

**2008-2009
STUDENT HANDBOOK**

**ARCHBISHOP THOMAS J. MURPHY
HIGH SCHOOL
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Director of Student Life**

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Athletic Director**

FACULTY AND STAFF

Faculty Members

<u>Name</u>	<u>Position</u>
Kathy Alkire	Physics, AP Calculus, AP Physics, Alg/Trig
Margaret Ames	Theology
Stephanie Arland	Alg/Trig, Geometry
Tim Blair	Counselor
Roger Brodniak	US History, Civics, Law
Jane Brown	Counselor
Mary Anne Callaghan	Theology, English
John Clapp	Theology
Cortney Comunale	AP Stats, Alg/Trig, Geometry
Alex Crane	AP Calculus, Pre Calculus
Jon Echols	Computer Fundamentals, AP Computer Science
Scott Evanson	Conditioning, Sports Medicine, Health, PE
Kimberly Ferragamo	English, Study Skills
Nedra Gallagher	Theology
Blaine Gilchrist-Smith	Health, PE
Jonathan Glass	Physical Science, Chemistry
Deborah Hitchcock	Pottery, Art History, Painting, Drawing
Kathy Kenny	French, WA State History
Dawn Lawrence	Biology
Jim Leonard	English, US History, Social Science
Patricia Lichty	Counselor
Julia McDonnell	Chemistry
Beth Mock	Algebra, Pre Calculus
Jack Moir	Spanish
Yudy Moir	Spanish
Daniel Moynihan	Algebra, Geometry
Jessica Nicholas	Spanish
Rick Ramian	Biology, Chemistry
Bill Reed	Accounting, Personal Finance
Nicolette Roberge	Librarian, Media, Video Tech
Lillian Ryen	Spanish
Dana Smith	World History, Civics, Contemporary World Problems
Karen Towey	Pottery
Greg Turcott	World History, Civics, Econ
Debby Walsh	Theology
Dave Ward	English
Gail Wellenstein	Biology, Anatomy/Physiology, AP Biology
Chuck Wiese	Band
Carrie Wright	Choir, Drama
Matthew Wright	English
Jami Zellner	English, Journalism

Staff

<u>Name</u>	<u>Position</u>
Maryanne Ackerman	Student Services Coordinator
Vince Alkire	Network Administrator
Marguerite Bloom	Library Assistant
Sheri Conderman	Administrative Assistant
Jon Echols	Network Technician
Dave Elkins	Maintenance
Sue Flanigan	Athletic Assistant
Fr. Armando Guzmán	Chaplain
Stephanie Harvey	Development Assistant
Char Hilgendorf	Business Office
Mary Koltun	Business Manager
Judy Linscott	Maintenance
Michael McCloskey	Development Director
Patti Means	Director of Communications
Cathy Meehan	Administrative Coordinator
Helen Robinson	Student Services Receptionist
Roberta Ryan	Business Office
Liz Sadowski	Campus Ministry Assistant
Jeff Schmidt	Grounds Maintenance, Campus Supervisor
Mary Thompson	Registrar

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**ARCHBISHOP THOMAS J. MURPHY
HIGH SCHOOL**

MISSION STATEMENT

Inspiring and developing Christian leaders through:

- Developing spirituality in the Catholic tradition
- Providing challenging college preparatory academic experiences and enriching extracurricular programs
- Respecting the dignity of each individual
- Fostering commitment to community service
- Supporting families as the primary educators in the character formation of their children

GRADUATION OUTCOMES

In the tradition of an independent Catholic education, Archbishop Thomas J. Murphy High School is a unique faith-centered community that integrates thinking and believing in ways that encourage intellectual growth, nurture faith, and inspire action. We promote academic excellence and faith formation in order to develop Christian leaders who are committed to life-long learning and the development of a just world.

To this end, graduates of Archbishop Thomas J. Murphy High School will be able to:

- Integrate the practice of personal and communal prayer, reflection, and service into an individual faith and conscience informed by Catholic theology and tradition.
- Direct their own learning including setting personal and educational goals, establishing strategies, exercising self-discipline, and evaluating results based on self-knowledge and discovery of their gifts and talents.
- Read, write, listen and speak effectively for a variety of purposes and audiences.
- Think critically, creatively, and globally, using the vocabulary and concepts of the arts, literature, languages, religious studies, natural and social sciences, and mathematics.
- Employ methods of individual and collaborative problem solving and decision making.
- Access relevant information and resources including technology, and ethically incorporate these into the learning process.
- Develop and maintain a healthy lifestyle.
- Recognize and respond to people in need through community service and social analysis, thus contributing to a just society.
- Value and engage in creative expression and demonstrate sensitivity to the aesthetic expression of others.
- Form healthy, loving relationships with all people, including persons of diverse backgrounds of age, gender, race, culture, religion, talent and socio-economic status.

SECTION I: GENERAL INFORMATION

ADMISSION

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

PURPOSE OF THIS HANDBOOK

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

The Handbook is simply a statement of the School's general student policies.

RIGHT TO AMEND

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

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

COMPLIANCE AGREEMENT

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

PROCEDURE FOR COMMUNICATION BETWEEN THE PARENTS, TEACHERS AND ADMINISTRATORS

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

INCLEMENT WEATHER

In case of inclement weather please watch channels 4, 5 or 7. You may also check KOMO or KING radio. We will also try to post information on our website as early as possible. Our late start or cancellation will be on the TV school information. If YOU feel that roads are too treacherous in your area please use your best judgment in keeping your student home.

IMMUNIZATION REQUIREMENTS AND INFECTIOUS DISEASES

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

Parents, students and employees should advise the Principal when a student shows symptoms of a communicable disease. "Communicable disease (contagious disease)" includes, but is not limited to, an illness caused by an infectious agent which can be transmitted from one person, animal, or object to another person by direct or indirect means including transmission via an intermediate host or vector, food, water, or air. Communicable (contagious) diseases include, but are not limited to: Chickenpox, Conjunctivitis (bacterial); Diphtheria; Giardiasis; Hepatitis A; Invasive Haemophilus influenza disease (excluding otitis media); Measles; Meningitis (bacterial); Mumps; Pediculosis; Pertussis; Rubella; Salmonellosis; Shigellosis; Tuberculosis.

MEDICAL EMERGENCY PROCEDURE

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

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

POLICY ON FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

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

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

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

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

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

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

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

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

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

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

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

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

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

Rights of Non-Custodial Parents under FERPA

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

SECTION II: ACADEMIC INFORMATION

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

SUBJECT REQUIREMENTS FOR GRADUATION

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

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

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

COURSE CHANGES

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

CREDITS AND GRADING

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

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

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

AMHS GRADING SCALE

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

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

CR	Credit received but no letter grade
INC	Incomplete

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

EXPECTATIONS FOR ALL WRITTEN WORK

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

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

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

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

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

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

ACADEMIC HONORS

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

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

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

COLLEGE CREDIT

Seniors who complete the Honors English, Theology and Social Science courses may be eligible in May to receive five or ten Matteo Ricci College credits from Seattle University. Students completing Spanish III and/or IV (UW Spanish 103 and/or 201) and French III (UW French 103) may be able to receive five credits per course through the University of Washington. These credits should be transferable to most other colleges and universities. Persons interested in receiving such credits should consult our counselors for information, application dates and fees in place at that time.

HONORS AND ADVANCED PLACEMENT COURSES

Admission to Honors or Advanced Placement courses is made on a year-to-year basis. Teachers in a given subject area will make a recommendation for a student's placement in an Honors or Advanced Placement course based on the student's current academic performance. Students and parents should refer to course syllabi for specific requirements for admission to an Honors or Advanced Placement course. College credit may also be awarded to those students who take AP Exams and earn a score of "3" or higher.

LATE WORK AND INCOMPLETE GRADES

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

Homework and projects are due on the date specified by a teacher. Usually, if a student is absent from class, s/he may have one day to make up missed homework for each day absent. **Otherwise, students may only submit late work by following AMHS late homework procedure (see your teacher, counselor or the Academic Vice Principal for the details of this procedure).**

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

FAILURES

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

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

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

ACADEMIC PROBATION

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

PHYSICAL EDUCATION, HEALTH AND TECHNOLOGY CREDITS

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

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

HEALTH EDUCATION

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

SECTION III: COMMUNITY SERVICE REQUIREMENTS

THEOLOGY COMMUNITY SERVICE REQUIREMENTS

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

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

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

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

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

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

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

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

SERVICE BY AMHS STUDENTS TO THE WIDER COMMUNITY

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

1. When non-school groups wish to request assistance from AMHS students, the most efficient way is to contact the students who are associated with their group directly (i.e., AMHS students who are members of the parish).
2. Groups that do not have AMHS members may contact the Campus Minister to request that (s)he distribute information about the project to the students. The agreement to distribute information is NOT an agreement to provide students for the project.
 - a. Contact should be made at least 6 weeks in advance of the need. Information should include relevant facts and the name and phone number of a contact person outside of the community.
 - b. Students may NOT miss class to participate unless approved in advance by the Vice Principal.
 - c. No member of the school community can guarantee or require participation of AMHS students in activities outside of school.

SECTION IV: STUDENT/SCHOOL ACTIVITIES

ELIGIBILITY FOR ALL EXTRACURRICULAR ACTIVITIES

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

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

If the student’s academic performance drops below the satisfactory level (e.g., GPA of 2.0 and no failing grades) during the second half of the quarter, the Academic Vice Principal may revoke the student’s eligibility for the remainder of the quarter.

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

ATHLETICS

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

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

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

ATHLETIC ELIGIBILITY

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

Students who transfer to AMHS from another secondary school and desire to play on an AMHS athletic team may have to undergo an eligibility hearing with the WIAA. See the Athletic Director for further information.

In order to turn out for, and continue practicing and playing with a team, a student must have a current and valid sports physical and parent permission slip on file in the athletic office. In addition, all students are required to have medical insurance if they are participating in athletics.

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

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

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

EQUIPMENT

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

EARNING VARSITY LETTERS

Each coach will determine the criteria for earning a varsity letter in that sport.

VARSITY CHEER SQUAD

The Varsity Cheer Squad is a high-spirited group of students that support AMHS athletics. Tryouts are in the spring and are open to sophomores, juniors and seniors. Cheerleader Camp is in the summer. See the athletic office for information.

OTHER EXTRACURRICULAR ACTIVITIES

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

STUDENT GOVERNMENT

GOVERNING BOARD

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

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

STUDENT GOVERNMENT ELECTIONS

Student government elections should take place during the month of May. Elections for Executive Council positions should be held first, followed by class elections the next week. Seniors do not vote for Executive Council positions. Elections for freshman class officers should occur in mid-September.

NATIONAL HONOR SOCIETY

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

PERFORMING ARTS PROGRAM

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

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

CLUBS

CURRENT CLUBS AND FACULTY/STAFF MODERATORS

Art	Karen Towey
Campus Ministry	Rachel Doll
Chess	Alex Crane
Email	Mary Anne Callaghan
French	Kathy Kenny
German	Kathy Kenny
Hi-Q	Gail Wellenstein
Journalism	Jami Zellner
Life	Mike McCloskey
LINK	Steve Schmutz, Jane Brown
Math	Kathy Alkire
Mock Trial	Roger Brodniak
Recycling	Dawn Lawrence
Triple Threat	Matt Wright
Ultimate Frisbee	Alex Crane

PROCEDURE FOR STARTING A CLUB

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

SCHOOL DANCES

1. All school rules and regulations apply at dances.
2. Only AMHS students, their guests, and chaperones will be allowed to attend.
3. Guests: Each student is allowed one guest. Guests must be signed up on the list in the office no later than 3:00pm on Friday. No guests under high school age or over 20 years of age are permitted. Guests must leave a photo ID card with the person in charge of the dance when they arrive. The ID will be returned when the guest leaves the dance.
4. Students or guests who appear to have used any type of illegal drugs or alcohol will not be admitted to the dance. They will be required to leave in the company of their parents. Consequences will be determined by the administration.
5. Once inside the dance students will not be permitted to leave and return.
6. Students must arrive at all dances by 9:30pm. Students arriving late will not be permitted into the dance.
7. Students must enter the dance upon arrival. The parking lot is not to be used as a meeting place for students or non-school friends.
8. Students are not allowed to go to their lockers or other parts of the school campus during the dance. Backpacks will not be allowed into the dance.
9. Please remember that the AMHS dress code is in effect for all dances.

10. All dancing must be appropriate. Inappropriate dancing includes anything deemed inappropriate by the chaperones. Students will receive one warning for inappropriate dancing. After the warning the student may be asked to leave the dance.
11. Students are expected to respect the faculty, parents and security people who are chaperoning the dance, as well as the order and cleanliness of the school.

SCHOOL SPONSORED ACTIVITIES

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

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

PROCEDURE FOR SCHEDULING OF EVENTS

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

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

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

STUDENT FUNDRAISING

Any individual who plans a fundraising project that involves students of AMHS must submit a fundraising request form to the Fundraising Committee of the Governing Board at least four weeks in advance of the project. The Governing Board should forward the request to the AMHS Development Director, as the fundraising project may need approval from the AMHS Development Director. The forms are available in the main office or development office.

Priority should be given as follows:

1. Fundraising that benefits the overall school program, and
2. Fundraising that benefits school sponsored events or communities.

SECTION V: COVENANT OF STUDENT CONDUCT

EXPECTATIONS FOR STUDENT BEHAVIOR

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

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

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

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

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

In our present society, violence, harassment, and disregard for others have become all too common. At AMHS, we seek to create a healthy moral environment and to build a school community reflecting Gospel values and the spirit of Jesus' love. We wish to protect members of our school family from injury or malicious harm, to safeguard both private and school property, and to develop an atmosphere that is conducive to learning.

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

CONDUCT, DISCIPLINE AND GRADUATION

A conduct and discipline record, which reflects the Christian character of AMHS and the student, must be maintained that addresses the student's activities in school and in the community. The student's conduct and discipline record must reflect Christian character in the School's discretion to receive an AMHS diploma. The determination as to this qualification is the decision of the President.

DRESS CODE

At AMHS, we seek to maintain an atmosphere that is conducive to the highest quality of academic pursuit. Since the appearance of students contributes greatly to their attitude in school and the respect they earn in public, all students are expected to follow the dress code. Students are not to groom themselves in public. In particular, there is to be no hair combing or application of make up in public. Besides being neat, clean, and modest, students are to be noticeably dressier for school than they would be for play or rough work. Clothing is to be in good taste - not distracting or provocative. Clothing, hair and ornamentation is to be businesslike and in good taste. Hair color must be within the range of natural hair colors. Male students must have hair cut above the collar and away from the face. Visible tattoos and pierced body parts other than ears are prohibited. Chains on pants are prohibited.

These rules apply to all students on campus during school hours.

Modesty and good taste are the criterion used to judge the appropriateness of student clothing. The following rules/standards are provided as general guidelines:

- Jackets may be worn in the building and classrooms as long as they are neat and clean.
- Pants are to be well fitted (not baggy), cuffed or hemmed and without holes. Pants are not to be “sagged” and the hems are not to be frayed.
- Shorts are acceptable but they must be no shorter than mid-thigh and they must have a front fly with zipper/button/snap and belt loops.
- Sport shorts, swim trunks, sweats, warm-up style pants and cut-offs are unacceptable.
- Hems on shorts, skirts and dresses may not be frayed.
- Tops may not be tank tops, muscle shirts, or mesh jerseys. No skin or underwear is to be showing at the waist when sitting or standing. Imprints may not refer to alcohol, tobacco, or other drugs or anything in poor taste as interpreted by the administrators.
- Skirts and dresses must be modest in length and style. Sleeveless dress blouses are acceptable, but sundresses are not.
- Shoes must be worn at all times.
- Flip-flop style beach sandals are not allowed.
- Hats, headbands, scarves or sunglasses are not to be worn in the building. They are to be left in lockers if needed before or after school. If these items are visible in the building during the day, they will be confiscated.
- Male students are to be clean-shaven with sideburns no lower than the bottom of the ear.

ATTIRE FOR LITURGIES AND OTHER FORMAL OCCASIONS

Students are expected to “dress-up” for all liturgies and certain other occasions indicated on the calendar and in notices in the parent and student bulletins. Students dress in this manner as an expression of respect and support for the values of the school community. Students should arrive at school already dressed for the liturgy or special occasion and remain in Liturgy Dress for the entire day. Liturgy Dress attire for boys requires dress slacks, a tucked-in dress shirt with a coordinated tie or sweater, or a turtleneck sweater. Liturgy Dress attire for girls requires dresses or skirts/dress slacks and dress blouses. Girls may not wear denim skirts on Liturgy days or flip-flop style sandals. Liturgy Dress excludes jeans, polo style or tee shirts and sweatshirts.

ENFORCEMENT

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

CONSEQUENCES FOR CHEATING

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

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

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

DISCIPLINARY SANCTIONS

AMHS reserves the right to discipline students for inappropriate behavior, including, but not limited to, reprimand, detention, suspension, or expulsion. Such action is in the discretion of the School.

DETENTION

Students may be assigned to detention for violating school rules. Detention should be held after school on Monday through Thursday from 2:35pm to 3:35pm and should be supervised by the Director of Student Life or his designee. Detention takes priority over all other activities (e.g., athletic practices, games, jobs, etc.). Students assigned to detention, who fail to report as assigned, will have an additional day of detention.

The following are examples of actions that may result in a student receiving one or more hours of assigned detention:

- language, gestures or behavior that are disrespectful
- language, gestures or behavior that are profane or obscene
- verbal abuse or harassment
- insubordination or disobedience to teachers, administrators, or staff
- repeated tardiness to classes
- repeated violation of classroom rules (e.g., food or drink in the classroom, sleeping, speaking out of turn, etc.)
- possession of tobacco

Repeated violations of these rules (four or more detentions in a given semester) or a more serious offense can lead to a student being required to report to a Weekend School session. Further infractions may lead to a student being suspended from school classes. The above list is not exhaustive.

AMHS will discipline students on a case-by-case basis. The above examples of inappropriate behavior and possible sanctions are not exhaustive nor does it guarantee that a student who commits a listed offense will be disciplined using the sanction described in this policy.

SUSPENSION FROM CLASSES

A student may be suspended from attending classes for serious misconduct in one of two ways: an **In-House Detention** or a **Suspension** (short or long term).

As an intermediate step, student may be assigned an In-House Detention. This requires a student to perform community service to the school throughout the school day.

A Suspension prohibits a student from the school grounds. Short term suspensions are 3 days or less.

Absences due to In-House Detention and Suspension are considered Type II absences (please refer to the section on Attendance for additional information).

Students on suspension may not participate in interscholastic athletics or in extracurricular activities.

Parents will receive written notification of a suspension and must confer with the Principal or the Vice Principal before the student will be readmitted to classes. Generally, following a suspension, a probationary contract should be developed and signed by the student, his/her parent(s), and an administrator.

The following are examples of actions that may result in a student being suspended from attending classes:

- dishonesty
- hitting or inappropriate touching of others
- smoking or other use of tobacco
- possession or distribution of pornographic materials
- skipping school or cutting classes
- gambling of any type at school or at school sponsored activities

Repeated violations of these rules may lead to a student being expelled or being asked not to return to AMHS. The above list is not exhaustive.

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

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

In either of the above situations, a student officer suspended and removed from office should be able to use the Appeals Process as outlined on page 39 of this handbook.

EXPULSION

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

- possession of potentially lethal weapons or substances
- violence or assaultive behavior
- harassment of individuals within or outside of the school community
- possession or use of drugs or alcohol
- theft of personal or school property
- vandalism or destruction of property
- written or verbal threats of violence towards students, faculty or staff

These behaviors not only violate AMHS rules, but may also violate the law. Engaging in any of these actions may result in immediate expulsion from AMHS and may also lead to an individual's arrest.

ADMINISTRATION AND REVIEW OF DISCIPLINARY SANCTIONS

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

APPEALS PROCESS

Only serious disciplinary issues such as long-term suspension or expulsion may be appealed. All appeals must be presented in writing to the Vice Principal within two school days after the initial decision regarding the disciplinary consequences.

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

PROCEDURE

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

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

1. The Vice Principal should provide an overview of the procedure, summarize the infraction, and the consequences that have been assigned.
2. The student should have an opportunity to make a statement giving his/her concerns about the consequences. (Some students find it helpful to write out their statement beforehand, but it is usually best to address the group or read the statement to the group rather than just passing out a statement.)
3. The Committee should have an opportunity to ask questions of the student.
4. Witnesses and/or advocates will be provided the opportunity to make a statement.
5. The Committee may permit parents to address the Committee in its sole discretion. This is not encouraged except in exceptional circumstances. Legal counsel may not attend the Committee meeting.

6. The student (and parents, if present) should be excused.
7. The committee deliberates. During the deliberations, the Vice Principal should function as facilitator. The committee may choose to:
 - Uphold the decision of the Principal;
 - Recommend a lesser consequence; or
 - Recommend a more serious consequence.
8. The Principal should consider the committee's findings, make a decision and notify the President. The Principal should also notify the family of the decision in writing.

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

SUBSTANCE ABUSE

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

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

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

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

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

REFERRALS

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

POLICY ON DANGEROUS WEAPONS

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

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

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

SEXUAL HARASSMENT POLICY

DEFINITION OF SEXUAL HARASSMENT

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

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

EXAMPLES OF SEXUAL HARASSMENT

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

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

REPORTING AND INVESTIGATING SEXUAL HARASSMENT

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

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

CONFIDENTIALITY

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

RETALIATION

It is against AMHS' policy to discriminate or retaliate against any individual who has filed a complaint concerning harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning harassment. Any student or employee who, after appropriate investigation, has been determined to have retaliated against anyone for using or expressing the intent to use the complaint procedure in this policy should be subject to disciplinary action, up to and including immediate dismissal or expulsion.

FALSE CLAIMS

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

CORRECTIVE ACTION

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

BULLYING

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

1. Placing a person in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property;
2. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness of actions due to a power differential between the bully and the target;
3. Interfering with a student having a safe school environment that is necessary to facilitate education performance, opportunities or benefits; or

4. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another person.

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

SECTION VI: CAMPUS REGULATIONS

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

VISITORS

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

AUTOMOBILES AND PARKING

Students who drive to school must follow the regulations, which are part of their "On-campus Parking Permit Agreement." Only those students who have a current "On-campus Parking Permit Agreement" signed by both the parent(s)/guardian(s) and the student may park on campus in designated parking areas. Only seniors may park in the designated senior parking area. **THE SPEED LIMIT ON CAMPUS IS 10MPH!** There is no parking in fire or safety zones. Drivers and passengers should be in seat belts before the car moves. Students are not permitted to enter their cars during the school day without permission. Violation of these rules may result in discipline, including, but not limited to, the loss of on-campus driving privileges.

FOOD/DRINK

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

GUM

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

STORAGE AREAS

Students are not to enter storage areas or portables or take materials from them.

SCHOOL CLEANLINESS

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

LOCKERS AND PERSONAL PROPERTY

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

Students are not to bring expensive items or large sums of money to school. If it is essential that a student do so, the money/items should be left in the care of a school employee, who will issue a receipt.

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

ELECTRONIC DEVICES

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

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

SCHOOL OFFICE

The school office serves as a clearinghouse for student information and support. Students often need to go to the office for communication needs. Students should confine their office visits to the times before and after school and during break and lunch. Students should not visit the office during class time except at the request of a teacher or in case of illness. There is a phone for student use located in the south gym lobby. It is provided for student emergency use. Students are not to request to use the office phone(s). Students are expected to have sufficient funds available for transportation and food during the school day. The school cannot provide emergency funds for those who are not prepared for the needs of the day. Copiers in the school office and faculty room are strictly for the use of the faculty/staff. No student will be allowed to use a school copier. If a student needs a copy of material for an educational purpose, he/she must present a note from a school adult authorizing the copying of the material. Material cannot be copied immediately. It may be copied when time and equipment allows in the School's discretion.

STUDENT SAFETY AND SUPERVISION

AMHS does not offer before or after school supervision of students. Usually the doors are unlocked from 7:00am through 3:30pm. Students are not to be loitering on campus after school hours. Any students who are on campus past 3:00pm and are not directly participating in a school-sponsored activity will be required to report to a Study Hall. The Study Hall is in session Monday through Friday each week and will end at 5:00pm each day. Otherwise, students may not be on campus after 3:00pm.

Students who are returning from an extracurricular activity or practice should be monitored by the adult in charge for 15 minutes after they return to school. It is essential that students be picked up within that time. Parents that cannot pick up their students within the prescribed time must make alternative arrangements for their student to get home.

It is essential for families to provide the School with current demographic information. Please notify the Main Office in writing of any changes in the student's demographic information (e.g., residence, parent(s)/guardian(s)' work phone numbers, etc.) immediately.

INSPECTION OF SCHOOL PROPERTY

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

POLICY ON ACCEPTABLE COMPUTER USE

AMHS maintains a computer network, Internet connection, and e-mail system to assist employees, parents and students in carrying out their duties and for academic activities.

In order to provide families access to PowerSchool and to be included in our digital notification services, AMHS will support one e-mail address per parent/guardian. It is the responsibility of the family members to notify the school of any changes in these e-mail accounts. Requests for an email change should be sent to emailchange@am-hs.org.

Parents/Guardians who wish to participate in the parent mail list associated with the school must maintain their own accounts. Information about the email lists, and subscribe/unsubscribe information are available on the website. It is the students' sole responsibility to maintain their individual online school accounts (i.e., Moodle, Turnitin.com, etc.). Help is available in the Heath Hall computer lab during regular lab hours.

Computer and network use

1. All school computer systems and related peripherals may be used only for school-related purposes.
2. Students shall not attempt to access other users' accounts, files, e-mail or data. Nor shall students attempt to alter software or configuration of any school computer.

Activity may be monitored; no expectation of privacy

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

Erasure not reliable

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

Internet filter

AMHS (or its Internet service provider) maintains a list of offensive and questionable websites in order to reduce the risk of students or employees viewing inappropriate material. The websites on the list cannot be accessed through the AMHS Internet connection.

Games

Students may not play games on the computers.

Security

Students should not disclose their passwords to anyone, nor allow other students to use their account; students may be held accountable for any malicious activity conducted under their computer account login. Students should report any abnormal computer activity or security concerns to the Systems Administrator immediately.

Illegal or inappropriate activity

Students may not use the computer system to conduct any illegal or inappropriate activity, including but not limited to, replicating copyrighted materials, distribution of obscene or other inappropriate material, making threats, hacking, etc. Software, whether on the School computers or network, may not be copied or downloaded. In addition, the posting of degrading, unkind or offensive statements about others on personal electronic bulletin boards (e.g., MySpace, Facebook, etc.), may also be grounds for disciplinary measures, in the school's sole discretion.

No warranties

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

Vandalism

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

Virus protection

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

Discipline

As with other policies in this Handbook, violators of the Computer Use policy may face disciplinary action, including, but not limited to, loss of school computer privileges for a certain period of time, suspension or expulsion.

SECTION VII: ATTENDANCE POLICIES & DEFINITIONS

Students and parents must understand that regular attendance is a prerequisite to learning. Patterns of attendance and punctuality are established in a person's younger years. It is the policy of AMHS to teach a positive attitude in these areas. Frequent absences or any pattern of tardiness is not acceptable. Out of consideration for all faculty and students, the office will not interrupt any class to relay a message to a student unless it is an emergency. Please encourage your student to always check the message board twice daily that is located in the Attendance Office.

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

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

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

EXCUSED ABSENCES

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

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

TYPE 1 EXCUSED ABSENCE

Teacher will help with make-up and tests.

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

TYPE 2 EXCUSED ABSENCE

Teacher is **not** required to assist with make-up work or tests. Accepting late assignments is discretionary and disciplinary consequences may be assigned.

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

Any absence type that is in question/disputed will be referred to the Director of Student Life and his decision about the type of absence will be final.

UNEXCUSED ABSENCE

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

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

Teachers may not allow credit for any makeup work or tests.

PREARRANGED ABSENCE/PRE-ARRANGED EARLY DISMISSAL

When a student knows beforehand that he/she will miss school, the student must obtain and complete a Pre-Arranged Absence form and submit it to the Vice Principal two days prior to their departure. The form is available in the Attendance Office or online at the school's website. The Vice Principal will approve/disapprove the pre-arranged absence and then the students should e-mail the teachers directly to obtain assignments. If this procedure is not followed, the absence will be considered a Type II absence.

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

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

EXTENDED ABSENCE

If a student experiences an extended absence (three days or more) due to illness, the parent should contact the school office to arrange for work to be sent home.

SCHOOL SPONSORED ACTIVITIES

These are considered Type 1 absences. Students are allowed two absences due to School Sponsored Activities each semester before the absences are counted in their total number of Type 1 Excused absences.

The following types of absences are identified as School Sponsored Activities:

- Field Trips (must be teacher initiated such as Spain, Performing Arts, etc.)
- Sports events where students' names are on rosters
- Academic Competitions (Math Team, Hi-Q, etc.)
- Theology retreats
- AMHS Admission Recruitment trips
- Student of the Month Awards Ceremonies (Rotary, etc.)
- School play
- Prep for assemblies
- Prep for mass

TARDINESS

Students are to be inside respective classrooms, ready for class to begin when the bell rings. Any student arriving late for their first class of the day must obtain an "admit slip" from the Attendance Office. If arriving more than 10 minutes late to the period, that period is counted as a full period of absence. All late arrivals are recorded by the classroom teacher and noted in the attendance records. Tardy will be considered excused only for good reasons in the School's discretion, which are explained in a signed and dated note from the parent.

ATTENDANCE PROCEDURES

WHEN A STUDENT IS ABSENT

The following general procedure should be followed when a student is absent:

1. The parent is to call or e-mail the school between 7:05am and 8:20am. If a parent does not call, phone calls will be made to the home telephone number first and then the work number if a student is absent.
2. Upon returning to school, prior to first period, the student is to present to the office staff a signed and dated note from the parent stating the dates and reason for the absence. (Please be aware that a note must be submitted excusing the absence within 24 hours of a student's return to school. If a note is not submitted within this time frame, the student may not be allowed to schedule the make up of missed tests, quizzes or submit missed assignments resulting from the absence.)
3. The note should be used by the Attendance Office staff to determine the type of absence.

APPOINTMENTS DURING SCHOOL HOURS

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

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

ILLNESS DURING SCHOOL HOURS

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

CONSEQUENCES OF ABSENCES AND TARDY ARRIVALS

The following consequences apply to student absences and tardy arrivals:

TARDINESS

Three unexcused, first period of the day tardies will result in a detention. All tardies occurring after the first period of the day will be assigned a one-hour detention. After three detentions, progressive disciplinary action will result, and parents will be notified. Continued unexcused tardies may result in suspension and a behavior plan as determined in the School's discretion.

ABSENCES

If a student accumulates a number of absences, the following shall occur:

- Eight absences in a quarter should result in communication to parent(s).
- Ten absences in a semester and a grade below "B" should result in a parent conference with teachers and administrators.

Students who accumulate more than 12 absences per semester must petition for credit. The petition must be submitted in writing before the final day of classes. An administrator and the teacher(s) of the student will consider the petition. Their decision to grant or withhold credit is final. In evaluation of petitions, administrators and teachers will consider the following factors:

- Reasons for absences including the student's positive involvement in school activities
- Attendance history
- Student proficiency in coursework
- Student's contribution to the class
- Other factors deemed appropriate and relevant

UNEXCUSED ABSENCES

Each unexcused absence will result in a detention, which must be performed in service of the school. Other consequences that may be assigned are doubling missed class time in detention, suspension, parent conference, and/or a behavior plan.

AMHS reserves the right to discipline students for absences and tardy arrivals including, but not limited to, reprimand, detention, suspension, or expulsion. Such action is in the discretion of the school.