying, to include cyber-bullying, is defined as a form of aggressive behavior, which may manifest as abusive treatment, the use of force or coercion to affect others, particularly when habitual and involving an imbalance of power. It may involve verbal harassment, physical assault or coercion and may be directed persistently towards victims, perhaps on grounds of race, religion, gender, sexuality, or ability. Bullying consists of three basic types of abuse – emotional, verbal, and physical. It typically involves subtle methods of coercion such as intimidation. Bullying will not be tolerated in any form or location, including online. For more information see Student Policy 100.

Controlled Substances/Prohibited Items

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

- It is unlawful for any person to use, manufacture, sell or distribute or possess with intent to sell, give or distribute any controlled substance, imitation controlled substance, marijuana or other drug of any kind;
- If a student knows or suspects that any of the foregoing activities are occurring, s/he must immediately report the matter to SMHS Administration. The Administration will contact the appropriate law enforcement agency that may be necessary;
- Drug testing may be required at the discretion of the Administration in the case of suspected use of an illegal substance. Our main goal of testing is prevention, so therefore an initial positive result in this case will not cause expulsion but rather a proactive plan of support toward the student and family by SMHS. There will be required mandatory counseling and follow up testing. All drug testing is at the parents' expense;
- Any related incident thereafter, the following process will be enacted:

○ If a student is suspected or is discovered to have violated this policy, the student will be subject to immediate disciplinary action which may result in suspension or expulsion. ○ A student shall not possess or use drug paraphernalia on the property of SMHS, in any school vehicle, or at any school-sponsored activity; any student who violates this provision will be subject to immediate disciplinary action which may result in suspension or expulsion.

- A student shall not possess, use, or threaten to use on the property of SMHS, in any school vehicle, and/or at any school sponsored activity, any weapons or object that can be used with the intent of threatening or harming an individual. Any student who violates this provision will be subject to immediate disciplinary action which may result in suspension or expulsion. If there is reason to believe a violation of law has occurred, parents as well as the proper law enforcement agency, will be immediately contacted.

Pregnancy

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

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

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

Abortion

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

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

Search and Confiscation Procedures

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

Interrogation of Students

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

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

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

Disciplinary Measures

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

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

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

- Verbal warnings/Student Counseling

  Verbal warnings are the initial admonishments used by faculty and administration to teach and guide the student in proper behavior and comportment. Students may also require counseling if deemed necessary.
- Denial of Privileges

  A denial of privileges is not limited to sports and clubs, but also to participation in the communal lunch time, sports games, and special events;
- Tasks and Duties

  A student may be assigned certain tasks and duties, which may relate to the offense;
- Detention

  These are used as a tool to document and track minor disciplinary infractions. Accumulation of detentions by students will result in administrative discipline;
  Lunchtime detention and after-school detention can be assigned for any failure on the part of the student to observe the rules of SMHS. Any member of the Faculty and staff may issue a detention when a student does not meet the expectations set forth in SMHS's Code of Conduct. Detention is held in the area designated by the Principal. Once a detention is assigned, the student must serve the detention;
  Detention is not held on half days. Extra-curriculars (clubs, drama, and athletics) do not take precedence over the requirement that students serve their detention within the time allotted. If a student is found to have missed serving their detention, more serious consequences will result, e.g. suspension;
- Parent conference
- Suspension

  A student may serve a suspension either in-school or out-of-school based on the nature of the incident and the welfare of the SMHS community. The parents of the student will be notified. The administration may further require a disciplinary conference with the student and parent. Once a student is suspended, an understanding from the student and their parents will be required in which they signify their understanding of the problem(s) and commit to work with SMHS in correcting the problem(s). Further, the student will be on disciplinary probation for the remainder of the semester. During the probationary period, the student is expected to fulfill the terms of the behavioral contract and demonstrate their desire to remain a member of the SMHS community by improved behavior, improved attitude, and improved spirit of cooperation. Student suspensions will be reflected on the student's permanent record. Students who are suspended are not permitted to be guests at dances, attend field trips, or other social events that are sponsored by SMHS;
- Dismissal

Conduct which is disruptive to the learning atmosphere and/or contrary to SMHS's Code of Conduct is justification for the Principal/Administration to dismiss a student at the close of SMHS year. Students who are asked to leave SMHS are not permitted to be guests at dances or other social events that are sponsored by SMHS. Student dismissals will be reflected on the student's permanent record;

- Expulsion

Expulsion

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

- A serious infraction of school rules occurs;
- The student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
- The student's continued presence in SMHS is considered by school officials to be a serious hindrance to the safety or welfare of the SMHS community;
- A parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive or harassing behavior toward teachers or toward school staff.

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

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

Appeal and Review Process

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

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

Student Uniform/Dress Code

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

All uniforms must be worn in the manner for which they were designed (e.g. Oxford collar buttons buttoned, tie properly set, shirts tucked in, shoes tied, etc.). Boy's slacks are to be worn at the waist and fit properly. Trousers should reach the top of the shoe with a slight break (no high waters, puddle jumper or baggies permitted). The length of the slacks should not extend beyond the heel of the shoe to prevent undue wear and tear. Girl's kilts/skirts are to be worn at the waist and fit properly, not rolled or pulled down at the hip. The hem of the kilts/skirts should rest at the knee. The girl's Oxford shirt shall be tucked in and will be buttoned up to the second to last button from the neck to ensure modesty.
Students will always maintain serviceable uniform items. Uniform items that are stained, tattered, torn or otherwise in disrepair must be mended or replaced within ten days of notification by SMHS. Uniforms must be neat and clean in appearance – ironed, cleaned, etc.

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

Uniform Requirements

Formal Uniform #1

Every Monday, Wednesday (mass day), and when required for Special Events.

Boys	Girls	Optional
Khaki slacks	Plaid kilt/skirt	
Shirt, Oxford, white	Oxford White Shirt	
Blue blazer	Blue blazer	V-neck sweater vest or V-neck sweater – Both red
Tie (preferably blue or red)	Socks: knee high or crew cut in navy, black, or white Tights: in navy, black, or white	
Belt, black or brown	Dress shoes, black, navy blue or brown	
Socks, black or brown		
Dress shoes, black or brown		

Casual Uniform #2

Unless otherwise specified: Tuesday, Thursday, and Friday.

Boys	Girls	Optional
Khaki slacks	Plaid kilt/skirt	Red Cardigan
Shirt, school polo, blue or red	Shirt, school polo, blue or red	Red V-Neck Sweater, Red V-Neck Sweater Vest with a Oxford White Shirt and Tie, SMHS Hoodie (winter only)
Belt, black or brown	Socks: knee high or crew cut in navy, black, or white Tights: in navy, black, or white	School athletic jacket (Letter Jacket) to be placed in locker upon arrival or School Fleece (can be worn throughout the day)
Socks, black or brown	Dress shoes, black, navy blue or brown	
Dress shoes, black or brown		

Jeans with Faith *must have an article of faith on and is a fee

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

PE Uniform

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

Boys	Girls	Optional
SMHS school PE T-shirt*	SMHS school PE T-shirt*	SMHS Sweatshirt
PE Shorts	PE Shorts	SMHS zippered or SMHS Hoodie
Socks, athletic, white	Socks, athletic, white	SMHS Athletic Jacket
Shoes, gym/running	Shoes, gym/running	SMHS PE Warm-Ups

Appropriate Attire, not in Uniform

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

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

Grooming and Accessories

Young Men

- Hair must be above the eyebrows in the front;
- Hair must not cover the bottom of the ear;
- Sideburns should not extend beyond the ear lobe;
- Hair length may not extend below the collar; longer hair styles must be kept above the collar during the school day.
- No extreme coloring of hair is permitted;
- Gentlemen may not wear makeup, earrings, or piercings of any kind, on school property or to school functions.
- It is encouraged to cover tattoos

Young Ladies

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

Make-up/Jewelry

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

Hair Policy

- Hairstyles are expected to be neat in appearance. Unnatural or extreme hair colors are not permitted;
- No fad haircuts or styles will be permitted. Fads may be deemed unacceptable based on the trends that become popular at various times. The administration determines what is acceptable when these styles become apparent;
- Hair should be well groomed, styled conservatively, and appropriate for academic purposes. Dyed hair (excluding highlights and/or natural colors), spiked hair, rat tails, shaved heads, or other nonconservative haircuts or hairstyles are not permitted;
- Boys' hair will be trimmed to a length not to extend below the collar and out of the eyes. Hair styles must be kept above the collar. Boys will be clean shaven (no beards, mustaches, or goatees). Sideburns are authorized but cannot extend further than the bottom of the student's earlobe.
- Girls' hair should be kept away from the eyes. Ribbons and other hair accessories must be appropriate to wear to school and coordinate in color with the uniform.

Boys may not wear earrings. Girls may wear earrings on their ear lobe. Earrings can be small post or small dangling or ring style earrings. Long, dangling or large ornate earrings may not be worn. Ear Gauges and spacers are not permitted.

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

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

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

Uniform Exchange Program

The purpose of the "Uniform Exchange Program" is to recycle gently used uniforms within our school community to ensure that all students represent Saint Michael the Archangel Catholic High School (SMHS) with pride.

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

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

- Turn in new or gently used uniform items to SMHS.
- Only gently used uniforms that are in good, clean condition and meet SMHS's dress code guidelines will be accepted. This includes: boy's and girl's white shirts, sweaters, skirts, pants, sweatshirt hoodies, ties and PE uniforms. Clothing which contains rips, tears, stains or is not within SMHS's dress code guidelines cannot be accepted.
- You may have the opportunity to exchange your used uniforms for other gently used uniforms

Dance Attire Contract

Young Ladies-Formal Attire

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

Footwear

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

Gentlemen-Formal Attire

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

Footwear

- Appropriate shoe wear for attire

To All Guests

These rules apply to all guests:

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

- Forms are available from the Receptionist or the SMHS Website.

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

ONCE A GUEST OR STUDENT LEAVES THE DANCE LOCATION THEY ARE NOT PERMITTED TO RE-ENTER THE DANCE AND MUST RETURN HOME.

Dance Guest Registration

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

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

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

Other:

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

Jeans with Faith Day Pledge / Spirit Wear

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

The guidelines for dressing are as follows:

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

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

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

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Health and Safety

Illness

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

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

Students who are out of school for any reason may not participate in any school activities during their time of absence.

When a student is requesting a waiver from participating in Physical Education classes, parents are required to submit a written statement from their child's physician which states any activity restrictions regarding participation in Physical Education classes. The statement is expected to include a specific time frame for restrictions. For more information see Student Policy 103 and 109.

Administration of Medicine

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

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

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

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

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

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

Chronic Medical Conditions of Students

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

Infections/Communicable Diseases

The protection and welfare of each individual student is of the utmost importance to SMHS. For more information see Student Policy 103 and 109.

Student Immunization Policy

Purpose

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

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

Immunizations Required for Enrollment

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

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

Exclusion

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

Conditional Enrollment

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

Religious and Medical Exemptions

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

of administration including month, day, and year of the required vaccines, shall be acceptable in lieu of recording these dates on Form MCH 213F, if the record is attached to Form MCH 213F and the remainder of Form MCH 213F has been appropriately completed. For a new student transferring from an out-of-state school, any immunization record, which contains the exact date (month/day/year) of administration of each of the required doses of vaccines, is signed by a physician or his designee or registered nurse, and complies fully with the requirements prescribed under Virginia Code Section 12VAC5-110-70 - Immunization requirements (https://law.lis.virginia.gov/admincode/title12/agency5/chapter110/section70/) shall be acceptable.

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

Possible Exclusion from School for Outbreaks

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

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

Accidents and First Aid

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

If an incident results in a medical condition or injury, SMHS and/or its staff are authorized to render reasonable basic first aid. Staff may also procure professional diagnosis and/or treatment if such action, in the opinion of SMHS, appears to be reasonably warranted. SMHS and its staff shall be held harmless from any liability costs or expenses associated with the professional diagnosis, treatment or first aid provided, including, but not limited to, the cost of transportation. Such costs or expenses are the responsibility of the student's parents or guardians.

Emergency Response Plan

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

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

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Appendices

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

Purpose

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

Definitions

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

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

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

Suspensions and Expulsions of Students (General Information)

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

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

Short Term Suspension

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

The Principal, designated staff member, or teacher shall give the student verbal or written notice of the charges against them and, if they deny them, an explanation of the facts as known to school personnel and an opportunity to present his version of what occurred.

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

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

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

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

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

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

Long Term Suspension

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

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

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

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

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

Expulsion

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

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

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

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

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

- Any student determined to have possessed a firearm, firearm muffler or firearm silencer, or pneumatic gun on school property or at a school-sponsored activity; and/or
- Any student determined to have brought a weapon onto and/or possessed a weapon on school property and/or a school-sponsored event.
- The exemptions set out in Virginia Code § 18.2-308 shall apply, mutatis mutandis, to the provisions of this subsection.
- The provisions of this subsection shall not apply to:
    - Students who possess such weapon or weapons as a part of SMHS's curriculum or activities;
    - A student possessing a knife customarily used for food preparation or service and using it for such purpose;
    - Students who possess such weapon or weapons as a part of any program sponsored or facilitated by either SMHS or any organization authorized by SMHS to conduct its programs either on or off SMHS premises;
    - For the purposes of this subsection, "closed container" includes a locked vehicle trunk. ○ Any student determined to have brought a controlled substance, imitation controlled substance, or marijuana or synthetic marijuana as defined in the Virginia Code, onto school property or to a school-sponsored activity.
- Prior to automatic expulsion under this subsection the Principal shall conduct a preliminary review of such cases for presentation to the Board.

- The board upon hearing may determine, based on the facts of a situation that special circumstances exist such that another disciplinary action is appropriate.

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Appendix B: Disciplinary Hearing Procedures

General

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

The Board Chair shall preside over the Board at all disciplinary hearings. The Chair shall have the final decision whether to comply with or deviate from these Rules & Procedures. The Chair also reserves the right to not conduct a Disciplinary Hearing especially when the disciplinary consequence is final.

Rules and Procedures

I. Presentation of Evidence

A. Call to Order. The Chair shall call the Hearing to Order and announce the matter. B. Introduction. The parties and/or counsel shall introduce themselves

C. Pre-hearing Matters.

a) The Chair shall ask both parties whether they have any matters that need to be addressed prior to the hearing;
b) The Chair shall obtain a time estimate from both sides;
c) The Chair shall obtain a list of witnesses from both sides;
d) The Chair shall obtain a list and copies of Exhibits from both sides;
e) The Chair shall determine whether the student wishes an open or closed hearing;
f) If closed, the Chair shall ensure that only those people with a bona fide interest in the matter are present;
g) The Chair shall determine whether either side wishes the exclusion/sequestration of witnesses and whether to grant such request;
h) If the student admits to the allegations and violations, there shall be a single proceeding combining Sections II and III below;
i) If the student challenges some or all of the allegations and/or violations, there shall be a separate proceeding as set forth in Sections II and III, below.

II. Adjudicatory Phase

a) Opening Statements

1) SMHS shall be permitted to make a brief opening statement consisting of what evidence it intends to produce;
2) The Respondent shall be permitted to make a brief opening statement consisting of evidence it intends to produce. The Respondent shall be permitted to delay its opening statement until the presentation of its evidence, if any;
3) Opening statements shall not include an argument of the case.

b) Case in-chief – School. SMHS shall present its evidence.

D. Motion to Strike.
   a) The Respondent shall be permitted to argue why SMHS's case is insufficient on-its-face and should be struck/dismissed.

E. Case-in-Chief - Respondent. The Respondent may produce their evidence.

F. Rebuttal
   a) SMHS may produce rebuttal evidence.
   b) Rebuttal evidence shall be limited to matters raised in the Respondent's Case-in-Chief, if any.

G. Closing Argument
   a) SMHS shall be permitted to argue its case;
   b) The Respondent shall be permitted to argue its case;
   c) SMHS shall be permitted rebuttal only on matters raised by the Respondent's argument.

H. Determination
   a) The Board shall consider the evidence, in private.
   b) The Board shall vote on the merits of the matter, in private.
   c) 3.A majority vote shall prevail.

III. Dispositional Phase

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

IV. Burden of Proof

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

V. Evidence and Witnesses

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

VI. Post Hearing Procedure

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

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Appendix C: School Prayers

The Prayer to Saint Michael

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

The Angelus

V. The Angel of the Lord declared unto Mary,
R. And she conceived of the Holy Spirit.
Hail Mary, etc...
V. Behold the handmaid of the Lord.
R. Be it done unto me according to Your Word.
Hail Mary, etc...
V. And the Word was made flesh,
R. And dwelt among us.
Hail Mary, etc...
V. Pray for us, O holy Mother of God.
R. That we may be made worthy of the promises of Christ.
Let us pray:
Pour forth, we beseech You, O Lord,
Your grace into our hearts; that as we have
known the incarnation of Christ, your Son by the
message of an angel, so by His passion and
cross
we may be brought to the glory of His Resurrection.
Through the same Christ, our Lord.

Amen.

Appendix D: Bingo Policy

School Policy 203 – Bingo Policy

RATIONALE:

Bingo runs each year from the first of June to the end of May. Each bingo helps the school pay for maintenance costs, items for the students, and teacher salaries as tuition alone does not cover that amount. It is essential that our staff, parents, and school community assist with bingo each year.

POLICY:

- Bingo runs annually from the first of June to the end of May.
- Each family has a requirement of 6 or 12 bingos to complete each school year per their financial agreement.
    - 6 bingo sessions – full tuition
    - 12 bingo sessions – financial aid
- Bingo Hours
    - Thursdays 4:00 pm - 10:00 pm
    - Saturdays 2:30 pm - 8:30 pm
    - Saturdays 8:00 am - 2:00 pm (only on the first Saturday of the month)
- Volunteer Expectations
    - Be at least 18 years of age and not a current Saint Michael student.
    - Be physically able and willing to actively assist with bingo operations.
    - Participate in assigned duties, including but not limited to: selling specials, selling $1 pull tabs, walking the floor, wiping down tables, taking out trash, and assisting with general bingo operations as needed
    - Volunteers may not sign up for a bingo session if they are unable to actively participate in these responsibilities.
    - A maximum of two adults per family may volunteer during the same bingo session. Each adult volunteer counts as one completed bingo session toward the family's annual requirement. Therefore, if two adults from the same family volunteer during one bingo event, the family will receive credit for two bingo sessions.
- Sign-Ups
    - All volunteer sign-ups must be completed through the school's designated SignUpGenius link.
    - Volunteers are responsible for finding coverage if they are unable to attend a scheduled bingo session. Volunteers may remove themselves from a bingo

assignment without penalty if they do so at least 24 hours before the scheduled event.
    - Families are encouraged to schedule their bingo sessions well in advance to ensure they meet their quarterly requirement.
- Bingo Monitoring
    - To prevent large end-of-year bingo charges, bingo participation will be monitored throughout the year.
    - <u>Families Required to Complete 12 Bingo Sessions Per Year</u>
        - Bingo participation will be reviewed quarterly.
        - Families are expected to complete **4 bingo sessions per quarter**.
        - At the conclusion of each quarter, any uncompleted bingo sessions from that quarter will be automatically billed through FACTS at **$200 per missed bingo session**.
        - Missed quarterly requirements may not be carried forward to a future quarter.
    - <u>Families Required to Complete 6 Bingo Sessions Per Year</u>
        - Bingo participation will be reviewed at the end of each semester.
        - Families are expected to complete **3 bingo sessions per semester**.
        - At the conclusion of each semester, any uncompleted bingo sessions from that semester will be automatically billed through FACTS at **$200 per missed bingo session**.
        - Missed semester requirements may not be carried forward to the next semester.
- Fees
    - Families who choose not to participate in bingo may opt to pay **$200 per required bingo session**.
    - Families who fail to meet their quarterly or semester bingo requirements will be automatically billed through FACTS at **$200 per missed bingo session**.
    - Repeated failure to attend scheduled bingo sessions may result in additional administrative action as determined by the school.

Bingo Policy Acknowledgment

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

Print Parent/Guardian Name:

_____

Parent/Guardian Signature:

_____

Date: _____

Appendix E: Student Cell Phone Policy

Student Policy 112 – Student Cell Phone Policy

RATIONALE

To promote a focused learning environment and support the academic, social, and emotional well-being of our students, Saint Michael the Archangel Catholic High School maintains a bell-to-bell, no cell phone policy in accordance with the Commonwealth of Virginia's student cell phone guidelines.

POLICY

Current research demonstrates that personal electronic devices and social media can significantly distract students from learning and negatively impact their academic performance, mental health, and interpersonal relationships. Our goal is to provide students with an environment that encourages engagement, collaboration, and meaningful learning throughout the school day.

STUDENT EXPECTATIONS

- Upon arrival each morning, all students must turn off or silence their cell phones and place them in the secure cell phone storage box.
- Cell phones must remain secured throughout the entire instructional day.
- Students may retrieve their phones at 2:45 p.m. at the conclusion of the school day or immediately prior to leaving campus if dismissed early.
- Smartwatches, earbuds, headphones, and other personal electronic communication devices may not be used during the school day unless specifically authorized by a faculty member for instructional purposes or approved as part of a documented accommodation.

VIOLATIONS OF THE CELL PHONE POLICY

Saint Michael the Archangel Catholic High School maintains a zero-tolerance policy regarding unauthorized cell phone use during the school day.

If a student is found in possession of or using a cell phone or other unauthorized electronic device during school hours:

- The device will be confiscated immediately by a faculty or staff member.
- The device will be released only to the student's parent or legal guardian.
- Repeated violations may result in additional disciplinary consequences, including detention, suspension, or other disciplinary action as determined by the administration.

Important: Possession or use of a cell phone, smartwatch, or other unauthorized electronic device during any quiz, test, examination, or other assessment is considered presumed cheating and will be addressed under the school's Academic Integrity and Cheating Policy, including a grade of zero on the assessment and any applicable disciplinary consequences.

ACKNOWLEDGEMENT

By signing below, we acknowledge that we have read, understand, and agree to abide by the Saint Michael the Archangel Catholic High School Student Cell Phone Policy.

Student Name: _____

Parent/Guardian Signature: _____

Student Signature: _____

Date_____

Appendix F: Handbook Acknowledgment

Handbook Acknowledgment

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

Print Student Name: _____

Student Signature: _____

Date: _____

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

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____