

**2025-26  
SCHOOL HANDBOOK**

**ARCHBISHOP THOMAS J. MURPHY  
HIGH SCHOOL  
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Everett, WA 98208**

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**Steve Schmutz**  
Head of School

**John Matusak**  
Vice Principal

**Thomas Wier**  
Vice Principal

**Sarah Pedersen**  
Dean of Students



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## **MISSION STATEMENT**

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

## **GRADUATION OUTCOMES**

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

All senior students who have successfully completed all mandatory graduation requirements are eligible to participate in the AMHS graduation ceremony. All seniors must attend the mandatory graduation rehearsal (typically scheduled on the morning of the graduation ceremony). Seniors who do not attend the graduation rehearsal will not be allowed to participate in the graduation ceremony. During the ceremony, school officials will only read the names of those graduates who are present during the graduation ceremony. Your SchoolAdmin account must be current by May 5 in order to receive your graduation tickets.

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

1. Spirituality/Catholicism
2. Academics
3. Respect and Service
4. Personal Growth

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

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## **SECTION I: GENERAL INFORMATION**

### **ADMISSION**

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

### **PURPOSE OF THIS HANDBOOK**

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

### **RIGHT TO AMEND**

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

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

### **COMPLIANCE AGREEMENT**

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

Head of School or designee and shall be entitled to question school personnel involved in the matter being grieved.

If the grievance is not resolved after the informal conference, the parents and student may request to present a grievance to the Head of School, or if the Head of School was involved in the informal conference, the Board of Trustees. The grievance must be presented within three (3) school business days following the informal conference. The Head of School will notify the family of their decision. Use of this grievance process will not impede or postpone the disciplinary action.

#### **PUBLICITY RELEASE**

Archbishop Murphy High School distributes informational or promotional material, both electronic and printed, to current AMHS families and friends, alumni, prospective parents and the local community. These materials include, but are not limited to, school newsletters, admissions brochures, development and alumni publications, the school website, social media, regional advertisements, and other advertising opportunities. If a family does not want a student's photo to be used by Archbishop Murphy High School, or does not want family demographic information listed in our school directory, a form designating this request needs to be filled out from our Admissions Office. If AMHS does not receive this filled out form, it will signify that consent is given to use student photos and/or name in Archbishop Murphy High School's information or promotional materials, and to include family information in our school directory.

#### **TUITION AND FEES**

All Families are REQUIRED to register for AUTOPAY via School Admin. Payment must be made via automatic bank deduction (EFT) from your checking/savings account (\$2.50 per transaction) or by credit card. Credit Card Fees will be applied (3.05%). Tuition payments can be made annual, semi-annual, quarterly, or monthly. Based on your payment selection, the payment will automatically be withdrawn from your account on the 5<sup>th</sup> of the month payment is due. A nonrefundable \$500 Enrollment Fee is due at the time of registration.

Fees will be added to your SchoolAdmin account for payment in the month that it is billed. Please refer to the course catalog for any class-specific fees (e.g., lab books, art supplies). Other common fees include sport fees, club fees, parking fees, and graduation fees.

#### **PARENT INVOLVEMENT WITH FUNDRAISING ACTIVITIES**

1. At a minimum, all families are required to contribute 20 volunteer hours per school year. Your family can complete this commitment by:

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- Actual volunteer hours served
- Contribution of goods requested through Sign-Up Genius (communicated on the weekly e-newsletter, AMHS Announce).
- Auction item contributions as determined by the Development Office.
- Buy-out of volunteer hours. Every \$20 represents 1 hour.

2. All students will be required to participate in the Fall raffle. Each student must sell a raffle ticket booklet, which consists of 10 tickets, at \$20 per ticket. Selling tickets will not fulfill parent volunteer hours. Those who do not wish to sell raffle tickets may opt to have their account billed.

#### **LATE BALANCES**

A late fee of \$30 will be added to your SchoolAdmin account for any payments not received by the established due date. A \$25 NSF fee will also be assessed and charged to your account for any check, credit card, or automatic deduction refused by your bank for insufficient funds.

If tuition and fees are not current at the end of any semester, report cards will not be issued and student transcripts will not be released. Students will not be permitted to register for the next academic year if any financial obligations have not been met. You will be liable for all expenses incurred, including but not limited to legal fees, court costs, and interest if collection proceedings are initiated by AMHS. AMHS reserves the right to charge a collection fee of the lesser of \$500 or 40% of the amount assigned for collections.

#### **WITHDRAWAL PROCEDURES**

The school reserves the right to withdraw a student who, in its judgment, is not

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making satisfactory academic progress or demonstrates behavior which is not in keeping with the school's philosophy. Parent-initiated withdrawal must be in writing. Liability continues until a written withdrawal is received. Whether the parent or the school initiates withdrawal of the student, the pro-rated liability for annual tuition is as follows:

Withdrawal by June 30, 2025 – parent obligation = \$500 Enrollment fee only  
After June 30, 2025 – parent obligation = \$500 enrollment fee and 100% tuition

#### **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 Head of School 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); MRSA; Mumps; Pediculosis; Pertussis; Rubella; Salmonellosis; Shigellosis; Tuberculosis; Covid-19.

If there is an outbreak within our school community of a vaccine-preventable disease that your child has not been immunized against, AMHS will follow the guidelines set forth by the Washington State Department of Health and local health district, and your child will be exempted from attending school.

Please be aware that beginning with the 2019-2020 school year state law now requires that all students submit documentation from a licensed medical professional that the student has received two doses of the varicella (chickenpox) vaccine. If the student has not received the vaccination but has had the disease, the school must have written documentation of disease immunity on file in the registrar's office.

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With regard to medical, religious and/or personal exemptions from vaccinations, a Statement of Exemption to Immunization Law must be signed by the parent and a licensed medical doctor, and kept on file in the registrar's office. Please be aware that beginning with the 2019-20 school year, state law no longer allows for a personal / philosophical exemption from the MMR vaccine.

For more information on immunization health, please consult:  
<http://www.doh.wa.gov/YouandYourFamily/Immunization>

#### **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 someone in the Student Services Office) 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 will 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 will be consulted. It will be incumbent upon the parent or his/her designee to determine if the student should be picked up for medical attention, taken home, or return to the school activity.

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

#### **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")

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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 Head of School a written request that identifies the record(s) they wish to inspect. The Head of School will arrange 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 to the Head of School, 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.

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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. 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.

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## **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.

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

Because we take our responsibility to educate “Christlike leaders for the transformation of the world,” we want our students to learn the skills of self-advocacy and independent learning. Therefore, we ask that all school families follow the procedure outlined below in the event of a concern about a class, teacher, or coach:

1. If a student is having difficulty with a course or a policy, he/she should contact the teacher, coach, or administrator directly.
2. If the student does not feel the concern has been adequately addressed, he/she should address the issue with a Counselor, Dean of Students, Vice Principal, or the Athletic Director.
3. 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.
4. If the parent feels that the concern has not been adequately addressed, he/she should contact the Vice Principal or the Athletic Director.

If the parent still feels that the concern has not been adequately addressed, he/she should contact the Head of School. The Head of School shall be the final authority in these matters.

### **SUBJECT REQUIREMENTS FOR GRADUATION**

The courses required for graduation from AMHS should meet or exceed the high school requirements determined by the Office of Superintendent of Public Instruction (OSPI,) the Washington State Baccalaureate Admissions Standards and most private colleges and universities. For more details on Washington State high school requirements, AMHS requirements. Please see the AMHS Course

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Description Book.

<u>SUBJECT</u>	<u>College REQUIREMENTS</u>	<u>AMHS REQUIREMENTS</u>
English	4	4
Mathematics	3	3
Social Studies	3	3
Science	3	3
World Language	2	2
Fine/Performing Arts	1	2*
P.E. / Health	1.5	2**
	0.5	
Career/Technology Education	-	1
Theology	-	4
Electives	0.5	4
<b>TOTAL CREDITS REQUIRED</b>	<b>15</b>	<b>28</b>

\* Students may substitute the 1.0 credit of Fine/Performing Arts for a course in alignment with their post-secondary goals. Students will work with their counselor to establish their plan.

\*\* Students may waive 0.5 credits of P.E. for participation in two seasons of athletics after Freshman year. Check with your counselor for more information.

\*\*\*Per Washington State CADR's, this should include a math-based quantitative course in the senior year.

#### **COURSE CHANGES**

Students/parents may request course changes. All requests for course changes must be submitted within six (6) 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 six (6) class days into a semester, he or she will receive a grade of "F" for the semester, unless approved by the administration. In which case, the course change will still be indicated with a "W" on the official transcript.

#### **CREDITS AND GRADING**

Academic credits are assigned each semester for each course in which a passing

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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 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." These credits are not included in the AMHS GPA.

#### **AMHS GRADING SCALE**

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

4.0	A	93-100
3.9	A-	92
3.8	A-	91
3.7	A-	90
3.6	B+	89
3.5	B+	88
3.4	B+	87
3.3	B	86
3.2	B	85
3.1	B	84
3.0	B	83
2.9	B-	82
2.8	B-	81
2.7	B-	80
2.6	C+	79
2.5	C+	78
2.4	C+	77
2.3	C	76
2.2	C	75
2.1	C	74
2.0	C	73
1.9	C-	72
1.8	C-	71

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1.7	C-	70
1.6	D+	69
1.5	D+	68
1.4	D+	67
1.3	D	66
1.2	D	65
1.1	D	64
1.0	D	63
.9	D-	62
.8	D-	61
.7	D-	60
0	F	Below 60

CR	Credit received but no letter grade
INC	Incomplete

Semester grades should be calculated by weighting the semester work prior to semester exams and the semester exam or final project as determined by departments. See each individual course syllabus for specific weighting. Semester exams or final projects will be weighted into the final grade based on department policies.

#### **ACADEMIC HONORS**

The AMHS Honor Roll is published twice a year and Honor Roll students are recognized at an achievement assembly each semester. Placement on the Honor Roll is based off of the cumulative GPA for that semester and the following cutoffs:

Highest Honors	4.0 semester GPA
First Honors	3.6 and above semester GPA
Second Honors	3.2 and above semester GPA

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

#### **VALEDICTORIANS**

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

A committee of faculty and administration will meet to determine how to identify and recognize Valedictorian(s) in the case that multiple students earn the same grade point average at the end of seventh semester. This committee will also determine how to select the Valedictorian who speaks at the graduation ceremony.

#### **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 or academic department policies for specific requirements for admission to an Honors or Advanced Placement course. College credit may also be awarded by the students' future college / university to those students who take AP Exams and earn a score of "3" or higher. We encourage families to consult with the individual college / university regarding their policies for AP Exams and awarding credit. Please see the course catalog for the courses that may provide such an opportunity for college credit for this school year. Students and parents can also refer to the College Board website for more information regarding the AP program ([www.collegeboard.com](http://www.collegeboard.com)). Decisions regarding whether to award college credit are determined by the individual colleges based on their policies and procedures.

#### **LATE WORK AND INCOMPLETE GRADES**

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

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' submission of late work falls under the procedure outlined on the "AMHS Late Homework Procedure" document (see your

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teacher, counselor or the Vice Principal for the details of this procedure). According to this procedure, students may be assigned to a study hall after school in order to receive partial credit for late work. Students should see the individual course syllabus and/or consult with their teacher for further clarification and policy.

At the semester an Incomplete can only be given with the approval of the administration. All work to satisfy incomplete grades must be submitted by the end of the 5<sup>th</sup> week of the following semester.

#### **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, local public high school program, or approved online provider) with approval by the administration for the course being taken. The student must provide the administration with appropriate documentation of a passing grade at the completion of the program. Students should consult with their counselors or administration before enrolling in an outside course to determine acceptable outside options for fulfilling AMHS graduation requirements.

#### **REPEATED CLASSES**

If a student takes a class for a second time for any appropriate reason (as determined by the administration), both courses will appear on the student's transcript. Courses not taken at AMHS will be noted as a transfer credit. The original grade will remain on the transcript as an attempted credit but will not be calculated in the GPA. The higher grade earned will be included in the calculation of the student's 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 multiple subjects at the semester or who demonstrates a continuing pattern of unsatisfactory grades may be asked to leave AMHS at the School's sole discretion.

#### **ACTIVITY AND ATHLETIC ELIGIBILITY / ACADEMIC PROBATION**

All AMHS student-athletes must adhere to the WIAA academic eligibility guidelines listed here:

Head of School or designee and shall be entitled to question school personnel involved in the matter being grieved.

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Eligibility grade checks will be conducted 4 times during each semester for all students. These grade checks will take place at 6 weeks, 9 weeks, 12 weeks, and 15 weeks from the start of the semester. At the moment of any grade check, all students whose grades include an "F" in any course and/or whose semester GPA is below a 2.0 will be subject to the following:

- Ineligible for all athletic/co-curricular competitions or performances.
- The student may practice, but will not be allowed to compete or perform or travel with the team.
- Upon multiple periods of ineligibility, students may be required to commit to an action plan as set forth by her/his teacher, counselor, and/or the Vice Principal.
- This plan will be individually tailored to help her/him succeed and to remedy any academic deficiencies the student may have. This process may also require conferences with parents, tutoring, and/or counseling as determined by AMHS in its sole discretion.
- If the student does not follow this plan, the Vice Principal and Athletic Director retain the authority to suspend the student from all co-curricular activities including but not limited to practices, rehearsals, and club meetings.
- Once a student's GPA is above a 2.0 and no longer includes an "F" in any course, he/she will be immediately cleared for full participation.

Academic Probation is defined as a period of monitoring student academic progress, while still being eligible to compete.

Academic Suspension is defined as the determined period of time that a student is making academic progress, while not being eligible to compete but may participate in practice.

#### **FALL**

A student will be placed on academic probation at the start of the fall sport season if they failed to meet the grade requirements in the second semester of the previous school year.

Head of School or designee and shall be entitled to question school personnel involved in the matter being grieved.

If the grievance is not resolved after the informal conference, the parents and student may request to present a grievance to the Head of School, or if the Head of School was involved in the informal conference, the Board of Trustees. The grievance must be presented within three (3) school business days following the informal conference. The Head of School will notify the family of their decision. Use of this grievance process will not impede or postpone the disciplinary action.

A. The probation period for high school students shall be from the end of the previous semester through the fourth Saturday in September.

B. If, at the end of the probation period, the student is passing all classes, the student may then be removed from probation.

C. If the student fails to meet the academic standards at the end of the probation period, the student will be placed on academic suspension for three weeks and will be ineligible for contests.

D. If a student meets the academic standards at the end of the three week suspension, the athlete will no longer be on academic suspension and will be eligible for contests as long as they remain in compliance with a school's regular monitoring of academic progress.

D. In the Fall, an incoming ninth grade student is not required to meet the previous semester scholarship rule provided they have met all other eligibility requirements. The student's grades will be monitored during the first designated monitoring period established by the school and every three to six weeks thereafter.

F. In the Fall sports season, students who do not meet the regular attendance standard of rule for a probationary period at the beginning of the Fall and must be placed on a five week academic suspension. Their eligibility can be reinstated after the fourth Saturday in September if at that time they are meeting the required AMHS academic standard (passing all classes and earning a term GPA of 2.0 or higher).

#### **WINTER / SPRING**

A student, who failed to meet the grade requirements at the conclusion of the 1st Semester (passing all classes and earning a SEM 1 GPA of 2.0 or higher) shall be placed on suspension because the grading period ended during the same school year (i.e. second semester for a winter or spring athlete).

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If the grievance is not resolved after the informal conference, the parents and student may request to present a grievance to the Head of School, or if the Head of School was involved in the informal conference, the Board of Trustees. The grievance must be presented within three (3) school business days following the informal conference. The Head of School will notify the family of their decision. Use of this grievance process will not impede or postpone the disciplinary action.

A. The suspension period for AMHS students shall be the first five (5) weeks of the succeeding semester. If the suspension period falls during a non-school week or day (e.g., official school vacation, faculty inservice day, etc.) and the athlete is missing scheduled competition, the week may count toward the five week suspension.

B. If a student meets the academic standards at the end of the five week suspension, the athlete will no longer be on academic suspension and will be eligible for contests as long as they remain in compliance with a school's regular monitoring of academic progress. Otherwise, the student athlete will remain on academic suspension until they meet the eligibility requirements previously listed.

### SECTION III: SPIN SERVICE REQUIREMENTS

#### VISION

SPIN stands for Serving People In Need. The guiding vision for our SPIN Christian Service program comes from the Gospel of Matthew 25:44-45:

*"Lord, when did we see you hungry or thirsty or a stranger or naked or ill or in prison, and not minister to your needs?" He will answer them, "Amen, I say to you, what you did not do for one of these least ones, you did not do for me."*

By serving those who are marginalized by society, students have the opportunity for authentic encounters with Christ. To this end, as a part of their formation as Christian leaders, AMHS students must complete an annual service requirement in order to transition to the next grade level. Students may begin serving during the summer leading into the academic year and must be completed by the spring deadline set each year by Campus Ministry staff.

It is the sole responsibility of the student to **REACH OUT** to serve people in need, to **REPORT** their service through MobileServe and finally to **REFLECT** on their experiences.

Head of School or designee and shall be entitled to question school personnel involved in the matter being grieved.

If the grievance is not resolved after the informal conference, the parents and student may request to present a grievance to the Head of School, or if the Head of School was involved in the informal conference, the Board of Trustees. The grievance must be presented within three (3) school business days following the informal conference. The Head of School will notify the family of their decision. Use of this grievance process will not impede or postpone the disciplinary action.

**Requirements:** Students must complete a total of 25 hours of service every school year. These hours must be served through an accredited, non-profit agency that has been pre-approved by Campus Ministry. Please check the Pre-Approved List found on the school website under Campus Ministry.

In addition to the SPIN requirement, all students are expected to participate in some way with the many all-school food and fundraising drives throughout the year. Students do not earn SPIN service hours for participation in these projects.

**Non-Compliance:** All service hour requirements must be met by the spring deadline. Any falsification of logged service activity or contact information will be subjected to disciplinary action as outlined in the 'Consequence for Cheating' section of the student handbook. Service hours for the 2026-2027 school year cannot begin counting until June 18, 2026.

Students who fail to complete their service requirement by May 1, 2026 will receive a grade of incomplete in their second semester Theology class and their schedule for the new school year will be withheld until the service hour requirement has been fulfilled. Ultimately, students will not be able to graduate until these hours are completed as they will not receive grades / credits in Theology until all 25 hours are approved by Campus Ministry. Students who transfer to another school without completing their service requirement by June 30th will be issued an F in their Theology course which will be reflected on their transcript.

#### **STEP 1: REACH OUT**

**Approved Organizations:** All service hours must either be served at organizations on the AMHS pre-approved list or at organizations that have been individually approved by Campus Ministry staff. All organization approval requests must be emailed to Campus Ministry. In order for organizations to be approved, they typically must be non-profit organizations and serving people in need.

Organizations outside AMHS may contact Campus Ministry with volunteer opportunities. If approved by Campus Ministry staff these service opportunities will be publicized to students via MobileServe.

#### **STEP 2: REPORT**

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If the grievance is not resolved after the informal conference, the parents and student may request to present a grievance to the Head of School, or if the Head of School was involved in the informal conference, the Board of Trustees. The grievance must be presented within three (3) school business days following the informal conference. The Head of School will notify the family of their decision. Use of this grievance process will not impede or postpone the disciplinary action.

**MobileServe:** AMHS partners with MobileServe ([www.mobileserve.com](http://www.mobileserve.com)) an online service, which will be used for finding service opportunities, reporting, verifying and tracking individual student service hours. Students will receive details for setting up their MobileServe account, as well as user tutorials, online each fall. It is expected that students will regularly check their MobileServe account to stay up to date in submitting their hours and correspondence regarding the verification and approval of hours.

**Reporting Hours:** Students will be expected to submit all hours within 30 days of serving via the MobileServe website (or accompanying smartphone app). Any service hours submitted more than 30 days after the hours have been served or not meeting pre-approval requirements may not be approved or counted towards the AMHS service requirement.

Students are expected to complete their service hours at a consistent pace throughout the school year, or complete them over the summer. School counselors, administrative and campus ministry staff will initiate proactive discussions with students who are not progressing appropriately towards the minimum requirement of service. Students should plan ahead and not postpone serving until the end of the school year. All logged service hours are subject to approval and verification by Campus Ministry staff.

**Summer Hours:** Students can begin serving hours for the following academic year beginning the first day of summer vacation leading into that year. All SPIN guidelines apply to hours served over the summer including serving at approved organizations and reporting the hours within 30 days of serving them. Students are **STRONGLY ENCOURAGED** to verify that the hours they are serving will be counted toward their service requirement before volunteering. Incoming students are encouraged to get a jumpstart on service hours.

### **STEP 3: REFLECT**

**Reflection:** Students are required to attach a short reflection about their service experience when logging hours on MobileServe. If a thoughtful reflection is not completed, Campus Ministry will require students to redo it before approving their hours. Additionally, faculty may assign reflection assignments, papers and

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discussion groups throughout the academic year culminating with a final paper or presentation based on their individual curriculum. Faculty may require that a certain percentage of hours be completed and approved as a portion of graded assignments throughout the year.

Keeping a personal reflection journal also can be a helpful tool to capture the full experience of service and can provide ample details for any class reflection assignment.

## **SECTION IV: STUDENT/SCHOOL ACTIVITIES**

### **ELIGIBILITY FOR ALL CO-CURRICULAR ACTIVITIES**

To be eligible to participate in any co-curricular activity, students must maintain eligibility. Students on academic probation will be subject to the rules and regulations outlined in the section Activity and Athletic Eligibility.

Students will also need to maintain eligibility according to the Student Athletic/Activities Code of Conduct form found on the website.

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 or activity, but may not suit up, play, sit on the bench, or travel with their team.

### **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. 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.

Archbishop Murphy High School participates in Wesco 3A/2A for all sports except football, football participates in the Northwest Conference. Archbishop Murphy

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High School is a proud member of the Washington Interscholastic Athletic Association (WIAA)

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

#### **ATHLETIC HEALTH AND SAFETY**

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

#### **EQUIPMENT**

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

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#### **EARNING VARSITY LETTERS**

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

#### **STUDENT GOVERNMENT GOVERNING BOARD**

The main governing body is the Student Council. 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 conduct. The Associated Student Body (ASB) and each class have offices. In addition, the position of Service Coordinator will be elected for ASB, and one appointed position may be selected by the ASB officers.

The ASB officers are leaders of the student body. They constitute the executive branches of government, while the Class Officers represent the legislative branch.

#### **1. STUDENT GOVERNMENT SELECTIONS**

Student Council selections take place during the spring. Selections consist of submitting an application and participating in an interview. Leadership Council consists of chosen Seniors and Juniors who are in a Leadership Class for their service year. These students plan all events and assemblies for the school as a whole, with the help of our class officers when needed. Class Officers are a group of students who help with input of ideas for the school population as a whole as well as plan events and activities specifically for their class. Selections for the Freshman Class take place in early September.

#### **ELIGIBILITY FOR STUDENT GOVERNMENT**

Students must be registered as an AMHS student for the upcoming year to be eligible to apply for council and must hold the minimum cumulative GPA of 2.0. 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, apply for service again the following year. Administrative approval should be determined by a review of the student's

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academic and behavioral record and other appropriate factors from the time of suspension to the date of the administration's decision. A student officer who is suspended during the second semester will be removed from office for the remainder of the academic year and will be ineligible to apply for Student Council the following academic year.

In either of the above situations, a student officer suspended or removed from office should use the Appeals Process as outlined on page 25 of this handbook.

#### **CLUBS AND ACTIVITIES**

AMHS offers many club and activity opportunities for students. To see an active list of clubs and activities, please see the school website.

#### **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 and constitution outlining the goals and plans for the new club. This proposal and constitution should be submitted to the ASB and Dean of Students. The final decision as to the formation of a new club rests with the AMHS administration. See the school website for a current list of clubs and activities.

#### **PERFORMING ARTS PROGRAM**

Students at AMHS are offered many music opportunities. The Concert Band and Concert Choirs are academic courses that perform at several events throughout the year. The co-curricular ensembles 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 a drama course that performs several times throughout the year. The Fall Play and Spring Musical round out opportunities for students to sing, act, work on sets, costumes, stage crew and more.

#### **SCHOOL DANCES**

1. All school rules and regulations apply at dances.

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2. Only AMHS students, their guests, and chaperones will be allowed to attend.
3. Guests: Each student is allowed one guest. Guests are required to complete a school dance guest request form signed by their guest's high school administration and turned into the Student Services office before 3:00pm the day before the dance. No guests under high school age or over 20 years of age are permitted without permission of the AMHS administration. 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 within the first hour of the scheduled time. Students arriving late will not be permitted into the dance.
7. Students must enter the dance upon arrival. The parking lot is not to be used as a meeting place for students or non-school friends.
8. Students are not allowed to go to their lockers or other parts of the school campus during dances held on campus. Backpacks will not be allowed into dances.
9. The AMHS dress code does apply, but will adapt to the theme of the dance.
10. All dancing must be appropriate. Inappropriate dancing includes anything deemed inappropriate by the chaperones. Students may be asked to leave the dance if inappropriate dancing is not changed.

#### **SCHOOL-SPONSORED ACTIVITIES**

School-sponsored activities are listed on the official school calendar. Students are required to have a parent(s)/guardian(s) sign permission forms for participation in off-campus, school-sponsored events. All AMHS rules and policies apply at all school-sponsored activities unless explicitly expressed otherwise by a member of the administration. Any use of AMHS' logos without approval is prohibited. Furthermore, any activities that involve AMHS students that are not school sponsored activities must have permission from the AMHS Communications and Marketing Department to use one of AMHS' logos. Other activities that involve AMHS students that are NOT school-sponsored activities are not to be supervised

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by AMHS faculty and staff.

## **SECTION V: COVENANT OF STUDENT CONDUCT**

### **EXPECTATIONS FOR STUDENT BEHAVIOR**

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

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

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 distribution of degrading, unkind, sexually inappropriate, as well as any type of offensive posting on personal electronic bulletin boards (e.g., Twitter, Instagram, Facebook, Snapchat, etc.) can be grounds for school disciplinary action, including, but not limited to expulsion. The determination of this is at the School's sole discretion.

In order to receive an AMHS diploma, the student's conduct and discipline history

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must reflect Christian character in the School's discretion. The determination as to this qualification is the decision of the Head of School.

#### **DRESS CODE**

It is the policy of AMHS to hold students to a dress code reflecting modesty and individual dignity appropriate for an academic atmosphere. The intent of our dress code is to lend dignity to both the individual and the school in order to enhance the learning environment. A student in violation of the dress code as outlined below will be asked to change into appropriate attire and/or receive a detention. If a student is unable to change into clothing in congruence with the dress code, parents may be contacted and the student may be sent home to retrieve a change of clothing. Repeated violations of the dress code will result in progressive discipline at the discretion of the Dean of Students. If a student wears an outfit not covered in the guidelines below, the Dean of Students will have final say on its appropriateness. AMHS relies on, and expects, parental support in enforcing the dress code. We are grateful for all parental effort and contributions in this regard.

#### **GUIDELINES FOR GENERAL DRESS CODE**

Students must adhere to the general dress code as outlined below.

- Pajamas / sleepwear / slippers are not permitted.
- Shorts / skirts must be at least mid-thigh length (i.e., approximately fingertip length when student's arms are at their sides).
- Crop tops / exposed midriffs are not permitted.
- Low cut tops / exposed cleavage are not permitted.
- Undergarments should not be visible.
- Men's sleeveless undershirts and women's camisoles/undershirts should not be worn on their own as tops.

Student dress and grooming may not:

- Disrupt, interfere with, disturb, or detract from school activities.
- Create a hazard to the student's safety or to the safety of others. For Example, students are required to wear appropriate footwear at all times.
- Promote by printed word or symbol the use of illegal substances or other prohibited activities, including but not limited to intimidation, harassment, sexual innuendo, vulgarity, and obscenities.

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If the grievance is not resolved after the informal conference, the parents and student may request to present a grievance to the Head of School, or if the Head of School was involved in the informal conference, the Board of Trustees. The grievance must be presented within three (3) school business days following the informal conference. The Head of School will notify the family of their decision. Use of this grievance process will not impede or postpone the disciplinary action.

If School officials reasonably believe a student's dress or grooming is objectionable under these provisions, the administration will ask the student to make appropriate changes. If the student refuses, the student is subject to corrective action.

#### **SPIRIT DAYS**

The administration will determine certain days to be "Spirit Days." These days are to increase school spirit, and to celebrate various aspects of the AMHS community. Students are encouraged to dress for the theme designated for that Spirit Day. On this day, students should wear clothing that aligns with the standard dress code.

In all cases, the underlying guideline of modesty and good taste must be maintained. To participate, students must dress within the theme established, or will be considered to be in violation of dress code.

#### **LITURGY DRESS / PROFESSIONAL DRESS (Liturgy Days)**

Liturgy days are an opportunity for the AMHS family to gather in celebration of our best example of servant leadership. As such, there is an expectation that students will dress to the occasion. Students should arrive at school already dressed for the liturgy, and remain in Liturgy/Professional Dress for the entire day. Coats and jackets must be removed prior to the start of the Liturgy. The AMHS Liturgy/Professional Dress policy is as follows:

#### **BOYS**

Professional collared dress shirt or polo with dress pants or khakis. Denim pants and hats are not permitted.

#### **GIRLS**

Professional dress shirt or polo with dress pants or khakis. Dresses, skirts, denim pants and hats are not permitted.

#### **ACADEMIC DISHONESTY POLICY**

Cheating (including assisting others to cheat and/or copy), plagiarism, copying or sharing answers on tests, exams, papers, or other schoolwork is considered a

Head of School or designee and shall be entitled to question school personnel involved in the matter being grieved.

If the grievance is not resolved after the informal conference, the parents and student may request to present a grievance to the Head of School, or if the Head of School was involved in the informal conference, the Board of Trustees. The grievance must be presented within three (3) school business days following the informal conference. The Head of School will notify the family of their decision. Use of this grievance process will not impede or postpone the disciplinary action.

serious moral and academic offense and will be referred to by the teacher, and dealt with by the administration. If a student is found to be violating the Academic Dishonesty Policy:

**First Offense:**

- The teacher will document the incident to maintain the evidence of misconduct.
- The teacher will initiate immediate communication with the student's parents and administration to inform them of the violation.
- A conference will be held with the student, teacher, and school administration to discuss the offense and reinforce the importance of academic integrity.
- The student will receive a zero on the assignment, test, or quiz in question.
- A written warning will be issued to the student, directing no further academic dishonesty. This warning will be held in abeyance (not placed permanently on record unless further violations occur).

**Second Offense:**

- The student may receive a one-day suspension for violating the written directive from the first offense.
- The student may also receive no credit for the semester in the course where the violation occurred.
- The violation will be placed on the student's permanent record.
- Written communication regarding this offense will be included in the student's permanent file.
- Parents will be notified of the suspension and informed that this violation will be officially recorded.

**Third Offense:**

Head of School or designee and shall be entitled to question school personnel involved in the matter being grieved.

If the grievance is not resolved after the informal conference, the parents and student may request to present a grievance to the Head of School, or if the Head of School was involved in the informal conference, the Board of Trustees. The grievance must be presented within three (3) school business days following the informal conference. The Head of School will notify the family of their decision. Use of this grievance process will not impede or postpone the disciplinary action.

- The student, administration, parents, and the teacher (if available) will meet to discuss the continued violations of academic honesty.
- The student may receive no credit for the semester in the course where the violation occurred, as this behavior represents a violation of the core values of the educational process.
- Written communication detailing the third offense and its consequences will be placed in the student's permanent record.
- Further disciplinary actions up to expulsion may be considered depending on the severity and impact of the violation.

Further, AMHS recognizes the changing nature of technology, including AI. AMHS supports the ethical use of electronic technology in education and believes in the importance of students producing original work in order to learn. Unless specifically prescribed by the teacher, to use AI (or other internet technology) and represent the resulting product as one's own work constitutes academic dishonesty. If a teacher determines that a student has plagiarized by using AI or internet technology, the student will earn a failing grade on the assignment. Instances of this kind of academic dishonesty will also follow our process for violations of this policy.

#### **DETENTION**

Students may be issued detention for violating school rules. Detention will run after school (detention may be canceled for various reasons). Students will be notified prior to their assigned time either in person or with a detention slip. Students who fail to complete detention on the assigned date may be assigned an additional disciplinary consequences at the discretion of the Dean of Students. Detention takes priority over all other activities during its assigned time.

Detention offenses include but are not limited to the following:

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

Head of School or designee and shall be entitled to question school personnel involved in the matter being grieved.

If the grievance is not resolved after the informal conference, the parents and student may request to present a grievance to the Head of School, or if the Head of School was involved in the informal conference, the Board of Trustees. The grievance must be presented within three (3) school business days following the informal conference. The Head of School will notify the family of their decision. Use of this grievance process will not impede or postpone the disciplinary action.

- Unexcused tardies or absences
- Dress code violations
- Violation of classroom conduct or behavior (e.g., sleeping, food or drink, cell phone or electronic media device use, lack of course materials, etc.)
- Possession of tobacco, nicotine, electronic smoking/vaping devices and vapor products, and non-prescribed inhalers

Detention may be issued by faculty, administration and staff. Parents will be notified of the detention via email or phone.

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

#### **WEEKEND SCHOOL**

Repeated violations of these rules or not attending an assigned detention can lead to a student being required to report to a Weekend School session. Weekend School sessions will be scheduled on campus on Saturdays or Sundays and will be supervised by a faculty/staff member. Failure to report to Weekend School may result in suspension at the discretion of the Vice Principals. A portion of the Weekend School session will involve the student performing community service at school. Students assigned to weekend school will be issued a \$25 fee.

#### **IN-HOUSE SUSPENSION, OUT OF SCHOOL SUSPENSION AND EXPULSION**

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

- A. In-House Suspension: As an intermediate step, a student may be assigned an In-House Suspension. This requires a student to complete school work and/or perform community service at school during the school day. Absences due to In-House Suspension are considered a Type 2 Absence.

Head of School or designee and shall be entitled to question school personnel involved in the matter being grieved.

If the grievance is not resolved after the informal conference, the parents and student may request to present a grievance to the Head of School, or if the Head of School was involved in the informal conference, the Board of Trustees. The grievance must be presented within three (3) school business days following the informal conference. The Head of School will notify the family of their decision. Use of this grievance process will not impede or postpone the disciplinary action.

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

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

B. Out of School Suspension: An out of school suspension prohibits a student from the school grounds for a period of 5 or more days, based upon the repeated nature of offenses or the severity of the offense. Absences due to suspension are considered a Type 2 Absence (EA2). Students on suspension may not participate in interscholastic athletics or in co-curricular activities. Parents will receive notification of a suspension and must confer with the Dean of Students or administration before the student will be readmitted to classes.

Suspension offenses include but are not limited to the following:

- Hitting or inappropriate touching of others
- Smoking or other use of tobacco or nicotine products (vape pens, electronic smoking devices, non-prescribed inhalers)
- Possession or distribution of pornographic materials
- Skipping school or cutting classes
- Gambling of any type at school or at school-sponsored activities
- Bullying, hazing or harassment
- Use of drugs or alcohol
- Lewd conduct, indecent exposure
- Sexually inappropriate behavior or acts

Head of School or designee and shall be entitled to question school personnel involved in the matter being grieved.

If the grievance is not resolved after the informal conference, the parents and student may request to present a grievance to the Head of School, or if the Head of School was involved in the informal conference, the Board of Trustees. The grievance must be presented within three (3) school business days following the informal conference. The Head of School will notify the family of their decision. Use of this grievance process will not impede or postpone the disciplinary action.

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

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

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

The due process for determining a case for suspension/expulsion will include some combination of the following steps as part of the investigative process conducted by the administration:

1. The administration will be made aware of the incident.
2. The student(s) involved will meet with the Dean of Students and/or Vice Principal and provide a statement(s) regarding what occurred.
3. The administration will interview potential witnesses.
4. The administration will meet with both the student and their parent(s).
5. Depending on the severity of the incident, the Head of School may authorize the administrative team to issue a suspension or the Head of School may issue an expulsion.
6. The student may appeal a long term suspension or expulsion through the appeals process.

Head of School or designee and shall be entitled to question school personnel involved in the matter being grieved.

If the grievance is not resolved after the informal conference, the parents and student may request to present a grievance to the Head of School, or if the Head of School was involved in the informal conference, the Board of Trustees. The grievance must be presented within three (3) school business days following the informal conference. The Head of School will notify the family of their decision. Use of this grievance process will not impede or postpone the disciplinary action.

#### **Emergency Removal**

A student may be placed on emergency removal from AMHS for serious infractions while an investigation is underway. Emergency Removal may be characterized as an excused absence. The student is not allowed on campus and is responsible for corresponding with their teachers regarding any missing work. Students who are placed on Emergency Removal are prohibited from participating in extracurricular activities.

#### **ADMINISTRATION AND REVIEW OF DISCIPLINARY SANCTIONS**

The Dean of Students 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 Head of School or their administrative designee will authorize the decision.

#### **APPEALS PROCESS**

Any student or parent who is aggrieved by disciplinary action has the right to an informal conference with the Head of School or administrative designee for the purpose of attempting to resolve the grievance. Such a request must be made within three (3) school business days of the disciplinary action. During the conference, the student and/or parent will have the opportunity to share the student's perspective and explanation regarding the behavioral violation. Staff members will have the opportunity to respond to the issues and questions related to the grievance. The student and parents will be subject to questioning by the

Depending on the nature of the offense, 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, nicotine products, alcohol and drug abuse. AMHS strongly supports preventative education, which begins at home and is reinforced in school.

AMHS considers the presence, use, distribution, or sale of tobacco or any other nicotine devices, illegal drugs, alcohol or any other legally controlled substance on

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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 expulsion.)

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

#### **REFERRALS**

When AMHS Administrators or Counselors determine there are grounds to do so, they may require that the student be assessed by a licensed drug and alcohol treatment center. The assessment must include both a urinalysis and a treatment recommendation. The student and parent(s)/guardian(s) must sign a release of information allowing the treatment center to confer with the School regarding the findings, recommendations and follow-up program. This information will be kept confidential by the School. 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. The School must have written notification of the student's enrollment in a treatment education program. The education program must begin within one month of the recommendation from the treatment facility. Students who fail to comply with this timeline will be withdrawn from AMHS.

#### **POLICY ON DANGEROUS WEAPONS**

Any student who brings a dangerous weapon on campus or to a school-sponsored

Head of School or designee and shall be entitled to question school personnel involved in the matter being grieved.

If the grievance is not resolved after the informal conference, the parents and student may request to present a grievance to the Head of School, or if the Head of School was involved in the informal conference, the Board of Trustees. The grievance must be presented within three (3) school business days following the informal conference. The Head of School will notify the family of their decision. Use of this grievance process will not impede or postpone the disciplinary action.

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 at the School's sole discretion.

## **SEXUAL HARASSMENT AND BULLYING 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 co-curricular 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.

Head of School or designee and shall be entitled to question school personnel involved in the matter being grieved.

If the grievance is not resolved after the informal conference, the parents and student may request to present a grievance to the Head of School, or if the Head of School was involved in the informal conference, the Board of Trustees. The grievance must be presented within three (3) school business days following the informal conference. The Head of School will notify the family of their decision. Use of this grievance process will not impede or postpone the disciplinary action.

#### **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; 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
6. Physical conduct such as touching, assaulting, impeding or blocking movements.

When an alleged sexual assault is reported as having been perpetrated by an AHMS student on school grounds, or at a school-sponsored event, the school will turn the matter over to the local law enforcement agency for investigation. If the local law enforcement agency finds evidence supporting the claim of sexual assault, the perpetrator will be immediately suspended or expelled in the school's sole discretion. If the law enforcement agency investigation indicates no assault has occurred, the school will consider the matter closed and no further actions will be taken by the school. Additionally, if a situation is reported to AMHS that did not take place on campus or a school-sponsored as mandatory reporters, the school will contact local law enforcement.

#### **HARASSMENT, INTIMIDATION, AND BULLYING**

AMHS strictly prohibits harassment, intimidation, and/or bullying. This means any intentional written, electronic, verbal or physical act or actions that has the effect of:

1. Placing a person in reasonable fear of substantial harm to his or her

Head of School or designee and shall be entitled to question school personnel involved in the matter being grieved.

If the grievance is not resolved after the informal conference, the parents and student may request to present a grievance to the Head of School, or if the Head of School was involved in the informal conference, the Board of Trustees. The grievance must be presented within three (3) school business days following the informal conference. The Head of School will notify the family of their decision. Use of this grievance process will not impede or postpone the disciplinary action.

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 aggressor and the targeted student;
3. Interfering with a student having a safe school environment that is necessary to facilitate education performance, opportunities or benefits;
4. Substantially interfering with a student's education (to be determined by considering a targeted student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators);
5. Perpetuating harassment, intimidation, and/or bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause physical harm to another person; or
6. Substantially disrupting the orderly operation of the school.

Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, graffiti, pictures, photographs, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

Students, employees, or volunteers who feel they have been subjected to conduct which could be construed as harassment, intimidation, and/or bullying (whether by an AMHS employee, official, volunteer, parent, student or outsider) should promptly report the matter to the Dean of Students or Vice Principal 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.

At Archbishop Murphy High School, any form of harassment, intimidation, and/or bullying is taken quite seriously. In the event it has been determined a student has engaged in this behavior, the following steps will occur:

1. The student and his/her parents will be informed that the behavior constitutes harassment, intimidation, and/or bullying as defined by the school. The

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If the grievance is not resolved after the informal conference, the parents and student may request to present a grievance to the Head of School, or if the Head of School was involved in the informal conference, the Board of Trustees. The grievance must be presented within three (3) school business days following the informal conference. The Head of School will notify the family of their decision. Use of this grievance process will not impede or postpone the disciplinary action.

student will receive a formal warning.

2. A second verifiable incident of harassment, intimidation, and/or bullying will result in the student being suspended from school. The student and his/her parents will be notified of this decision.

3. A third verifiable incident of harassment will result in disciplinary action up to and including the student being expelled from AMHS. The student will have the right to due process. The student and his/her parents will be notified of this decision.

AMHS reserves the right to immediately move to any of the steps in progressive discipline process, including for a first offense, depending on the severity of the incident.

#### **REPORTING AND INVESTIGATING SEXUAL HARASSMENT/BULLYING**

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) or bullying should promptly report the matter to the Dean of Students. Parents, teachers, or students who observe conduct of a harassing or bullying nature are encouraged to report the matter to one of the AMHS officials designated below.

If a student believes he or she is a target of sexual harassment or bullying, the student should immediately report the complaint to the Dean of Students. The Dean of Students will also report the incident to the Vice Principal or Head of School. If the Vice Principal or Head of School are involved in the alleged harassment or bullying, then the complaint should be immediately filed with the **Board of Trustees**. All complaints should be promptly investigated.

#### **FALSE CLAIMS**

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

#### **RETALIATION**

It is against AMHS' policy to discriminate or retaliate against any individual who has filed a complaint concerning harassment/bullying or has testified, assisted or

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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.

#### **INVESTIGATIONS**

AMHS expects that students will fully cooperate with any investigations. Students found to be lying in the course of an investigation may face disciplinary consequences or additional sanctions.

#### **CONFIDENTIALITY**

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

#### **POLICY ON ACCEPTABLE COMPUTER USE**

AMHS maintains a computer network and Internet connection to assist students in carrying out their duties and for academic activities. Activities inconsistent with the educational purpose and/or values of the school may be subject to disciplinary action.

All AMHS students are issued a google account and have access to all materials in the google suite.

#### **COMPUTER AND NETWORK USE**

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

Head of School or designee and shall be entitled to question school personnel involved in the matter being grieved.

If the grievance is not resolved after the informal conference, the parents and student may request to present a grievance to the Head of School, or if the Head of School was involved in the informal conference, the Board of Trustees. The grievance must be presented within three (3) school business days following the informal conference. The Head of School will notify the family of their decision. Use of this grievance process will not impede or postpone the disciplinary action.

3. Wireless network access is available for school related purposes on a limited basis and is not a universally supported service.

**ACTIVITY MAY BE MONITORED; NO EXPECTATION OF PRIVACY**

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

**ERASURE NOT RELIABLE**

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

**INTERNET FILTER**

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

**GAMES**

Students may not play games on the computers.

**SECURITY**

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

**ILLEGAL OR INAPPROPRIATE ACTIVITY**

Students may not use the computer system to conduct any illegal or inappropriate activity, including but not limited to, replicating copyrighted materials, distribution

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of obscene or other inappropriate material, making threats, altering school information, hacking, etc. Software, whether on the School computers or network, may not be copied, downloaded or tampered with.

#### **NO WARRANTIES**

AMHS does not make any warranties for the computer service provided. Students should evaluate information gained through electronic sources in the same manner they would evaluate all other information used for their work. Data safety is the student's 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 email, portable storage devices or networks can destroy the computer systems. Many viruses are automatically spread without the user's knowledge, frequently to others in the user's e-mail address book. Students should therefore not open email attachments, even from someone they know, unless they are expecting the attachment. Flash drives or other removable media should not be introduced to the computer network without authorization from the Network Administrator. All suspected viruses should be reported to the Network Administrator immediately.

#### **DISCIPLINE**

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

Head of School or designee and shall be entitled to question school personnel involved in the matter being grieved.

If the grievance is not resolved after the informal conference, the parents and student may request to present a grievance to the Head of School, or if the Head of School was involved in the informal conference, the Board of Trustees. The grievance must be presented within three (3) school business days following the informal conference. The Head of School will notify the family of their decision. Use of this grievance process will not impede or postpone the disciplinary action.

## **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 or phone call from a parent/guardian. All visitors must come directly to the Main 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 Main office. Student visits will be limited to those who are seriously considering enrolling at AMHS. These students should contact the school at least two weeks prior to the desired visit date. Friends and relatives of students will not be granted permission for visits except in extraordinary circumstances at AMHS' sole discretion.

### **AUTOMOBILES AND PARKING**

Students who want to drive to school and park on campus must apply and pay for a parking permit on our website. The parking fee is \$200. Students are required to provide Student Services with a copy of their drivers' license and will then receive a parking decal. Only those students who have a current decal displayed clearly in the driver's side rear window may park on campus in school assigned parking spots. Students may not park in spaces reserved for faculty, visitors, disabled, auction spaces, or ASB officers. The speed limit on campus is 10 mph, and drivers and passengers must be in seat belts before the car moves. Violation of these rules will result in a fine which will increase with each infraction. If a fourth infraction is incurred, discipline will result in the loss of on-campus driving privileges for the remainder of the school year. Students are not permitted to enter their cars during the school day without a car pass from the Main office.

### **FOOD/DRINK**

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

Head of School or designee and shall be entitled to question school personnel involved in the matter being grieved.

If the grievance is not resolved after the informal conference, the parents and student may request to present a grievance to the Head of School, or if the Head of School was involved in the informal conference, the Board of Trustees. The grievance must be presented within three (3) school business days following the informal conference. The Head of School will notify the family of their decision. Use of this grievance process will not impede or postpone the disciplinary action.

#### **STORAGE AREAS**

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

#### **SCHOOL CLEANLINESS**

All students are expected to help maintain the tidiness of the School and its grounds. Students are expected to dispose properly of waste materials. In addition, students are expected to help tidy the classroom at the end of class and the lunchroom/grounds at the conclusion of break and lunch.

#### **LOCKERS AND PERSONAL PROPERTY**

Lockers are the property of the School and are available for students' use. Students are to keep lockers neat and not share locker combinations. Students are expected to keep all personal items not needed for class in their lockers. Lockers must be locked between classes. Because lockers are the property of the School, the administration reserves the right to open a locker, search it and seize contraband at any time without student knowledge or permission. No personal locks are permitted on school lockers. All personal locks are subject to removal. Materials posted on locker walls must be in good taste and reflect Christian values, and any posting should not cause damage to the locker. All locks must be returned at the end of the school year. A \$10 charge will be assessed for unreturned locks.

#### **ELECTRONIC DEVICES**

To maintain a focused and distraction-free learning environment, the following policy regarding student cell phone use will be enforced:

##### **Policy Guidelines**

##### **1. Phone Turn-In at the Beginning of Class**

- All students are required to turn in their cell phones at the beginning of each class period.

Head of School or designee and shall be entitled to question school personnel involved in the matter being grieved.

If the grievance is not resolved after the informal conference, the parents and student may request to present a grievance to the Head of School, or if the Head of School was involved in the informal conference, the Board of Trustees. The grievance must be presented within three (3) school business days following the informal conference. The Head of School will notify the family of their decision. Use of this grievance process will not impede or postpone the disciplinary action.

- Phones must be placed in the designated storage area (e.g., phone caddy, bin, or assigned slot) upon entering the classroom.
- Phones will remain in the storage area for the duration of the class and may be retrieved only at the end of the period.

#### 2. Permitted Use During Non-Instructional Time

- Students may use their phones during passing periods and lunch.
- Use during these times must still comply with school-wide expectations for respectful and appropriate behavior.

#### 3. Unauthorized Use During Class

- If a student is found in possession of a phone during class time without permission, the phone will be confiscated and turned over to administration.
- Repeated violations may result in disciplinary action, including parent contact or restrictions on phone privileges.

#### 4. Exceptions

- Any exceptions to this policy (e.g., for medical reasons or academic accommodations) must be approved in advance by administration.

### **SCHOOL OFFICE – STUDENT SERVICES**

Student Services serves as a clearinghouse for student information and support. Students often need to go to the office for communication needs. Students should confine their office visits to the times before and after school and during break and lunch. Students should not visit the office during class time except at the request of a teacher or in case of illness. There is a phone for student use located in Student Services. It is provided for student emergency use. 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

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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 may not be copied immediately. It may be copied when time and equipment allows at the School's discretion.

#### **STUDENT SAFETY AND SUPERVISION**

Campus safety is a priority and we have various emergency plans in place to ensure the safety of our students, faculty and staff. Our campus security manager monitors student arrival and dismissal times and is present during the school day. Campus is unlocked for students from 6:45am to 3:00pm each regular school day. AMHS does not offer before- or after-school supervision of students. Students should be in class, participating in a school-sponsored activity, or in a classroom receiving help from a teacher, after which they should depart campus. Students should not be loitering on campus outside of school hours. If a student's ride or carpool is delayed, they can report to Study Hall, held Monday through Thursday from 2:45pm to 4:00pm. Study Hall is monitored by AMHS faculty. Students who are returning from a co-curricular activity, game or practice should arrange with parents to be picked up promptly upon return to campus.

#### **INSPECTION OF SCHOOL PROPERTY**

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

#### **OTHER**

- Students are responsible for having the supplies necessary for classes.

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

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▪ **SECTION VII: ATTENDANCE POLICIES & DEFINITIONS**

Regular class attendance is required to receive academic credit. Because learning is a sequential and communal process, missing class time impacts the student/teacher relationship and the student/peer relationship as well as in-class activities. 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.

**REPORTING AN ABSENCE**

Report an absence at 425-379-6363 or email at [attendance@am-hs.org](mailto:attendance@am-hs.org). A student is considered absent by missing an entire class or by arriving more than 20 minutes late to class. A parent or guardian needs to call or email the school before 9:00 am to report an absence. If the parent/guardian does not notify the Student Services office, phone calls will be made by SwiftK12, an automated calling system.

**TYPES OF ABSENCES**

**EXCUSED ABSENCE**

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 makeup 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

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class activities that require attendance such as performances, graded discussions, and labs.

**TYPE 1 EXCUSED ABSENCE (EA1)**

Teachers will help with makeup 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
- Non school-sponsored sporting events (e.g., gymnastics, crew, lacrosse, etc.)

**TYPE 2 EXCUSED ABSENCE (EA2)**

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

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

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If the grievance is not resolved after the informal conference, the parents and student may request to present a grievance to the Head of School, or if the Head of School was involved in the informal conference, the Board of Trustees. The grievance must be presented within three (3) school business days following the informal conference. The Head of School will notify the family of their decision. Use of this grievance process will not impede or postpone the disciplinary action.

#### **SCHOOL-SPONSORED ACTIVITIES**

**SA** – Required, school-initiated activities **DOES NOT** count toward official absence total. Students will be excused from or permitted the opportunity to make up missed work based for full credit in accordance with the individual teacher's policies for doing so. Generally speaking, this is handled in a similar manner to work missed due to an EA1 type of absence.

Examples:

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

#### **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

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

Teachers may not allow credit for any make-up work or tests. Each unexcused absence will result in a detention, which must be performed in service of the school. Other consequences that may be assigned are doubling missed class time in detention, suspension, parent conference, and/or a behavior plan. In addition to contacting parents about T1's, we will also use the online form to inform parents that a student has an unexcused absence. Parents will have 24 hours to excuse this absence with a note, phone call or email. Unexcused absences that are not cleared within 24 hours may result in 60 minutes of detention for each period missed.

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

#### **TARDY POLICY**

Students are expected to be on time, in their seats and ready for class to begin when the bell rings. A student is considered tardy when they arrive to class no more than 20 minutes late. A tardy during the first period of the day is labeled as a T1.

A student arriving late or returning to campus, must sign in at Student Services.

T1 is only excused with a medical note. Each student is allowed 3 T1's per semester to accommodate unexpected traffic delays, carpool issues, etc. T1's beyond that point will be subject to discipline at the discretion of the Dean of Students.

#### **REQUIREMENTS FOR PARTICIPATION IN AN ACTIVITY OR ATHLETIC EVENT**

Head of School or designee and shall be entitled to question school personnel involved in the matter being grieved.

If the grievance is not resolved after the informal conference, the parents and student may request to present a grievance to the Head of School, or if the Head of School was involved in the informal conference, the Board of Trustees. The grievance must be presented within three (3) school business days following the informal conference. The Head of School will notify the family of their decision. Use of this grievance process will not impede or postpone the disciplinary action.

In order to participate in any school event, activity, sport, or performance, a student must be in attendance that day for at least 2 full consecutive classes. Any exceptions must be cleared with the Athletic Director.

#### **STUDENT RELEASES**

Students will not be released without parent or guardian permission. Parents and guardians can send a note, call or email the Student Services office in the morning. Staff cannot call classrooms and disturb teaching time to dismiss students from class. Instead please call, email or send a note in the morning and a pass will be issued enabling students to leave at the designated time. Students must come to Student Services and sign out before leaving campus.

Students needing to leave for non-school sports activities or other standing appointments can provide documentation (note or email) to the office and this info can be entered into PowerSchool alerting the teachers that your student needs to leave at a certain time each day. Students are required to sign out at Student Services before leaving campus.

#### **ILLNESS DURING SCHOOL HOURS**

If students are ill during school hours they are asked to come to the Student Services office. Students may call home as needed. Students cannot be sent home without parent or guardian permission. Students who do not check out properly will be subject to disciplinary action. AMHS does not have a nurse on staff or a health room.

#### **PRE-ARRANGED ABSENCE FORM**

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 at Student Services or online at the school's website. The Vice Principal will approve/disapprove the pre-arranged absence. If approved the student should e-mail the teachers directly to obtain assignments. Based on the reason for the absence, a Type 1 (EA1) or Type 2 (EA2) will be assigned. If this procedure is not followed, the absence will be considered a Type 2 (EA2) absence.

#### **EXCESSIVE ABSENCES**

Head of School or designee and shall be entitled to question school personnel involved in the matter being grieved.

If the grievance is not resolved after the informal conference, the parents and student may request to present a grievance to the Head of School, or if the Head of School was involved in the informal conference, the Board of Trustees. The grievance must be presented within three (3) school business days following the informal conference. The Head of School will notify the family of their decision. Use of this grievance process will not impede or postpone the disciplinary action.

Upon the accumulation of more than 5 absences for a block period per class or more than 10 classes for a zero period class, per semester, regardless of whether the absences are excused or unexcused, a student may be asked to work with their counselor or Vice Principal to create a plan to make up work.

**INCLEMENT WEATHER**

In case of inclement weather, please watch TV channels KOMO 4, KING 5, or KIRO 7. You may also listen to KOMO 1000 or KING FM 98.1 radio. Our late start or cancellation will be posted on the AMHS website, Facebook page, Twitter, and a phone call may be sent out via BrightArrow. If you feel the roads are too treacherous in your area please use your best judgment in keeping your student home.

**VIEW ATTENDANCE ONLINE VIA POWERSCHOOL**

Attendance information is available to parents/guardians and students by checking PowerSchool.

**FINAL EXAMS**

Students are expected to take their finals at the assigned times. Given extenuating circumstances, students may schedule a makeup time for their exam at the discretion of the administration. Students must complete a form provided and approved by the Vice Principal to take exams outside of regular exam times.