DeMATHA CATHOLIC HIGH SCHOOL PARENT AND STUDENT HANDBOOK 2026-2027

This school agenda belongs to:

Name: _____

Address: _____

City:_____

Phone: _____

ID # _____ Homeroom_____

The handbook does not represent a contract and is subject to change at the School's discretion.

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DeMatha Catholic High School
4313 Madison Street
Hyattsville, Maryland 20781

Office of the President

DeMatha Catholic High School Student Handbook 2026–2027

Dear Students and Families,

It is my joy to welcome you to a new academic year at DeMatha Catholic High School. Whether you are returning for another year or joining us for the first time, we are excited to accompany you on this journey of growth, discovery, and faith.

The 2026–2027 academic year holds special significance for our school community as we celebrate the 80th Anniversary of DeMatha Catholic High School, which first opened its doors on September 9, 1946. This year-long celebration will begin with our Mass of the Holy Spirit on September 9, 2026, and will continue throughout the school year as we honor the rich history, traditions, and mission that have shaped generations of DeMatha men.

As we celebrate this milestone, we also look toward the future with great hope and excitement. We anticipate presenting our finalized Campus Master Plan to the DeMatha community during this anniversary year, outlining a vision that will strengthen and enhance our campus for generations to come. Rooted in our Catholic and Trinitarian identity, this plan reflects our continued commitment to excellence in faith, academics, arts, athletics, and student life.

We encourage every student and family to take the time to read and understand the contents of this Student Handbook. While it outlines important policies and expectations for conduct, it is much more than a list of rules. It reflects the Catholic Christian values and Trinitarian mission that animate life at DeMatha. These ideals—faith, community, service, integrity, and brotherhood—are the foundation of our efforts to form Gentlemen and Scholars who live with purpose and conviction.

By familiarizing yourselves with this handbook, you will gain insight into the shared values that unite our school community and guide our interactions. This mutual understanding allows our faculty, staff, and administration to partner more closely with you, our parents and guardians, as we work together to support your sons' growth into men of character, faith, and compassion.

We look forward to all that this anniversary year will bring and to continuing our proud tradition of forming young men who will lead and serve with wisdom, courage, and generosity.

Yours in the Most Holy Trinity,

Fr. Albert Anuszewski, O.SS.T.
President
DeMatha Catholic High School

DeMatha Catholic High School
4313 Madison Street
Hyattsville, Maryland 20781

Office of the Principal

2026-2027

Dear Student:

This year we celebrate 80 years of DeMatha producing Faith-Filled Gentlemen and Scholars. We thank you for joining us and we are asking to extend and strengthen this tradition.

To assist you in this task we ask that you and your parents become fully acquainted with the policies, programs, procedures and services available at DeMatha. This handbook is an excellent resource and will provide you with information that should become common knowledge to you and your parents. All students and parents are responsible for knowing and adhering to the policies and procedures presented herein.

We are looking forward to the upcoming school year with enthusiasm and we encourage all students and their families to join with us in making this year a happy, productive, and fulfilling one.

Sincerely,

Daniel J. McMahon, Ph.D. '76
Principal

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"It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

(1) Title VI of the Federal Civil Rights Act of 1964; and

(2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:

   (i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;

   (ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or

   (iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

The State of Maryland does not require a nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school's religious or moral teachings provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability. We will always teach and act consistent with the tenets of the Catholic Church.

DeMatha Catholic High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

DeMatha does not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, loan programs, and athletic and other school-administered programs. DeMatha, to the extent required by Title IX, does not discriminate against any applicant/employee because of sex, nor does it discriminate against any student because of sex in any educational program or activity.

DeMATHA CATHOLIC HIGH SCHOOL

4313 MADISON STREET
HYATTSVILLE, MD 20781

240-764-2200 Main Number
240-764-2275 Fax Number
Web Site: www.dematha.org

Fr. Albert Anuszewski, O.SS.T.
President

Daniel J. McMahon, '76 Ph.D.
Principal

Christopher Hurst, Ph.D.
Assistant Principal

Shaka D. Dickerson, '03
Dean of Students

Thomas J. Krawczewicz, '81
Director of Educational Resources

Mary Lucian
Finance Director

Sam Haller
Assistant Principal for Faculty Formation and Professional Development

CALENDAR
BELL SCHEDULE
AND
CLASS ROTATION

DeMatha Catholic High School

2026-27 Calendar Summary

August

27	Freshmen Experience Day 1
28	Freshmen Experience Day 2
31	Opening Day for Sophomores, Juniors, Seniors

September

1	First Day of School for All Grades
4	Early Dismissal
7	No Classes: Labor Day
8	Back-to-School Night: 9th Grade Only
17	Virtual Back-to-School Night: All Grades
25	No Classes: Faculty/Staff Retreat

October

10	Homecoming Dance
12	No Classes: Columbus/Indigenous Peoples' Day
14	Standardized Testing: Grades 9-11
15	Full Uniform Required
22	End of Quarter 1
23	Cyber Day (HSPA Professional Day)

November

1	Open House
12	Parent-Teacher Conferences 4-7pm
13	No Classes: Veterans' Day (Observed)
25-27	Thanksgiving Holiday

December

17	St. John de Matha Feast Day
18	Early Dismissal—Faculty/Staff Luncheon
21-31	No Classes: Christmas Break

January

1	New Year Holiday
4	Classes Resume
15	End of Quarter 2
18	No Classes: MLK Day
28	Parent-Teacher Conferences 4-7pm
29	No Classes: Faculty Meetings

February

15	No Classes: Presidents' Day
25-26	DeMatha Experience

March

11	Early Dismissal: Sophomore Conversations
19	End of Quarter 3
25-31	Spring Break / Easter Holiday

April

1-2	Spring Break / Easter Holiday
5	Classes Resume
15-18	Music Trip
28	Early Dismissal: Academic Awards Night
30	Early Dismissal: Junior/Senior Prom

May

3-14	AP Exams
12-14	Senior Exams
25-28	Underclassmen Exams
31	No Classes: Memorial Day

June

2	Baccalaureate Mass
4	Graduation

Total days of school: 172

AUGUST 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2 New Mother's Brunch	3	4	5	6	7	8 New/Used Uniform Sale --- Uniform store pop-up
9	10	11	12	13	14	15
16	17	18 New Teacher Orientation	19 New Teacher Orientation	20 Administrative Retreat	21 Administrative Retreat	22
23	24 Faculty Meetings	25 Faculty Meetings	26 Faculty Meetings	27 Opening Day 1 Freshmen - - - Freshman Parent Coffee	28 Opening Day 2 Freshmen - - - Transfer Opening Day	29
30	31 Opening Day: 10th, 11th & 12th - - - Freshmen Day Off - - - Sophomore Parent Coffee					

SEPTEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Classes start ALL Students	2	3 Junior Parent Coffee	4 Half Day	5
6	7 NO CLASSES Labor Day	8 Back to School Night 9th Grade ONLY	9 Opening School Liturgy 80th Anniversary Kick Off	10	11	12 Men of DeMatha Cookout - - - Voice of DM Retreat
13	14	15 Instrumental Music Parents Info. Meeting	16 Choral Parents Meeting	17 VIRTUAL Back-to-School Night ALL GRADES	18	19 Reunion
20	21	22	23	24 Admissions Info Night	25 NO CLASSES Faculty Retreat	26 Senior Booster Crab Feast
27	28	29	30			

OCTOBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 Fall Service Trip	3
4	5	6 Admissions Info Night	7	8	9 Homecoming Game vs Good Counsel	10 Homecoming Dance
11	12 NO CLASSES Columbus Day	13	14 Standardized testing 9 to 11 grades	15 Winter Uniform	16	17 ADW Event at DM
18	19	20	21	22 Junior Retreat #1 End of 1st Qtr	23 Cyber Day HSPA @McNamara ADW Event at DM	24 Kaleidoscope Concert
25	26	27	28	29	30	31

NOVEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 All Saints Day OPEN HOUSE	2 Delayed Opening Food Drive begins	3	4	5	6	7
8 Hall of Fame	9	10	11	12 Parent Teacher Conference	13 NO CLASSES *Veterans Day Observed*	14 Jr. All-State Auditions
15	16	17	18	19 Food Drive ends	20 DM Fall Play	21 Music 5K - - - Senior All-State Auditions DM Fall Play
22 DM Fall Play	23 Senior Retreat	24	25	26 Thanksgiving THANKSGIVING HOLIDAY	27	28
29	30					

DECEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Toy Drive Starts	2 Fall Concert Series	3	4	5 HSPT Assessment for Upper Wind Bands
6	7 Fall Concert Series	8 Immaculate Conception Mass	9 Fall Concert Series	10 Junior Retreat #2 Fall Choral Concert	11 Toy Drive Ends	12 Faculty/Staff Christmas Open House
13	14	15 Fall Concert Series	16	17 Feast of St. John de Matha - - - Mass	18 Early Dismissal - - - Faculty Luncheon	19
20	21	22	23	24	25 Christmas Birth of Our Savior	26
	CHRISTMAS HOLIDAY					
27	28	29	30	31		
	CHRISTMAS HOLIDAY					

JANUARY 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 New Year's Day	2 New Year Holiday
3	4 Classes Resume	5	6	7	8	9
10	11	12	13	14 NHS Induction	15 End of 2nd Qtr	16
17	18 NO CLASSES MLK Day	19	20	21 Junior Retreat #3	22 March for Life	23
24	25	26	27	28 Parent-Teacher Conferences	29 NO CLASSES Faculty Meetings	30
31						

FEBRUARY 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 Freshman Parent Coffee	3 Sophomore Parent Coffee	4 Junior Parent Coffee	5 MMEA / Sr. All-State weekend	6
7 MMEA / Sr. All-State weekend	8	9	10 Ash Wednesday	11 Winter Service Trip	12	13 P.G. Co. solo/ensemble festival
14 Valentine's Day Winter Service Trip	15 NO CLASSES Presidents' Day	16	17	18	19	20
21	22	23	24	25 DeMatha Experience	26 DeMatha Experience	27 Nusca Scholars Breakfast
28						

MARCH 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9 Accepted Student Night	10 Sophomore Retreat	11 Sophomore Conversation ---- 12:55 Dismissal	12	13
14	15 Senior Service Hours Due P.G. County band assessment	16 P.G. County band assessment	17 St. Patrick's Day P.G. County orchestra assessment	18 P.G. County orchestra assessment	19 End of 3rd Qtr	20
21 Palm Sunday	22	23 Senior Service Interviews	24	25 SPRING BREAK	26 Good Friday	27
28 Easter	29 EASTER BREAK	30	31			

APRIL 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
					EASTER BREAK	
4	5 Classes Resume	6 Easter Mass - - - Senior Reflection Papers Due - - Music trip Meeting Jazz Band concert	7	8 Junior Retreat #4	9	10
11	12	13	14	15	16	17
				MUSIC TRIP		
18 MUSIC TRIP	19	20	21	22	23 DM Players Spring Play	24 DM Players Spring Play
25 DM Players Spring Play	26 New Student Welcome	27 Spring Concert Series 7pm	28 Academic Award Night - - 12:55 dISMISSAL	29	30 Jr/Sr PROM No classes for Seniros Early Dismissal	

MAY 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2 Mother Son Brunch	3 AP EXAMS	4 Spring Concert	5 AP EXAMS	6 Spring Sing! AP EXAMS	7 Hershey Park Trip AP EXAMS	8
9 Mother's Day	10 Spring Concert AP EXAMS	11 AP EXAMS	12 SENIOR EXAMS AP EXAMS	13 SENIOR EXAMS AP EXAMS	14 SENIOR EXAMS AP EXAMS	15 Instrumental Awards Ceremony
16	17 Underclassmen Service Hours Due	18	19 DPO Parent Social	20	21 End of School Mass End of 4th Qtr	22
23	24	25 UNDERCLASS EXAMS	26 UNDERCLASS EXAMS	27 UNDERCLASS EXAMS	28 UNDERCLASS EXAMS	29
30	31 NO CLASSES Memorial Day					

JUNE 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Graduation Rehearsal @ Shrine 11:00am	2 Baccalaureate Mass 4:00 pm Convo Cntr	3	4 Graduation @ Shrine 9 am	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19 Juneteenth
20 Father's Day	21	22	23	24	25	26
27	28	29	30			

JULY 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4 Independence Day	5	6 Summer Band/Strings	7	8 Summer Band/Strings	9	10
11	12	13 Summer Band/Strings	14	15 Summer Band/Strings	16	17
18	19	20 Summer Band/Strings	21	22 Summer Band/Strings	23	24
25	26	27	28	29	30	31

Bell Schedules 2026-2027

DAILY SCHEDULE

Block 1	8:15	9:20
Block 2	9:25	10:25
Homeroom	10:30	11:00
A Lunch	11:00	11:40
Block 3-A	11:45	12:45
Block 3-B	11:05	12:05
B Lunch	12:05	12:45
Block 4	12:50	1:50
Block 5	1:55	2:55

2:00 PM DISMISSAL

Block 1	8:15	9:05
Block 2	9:10	10:00
Homeroom	10:05	10:35
A Lunch	10:40	11:20
Block 3-A	11:20	12:10
Block 3-B	10:40	11:30
B Lunch	11:30	12:10
Block 4	12:15	1:05
Block 5	1:10	2:00

ASSEMBLY SCHEDULE

Block 1	8:15	9:00
Assembly	9:05	10:25
Homeroom	10:30	10:55
A Lunch	11:00	11:40
Block 2-A	11:40	12:25
Block 2-B	11:00	11:45
B Lunch	11:45	12:25
Block 3	12:30	1:15
Block 4	1:20	2:05
Block 5	2:10	2:55

2-HOUR DELAYED

Block 1	10:15	11:00
A Lunch	11:05	11:50
Block 2-A	11:55	12:40
Block 2-B	11:05	11:50
B Lunch	11:55	12:40
Block 3	12:45	1:25
Block 4	1:30	2:10
Block 5	2:15	2:55

HALF-DAY DISMISSAL

Block 1	8:15	9:00
Block 2	9:05	9:50
Block 3	9:55	10:40
A Lunch	10:45	11:15
Block 4-A	11:20	12:05
Block 4-B	10:45	11:30
B Lunch	11:35	12:05
Block 5	12:10	12:55

Class Rotation Schedule

2026 - 2027

	A	B	C	D	E	F	G	H
8:15-9:20	1	6	3	8	5	2	7	4
9:25-10:25	2	7	4	1	6	3	8	5
10:30-11:00	Homeroom / Senior Lunch	Homeroom / Senior Lunch	Homeroom / Senior Lunch	Homeroom / Senior Lunch	Homeroom / Senior Lunch	Homeroom / Senior Lunch	Homeroom / Senior Lunch	Homeroom / Senior Lunch
11:05-12:05	3	8	5	2	7	4	1	6
12:05-12:45	B Lunch	B Lunch	B Lunch	B Lunch	B Lunch	B Lunch	B Lunch	B Lunch
12:50-1:50	4	1	6	3	8	5	2	7
1:55-2:55	5	2	7	4	1	6	3	8

A Lunch: 11:00 - 11:40

B Lunch: 12:05 - 12:45

HANDBOOK MODIFICATIONS

The school reserves the right to change and/or modify the contents of this handbook at any time.

USE OF SCHOOL NAME AND LOGO

"DeMatha Catholic High School," "DeMatha," "DeMatha Stags," the DeMatha Catholic High School seal, the red & blue cross, and the antlers with the red and blue cross are the property of DeMatha Catholic High School and may not be used without permission.

DeMatha Catholic High School prohibits the use of its name and/or logo in any format including but not limited to Internet sites, Web pages, home pages, blogs, etc. without express written permission from the school.

STUDENT IMAGES

Parents/guardians are advised that photographs or videotape of students may be used in publications, Web sites or others materials produced from time to time by or on behalf of DeMatha Catholic High School. (An individual student would not be identified by name; however, without prior written consent from such individual's parent/guardian). Parents/guardians who do not wish their son to be photographed or filmed should so notify the Principal in writing. Please note that the School has no control over the use of photographs or film taken by media that may be covering the event in which your son participates or attends.



GENERAL INFORMATION

SCHOOL GOVERNANCE AND ADMINISTRATION

Board Class A Members: The Class A Members of the DeMatha Corporation shall be the Trinitarians' Minister Provincial and members of the Trinitarians' Provincial Council. Their duties include amending the Articles of Incorporation or by-laws and controlling the strategic decisions of the school and its mission to provide quality Catholic education.

Board Class B Members: The Class B Members are from three to five Trinitarians who foster the mission and general philosophy under which the DeMatha Corporation will function. They will also ensure and make any determination whether the policies and procedures of the School comply with Roman Catholic and Trinitarian principles, teachings and doctrines.

Board of Directors: These twelve to twenty-four individuals manage the business affairs of the corporation by developing, implementing and monitoring short and long-term plans in keeping with the School's mission, while maintaining and advancing the School's position and image in relationship with the Trinitarians and the Archdiocese of Washington and the local community. The four officers of the corporation (President, Vice-President, Secretary and Treasurer) are part of this leadership team.

President: The President is the chief executive/administrative officer of the School in furtherance of the School's mission and will carry out all of the policies established by the Board of Directors. The President will also supervise the development of short and long range objectives and plans of the Board of Directors.

Principal: The Principal is responsible for the day-to-day operations of the School and works closely with the President in furthering the mission of the School, as well as ensuring the proper implementation of personnel policies and practices for the School.

DEMATHA CATHOLIC HIGH SCHOOL MISSION STATEMENT

DeMatha Catholic High School is a college preparatory institution dedicated to educating young men in the Trinitarian tradition. DeMatha's historic and ongoing mission is to serve students of differing abilities, interests, and backgrounds from the culturally rich and diverse greater Washington Metropolitan area.

Faculty and staff work to help young men develop a way of life characterized by attention to scholarship, dedication to moral principles, devotion to hard work, and the awareness of the need to serve others. Through a broad-based and rigorous curriculum, numerous opportunities for spiritual growth, a wide range of co-curricular opportunities, and a comprehensive service program, DeMatha cultivates a respect for other people that finds its most complete expression in students who become Faith-Filled Gentlemen and Scholars.

SCHOOL PHILOSOPHY

Statement of Purpose and Objectives:

DeMatha Catholic High School offers to young men in the Washington area a college preparatory program in which faith and knowledge complement each other. A faculty and staff composed of Trinitarian religious and dedicated laymen and laywomen provide a program of instruction that serves young men of varied intellectual, religious, cultural and economic backgrounds. The Trinitarian charism that informs DeMatha asks that students become "men of action, men of prayer."

The DeMatha student develops spiritually and morally in a community where faith seeks understanding and is lived in service to neighbor. Religious instruction provides the student with an intellectual appreciation for the Judeo-Christian tradition as well as an ecumenical respect for diversity in religious expression and creed. Intellectual growth occurs within the moral framework and is achieved through a broad-based curriculum that incorporates appropriate pedagogical techniques and technological innovations.

A rich co-curricular program provides an opportunity for informal and formal instruction where students witness and understand the sound principles for human rights and the corresponding need for self-discipline. By experiencing healthy competition and sportsmanlike behavior involved in physical education and athletic events, students grow toward physical and social maturity.

DeMatha's administration and faculty are engaged in a continuous program of self-study to ensure the highest quality of educational experience is offered to our students each year. Yet the overall goal of a DeMatha education remains the same: to produce Faith-Filled Gentlemen and Scholars.

DeMATHA MAN

The DeMatha student is a man with pride in himself as a faith-filled gentleman and scholar and as a member of the community. He represents himself and his family, as well as classmates, his teachers, his coaches, the alumni and the Trinitarian Order. As our school grows and prospers, he will be entrusted with carrying forward the tradition of excellence that he has inherited. He shall be a leader whose commitment and discipline will show him to be a man of honor and integrity.

A DeMatha student sets goals for himself as a scholar, a teammate, a classmate and a man. To attain these goals, he bases his life on the principles of hard work, sacrifice, determination, service and selflessness. These ideals will help him achieve a level of excellence that will not be matched and that will earn him respect as an individual.

A DeMatha student is a man of prayer and a man of action who accepts readily the challenges of the world. He takes responsibility for himself and others. He always has his priorities in the proper order. He respects those who have come before him, is devoted to those who are with him now, and is conscious of those who will follow him in the future. He is courageous in the face of adversity. He is humble before the presence of God. He is steadfast in his service to others.

He is a Faith-Filled Gentleman and Scholar.

HISTORY OF DeMATHA

DeMatha Catholic High School was opened in Hyattsville, Maryland, a suburb of the Washington, D.C. metropolitan area, on September 9, 1946, by the priests of the Immaculate Heart of Mary Province of the Order of the Most Holy Trinity and of the Captives (Trinitarians), under the direction of the Very Rev. E. Cyprian Nusca, Provincial, Very Rev. Michael Nardone, Superior and first Principal, and Rev. Paul Donovan, Registrar and Dean.

The primary purpose of the school's founders was to furnish high school education for young men interested in preparing for the priesthood in the Order of the Most Holy Trinity. Accordingly, the initial program planned was strictly college preparatory.

However, as soon as word of the foundation circulated, Catholic parents in the Hyattsville, Greenbelt, Berwyn, and Mount Rainier areas requested permission to enroll their sons. In 1945, Catholic high school facilities for boys were limited to an even greater degree than at present.

Sensing an opportunity to offer service to the Archdiocese of Washington and its Catholic population, the superiors of the American province of the Order of the Most Holy Trinity and of the Captives agreed to accept a limited number of lay students. At that time, no plans for building or maintaining a separate school building were extant. A program of college preparatory subjects suited to the needs of the seminarians and carefully selected lay students to be held in the existing monastery facilities was all that was planned.

To ensure that the proper curriculum be offered and proper academic standards be maintained, officials of the newly formed school conferred with the Registrar of the Catholic University of America, Miss Catherine Rich, and the then Secretary General, Dr. Roy Deferrari, for advice and guidance. Needless to say, both Miss Rich and Dr. Deferrari were encouraging and helpful. Officials of the State Department for Education in Baltimore, Maryland, were questioned, concerning state requirements for the erection of a state-approved, non-public school and the necessary steps were taken to meet the state requirements. DeMatha was placed on the list of state-approved non-public schools in 1954.

The limited monastery facilities soon proved inadequate and a large six-car garage located behind the monastery building was pressed into service. One large classroom, office space and lavatory facilities were built in the first-floor area and large classrooms were improvised on the second floor. The resulting structure was far from ornate but provided the time-approved essentials for education: classrooms, desks and blackboards, adequate heat and light and dedicated teachers. The building earned the affectionate title, "Fort Necessity," and the name was apt. The Trinitarians had planned a small private academy for the education of small classes of minor seminarians; they found themselves shouldering the responsibilities of a rapidly expanding full-fledged high school.

As enrollment increased and the real interest of area parents became more evident, the superiors of the American Province decided to erect a separate building specifically planned as a secondary school. Because it was to be a strictly private enterprise without benefit of funds, either secular or ecclesiastical, the building design was strictly utilitarian. No money was available for frills, ornamentation, or ostentation. Construction began in 1949, and in January 1950, classes were held for the first time in the new building that featured a large gymnasium-auditorium, cafeteria, chapel, library, laboratory, and classrooms. The third floor, designed to contain six classrooms and two offices, was left unfinished until the following year

In 1959 a new building program resulted in the addition of six classrooms: two new laboratories, one a biology lecture room, the other a combined physics-chemistry laboratory; an enlarged kitchen and cafeteria in a new location, mechanical drawing facilities, a paved parking lot, tennis courts, and an outdoor swimming pool.

On January 30, 1965, DeMatha's basketball team, under now Basketball Hall of Fame coach Morgan Wootten, defeated Power Memorial High School with Lou Alcindor (Kareem Abdul-Jabbar) of New York, breaking their 71-game win streak. The game established DeMatha's national reputation as an athletic powerhouse.

The enrollment as of September 1969 had grown from the original 18 students of 1946 to 515 students, of which 135 were freshmen. The senior class numbered 113 and the staff, including a full-time librarian and two secretaries, numbered 28. In addition, maintenance was handled by a staff of three, and the cafeteria staff totaled five.

The school's enrollment climbed to over 800 students, straining the physical facilities. Improvements continued. The gym was totally refurbished in 1977; the cafeteria saw major renovation the same year. The basement of the monastery had been pressed into service as a typing room. Fort Necessity, now called The Annex had been totally remodeled and used as a band room and classroom, before it was damaged by a fire.

After the fire of July 1979, the school was able to secure three temporary buildings adjacent to the burned-out Annex. These buildings were re-furbished and served as the facilities for the music program, theology and business program. After an extensive fund-raising campaign during the 1979-1980 academic year, the Phase I and Phase 2 appeal of the DeMatha Fund began financing the plans for a new addition to the high school and for some renovation of the existing building. For 10 years the school continued its review of the needs of the building and the school community with the capable assistance of architect, Mr. Michael Mulhern, Class of l972, of the Mulhern Group, in Denver, Colorado.

After accepting the construction bid from builder Edward M. Crough, Inc. of Rockville, Maryland, the groundbreaking ceremony for the new building took place on October l2, l988. The addition comprised three floors including a new chapel, counseling center, library, administrative offices, seven classrooms, a lavatory, music rooms, faculty lounge, meeting rooms, business office, and development office. In addition, the gym area, athletic offices, locker rooms and cafeteria were remodeled.

After many years of fundraising, prudent fiscal responsibility and extensive architectural planning, the new wing opened in September l990, with the formal dedication on September l9, l990. The celebrant of the dedication ceremonies was James Cardinal Hickey, Archbishop of Washington. Present for the ceremonies were Trinitarian Provincial Fr. Anthony D'Errico, O.SS.T. and other members of the Board of Trustees, Trinitarians, faculty and students, architect Michael Mulhern, builder Edward M. Crough, members of the Board of Advisors, representatives of various school organizations, and other leaders of the Church and civic communities.

The school administration soon recognized the need for the construction of an additional facility such as a multi-purpose building. The Brendan McCarthy '64 Activities Center, also designed by Mr. Mulhern, was completed during the 1996-97 school year. The upper level of the two-story activities building consisted of a large multi-purpose room for assemblies, meetings, concerts, athletics activities and drama productions. The lower level housed a training room and office, weight room, three classrooms including a photography lab and dark room.

In June of 2000, Mr. John L. Moylan, the first lay principal of a Washington Catholic school, stepped down after serving 45 dedicated years at DeMatha, 33 as its principal. Dr. Daniel J. McMahon, Class of 1976 and a veteran faculty member, was named his successor.

In November 2001, the school purchased the Banning Property, 2.2 acres on Route 1 adjacent to the original campus. Working with the Board of Trustees, the school undertook a 2004 capital campaign to fund renovation and construction.

As a result of this campaign, the school featured a 72,000 square foot convocation center, dedicated on March 5, 2010. The Center houses additional classrooms, the Coughlin Strength & Fitness Center, the Kilby Alumni Lounge, a wrestling room, athletic offices, a batting cage, training room, locker facilities, athletic storage and a 1600-seat gym. In addition, the renovation included a new gateway for the school's Route One entrance, three new parking areas, and a plaza behind St. John de Matha Hall, the former Monastery.

In 2009, the Brendan McCarthy '64 Center became the home of the DeMatha Music Program, with extensive acoustical renovation of the building that houses bands, strings, percussion and choruses. The Hanley Science Wing, with state-of-the-art science facilities, opened in 2011, with the dedication on October 3rd of that year.

On August 23, 2014, the new convocation center was dedicated as the LT (SEAL) Brendan Looney '99 Convocation Center, in memory of a distinguished alumnus who lost his life serving his county in Afghanistan.

DeMatha has earned an enviable reputation for its academic, athletic and music programs, as well as for its services to the local community. Our students identify very strongly with the school and are proud to be known as members of the DeMatha Family. The student body comes from several Maryland counties, including Prince George's, Montgomery, Anne Arundel, Charles, Calvert and Howard, the District of Columbia, Northern Virginia and several foreign countries.

For several years the school administration, faculty, alumni and friends of DeMatha explored governance models of notable Catholic high schools throughout the country. On June 16, 2015, the new governance model with its by-laws was approved by the Trinitarian Board of Trustees. The new model of Governance consists of the following: Board Members A and B, which are comprised of members of the Trinitarian Order, and the Board of Directors, consisting of qualified lay men and women and non-Trinitarian clergy /religious who assist in the business aspect of the school life. The leadership of the school consists of the President who would be the Chief executive of the high school and charged with furthering the school mission and the Principal, who ensures the academic success of the school.

In recent years, DeMatha Catholic High School has continued to invest in facilities that support its mission of forming young men for lives of faith, scholarship, service, and leadership. Fr. Albert Anuszewski, O.SS.T., was installed as the second President of DeMatha on January 28, 2025, succeeding Fr. James Day, O.SS.T., who faithfully led the school for fourteen years. Building upon the strong foundation established by his predecessors, Fr. Albert is guiding the school through a period of continued growth and renewal.

On September 9, 2025, the school dedicated the Cross Center for Engineering, Arts, and Robotics, a state-of-the-art facility designed to foster creativity, innovation, and hands-on learning. The Cross Center provides students with expanded opportunities in engineering, robotics, visual arts, and emerging technologies, ensuring that DeMatha remains at the forefront of Catholic secondary education while preparing students for the challenges and opportunities of the future.

The school also recently completed a major expansion of the Antler Room, DeMatha's student dining and gathering space. The project significantly enhances the size of the cafeteria by creating a larger, more welcoming environment and, for the first time, introducing abundant natural light into the space. The expansion of the Antler Room serves not only as a dining facility but also as a place where students can gather, build friendships, and strengthen the sense of community that has always been a hallmark of the DeMatha experience.

As DeMatha approaches its 80th Anniversary, the school is also finalizing a comprehensive Campus Master Plan that will guide future growth and development. This long-range vision seeks to address the current and future needs of the school community while preserving the traditions and values that have defined DeMatha since its founding in 1946. Together, these recent improvements and future plans reflect DeMatha's enduring commitment to excellence, ensuring that the school remains a vibrant center of Catholic education for generations of Stags to come.

THE TRINITARIANS

The Order of the Most Holy Trinity and of the Captives (Trinitarians) has its origin in the 12th century when a young Frenchman, John de Matha, was teaching at the University of Paris. John left his teaching position, began his studies for the priesthood and was ordained shortly thereafter. It was during his first Mass that John was moved to found a religious community of priest and brothers whose primary purpose was the releasing of Christian slaves who were imprisoned for their faith by various groups of invading Moors.

The Trinitarians were unique from their very beginning: they were the first group of religious men who would live together in community, take vows poverty, chastity and obedience, yet still work with the people in bringing freedom and liberty to captives. Religious experience was important in the life of John and helped shape some of the traditions in the community. Two of these are worth noting: the red and blue cross reminded John of the freedom which the Holy Trinity gives to us and which he wanted to share with all in need; also, during his many periods of prayer and meditation in the forest of Cerfoid, France, the stag became a familiar presence to the early community. These symbols have remained as indicators of the community throughout centuries.

For over 800 years the Trinitarians have continued their work of bringing freedom to persons in need. Freedom and oppression are words that can indicate many diverse situations. It has been the Trinitarians' unique charism to extend themselves to any area in the lives of people that need to be improved. The small community of Trinitarians in France began to spread throughout the world. Groups of religious settled in Spain and Italy. The history of the community has many facets worth noting: the great 15th century Renaissance humanist, Robert Gaguin was the Minister General of the Trinitarians; Trinitarians accompanied the historic voyages of Vasco de Gama (1498), De Soto (1539) and Cortez. Finally, the Trinitarians were invited by Thomas Jefferson to intercede in the release of 119 American Seamen captured by the Barbary pirates. The French Revolution, however, prevented the American Government from completing this request.

The Trinitarians came to the United States in the early 1900's and began working in New Jersey and Pennsylvania with parish churches devoted to the care of immigrants to America. It was in 1931 that the American Trinitarians purchased the property that became St. John de Matha Monastery and DeMatha Catholic High School.

In addition, the early religious in the United States began working in Texas, Illinois, California, and Maryland. At the present time, the Trinitarians are engaged in various ministries in the Church: parish ministry, high school teaching, chaplaincies for prisons and hospitals, college and seminary administration, and an advocacy program on behalf of persecuted Christians. Within the United States, Trinitarians are ministering in Maryland, New Jersey, Florida, Texas and Nevada. Internationally, the Order is found in 24 countries throughout the world: Canada, USA, Mexico, Colombia, Brazil, Bolivia, Peru, Chile, Argentina, Cameroon, Congo, Gabon, Madagascar, Morocco, Austria, France, Italy, Poland, Spain, Saudi Arabia (Middle East), India, South Korea, Vietnam and the Philippines.

FINANCES

DeMatha depends primarily on tuition and fees to meet its financial obligations. Our budget is very carefully constructed and reflects the needs of the school for the current year. The full and prompt payment of tuition and fees is essential in order for the school to function.

DeMatha tuition does not really reflect increased operating expenses. The generous aid of parents' clubs, booster clubs, student fund-raising activities and the contributed services of the Trinitarians and lay faculty offset some expenses.

In light of the above, IT IS IMPERATIVE THAT ALL TUITION AND FEES ARE PAID PROMPTLY WHEN DUE. Your cooperation is appreciated.

Listed below is information for the 2026-2027 school year.

I. TUITION AND FEES

Enrollment Fee (paid in March prior to year of attendance):

$**500** new students, $**375** returning students.

Tuition	$ **25,350.**	
Parents' Organization Fee	$ **40**.	
Technology/Textbook Fee	$150.	
Graduation Fee (seniors only)	$**325**.	
Tuition Refund Insurance Fee	$456.	(if payment plan other than full payment is selected)

FAILURE TO PAY TUITION AND FEES WHEN DUE MAY RESULT IN the student's suspension or dismissal.

Students whose accounts balances are one month in arrears may be removed from attending classes and participation in all school activities until the balance in arrears has been satisfied. In order to start classes for the academic year, at least one month's tuition must be received prior to the student's first day of attendance. A student must have one-half of the tuition paid in order to begin the second semester.

A student will not be allowed to take final exams unless all tuition and fees are paid in full. Payment will be accepted through FACTS through April 30, 2027. After this date, payment can only be accepted directly by the Business Office in the form of cash, cashier or bank check, or money order by the Friday PRIOR to the start of exams in order for the student to attend exams during the regularly scheduled times.

No transcripts, grades, or records will be released to the student or parent, another school (including a transfer school), university, or employer until all financial obligations to DeMatha have been satisfied. Students will not be permitted to enroll for an academic year until all financial obligations for previous academic years have been satisfied.

For students with an outstanding financial obligation at the end of the school year or at the time of a withdrawal, Veracross access will be disabled for both the students and parents. All payments will have to be submitted directly to the school via cash, cashier or bank check, or money order.

This is to advise all families that no student can participate in or work at any DeMatha summer program if there is an outstanding tuition/fee balance or if Christian Service hours are owed. The family and student must concentrate on doing whatever is necessary to get the account in good standing, and once that is achieved and verified by the DeMatha Business Office for financial obligations or the Campus Ministry Office for service hours, then the student could enroll in a DeMatha summer program or work in a DeMatha summer program.

A $35 fee will be charged in the case of any deposited check that is returned by a bank. DeMatha's bank automatically re-deposits returned checks.

II. RE-ENROLLMENT FOR 2027-2028

A student returning to DeMatha must complete the Re-Enrollment Contract through the Veracross portal for the next school year. Information about re-registration will be provided in the weekly *Antler Points* starting in February. A non-refundable re-registration Fee must be paid at the time of re-registration. **After the registration deadline, a late fee will be added to the registration fee.**

III. PAYMENT PLANS FOR 2026-2027

There is a choice of five tuition payment plans. All plans have payments scheduled automatically in FACTS. FACTS will add a service fee for all automatic payments made with a credit card:

A. Full payment of tuition and graduation fees (if student is a senior) by **July 5th or July 20th**. Full Pay plans not satisfied by August 1st will be converted to the ten-month payment plan. FACTS charges a $20 payment plan fee for this plan

OR

B. Two payments of tuition and graduation fees (if student is a senior) by **July 5th or July 20th and January 5th or 20th** FACTS charges a $20 payment plan fee for this plan.

OR

C. Four equal "quarterly" payments of tuition and graduation fees (if student is a senior) scheduled in July, October, January and April on the 5th or the 20th of the month. FACTS charges a $50 payment plan fee for this plan.

OR

D. Ten equal monthly payments of tuition and graduation fees (if student is a senior) scheduled from **July** and continue through **April,** on the 5th or the 20th of each month. FACTS charges a $50 payment plan fee for this plan.

OR

E. Twenty equal payments of tuition and graduation fees (if student is a senior) scheduled from **July** and continue through **April,** on the 5th AND the 20th of each month. FACTS charges a $50 payment plan fee for this plan.

PLEASE NOTE: Fees for the upcoming school year (Tuition Refund Insurance (if not Full Pay Payment Plan), Technology/Textbook Fee, and Parent Organization Fee) are collected through FACTS automatic withdrawal in June prior to the start of school.

IV. REFUND POLICY

Unless a student is withdrawn by written notice, received by the **Registrar** prior to **July 15**th DeMatha may require payment of the tuition and charges for the entire academic year. Withdrawal, dismissal, absences or illness of the student during the year does not release any portion of this obligation.

V. YEARBOOK POLICY:

Each student will receive one complimentary digital yearbook at the start of a new school year following the year of attendance at DeMatha, and a hardcopy the school year they are a graduating senior.

SCHOLARSHIPS AND FINANCIAL AID

Academic Scholarship: DeMatha offers a limited amount of Fr. Cyprian Nusca Academic partial scholarships divided over 4 years. These scholarships are based on academic excellence as determined by previous school records and standardized test scores. To be eligible for these awards a student must list DeMatha as one of his two eligible choices when applying for admission to a Catholic high school.

Alumni Scholarship: DeMatha offers a $1,000 discount per year to students whose fathers are Alumni of DeMatha.

Archdiocesan Grant: The Archdiocese of Washington provides grants to students based on family need. Applications are obtained from the school and filed prior to the school year for which aid is sought.

Archdiocesan Tuition Benefit Plan: Tuition reductions of $500 may be available to students whose parents work full-time in an Archdiocesan elementary school or a participating Catholic high school in the Archdiocese. Applications for this benefit should be obtained from the employer school and filed with DeMatha Catholic High School. Verification forms need to be submitted every school year.

Band Scholarship: A limited number of band scholarships are available to students who show exceptional talent and ability and who have financial need. Interested students should contact the Director of Bands to arrange for an audition.

Brother Discount: Additional members of the same family attending DeMatha receive a $1,000 reduction in tuition for each younger sibling.

DeMatha Grant: DeMatha Grants based strictly on need are applied for in the year prior to the school year for which aid is sought. Applications are submitted through FACTS and must be submitted each year.

Art Award: Three $500 Art Scholarships will be awarded to incoming 9th graders. Interested students must complete an application by January 15 of the year prior to beginning at DeMatha.

OFFICE HOURS:

All Offices: Monday through Friday, 7:45 a.m. to 3:30 p.m.

Appointments for meeting with Administration (President or Principal) are to be made through the Main Office by calling 240-764-2200.

**All visitors to the school must report to the Reception Desk in the main building upon arrival to sign in and receive a visitor's badge.

Teaching Faculty: Parents wishing to speak to teachers may call during the above hours to leave their names and telephone numbers. Faculty telephone numbers will not be given out to parents or students. Interviews with faculty members may be arranged up to 3:30 p.m. Monday through Friday. Under no conditions are parents or students to call faculty at their homes. All communications are to be arranged through the school office. Teachers will return calls within 48 hours. You may also e-mail faculty via the DeMatha website at www.dematha.org (click on Faculty and Staff Directory).

Telephone numbers:

School	(240) 764-2200
Business Office	(240) 764-2215
Athletic Office	(240) 764-2251
Development Office	(240) 764-2222

Fax Numbers:

Main Office	(240) 764-2275
Counseling Center	(240) 764-2276
Admissions Office	(240) 764-2277

SCHOOL HOURS:

7:15 a.m.	School opens for early arrivals. Students must go to the cafeteria.
7:30 a.m.	Students may go to lockers and classrooms.
7:45 a.m.	School offices open
8:15 a.m.	Classes begin
2:55 p.m.	Close of the school day
3:30 p.m.	* School building and school grounds officially closed.

*Students participating in school activities of any kind may only be in those areas designated for the specific activity. A proctored transportation waiting room is available until 5:00 p.m. All students waiting for rides must go to this room after 3:00 p.m. Students may not leave school grounds after 3:00 p.m. and then return for transportation.

WEEKLY BULLETIN:

Antler Points, the week in preview, will come out on Sundays via email and contain highlights to things you might need to know. Activity schedules, announcements, events, and other information. This weekly bulletin is also available on the school's website at www.dematha.org

REMIND:

Clubs, teams and organizations will use this platform to provide focused communications. Urgent communications are also sent to students through this system. The Remind app is required for push notifications.

VERACROSS:

DeMatha delivers most digital communications via email using the address on file within Veracross. Each parent may only have one primary email address for receiving these messages. If you are not receiving messages and believe you should be please contact the Technology Center.

DM STAG STORE:

DeMatha apparel and merchandise can be purchased at the Stag Store located in the Convocation Center. Online ordering can be accessed from the DeMatha website @ store.dematha.org. If you have any questions about hours or product availability, please call 240-764-2217.

CHANGE OF ADDRESS:

Change of home address and/or telephone number can be made online through Veracross Parent Portal or reported to the school's main office as soon as possible. Only one primary home address may be reported per student.

STUDENT ID AND ID CARDS:

The Veracross Person ID is unique for each student. This number is considered the Student ID and can be found on ID cards, schedules, and report cards. Student ID Cards are provided to students as part of the beginning of school orientation each year. Replacement cards can be requested for a fee of $10 in the Technology Center. Your Student ID Card is used for identification, door access, attendance check-in, printing, and participation in the optional online payment program for the cafeteria. Students are expected to bring their Student ID to school each day and must present their ID upon request by any faculty or staff member. **At no time should a student loan his ID card or his ID number to another student.**

FUNDRAISING DRIVES:

Students and parents are asked upon occasion to volunteer their services in fundraising programs. Fundraising by clubs or classes, such as tag days, must receive approval of the Dean' Office.

EMERGENCY HEALTH CARE:

In the event of accident or illness on school grounds, students should report to the Attendance Office to be evaluated and then referred to a health care professional if necessary. Health regulations prevent the school from dispensing any medication such as aspirin, cough medicine, etc.; however, immediate first aid and emergency treatment are available in the training room or in the Attendance Office until either the parents or hospital are called. In the event of illness, parents are called to advise them regarding the illness and to make arrangements for the student to be released from school. In the event of accident and/or if hospitalization might be required, parents are called so that authorization may be received. In the event that parents cannot be located, students are taken to Doctors Community Hospital, which is the closest to the school. Parents are required to complete emergency cards listing the names of the family physician and hospital desired in case of emergency. Parents should be sure to notify the school of any serious chronic health problems such as sight problems, hearing problems, diabetes, epilepsy, etc., so that appropriate attention may be given to the student.

REPORTING OF CHILD ABUSE AND/OR NEGLECT:

Employed personnel of DeMatha Catholic High School are required by law to report suspected cases of child abuse and/or neglect. For further information, see Appendix D.

SEARCH OF STUDENT LOCKERS, BOOKBAGS, CLOTHING AND AUTOMOBILES:

In January, 1985, the U.S. Supreme Court ruled that school officials have the right to search students under their jurisdiction when there are "reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school" and the search is conducted in a reasonable manner.

When the school administration has appropriate cause for a search under the above statement, it will conduct the search of a student's car, clothing, locker, and/or book bag. This search will be conducted by a school administrator and, to the degree possible, not in view of any other students in the school. Search of a student's person would be conducted in an administrator's office with no less than two staff members present.

USE OF PUBLIC LAW ENFORCEMENT OFFICIALS BY THE SCHOOL:

A cooperative effort is maintained between DeMatha High School and the local law enforcement agencies (Hyattsville Police Department, Prince George's Police Department, etc.). Law enforcement officials may be summoned to conduct investigations of alleged criminal conduct on the school premises or during a school sponsored activity if it is felt by the school administration that criminal conduct or alleged criminal conduct is taking place. Law enforcement officials may also be summoned to maintain or restore order when the presence of such officers is necessary to prevent injuries to persons or property.

ATHLETIC INJURIES:

DeMatha provides a certified athletic trainer and adult supervision capable of rendering basic first aid to students participating in interscholastic athletics at all practices and home games. This aid is limited to basic care and diagnosis and if, in the judgment of the coaches, further medical assistance is needed, authorized emergency personnel from local ambulances, rescue squads, fire departments or hospitals are called.

STUDENT HEALTH RECORDS:

Our athletic trainers act as school nurses during the regular school day and maintain all health and immunization information for students. DeMatha uses Magnus Health to securely manage student health information. Magnus accounts are accessible through the Veracross Parent Portal. All required forms and permissions must be completed before students may participate in athletic tryouts, practices, or games.

PARTICIPATION ON INTERSCHOLASTIC TEAMS:

Students who are candidates for interscholastic teams must have an athletic health form completed by a physician and permission must be given by the parent and/or guardian in order for a student to participate. In addition, parents must complete an insurance form indicating which medical plan they have for their son in the event of an athletic injury. DeMatha does not provide medical insurance for athletic injuries. Upon admission to DeMatha, the original health form includes a section relating to athletic participation. For each subsequent year of attendance at DeMatha, a student must have another physical prior to trying out for any athletic teams.

The athletic physical may be obtained from private physicians or may be taken at DeMatha when athletic physicals are scheduled. This normally takes place in early summer and notices are sent to all families.

CONCUSSION TESTING

DeMatha utilizes a comprehensive turn-key sports concussion management system for our contact-collision student-athletes called XLNTbrain Sport.

- Pre-season baseline Neuro-Cognitive Testing. Athletes take XLNTbrain-cog neuro cognitive test to establish their baseline before playing at the start of the season.
- Instructional videos for athletes/coaches/parents. A series of educational videos inform awareness and the latest findings in concussion treatment.
- Community medical professional training and certification. A series of videos and training material to inform and update local medical professionals on sports related concussions.
- XLNTbrain-mobile includes the XLNTbrain Sideline Assessment Tool and the XLNTbrain Balance Test for detecting and reporting concussion using a smart-phone from anywhere.
- XLNTbrain-cog Post concussion neuro-cognitive evaluations to monitor severity and recovery of concussions.
- XLNTbrain-tracker monitors the concussed athlete's recovery step by step giving quick visualization or detailed information on the athlete's progress.
- Gradual return to exertion program. A program of supervised exercise that get the recovering athlete back to training gradually until it's safe to play again.
- Compliant with new State laws.

FIELD TRIPS:

For a student to participate in a field trip or any off-campus school activity, parents must complete the standard permission form. This form will be provided by the Moderator of the activity. (See Appendix C).

LOST AND FOUND:

Articles which are found (books, clothing, wallets, money, gym clothes, bags, shoes, etc.) should be turned into the Attendance Office. Students claiming lost items must be able to identify them. Unclaimed lost and found items will be donated at the end of every quarter.

TRANSPORTATION TO AND FROM SCHOOL FUNCTIONS:

The school offers transportation to many school functions including transporting participants in all athletic team functions. The school bears no liability for students choosing to transport themselves to school functions. (See Appendix C for sample permission form).

RE-ENROLLMENT:

Registration for returning students takes place in January and February. In January, an email will be sent to all families when the re-enrollment portal is open in Veracross. At that time parents should follow the instructions to log in and re-enroll their son. A non-refundable fee will be due at that time. Failure to re-enroll may result in the loss of your son's space at DeMatha.

SNOW DAYS OR OTHER EMERGENCIES:

DeMatha follows the policy of Prince George's County Schools for cancellations and delayed openings, if they are announced before the school day begins. Once the school day has begun, DeMatha will make its own decision concerning early dismissal from school due to snow or other emergencies.

In the case of a weather event in which Prince George's County cancels multiple school days in a row, DeMatha will fully close on the first day of the weather event, followed by asynchronous cyber days for each additional day. The school reserves the right to return to in person school if Prince George's County closes due to the state of its own sidewalks rather than the state of roads more generally. The school also reserves the right to transition to synchronous cyber days in the event of a major closure lasting longer than one week.

SNOW POLICY FOR BUS TRANSPORTATION:

Delayed Openings of School:

If school is delayed 2 hours, the bus routes start TWO hours later. If Prince George's County schools are closed DeMatha will be closed and the bus will not run.

Early Dismissal:

If schools in Prince George's County are closed before the completion of the school day, the bus will follow directions of DeMatha with regard to early dismissal.

SPECIAL ANNOUNCEMENTS CONCERNING THE SCHOOL ARE POSTED ON THE SCHOOL WEBSITE AND SOCIAL MEDIA.

EXTENDED FORCED SCHOOL CLOSINGS:

In the unlikely event of a forced school closing, the school may continue to operate on a distance-learning basis for a period no longer than four weeks. In the event that the school will need to remain closed beyond that time, the school may extend the school year up to and including June 30th. The school may also schedule weekend classes.

MESSAGES FOR STUDENTS:

The Attendance Office will deliver only those messages of an emergency nature to students. Arrangements regarding rides, appointments, etc. should be made before the student arrives to school. Students expecting messages should check with the Attendance Office.

SHUTTLE TO COLLEGE PARK METRO STATION:

DeMatha provides a shuttle service to and from the College Park Metro station on regular school days. A pick-up is made at 7:45 a.m. and the return trip is made approximately 15 minutes after the close of the school day.

SIGN LANGUAGE INTERPRETING SERVICES:

All requests for outside contracted sign language interpreting services must be made to the Counseling Center at least 14 days prior to the event. The school will pay the amount per hour that is charged by the Archdiocese of Washington for these services. If the family requests an independent provider of these services who charges more than this customary rate, the family will be responsible to pay the difference.

CO-CURRICULAR ACTIVITIES:

All students are encouraged to participate in the co-curricular programs available at DeMatha. The school advises significant participation in a few activities, as opposed to token participation in many. When a student's co-curricular activities prove detrimental to the successful completion of his regular schoolwork, he is advised to lessen his co-curricular participation.

Activities currently available are:

Academic Quiz Bowl

African Caribbean Student Assoc.

Anime Club

Art Club

Aviation Club

Beyblade Club

Book Club

Black Student Union

Chess Club

Debate Club

DeMatha Players (Theatre)

Dungeon and Dragons Club

Ecology Club

Engineering Club

Fashion Design Club

Fellowship of Christian Athletes

Film Club

Fishing Club

Investment Club

Jui-Jitsu Club

Latino Student Union

Mock Trial

National Honor Society (NHS)

National Society of Black Engineers

3D Printing

Photography Club

Ping Pong Club

Robotics Club

Sports Debate Club

Student Government Association (SGA)

Video Game Club

The list of activities changes, depending on the needs and the interests of the student body. The school is willing to sponsor any worthwhile activity for which there is sufficient interest.

AWARDS PRESENTED AT BACCALAUREATE AND/OR GRADUATION

THE CARDINAL'S AWARD -- Presented to a senior based on a consideration of exemplary Catholic character, personality and citizenship.

DeMATHA CATHOLIC HIGH SCHOOL CITIZENSHIP AWARD -- Presented to a senior based on consideration of exemplary Christian character, personality and citizenship.

DeMATHA CATHOIC HIGH SCHOOL ALUMNI AWARD FOR EXCELLENCE and DR. CHARLES 'BUCK' OFFUTT FACULTY AWARD FOR EXCELLENCE -- Presented to seniors who have exhibited overall excellence in all academic areas and have been outstanding school citizens through their significant contributions and leadership in school activities.

DeMATHA CATHOLIC HIGH SCHOOL SCHOLAR-ATHLETE AWARD – Presented to a senior for outstanding academic and athletic achievement.

DeMATHA PARENTS' ORGANIZATION AWARD -- Presented to a senior who has displayed unusually fine motivation, work habits, and character. This award is in honor of the fathers and mothers of DeMatha High School students. Awarded at Baccalaureate Mass.

DEPARTMENT ACADEMIC AWARDS -- Presented to those seniors who have been chosen by the department chairs as being the outstanding students in their subject areas.

H. THOMAS EASTMAN AWARD -- Presented to a senior who best exemplifies those characteristics which made Mr. Eastman a true gentleman and a valuable member of the DeMatha faculty: Devotion, Kindness, Concern, Humility and Loyalty. Awarded at Baccalaureate Mass.

FATHER AUGUSTINE DERRICKS, O.SS.T. -- Presented to a senior who has demonstrated to DeMatha and the larger community outstanding service in the tradition of the first American Trinitarian, Father Augustine Derricks, O.SS.T. Father Derricks, a convert and African American, demonstrated a life-long commitment to social justice that also marked his career as a priest.

FATHER PATRICK T. GLYNN, O.SS.T. AWARD -- Presented to a senior who, through his outstanding character, classroom achievement and participation and achievement in athletics, best exemplifies those traits to honor the memory of Father Patrick.

JOHN H. MITCHELL BAND AWARD – Presented to a senior who has contributed most significantly to the success of the band program at DeMatha High School. Awarded at Baccalaureate Mass.

JOHN L. MOYLAN AWARD FOR ACADEMIC EXCELLENCE -- Presented to a senior who, through his outstanding scholarship in a wide range of courses, exemplifies the commitment and ideals of John L. Moylan, Principal from 1969-2000.

MARY FAVRET KERLEY - KATHERINE MAUSER AWARD -- Presented to a senior who has displayed exemplary loyalty and devotion to DeMatha High School. Awarded at Baccalaureate Mass.

KIWANIS CLUB AWARD -- Presented to a senior student who has displayed outstanding school citizenship. Awarded at Baccalaureate Mass.

NATIONAL HONOR SOCIETY -- Recognition given to those students, on the basis of maintaining a B (3.0) average or above, who have given evidence of leadership, service and good character. Awarded at Baccalaureate Mass.

SERVICE AWARDS -- Presented to the senior members of school organizations who have contributed most significantly to the success of these organizations. Awarded at Baccalaureate Mass.

U.S. MARINE CORPS DISTINGUISHED AWARDS -- Presented to seniors who have excelled in scholastics, varsity athletics or music and have exhibited outstanding leadership and character traits. Awarded at Baccalaureate Mass.

THE NATIONAL HONOR SOCIETY, VALOIS CHAPTER:

The National Honor Society is sponsored by the National Association of Secondary School Principals. It was founded to single out the individuals in a school who are truly outstanding in their academic and service performance and who exhibit superior character and leadership to others. Membership is open to 10th, 11th, and 12th grade students who have been in attendance at DeMatha the equivalent of at least one full semester. To be selected, the NASSP states that a student must exhibit outstanding SCHOLARSHIP, LEADERSHIP, CHARACTER, and SERVICE.

Scholarship: The student must have a minimum cumulative scholastic average of 3.75 for the entire time he has been at DeMatha.

Leadership: Students must show that they have leadership qualities and/or have held leadership positions in the school, their church or their community. Students exemplify positive attitudes, inspire positive behavior in one another, and demonstrate academic initiative.

Character: There must be no evidence that the candidate is of poor character. Generally, this is measured by his conduct in school; however, character ratings by faculty members who know the student must indicate above average character traits. Students must cooperate by complying with school regulations concerning property, programs, office, halls. Students must demonstrate the highest standards of honesty and reliability. Students observe instructions and rules, are punctual, and faithful both inside and outside the classroom.

Service: The candidate must show that he has been of service to his school, church or community. He must also be willing to accept the responsibilities of service to the DeMatha community required of all National Honor Society members.

SELECTION PROCESS:

In October, those wishing to be considered for membership in the National Honor Society will request access to the NHS membership online application. Within this form, the student will be asked to describe how he has already demonstrated leadership, character, and service as well as providing goals he would like to achieve as a member of the Valois Chapter of the National Honor Society. It is also necessary for the student to maintain his academic standing by earning the minimum grade point average for the first quarter of the year in which he is being considered for membership.

The Faculty Council, five teachers chosen by the Principal, then considers all of the students who are candidates for membership. In addition to reviewing the information supplied by the candidates, they also examine the current report card, overall academic record for their years at DeMatha, the disciplinary record, and the comments elicited from the faculty at large. The faculty Council then recommends to the Principal the candidates who not only meet the four criteria announced by the NASSP, but who also demonstrate excellence in these areas.

Membership in the National Honor Society requires that the student maintain not only his minimum scholastic average or better, but also maintain the high standards of service, leadership and good character. Should a National Honor Society member fall short in any of these areas, the usual probation is one academic quarter. The academic standing of NHS members will be reviewed at the end of each academic quarter. If the student's GPA for that quarter falls below 3.75, he will be given one academic quarter to raise his GPA to 3.75. If he does not do so, he will forfeit his membership in the NHS.

SERVICE PROJECTS:

The NASSP constitution mandates that each chapter conducts a chapter service project each year. In addition,the chapter will choose one or more additional major projects for the school year. Each member would be expected to contribute to those projects.

TRANSFER STUDENTS:

Transfer students with acceptance into the NHS from their previous school will be admitted into our DeMatha NHS. These students will need to present certification to the chapter advisors and will be subject to DeMatha's NHS guidelines.

CAMPUS MINISTRY OFFICE (CMO):

The Campus Ministry Office, in conjunction with the Theology Department, provides opportunities for the spiritual development of the students, faculty, and staff. Under the direction of the Campus Ministers, the school strives to maintain a genuine Catholic/Christian atmosphere and instill Christian values in the students. These goals are achieved through the following program:

1) Worship: Catholic Mass is offered every day during school for individuals or classes who wish to attend. School-wide Masses are offered several times a year, and these celebrations are mandatory for all students and staff. In addition, prayer services are held during Advent and Lent. The Sacrament of Reconciliation is offered throughout the year by appointment. In preparation for the Church's major feasts confession is scheduled for all students and staff.
2) Class Retreats: Every year, each class (9-12 grade) is offered the opportunity to increase their spiritual and social awareness through our retreat program. The retreat program offers DeMatha students tools to grow in their relationship with God. The CMO invites faith-filled guest speakers to address the students during their respective class retreats as a way to model an active faith life. **Each class-level retreat is a mandatory graduation requirement for every student.**
3) Social Action: Students are given numerous opportunities to show Christian witness through social action to the poor and needy. This is done with the cooperation of relief agencies and charitable organizations in the area. Specifically, food and toy drives are planned during the Thanksgiving and Christmas seasons. *(for more information, please see the Christian Service Section of the Student Handbook)*

Christian Service: Service to others, especially those most in need, is essential to the Christian life and to living the Gospel. All DeMatha Catholic High School students are required to perform Christian Service in order to graduate. The Campus Ministry Office oversees this program by organizing group service activities, assisting with student placements at service locations, guiding students in reflecting on their service, and compiling the hours each student completes. Completion of service hours and the service reflection paper is a graduation requirement. A quick overview of the Christian service requirements is below:

DeMatha's Christian Service Program Basics:

- The service completed must be voluntary and unpaid. Students are encouraged to approach their service requirements as opportunities to better understand their communities, to become more aware of their God-given gifts, and to learn to love others as Jesus did.
- Students will receive credit for service hours that meet the requirements for each year. This is subject to the discretion of the Director of Christian Service.
- Students are responsible for submitting their service logs for verification via Mobileserve, our service hours tracking app.
- Christian Service hours are required every year. **Any student who does not finish his hours at the end of a school year will be given 2 additional service hours and will not be allowed to participate in non-academic DeMatha activities, including summer activities like athletics and band, until his required hours are completed.**
- Any Christian Service hours should be submitted at the end of the month in which the hours were completed *(e.g, service hours completed on October 15 are due by October 31)*; any hours submitted outside this window may not be accepted.

How to complete DeMatha's Christian Service Hours:

1. Find a non-profit site/organization that fits the requirements of a student's academic year.
2. Upon completing the hours, students should submit them to Mobileserve, our service hours-tracking app.
    1. They must include the service organization, a description of what they did, and the supervisor's name/email.
3. After the hours are submitted, the Director of Christian Service will review them and either approve or consult with the student.
4. **If a student's hour requirement is not completed by 5/17/27, the student will be assigned penalty hours, and students will have until the end of summer school to complete and submit their required hours for that grade level**. If the summer hours are not submitted by the appointed date, students will not be allowed to participate in any DeMatha co-curriculars, clubs, or athletics until all hours from the previous year are completed and submitted.

Christian Service Requirements by Grade Level:

Year	Total hours required	Due Date for hours (penalties added for lateness)	Type of service required
Freshman + *"Bettering Our Communities"*	5	Hours must be submitted at the end of the month in which they are completed. **Last day to submit May service hours: *May 17, 2027***	must work for non-profit organizations, schools, environmental clean up, homeless shelters, food pantries, rec leagues, etc.
Sophomore + *"Meeting Basic Needs"*	10	See above; **Last day to submit May service hours: *May 17, 2027***	must work with a non-profit organization that serves the needs of those who are hungry or have inadequate housing/homeless
Junior+ *"Encountering Christ in the Poor and Marginalized"*	20: all must be direct contact*	See above; **Last day to submit May service hours: *May 17, 2027***	Must be with a non-profit organization that serves the needs of those who are marginalized or experiencing hardships/burdens. **Must choose an organization that serves one of the following groups:** Elderly, Special-needs, Veterans, Sick, Hungry, Homeless or those with inadequate housing, Refugee/Immigrant
Senior *"Men of Faith and Action"*	20: all must be direct contact*	Hours due at the end of the month in which they were completed **Senior hours due: March 15, 2027**	Same as junior requirements; seniors may work with the same organization as junior year.
Senior Reflection Paper**	_____	**April 6, 2027**	• Graduation requirement • Seniors must complete the senior reflection paper after completing their senior service hours. • Seniors who have completed all hours by **March 15, 2027,** have the option of turning in a written reflection OR doing a personal service interview with a faculty member. Details for both will be given during the year.

+If a student's hour requirement is not completed by 5/17/27, the student will be assigned penalty hours, and students will have until the end of summer school to complete and submit their required hours for that grade level. If the summer hours are not submitted by the appointed date, students will not be allowed to participate in any DeMatha co-curriculars, clubs, or athletics until all hours from the previous year are completed and submitted.

* Direct Contact means that Juniors and Seniors must be able to see and interact with the vulnerable community they are serving. Things like cleaning a storage room at church, packing food boxes at the food bank (without distributing them), or setting up or breaking down for events at a non-profit without helping to run the event ***do not count***.

****ABSENCE IS NOT AN EXCUSE FOR MISSING THE SENIOR PAPER/INTERVIEW DEADLINE.** Please email the paper or turn in a hard copy to the Director of Christian Service by the appointed date.

DR. DANIEL J. McMAHON '76 LIBRARY

DeMatha's McMahon Library provides a quiet study area for all students, access to a number of online research databases, and a collection of over 14,000 reference and circulating items.

- The library opens at 7:45 am on school days and remains open until 5:00 pm for those in the after-school waiting room.
- Students may check out items from the library for a two-week period using their school ID. Students are responsible for the replacement costs of lost or damaged items.
- While in the library, students must abide by all posted guidelines regarding use of school-issued Chromebooks, proper uniform, and quiet behavior.

DeMATHA PARENT ORGANIZATION (DPO)

Membership is required of all parents or guardians of DeMatha students. Dues are $40 per family. Members help to provide many needed services to the school, including hosting at school functions, and raising funds for projects which assist the school in both general and specific ways. The Parents' Organization sponsors several events during the year including a Freshmen Mother's Welcome Brunch, tuition raffle, Pie Day and the Men of DeMatha cookout. The organization schedules a bake sale for each grade level per school year. Meetings are indicated on the school calendar.

ACADEMIC INFORMATION

ACADEMIC PROGRAM

The program of studies offered at DeMatha prepares the student for further education in colleges, community colleges, technical schools or business schools. Courses are taught on the following levels: Advanced Placement or college level; accelerated college prep.

The required program of studies includes courses in Theology, English, Mathematics, Science, Social Studies, World Languages, Fine Arts, Technology and Physical Education.

Most students graduate with more than the minimum number of credits needed. In choosing a program of studies, emphasis should not be placed on earning a certain number of credits, but rather on the degree of preparation and readiness for the student's career after high school.

Homework Suggestions

Homework: Most students who have academic difficulties have them because they do not realize the importance of consistent homework to success at DeMatha. On the average, a student should be spending two and one-half hours on homework each night.

Each teacher may expect at least one-half hour of a student's time every evening. This half-hour may be divided into:

a) Review: (5 min.) Daily review of the material in note books since the last test. This daily review eliminates the need to "cram" for a test. It makes one very familiar with the subject matter.

b) Written work: (20 min.) This time is used to do whatever written work has been assigned for the day.

c) Preview: (5 min.) Look ahead in the textbook to see what will be covered on the following day. Mark areas to be questioned or areas which need special attention.

Using this system, even when there is no written assignment, there is never a time when a student has no homework.

Testing: Preparation for tests is best done over a long period of time, rather than by "cramming" the information on the previous night. Taking good classroom notes helps in preparing for tests, as does the reviewing of old tests. Students are also encouraged to "predict" the test questions while studying, and then showing them to the teacher to determine how on-target their studying has been.

At the end of each semester students will be taking two-hour examinations -- usually on all the material covered during each semester. It is not possible to prepare for these tests with only two days of work. Students should check the school calendar to determine the semester examination schedule; they should also be in close contact with their teachers to determine as early as possible the agenda for the examination, so that adequate and complete preparation can begin in a timely fashion.

LATE WORK POLICY

In the normal course of school events, students are expected to respect and adhere to class deadlines set by the teacher. Completing work in a timely fashion is essential not only for student learning, but also for developing the habits of practice that lead to enduring academic success.

Graded assignments can be used by the teacher for guided practice or for assessing achievement, and are either assigned to be worked on independently or in class. This framework identifies four types of assignments: independent practice (homework), in-class practice (classwork), independent assessment (papers and projects), and in-class assessment (quizzes and tests). Note that in-class demonstrations, such as lab practicums, and small formative assessments, such as reading checks or exit tickets, can be categorized at the teacher's discretion.

Deadlines are most important for independent practice (homework). Students are expected to turn in all homework on time, even if returning from an absence, and should anticipate late homework will be subject to grading penalties. Homework submitted over a week after the original due date will not be accepted for credit, unless the student previously contacted the teacher to request a deadline extension for an excused reason. **It is the student's responsibility to contact the teacher, not the teacher's responsibility to contact the student about missing homework.**

For in-class practice (classwork) and independent assessments (papers and projects), teachers may set individual late policies that best align with the purposes of the class and the connection of these assignments to learning goals. Communication is essential. Students who miss these assignments for excused reasons are expected to communicate to teachers, and teachers will mark the assignment as "Not Turned In" on Veracross to alert the student of an assessment that needs to be made up. Lateness penalties on these assignments may accumulate immediately after the deadline if they were missed for unexcused reasons, or may begin accumulating after return from an excused absence.

For in-class assessments (quizzes and tests), all students must be given the opportunity to attempt all of these assignments, or an equivalent alternative, up to the last school day of the marking period or one week after the original test date, whichever is later. These assignments often require teacher supervision, so lateness solely due to scheduling concerns cannot contribute to lateness penalties. However, students who miss a quiz or test in class for an unexcused absence (such as skipping the class), or who do not satisfy a communicated new deadline set by the teacher, can expect lateness penalties to accumulate, up to 50% of the scored value of the quiz or test. Students who have repeatedly missed deadlines or have ignored teacher communication about making up assessments may be given a zero on these assessments at the end of the quarter.

This policy is designed to prevent students from turning in multiple assignments at the end of a quarter, expecting that these assignments boost the student's grade while disconnecting these assignments from the learning they were intended to encourage. The student's best option is to turn work in on time, and in the case of excused absences, to communicate immediately with teachers.

THE EARNING OF CREDIT UNITS

A full credit is granted for a course taken for an entire academic year for which a grade of D or better is obtained. A half credit is granted for a course taken in one semester for which a grade of D or better is obtained. Credits for courses taken prior to grade 9 will not be granted.

Students may earn credit for classes which they had previously attempted and had not earned credits by passing the class in DeMatha's summer school (see pg. 56 for more information), or in another summer program approved by the student's counselor. This summer class does not replace the original grade for the purposes of career GPA, but does allow for the credit to be obtained, and to remove the failing grade for the purposes of graduation.

Through our partnership with Seton Hill University's College in High School program, students can earn college credit for successfully completing qualifying DeMatha courses. College credits earned in the College in High School program can be transferred to most colleges or universities. A full listing of classes currently offered for the Seton Hill College in High School program is available in DeMatha's course catalog.

GRADUATION REQUIREMENTS

In order to graduate from DeMatha, students must accumulate 24 state-approved credits during the four high school years and must earn one credit in Theology for each year of attendance at DeMatha of which the following are required.

Requirements for Graduation:

Theology	4 credits	Students entering after 9th grade earn one credit each year while at DeMatha
English	4 credits	These include only English 9, American Literature, World Literature, and British Literature plus Senior Seminar.
Social Studies	3 credits	These include AP Human Geography or World History, U.S. History, and Government.
Science	3 credits	Recommend 4 credits
Mathematics	4 credits	
Health and Physical Education	½ credit in each	
Arts	At least one fine arts class	
World Languages		Sophomores and juniors must take consecutive levels of the same language
Christian Service	0 credit	55 hours of Christian service during Freshmen, Sophomore, Junior and Senior years
The DeMatha Way		Required for all Freshmen

Note: All students must attempt a minimum of 7 in-person credits per year. Students who earn the Honor Roll the previous year, including incoming Nusca freshmen, may take an additional independent study class. Students who earn the Principal's List the previous year may take an 8th in-person class.

SAMPLE PROGRAM

9th Grade

The Search for God

English 9

Biology

Mathematics

World History

World Language

The DeMatha Way/Health

10th Grade

The Living Word

American Literature

Chemistry

Mathematics

World Language

PE and/or 2 electives

11th Grade

Christian Ethics/Sacraments

World Literature

Mathematics

United States History

World Language

--1 elective

12th Grade

Fundamentals of Catholic Thought and Tradition

British Literature

Government

Mathematics

2 electives

These sample programs for each grade level indicates that seven credits is the usual load for students. Exceptions may be granted through appeal.

GRADING SYSTEM

Grading is on a letter system with approximate numerical equivalents indicated below. Quality points are assigned to each letter grade according to the degree of difficulty of the course. Grades are given on a 4.0 system. The Grade Point Average (GPA) for a particular grading period is an average determined by dividing the number of quality points earned by the number of courses of study attempted. The GPA for the year is based on the final grades only and is computed by taking the total number of Quality Points earned divided by the total number of credits attempted. The cumulative or career GPA is based on the final grades only and is computed by taking the total number of Quality Points earned divided by the total number of credits attempted and is based on grades earned at DeMatha only.

QUALITY POINTS ASSIGNED PER SEMESTER

	Regular Courses	Honors Courses	A.P. Courses
A+ (97 - 100)	4.0	4.5	5.0
A (93 – 96.9)	4.0	4.5	5.0
A- (90 – 92.9)	3.7	4.2	4.7
B+ (87 – 89.9)	3.3	3.8	4.3
B (83 - 86.9)	3.0	3.5	4.0
B- (80 - 82.9)	2.7	3.2	3.7
C+ (77 - 79.9)	2.3	2.8	3.3
C (73 - 76.9)	2.0	2.5	3.0
C- (70 - 72.9)	1.7	2.2	2.7
D+ (67 - 69.9)	1.3	1.8	2.3
D (65 - 66.9)	1.0	1.5	2.0
F (Below 64.9)	0.0	0.0	0.0

Department Chairs, in conjunction with the Principal, establish the grade standards for each course that comes under the department's jurisdiction.

RANK IN CLASS

DeMatha does not rank students.

ACADEMIC RECOGNITION

At the end of each grading period, a list of students who achieve honor grades is posted on the main bulletin board outside the faculty room and on the website.

Principal's List: GPA of 4.0

Academic Dean's List: GPA 3.75 – 3.99

Honor Roll: GPA of 3.5 – 3.74 Seniors who graduate with honor averages receive special recognition at graduation. Students who achieve a cumulative 3.5 or above for the first seven semesters graduate with honors, those who achieve a 3.75 cumulative average or above for the first seven semesters graduate with high honors, and those who achieve a cumulative 4.0 or above for the first seven semesters graduate with highest honors.

Please note that Veracross rounds up a student's cumulative average on the transcript document to two decimal points. For example, if a student's true cumulative average was 3.796, on his transcript, it would appear as a 3.8. However, for the purposes of the designations for graduation noted above, DeMatha uses the true GPA. Thus the student in the example would graduate with high honors, not highest honors. Transfer students must have been a student at DeMatha for at least five of the first seven semesters in order to qualify for graduating with honors, high honors or highest honors.

PROMOTION

To be promoted to the next grade a student must earn passing grades in all his subjects.

SHOULD A STUDENT INCUR THREE FAILURES FOR THE YEAR, HE MAY NOT RETURN THE FOLLOWING YEAR. FAILURES IN LESS THAN THREE SUBJECTS MUST BE MADE UP AT THE DEMATHA SUMMER SCHOOL UNLESS THE COURSE OR COURSES ARE NOT OFFERED.

DIPLOMAS WITH DISTINCTION

Students who wish to earn a special diploma by pursuing concentrated studies in a specific content area may do so using the following guidelines:

Diploma with Distinction in the Humanities (English, Theology, Social Studies, Languages—currently 28 semesters required to graduate)

A student must successfully complete 33 semesters of work in the Humanities with a GPA of 3.8 or above.

Diploma with Distinction in Science, Mathematics and Engineering (Science, Math, Computer Science—currently 15 semesters required to graduate, 16 with Health*)

A student must successfully complete 19 semesters of Science, Math, and Computer Science and Engineering with a GPA in these courses of 3.8 or above (a programming class is required,) A student may count a year of participation in Science Scholars, Science Club, Robotics Club, or ACE/Ecology as one semester of work.

*Health does not count towards this Diploma with Distinction

Diploma with Distinction in Arts (Music, Fine Arts—currently .5 semesters to graduate)

A student will achieve 11 semesters of successful Academic work in the Arts. The grade point average in these classes must be 3.8 or above. A student must take at least one academic semester in music and a fine art. Participation in a dramatic production or a year of Tri-M will count as one semester but cannot count as a semester of either music or fine arts.

FAILING GRADES FOR SENIORS AND GRADUATION

A senior failing 1 or 2 courses during his senior year must make up these courses in summer school before being awarded a diploma. A student with 1 or 2 failures may participate in graduation exercises; however, the diploma will not be awarded at that time. Seniors who fail 3 or more subjects will not be eligible for a DeMatha diploma and will be required to obtain graduate status at another institution. Seniors with 3 or more failing grades at the end of the first semester will be required to withdraw from DeMatha at the conclusion of the semester. This policy is necessary so that the student will have the opportunity to graduate in June of his senior year and receive a diploma from another school.

ACADEMIC QUARTERS

1st Quarter: August 27 - October 22

2nd Quarter: October 23 - January 15

3rd Quarter: January 19 - March 19

4th Quarter: March 22 - May 24

REPORT CARDS

Report cards are published in Veracross after each quarter. The information on the report card includes grades and credits earned for each subject, a record of absences and tardiness, and the various Grade Point Averages for each quarter and semester. Parents can check student grades from their Parent Portal.

GRADE CHANGES AND INCOMPLETE GRADES

After approximately two weeks from the end of each quarter (see school calendar for specific dates), no grade changes will be allowed and all incomplete grades must be resolved. After that time, all I's may be converted to F's depending on the reason for the incomplete grade.

CLASSROOM VISITS BY PARENTS

Visits by parents to classrooms in which their sons are being taught are not allowed. In rare circumstances parents may be allowed to visit another section of the same course being taught, although this practice is discouraged as it can disturb the concentration of all the students in the class.

ELECTRONIC RECORDING BY PARENTS

Electronic recording, videotaping or taking of pictures of teachers during conferences, meetings or phone conversations without explicit consent is prohibited.

ACADEMIC PROBATION AND CO-CURRICULAR INELIGIBILITY

Any student with a GPA below 2.0 at these checkpoints is automatically placed on academic probation. Freshmen on academic probation will be required to attend GOALS for their homeroom period. Sophomores on academic probation will be required to attend the Academic Support Center during each study hall period. Juniors and seniors on academic probation who have a scheduled free period will be placed in a study hall instead. Returning students whose previous year total GPA fell below 2.0 will begin the next year on academic probation.

In addition, any student whose Semester 1 GPA is below 2.0 will be required to attend an academic review meeting, including the student, his parents, his counselor, the director of the Academic Support Center, and an administrator of the school. At this meeting, the student will describe changes he will make to his study habits to allow him to improve his academic progress. At the semester break, students on academic probation may be required to drop an elective in favor of a study hall, particularly if the student is taking more than 7 classes.

SELECTION OF TEACHERS

Teachers for all students are selected randomly by our computer system. **Parents and students do not have the option of picking a particular teacher for any given course.** If a student has been scheduled with a teacher he has already had, he **may** be granted a change of teachers, especially if he had a poor academic performance with that teacher in the past.

SEQUENCE COURSES

Although a grade of D is passing, a student must achieve a grade of C- in a sequence course in order to advance to the next year of the sequence. Sequence courses include Algebra 1 and Geometry, as well as the first two levels of any language. Students who earn below a C- in a sequence course must attend summer school for grade improvement.

SUMMER SCHOOL

Because no student may graduate from DeMatha with a failing grade in any class, summer school is highly recommended for students who fail classes during the school year; students who cannot attend summer school to remediate a failed class must repeat the class the next school year. Summer school classes at DeMatha are for grade improvement only, not for original credit.

DeMatha operates a summer school program which operates from June 14 to July 16. Students attending summer school must attend every day, with two absences allowed for sickness or family responsibilities.

DROPPING COURSES

Students wishing to change their program should contact the appropriate counselor in the Counseling Center. Student and family initiated course changes may only occur during the week of August 3-7, and the week of September 8-11. Second semester course changes may occur during the week of February , and may only affect semester courses.

TRANSFER PROCEDURES

A student wishing to transfer from DeMatha must first contact his counselor. A letter requesting the transfer must come from the student's parent or guardian. Transcripts will be forwarded to the new school upon receipt of an official request from the school, but only if all financial obligations have been satisfied and all school materials such as library books, athletic equipment, etc. have been returned.

Official transcripts may not be given directly to parent or student to carry to the new school.

SCHOOL RECORDS

Parent or legal guardian may request to see the student's academic records at any time. Please make an appointment to do so in order that a counselor may be available to assist in interpreting the record.

SIGNIFICANT ACADEMIC ASSESSMENT SCHEDULE

Students who have more than two major assessments on a given day must contact the Assistant Principal *at least 24 hours in advance*. If possible, the Assistant Principal will work with the student's teachers to ensure only two tests are taken on each day. The student does not choose which test is delayed.

FINAL EXAMINATIONS

At the conclusion of the second semester, four days are scheduled for the final examinations. These examinations are an important part of the student's performance in the class. Classes are not scheduled during these days, and students come only for their examinations. No more than two examinations are scheduled on one day. Students are to be in full spring uniform for all examinations and are expected to be on time. If a student misses an exam for any reason, it is the student's responsibility to contact the teacher involved to arrange for a makeup exam.

ACADEMIC AWARDS NIGHT

Our annual Academic Awards Night honors students for outstanding academic success during the school year. Students whose first quarter, second quarter, and third quarter grades average to a GPA of 3.5 or higher will earn the Honor Roll. Those whose grades average to a GPA of 3.75 or higher will earn the Academic Dean's List. Those whose grades average to a GPA of 4.0 or higher will earn the Principal's List. Students who have achieved excellence in a variety of other academic pursuits also receive recognition.

MATERIALS FEE

Independent Studies courses may incur an additional fee.



THE COUNSELING CENTER

THE COUNSELING CENTER

The Counseling Center seeks, in every way possible, to be a source of help to the whole DeMatha family--students, teachers and parents. Its role is to act as a facilitator in the process of education, taking into account the multi-dimensional nature of both the learning and the teaching process.

The Center seeks a) to work with the student, his parents and teachers each year to develop the best possible academic schedule that will match his abilities in each subject and challenge him to learn more about that subject; b) to assist the student in attaining maximum personal and intellectual growth; c) to assist him to effectively handle personal and/or inter-personal problems; d) to help him to make a realistic evaluation of his interests and goals; e) to help him adjust to school life and expectations; and f) to assist in the multi-faceted process of preparation for post-secondary education.

Students and parents are encouraged to contact counselors at any time during the school day. Students are assigned counselors for academic purposes, but may choose any counselor when seeking help for personal issues.

The ultimate goal of the Counseling Center is to help the student to overcome any obstacle which might interfere with his successful education at DeMatha and to help him feel secure about his goals and plans for his post-secondary pursuits.

To this end, the Counseling Center engages in several types of counseling:

1. Academic: When students choose their courses for the following year, they discuss the choices with their counselor who may make suggestions in light of the students expressed goals. In addition, when a student is experiencing difficulty with a particular subject or instructor he should contact his counselor. A meeting may be recommended by the faculty member, parent or the counselor.
2. Educational and Career Planning: Information on hundreds of career and educational institutions is available in the Center. A computer program is also available to each student. This program begins with a personality test that will then be used to discuss personal strengths and interests and how these may be matched to colleges and careers. Students are encouraged to make use of the various resources in the Center and are encouraged to talk with their counselor concerning their educational plans and career options.

   While the counselors will talk with each student concerning their goals at regular intervals, the students are always encouraged to initiate these meetings and to make use of the resources as often as needed.
3. Personal: Many times there are issues not directly related to education that provide an obstacle to success at school. Some of these may include: personal problems, issues involving things such as home life, friends, substance abuse, human sexuality, or any number of other things. Students should feel free to discuss problems of this nature with any of the counselors.

   Confidentiality is an important aspect of the relationship the student and counselor develop in the areas of personal life and its possible problems. The counselor will maintain this confidentiality unless the fear of injury to the student or to others becomes real. In these cases the counselor will discreetly assist the student in a manner which will protect all those involved regardless of confidentiality rules that apply in other situations.
4. Standardized Testing and Interpretation of Results:

   The Counseling Center administers batteries of aptitude, achievement and interest surveys in order to help students plan their futures on the basis of proven competency and ability.



STUDENT RECORD KEEPING

Official records for each student are stored and maintained in perpetuity using secure cloud services. This includes identifying data, birth date, final grades for academic work completed, standardized test results and attendance data. To ensure the privacy of a student and his family, written authorization is required from either the student himself if he has reached 18 years of age or from his parent/guardian for release of information to any other interested parties. Parents may request the release of transcripts to college coaches in order to complete applications for college athletic scholarships. A file is maintained recording the name and title of anyone requesting student information from school records. The date that this information is sought is also recorded. Faculty members have access to the records of those students in his/her classes. Parents may view their son's records by requesting an appointment with his counselor. The transcript on each student will be completed by July 31 of each year.

DISCLOSURE POLICY

In accordance with the principles of NACAC (The National Association of College Admissions Counselors), it is the policy of DeMatha Catholic High School to notify colleges of serious infractions resulting in probation, suspension or dismissal. If asked specifically, we respond truthfully and candidly about disciplinary action. We reserve the right to report any violation which may occur during senior year. If a student's academic or citizenship standing changes substantially at any time during the senior year, we will notify colleges. We expect and counsel students to provide colleges with an account of what occurred and how they have been affected as a result.

CONFIDENTIAL REPORTING

Students, faculty or staff that have concerns about any aspect of school life can report those concerns using the QR Code quick online form. DeMatha also encourages anyone with concerns about safety or health to report those concerns to an administrator immediately. These reports can be made confidentially and/or anonymously.



STUDENT PROCEDURES AND REGULATIONS

STUDENT PROCEDURES AND REGULATIONS

Introduction

DeMatha is vitally interested in the good behavior of its students both in and out of school. Each student is part of the school's identity, just as the school is part of his. A student should consider, therefore, that his actions affect not only his own reputation and that of his family, but also the reputations of many others who are likewise identified with DeMatha Catholic High School -- fellow students and their parents, faculty and administration, alumni and friends. Thus, we advocate that every student manifest "good behavior" within the school community, as well as the larger societal realm.

However, how does one define "good behavior"? Let it not be thought of simply as the avoidance of poor behavior. Rather, it is a series of conscious, positive actions based on 1) a fundamental understanding of right and wrong, and 2) respect for the rights and property of others. Viewed in this manner, good behavior will always be beneficial, not only to the individual student, but also to the society in which he lives.

The responsibility to maintain and promote the excellent reputation that DeMatha enjoys rests on each individual student and can be realized when a student includes in the educational process a goal that will maximize his growth through the practice of good behavior. Basic to every person is the inherent ability to distinguish between right and wrong.

With the above thoughts in mind, the following procedures and regulations are put forth to help ensure the orderly and effective functioning of the school and the achievement of its stated objectives. Registration at DeMatha presumes acceptance of and cooperation with these procedures and regulations both by students and by parents or guardians. Further, the school reserves the right to establish additional regulations that might be deemed necessary to maintain effective order in the school.

Realizing that an all-inclusive listing of disciplinary offenses would be impossible to outline and describe on these pages, the school will take appropriate disciplinary action for any offense that, in the opinion of the administration, violates the good behavior expected of a student or is inconsistent with Roman Catholic principles, values and morals. *Thus, disciplinary action may be taken for infractions that are not listed here*. Additionally, depending on the facts and circumstances involved, DeMatha may, in its sole discretion, determine that an infraction warrants more severe disciplinary action than that which would otherwise be called for here. A DeMatha student is subject to disciplinary action twenty-four hours a day seven days a week if his behavior and conduct is detrimental to the school and its reputation.

I. NON-EXHAUSTIVE LIST OF DISCIPLINARY VIOLATIONS.

The following is a non-exhaustive list of disciplinary infractions, carrying potential penalties of detention, probation, suspension, and expulsion depending on the severity and circumstances of the offense.

A. **SERIOUS OFFENSES** -- certain breaches of school discipline may result in immediate probation, suspension or expulsion from DeMatha:

1. OFFENSES ORDINARILY RESULTING IN IMMEDIATE DETENTION, PROBATION OR SUSPENSION

a) Defaming DeMatha's name or reputation by improper behavior at any time.
b) Irresponsible use of a motor vehicle on or near school grounds, including loud auto radio or stereo music.
c) Truancy or skipping of class.
d) Frequent tardiness.
e) Continued disregard for dress and grooming regulations.
f) Damaging, misusing, or destroying school property.
g) Fighting or Slap Fighting. Game playing or smacking, tapping, playing around which includes unwanted contact as a result of game playing. Failure to keep hands to yourself.
h) Damage to a neighbor's property.
i) Leaving school grounds without permission during school hours.
j) Improper signature on any school forms or correspondence (i.e. absentee notes, etc.).
k) Discourtesy and/or disrespect to a faculty or staff member
l) Accumulation of 18 demerits.
m) Repeated confiscation of electronic devices (i.e. phones, earbuds, headphones, smartwatches, enhanced glasses, games, etc.).
n) Gambling or card playing.
o) Violation of the Computer Network Code of Ethics and DCHS Internet Policy (Appendix E).
p) Failure to report to a teacher's office or for detention (after school or Saturday detentions) as directed.
q) Failure to properly identify oneself to a faculty or staff member.
r) Possession or use of a laser pointer, rubber bands, paper hornets, or any other type of projectile that causes harm, pain or class disruption.
s) Use of vulgar, obscene or derogatory language directed at others.
t) Taking of backpack, damaging, hiding or turning a backpack inside out.
u) Failure to maintain cleanliness of school grounds, including parking lots, bathrooms and cafeteria.

v) Continual uniform, grooming and hair violations.

w) Making derogatory comments about the faculty, staff, alumni, parents and students of DeMatha Catholic High School, including on the internet or any social networking site. Note, creating false accounts on any social networking site is itself a punishable offense.

x) Taking pictures of faculty, staff and other students without consent.

y) Any disruptive behavior on campus, e.g., participating in water balloon fights, snowball fights, food fights, squirt gun or bottle fights, and large group gatherings of 8 or more students creating a disruption.

z) Any unauthorized use of DeMatha's name or logo, for example, use on social networking sites or as part of a fundraising solicitation without preapproval of the school.

aa) A student who repeatedly violates the school grooming or uniform policy may receive a minimum of one Saturday detention per violation. This student may also be suspended for repeated uniform or grooming violations. This is not the same as receiving demerits for minimal uniform or grooming violations.

bb) Students who are caught unsupervised in the locker room (loitering) before, during or after school will receive a Detention.

cc) Students or parents ordering outside food for delivery to school.

dd) "Pressing Out" or any physical misconduct between individuals playing around, or not, will result in a 2-day suspension and probation 2 for the first offense and a disciplinary review hearing on the second offense.

ee) Intentional refusal to comply with the school uniform regulations, including hairstyles and shaving will result in an immediate 2-day suspension and Probation 2.

ff) Videos or Snap Videos without authorization on campus may result in suspension or further disciplinary review.

gg) Students who steal food from the cafeteria; including adding food to their tray, touching food without authorization or touching food they are not going to buy, may be suspended from DeMatha and placed on Probation 2 and lose cafeteria privileges.

hh) Students who are dishonest to a faculty or staff member.

ii) Selling items or food without permission of the Dean's Office or administration.

2. <u>OFFENSES ORDINARILY RESULTING IN EXPULSION:</u>

a) Stealing; keeping of lost property.

b) Possession, use or distribution of drugs; consumption or possession of vape pens or vaping devices; E Cigarettes, tobacco or tobacco products; alcohol and/or paraphernalia associated with drugs, vaping, E Cigarettes, tobacco or alcohol on school property or at school activities. A student who is suspected of alcohol use or observed to act in a manner that resembles that of a student who is intoxicated or who smells of alcohol will be removed from any DeMatha event. For the safety of students at school related functions, DeMatha reserves the right to administer an alcohol test to any student suspected of drinking prior to or during any DeMatha-related function.

c) Possession or use of any weapon or facsimile of any weapon or illegal instruments (e.g. guns, pellet guns, starter pistols, throwing stars, knives, nunchakus, etc.) will be treated as a weapon. Students must inform school authorities if they have any knowledge of weapons in the school.

d) Possession or use of fireworks of any kind (e.g. fire crackers, snappers, smoke bombs, bottle rockets, etc.)

e) Any act endangering the welfare and wellbeing of others; (e.g. pulling a fire alarm, turning lights off, dialing 911 and hanging up, etc.).

f) Bullying and harassment: Any mistreatment, act or implied act of physical, emotional or psychological intimidation or sexual harassment directed at a faculty/staff member or student by statements or actions (e.g., in writing, orally, drawings or graffiti, inappropriate gestures, inappropriate touching, physical contact, etc. including ALL social media.).

(1) <u>Definition:</u> In accordance with the provisions of section 7-424.1 of the Education Article of the Annotated Code of Maryland, the Maryland State Board of Education has developed and adopted the following Model Policy to address bullying, harassment, or intimidation as it now relates to non-public schools in the State of Maryland. As used in this policy, "bullying, harassment, or intimidation" means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:*motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or, threatening or seriously intimidating; and occurs on school property, at a school activity or event, or on a school bus; or substantially disrupts the orderly operation of a school. "Electronic communication" means a communication transmitted by means of an electronic device, including a telephone, cellular phone, or any other type of electronic device. This policy recognizes that the prohibition of bullying in schools and the reprisal and retaliation against individuals who report acts of bullying, as well as subsequent and standard consequences and remedial actions, cannot be effective as prevention and intervention methods unless they are included as part of a whole-school prevention/intervention program.

(2) Consequences: DeMatha Catholic High School has a zero-tolerance policy with regards to bullying and harassment. When a report of bullying or harassment is filed, there is an immediate investigation into the incident. The victim is immediately counseled and all parents are notified. Once there is a determination of bullying and/or harassment, appropriate action is taken. The result may require a Disciplinary Review which may result in Expulsion from DeMatha Catholic High School.

(3) **Procedures: If a student reports that he is currently the victim of bullying, harassment, or intimidation, the staff member will respond quickly and appropriately to investigate and intervene, as safety permits. If a student expresses a desire to discuss an incident of bullying, harassment, or intimidation with a staff member, the staff member will make an effort to provide the student with a practical, safe, private and age-appropriate way of doing so. Bullying and Harassment, or intimidation reporting forms may be obtained in various offices throughout the building and online on the DeMatha web site.**

- **Reports of bullying and harassment should be written using the reporting form.**
- **School Administration will investigate and determine if the bullying, harassment or intimidation has occurred.**
- **Parents are immediately notified and subsequent action will proceed.**
- **Administration will determine if a criminal investigation is necessary or if the situation should be turned over to authorities to pusue the report as a delinquent act.**

All victims of bullying, harassment or intimidation are counseled and protected.

g) Repeated incidents of academic dishonesty (Appendix B).

h) Hazing:

(1) Definition: any conduct or method of initiation into any student organization or team, whether on public or private property, which endangers the physical or mental health of any student or another person. Such conduct includes whipping; beating; branding; head shaving; forced calisthenics, forced consumption of any food, beverage, drug or other substance; or any treatment or forced physical activity that is likely to adversely affect the physical and or mental health or safety of any student or other person.

(2) Where and when policy applies: This policy applies to behavior that occurs on or off school property and during and after school hours.

i) Violation of probationary status.

j) Accumulation of 24 demerits.

k) Any offense listed under paragraph 1 of this section, which the School determines warrants expulsion based on the facts and circumstances involved.

l) Misconduct or actions which are inconsistent with Roman Catholic values and morals.

m) Any offense dealing with substance abuse or drug use on campus or at a school sponsored event.

PLEASE NOTE: The administration of DeMatha Catholic High School reserves the right to search anything brought on school property including but not limited to the search of persons, electronic devices, lockers or cars, when and if there is reasonable cause to warrant such a search.

B **DISCIPLINARY ACTIONS**-- When a student or a group of students have committed any of the foregoing offenses or acted in a manner inconsistent with the intended spirit of these statements, the good behavior expected of a student, or Roman Catholic religious principles, values and morals, disciplinary action may be taken in the discretion of the Dean of Students' and Assistant Principal.

1. The Individual Teacher -- Individual teachers may deal with disciplinary problems without referral to the Dean of Students Office by assigning a task or giving an after school detention to a student or group of students.
2. If the Dean of Students Office is consulted, the disciplinary actions of demerit, Saturday detention, probation, suspension and expulsion are used.

a. Demerit: A demerit is given by faculty and staff members to students who violate a Procedure or Regulation or act in a manner that is inconsistent with the spirit of these statements or Roman Catholic religious principles, values and morals. In such a case, a demerit slip or notification is turned in to the Dean of Students' Office and the situation is noted on the student's disciplinary record. An accumulation of 6 demerits will result in a 3-hour Saturday Detention.

b. Work Detail: Students may be required to perform School service hours at the Dean's discretion. Students performing service hours may be required to wear appropriate clothing.

c. Detention: A student can be given a Saturday Detention or Work Detail not only as a result of accumulating 6 demerits but also in any other situation where it is determined that the student's behavior or conduct merits a Saturday Detention. A student who receives a Saturday Detention must report to school at 9:00 a.m. on the Saturday designated by the Dean of Students and will be released at 12:00 noon. He may only do work that relates to his classes unless otherwise instructed. The student will be obligated to pay $20 (cash, check or money order payable upon arrival at the Saturday detention) to the school to defray the costs of proctoring the detention. The detention fee may be increased for chronic offenders.

If a student is unable to serve a designated detention because of illness or some other serious reason, his parent/guardian must notify the Dean of Students prior to the closing of school on the Friday before the detention is to be served. Detentions cannot be postponed for athletic games, practices, or other co-curricular activities. If the illness or excuse was unknown prior to the closing of school on the Friday immediately preceding the date detention was to be served, when the student returns to school, he is to present a written excuse from his parents stating the reason for missing the detention. In such a case, the detention will be rescheduled for the following Saturday.

Please note: Under no circumstances can after-school work, etc. be substituted for a Saturday detention.

Failure to attend a Saturday detention without proper notification or excuse may result in a double fee, rescheduling of the detention, and/or suspension from school until a conference with the student, his parent(s) and the Dean of Students is held to discuss the missed detention and appropriate discipline.

Students who are assigned to detention are expected to be prompt.

d. Probation: Students who exhibit poor behavior may be placed on Probation 1 or Probation 2 status, depending on the nature and circumstances of the violation. Parents will be notified from the Dean of Students explaining the reason(s) for probation. If probation is violated, the student may be suspended or expelled without any further hearings or disciplinary conference.

   1. Probation 1: Students who engage in any misconduct listed in Section A and are placed on Disciplinary Probation 1 will remain on probation for a time determined by the Dean of Students. Probation can remain in effect for one full calendar year. Violation of Probation 1 will result in the student being placed on Probation 2 or possibly being suspended or expelled from school.
   2. Probation 2: Disciplinary Probation 2 is for more serious violations of school rules or violations of Probation 1 and remains in effect for the duration of his stay at DeMatha. Students violating this status are subject to expulsion from school without any further hearings or disciplinary conference.

e. Suspension: Students who engage in any misconduct listed in Section A or other serious misconduct or misconduct while on probation may be suspended. If suspended, a student is excluded from class attendance and school activities for a maximum of three days. During this time, it is mandatory that the student and his parents meet with the Dean of Students during school hours to discuss the problem. It is the responsibility of the student to make up any work missed during the suspension period. It is at the teacher's discretion to provide make- up work for the student on suspension. In addition, a suspended student may be required to serve three Saturday detentions upon his return to school.

   Students, at the discretion of the Dean of Students, may be given an in-school suspension for a maximum of three days. During this period the student is assigned to the in-school suspension room for the duration of the regular school day. Students may leave the room only for a normal lunch break, according to his daily schedule, as well as for necessary visits to the restroom. *Students may not attend school events or mandatory school activities except for liturgies or mass.* During the in-school suspension period students must complete each of the teacher-prepared assignments. Students receiving an in-school suspension will also be required to serve up to three Saturday detentions in addition to the in-school suspension.

f. Expulsion: A student may be expelled from school for serious misconduct; if he has manifested a persistent unwillingness to abide by the Procedures and Regulations; or if his conduct is determined by the School to be inconsistent with Roman Catholic principles, values and morals. The decision of whether to expel a student rests with the Principal or his designee.

g. Disciplinary Committee: The School's Disciplinary Committee will review any disciplinary cases where the punishment of expulsion is being considered. The Disciplinary Committee may also, in the Assistant Principal or Dean of Students' discretion, be called upon to review cases where expulsion is not being considered. The Disciplinary Committee is chaired by the Assistant Principal and Dean of Students and consists of at least five other members of the faculty or Administration. The Disciplinary Committee reviews the facts and circumstances of an infraction and recommends whether the student should be disciplined and, if so, what discipline the Committee believes the student should receive. The student will be given the opportunity to address the Disciplinary Committee in person. The student's parents or representative of the student or his parents will not be permitted to address the Disciplinary Committee. If a student violates school policy and regulations in such a manner that requires a hearing before the Disciplinary Committee, he may be placed on suspension pending hearing. If a student fails to appear for his Disciplinary Committee hearing, the Disciplinary Committee will proceed to review the case without the student's presence or input and the student waives any right to address the Disciplinary Committee.

   The authority to expel a student rests in the sole discretion of the Principal or his designee, who acts in consultation with and considers the recommendations and findings of the Disciplinary Committee, but is not obligated to accept or adopt these findings.

   If a student or his parents or guardians wish to appeal the decision of expulsion, the appeal must be made in writing. The appeal is addressed to the President of the school within five business days of receiving notice of the expulsion. The decision of the President is final.

h. Graduation Ceremonies: A senior may lose the privilege of participating in any of the end of the year activities (prom, Baccalaureate Liturgy, Commencement, etc.) due to a serious violation of school regulations.

II. RESPECT FOR THE RIGHTS AND PROPERTY OF OTHERS

In General: Basic to the full development of a Christian gentleman is the appreciation of and growth in virtue. The school administration, therefore, highly extols:

A. **COURTESY**

1. Students are expected to behave as Christian gentlemen at all times. Incidents of vulgar language, rowdiness, punching, running, whistling, shouting, disruptive behavior, discourtesy and lack of respect for fellow students, faculty and staff will not be tolerated.
2. For health and safety considerations, students are not permitted to smoke, chew, snuff or vape tobacco or marijuana. Students representing DeMatha as members of a school organization are prohibited from use of tobacco during any school function on or off school property. The administration may also proceed with disciplinary action up to and including dismissal from the school.

B. **RESPONSIBILITY**:

1. Students riding bicycles to school must park the bicycles in the area provided. The school is not responsible in the event scooters, bicycles or bicycle parts are stolen or damaged.
2. Good manners are the rule in the cafeteria. When finished with lunch, students should dispose of all paper, wrappings, bottles, cans etc. in proper receptacles and replace chairs. A student will be given cafeteria duty for a period of time by the proctor if he fails to maintain hygienic conditions in the cafeteria

   REPEATED OFFENSES MAY RESULT IN HIS BEING DENIED THE PRIVILEGE OF USING THE CAFETERIA.
3. Food and drink are prohibited in any area of the school buildings (Science labs, Technology labs, Media Center etc.) except in the cafeteria, mezzanine/Snack Bar area or in those areas specifically permitted by teachers and staff with permission from the Dean's Office. Faculty and staff may confiscate the food and drink and further disciplinary action may be taken for the violation of this regulation. Items purchased in the vending machines must be consumed outdoors or in the cafeteria. The school discourages students from going to area stores to purchase food after school has ended. However, if food and drinks are purchased from these stores they cannot be brought back into the buildings, including the cafeteria which will be closed for cleaning. The school does encourage students to use the DeMatha Snack Bar for after school food and drink. This is in large part a safety issue.
4. Students who steal food from the cafeteria; including adding food to their tray, touching food without authorization or touching food they are not going to buy, may be suspended from DeMatha and placed on Probation 2 and lose cafeteria privileges.
5. During fire and emergency drills students are to follow their instructors and quietly leave the building according to the exit plan displayed in the classroom.
6. A great deal of potentially dangerous and very expensive equipment is contained in the science laboratories. Students must take extra caution when scheduled for classes in these rooms. Students who engage in horseplay or are careless in any of the science classes or on science class field trips will be subject to severe disciplinary action. In addition, financial restitution must be made if any lab equipment is damaged as a result of horseplay.
7. A student may not place a phone call from his cell phone anytime other than in an administrative office or with permission from a faculty or staff member. Consequently, each teacher and teacher's classroom are subject to their specific rules with regards to using electronic devices. This rule is written in the teacher course policy sheet.
8. **For the current school year, the only device approved for student use during the academic day is the school-issued Chromebook**.

   Students are not allowed to have or use a "device" (cell phone, tablet, smartwatch, enhanced glasses or personal laptop) during the school hours of 8:10 a.m. and dismissal. Between these hours, students are expected to house their devices in their lockers.

   The penalty for misuse or unauthorized use of an electronic device is the following:

   1st Offense: Device is confiscated and put into the Dean's Office. The student will be assigned an after-school detention. For the next 10 business days the student will be required to bring his device to the Dean's Office at 8:10 a.m. The device is returned at the end of the day and the student is required to pay a $5 fine. Failure to pay the fine will result in the device being confiscated the next school day until the fine is paid. A "first offense' notification will be made in Veracross.

   2nd Offense: Device is confiscated and put into the Dean's Office. The student will be assigned a Saturday detention. The device is returned at the end of the day and the student is required to pay a $5 fine. Failure to pay the fine will result in the device being confiscated the next school day until the fine is paid. For the rest of the school year the student will be required to bring his device to the Dean's Office at 8:10 a.m. The device will be returned at the end of each day. A "second offense" notification will be made in Veracross.

   3rd Offense: There should not be a reason for a third offense. If one occurs that means the student either has not turned in his phone or has turned in a different phone while still using his own. This is a failure to comply with our rules and regulations. The student will receive a Saturday detention and a meeting with the parents and the Dean's Office will be required to discuss the repeated non-compliance and next steps.

   If a student refuses to hand over their device for confiscation it may result in more severe consequences such as in-school suspension (ISS), being sent home for the day, a student prohibited from participating in co-curricular activities, or other disciplinary measures deemed appropriate by the administration.

The device policy resets at the end of the school year.

A student may not wear earbuds, smartwatches, enhanced glasses or headphones between 8:10 a.m. and dismissal in a building on the DeMatha campus unless given permission.

At no time is a student permitted to remove the SIM or memory card from an electronic device that is confiscated. Saturday detention will be given for repeated misuse of any electronic device. If a student receives more than two offenses for repeated misuse of electronic devices, the school reserves the right to keep the device until the end of the quarter or semester and the student could face suspension or disciplinary review.

III. CODE OF CONDUCT FOR BUSES

Bus transportation is provided by DeMatha Catholic High School through contracts(s) with private vendor(s) or with DeMatha bus(s). Bus transportation is an extension of the DeMatha school day. The school Code of Conduct extends to all school bus transportation. Proper behavior begins at the point of entry on any bus and continues until departure.

Infractions of the School Code of Conduct and School Policy(s) will be reported to the school and will result in disciplinary action by the school. The bus drivers have a dual responsibility: 1) to operate the bus in a safe manner, and 2) to report infractions to the school. They are to be respected in the same way as school faculty. If a student is disciplined for any transportation infraction, the parents will be responsible for payment of all fees for transportation services. There will be no refund if a student is removed from participation in the transportation program.

IV. ATTENDANCE

As part of the Philosophy of Education at DeMatha Catholic High School, attendance is a critical component for academic achievement and success. Class days are noted on the school calendar and regular attendance is required. Students are expected to be in school and on time on all days when school is in session. Student attendance records become a part of the high school permanent record that is transmitted to other institutions or employers when a student leaves DeMatha. It behooves a student to make every effort to avoid absences from school and tardiness to class. Students who miss 8 classes for any subject before the end of the third quarter are required to have a conference with the teacher, his counselor and Dean's office. This conference is a space for the student to explain, in detail, the changes he will make to ensure more reliable attendance. Failure to live up to these changes may result in failure of the class or dismissal from the school.

Unless they are a result of a school sponsored activity, students who are absent in excess of 16 times for the year (or 8 times per semester) may automatically result in the student's loss of credit regardless of the grade received in the course. Students may appeal the loss of credit to the school administration in writing. Appeals will be addressed by the school administration on an individual basis. Health related factors will be addressed on an individual basis as well.

***PLEASE NOTE*: A student must make up any work missed during an absence whether excused or unexcused. Absence from a school day may exclude a student from participation in any co-curricular activity scheduled for that day or evening.**

A. EXCUSED ABSENCE AND LATENESS

An absence or tardy to school or class may be excused with a phone call, note or email sent to the Attendance Office (240-764-2230, attendance@dematha.org). This applies to illness, school related events, some weather conditions, death in the family, court appearance, or college visit. Juniors and seniors may take up to 5 excused absences per year to attend college visits, but must notify the attendance office in advance of the visit and must have a college official, tour guide, or coach sign off that the student was at the college visited. Traffic, even with notification, is not considered excused. Student absences due to sickness will be considered unexcused unless a doctor's note is provided.

Absence Procedure

1. A parent or guardian must call the school at 240-764-2230 before 11:00 a.m. on the morning of the absence.
2. A note must be submitted to the Attendance Office on the day of the return. The note must specify the date and cause of the absence and must bear the signature of a parent or guardian.

***PLEASE NOTE*: Absences for illness will still be reported as a day missed from school within the Veracross system (unexcused).**

Credit for Missed Work

Parents whose sons will be out of school for 3 or more days should call the Counseling Center and the Attendance Office concerning the work the student is missing. If a student will be absent for fewer than 3 days due to illness, the student should contact his subject teachers concerning the missing work. If a student is absent from a comprehensive examination for a reason which is approved by Administration and/or his teacher, then he must take the exam on the assigned make-up day.

B. EXCUSED DISMISSAL

An early dismissal or late arrival to school may be excused due to illness and medical/dental appointments. Medical and dental appointments should be made to the extent possible outside regular school hours. Regardless of excusal, students must obtain the express permission of the Attendance Office prior to leaving campus.

Illness

Students must report to the Attendance Office unless it is a life-threatening emergency. If the student's condition warrants his being released from school, parents with be called to obtain permission for release. If a parent cannot be reached, a decision on the release of the student will be made by the administration. If released, the student must call the school immediately upon his arrival home.

Training Room

A student is not permitted to go straight to the training room due to illness. Attendance Office staff will make the determination whether to send a student to the training room or send a student home. A student who fails to check in with the Attendance Office and misses a class as a result, will be considered truant. Students may not use the training room as an excuse to miss class time.

Early Dismissal

Planned dismissals require a written request from a parent or guardian or a faculty member specifying the purpose and length of any time of absence. Students who leave school prior to notifying the Attendance Office and receiving permission are considered truant.

1. Medical/Dental Appointments: A written request signed by the parent or guardian that includes the date and time of the appointment must be submitted to the Attendance Office.
2. Vacations: The school calendar provides ample number of holidays during the school year to insure leisure time activities. Consequently, the school will not grant permission to extend a vacation or to take a special vacation unless the circumstances are extraordinary. In those cases, parents must present a written request, but the school reserves the right to refuse to allow the leave and impose sanctions.

C. UNEXCUSED ABSENCE

Any absence not specifically excused in section A is automatically unexcused, including absence for sickness without a doctor's note, or any absence for which the Attendance Office does not receive prompt communication from the parent or guardian of the student.

D. LATENESS

1. Lateness to School

A student is considered late to school if he is not in his assigned classroom when the bell rings for his first class of the day. **To participate in any co-curricular activity a student must be in school and signed in prior to 10:30 a.m**. Any student with excessive tardies to school may not be able to participate in school field trips or other co-curricular activities.

2. Lateness to Class

A student in school is considered late to class if he is not in his assigned room when the bell rings marking the beginning of the period. Each teacher may define the academic consequence of the tardiness in his or her course expectations sheet. Lateness to class not only disrupts the class lesson for the day (lecture, quizzes, tests and labs), but directly impedes the academic progress of the student and is thus much more serious. Additionally, the teacher may take academic consequences that may include academic penalties that are at the discretion of the teacher. No makeup work, notes, quizzes or tests, may be given as a result of an unexcused lateness to class. Excessive tardiness to class may result in prohibiting students from participating in class field trips or other after school activities. Without proper excuse, disciplinary action will be assessed.

Students late to class more than 7 occasions will enter a progressive disciplinary sanction:

1st Offense: Student must report to Dean's Office upon notification in order to receive an after-school detention. (8 unexcused lateness to class).

2nd Offense: Student must report to Dean's Office upon notification in order to receive a work detail. (8 additional unexcused lateness to class – 16.)

3rd Offense: Student must serve a Saturday detention upon notification. (8 additional unexcused lateness to class - 24.)

Specific Strategies Used to Promote Attendance

A. Attendance is taken at the beginning of each school day during the first period of instruction.

B. Attendance is also taken by all teachers at the beginning of each scheduled class or study hall through the course of the day.

C. Attendance is taken by all teachers during class assemblies, school field trips and retreats etc.

D. Once a student arrives at school in the morning, he may not leave the campus until the school day is over without permission from the Attendance Office.

E. A student whose parent expects him to be in school and does not attend for any reason is considered truant (unexcused).

Student attendance and disciplinary sanctions to be used to discourage unexcused tardiness.

A. Students late to their first class of the day are tardy and must report to the Attendance Office or an Attendance Kiosk to check-in.

B. Students who are unexcused tardy more than 7 occasions for either class or school or who are absent for reasons that violate school rules will receive disciplinary punishment.

C. Students tardy more than 7 occasions will enter a progressive disciplinary sanction:

1st Offense: Student will receive an after-school detention on Tuesday or Thursday. The time of the detention is from 3:00 – 4:00 PM and the cost is $10. No electronics are permitted and the student must either do school work or sit quietly. NO SLEEPING. This begins after the 7 school-provided free tardies are used up. The next tardy (number 8) will result in this disciplinary action. The school offers 7 free cumulative tardies to school each semester. (8 unexcused tardies.)

2nd Offense: Student will receive an after-school detention on Tuesday or Thursday. The time of the detention is from 3:00 – 4:00 p.m. and the cost is $10. (4 additional unexcused tardies - 12)

3rd Offense: Student is given a Saturday detention the cost is $20 and a meeting is required between the parents and the Dean of Students' Office. (4 additional unexcused tardies – 16)

4th Offense: Student must serve a two day in school suspension, will be issued a Saturday detention, the cost is $20 and a meeting is required between the parents and the Dean of Students' Office (4 additional unexcused tardies – 20.)

Notification provided to the parent(s) when a student is absent. All tardies and absences are recorded on a student's transcript. Persistent tardies and lateness may result in a student not being invited back.

A. Parents are informed of their son's absence and tardiness on the report card and through the Veracross parent portal. For clarification of any student attendance record, please consult the Attendance Office.

B. Parents whose sons will be out of school for 3 or more days need to contact the guidance counselor and the Attendance Office.

C. If a student will be absent for fewer than 3 days due to illness, the student should contact a fellow student and/or the teacher directly.

D. If a student is absent for three or more days due to illness, the student must have a doctor's note detailing the situation.

Absence, Tardy and Early Dismissal as a result of Illness:

Illness is considered unexcused from school unless a doctor's note is provided. However, students who are out sick should be permitted to make up any work they missed due to illness, including quizzes, tests, and exams. Please see the late work policy on page 40 for more information.

V. USE OF SCHOOL FACILITIES: The school buildings, the classrooms, the facilities, the furniture, and the surrounding properties are valuables that should be treated with respect. Defacing or damaging any of the above will result in severe disciplinary measures.

A. Regulations: To insure the smooth operation of a school day, to avoid damage to school property and injury to a student, the following rules will be observed at all times:

1. Classrooms: Students must respect the materials in a classroom. Students are not to sit on window ledges, mark up tables or tamper with window blinds. Unless detained, or when permission is granted, and only under the supervision of or by a faculty member or the Attendance Office, students are expected to leave classrooms, computer labs, writing labs, and academic support at the end of a school day.

2. Gymnasium: Physical education classes, official team practices and supervised intramurals have first priority for gym use. At other times, students may use the gym when the school designates "open gym" time. Student use of the gym is never allowed unless there is adult supervision by a staff member.

PLEASE NOTE: Tennis or basketball shoes must be worn. Rubber-soled jogging shoes are not permitted on the gym floor.

3. Library: A schedule of library hours will be posted at the beginning of the school year. The library is to be used for research, reading and quiet study only. Students failing to abide by library regulations will lose the right to use the library.

4. School Offices: Students may go to the school offices such as the Main Office, Attendance Office, Counseling Center, Business Office and Athletic Office before and after school, or during free periods. During assigned class periods, written permission must be obtained from the classroom teacher.

5. Cafeteria: See Section II, Part B, numbers 3 and 4.

PLEASE NOTE: In order to prevent the disturbance of classes in session, students are not permitted to loiter or wander through the corridors or stairways during lunch or free period.

6. Locker Room: Students may use the locker room before and after physical education classes, official team practices, interscholastic games and supervised intramurals. Students playing on official school teams may use a lock on one locker during the season of the sport played. The lock is obtained from the Attendance Office at a nominal fee. The locker room or weight room is not to be used between classes or during homeroom and lunch periods without specific permission from the athletic department. Food and drink are prohibited in these areas at all times. Students may not be in locker room before or after school unless supervised by an adult.

7. Lockers: Students are permitted to use only one locker. Only school locks are to be used. All students are issued a school lock at the orientation program held for new students on the first day of school. Thereafter, school locks may be obtained in the Attendance Office for a nominal fee. A student uses this lock until he leaves school or graduates. New lockers are assigned each year. On the final class day prior to the second semester examinations, each student is to empty his locker completely, leaving it clean and unlocked.

   Lock combinations number should remain confidential, and students should insure that locks are properly fastened at all times. The school is not responsible for the items placed in a locker by the student.

   Valuable items should not be stored in locker overnight. Students should plan their school day so as to avoid the need to open lockers while classes are in session.

8. Off Limit Areas:

   The following areas are off limits to students:

   a. The area between the school and the apartments.
   b. The Antler Room entrance.
   c. The areas outside the South side doors of the auxiliary gym.

9. Before and After School Hours:

   a. Students who arrive to school prior to 7:30 a.m. must report to the cafeteria. The school opens at 7:15 a.m.
   b. Students waiting for transportation must report to the assigned after-school waiting room. Students may not leave school grounds after 3:15 p.m. and return for transportation.
   c. Students waiting for athletic practices must report to the assigned waiting areas.
   d. Students who need to be on school grounds after 3:15 p.m. must report to their assigned area (waiting room, activity, SAT prep class, etc.). Students may not loiter in the parking lot, hallways, classrooms or other areas of the school after 3:15 p.m.

VI. PERSONAL APPEARANCE: Each student is responsible for his appearance. The school reserves the right to determine if a student meets appropriate standards of dress and grooming. Thus, certain guidelines and limitations are established by the Administration:

A. THE SCHOOL UNIFORM:

The official school uniform consists of a single-breasted blazer (maroon for seniors and juniors; navy blue for sophomores and freshmen) with school emblem sewn on the left pocket, khaki dress trouser with "DM" logo on the pocket, appropriate dress belt, solid colored dress shirt, their student ID, tie, dress shoes and socks *above* the ankle (therefore ankle socks are not allowed). Dress pants are defined as pants that can hold a crease and are not of the "chino" style. Uniform pants may *not* be tailored to make skinny pants. No long-sleeved undershirts are to be worn under short-sleeved shirts. A DeMatha ID is a part of the school uniform and must be present at all times (Students use IDs for access to school buildings, printing, purchases, etc.).

Tattoos must be covered at all times by a solid-colored, long-sleeved button up shirt or long-sleeved "DM" polo only. Shirts that do not qualify include Hawaiian, flannel and shirts designed to be worn without a tie. Students may select from two styles of shoes carried by Potomac Clothing that can be ordered directly from the supplier/Potomac Clothing. Aerobic shoes, other athletic-type shoes, and work-style shoes are not considered dress shoes and, therefore, may not be worn. As well, shoes must not extend above the ankle. No boots are allowed. (It is expected that the uniform will be purchased from Potomac Clothing 1201 Taft Street Rockville, Maryland 20850, www.DeMathaUniforms.com. Uniforms purchased elsewhere which do not conform will not be allowed.

PLEASE NOTE: Apparel such as head bands, hats, caps, top coats, jackets, hoodies, denim shirts, corduroy pants, etc. are not part of the school uniform and may not be worn during school hours. If it is necessary because of extremely cold weather a student may wear a DeMatha sweater under his blazer.

Earrings, Band-Aids, rubber-bands and other ornamental accessories are not consistent with the school dress code and may not be worn. Students will be asked to remove the earring or be sent home. Furthermore, nail polish and visible tattoos are not allowed. Likewise, non-school sponsored buttons, and non-religious badges or buttons are not permitted to be worn. Students shall not write or draw on any parts of their uniform nor shall they alter their uniform in any way (writing on it, breaking down the backs of shoes, ripping pants or blazers, removing shoe strings, etc.).

The school uniform is worn at all times during school hours, whether a student is done for the day or not, with the following exception: tag days. On tag days, students are restricted from wearing sandals/flip-flops, headwear, pajamas or clothing with inappropriate messages. Earrings, shorts and sweats are permissible. On the later occasion students may wear only a DeMatha sweater in place of the DeMatha blazer if it is being cleaned and with a receipt and permission from the Dean of Students. Senior privileges include striped and nonsolid colored dress shirts after the Christmas break or after negotiation with administration. At NO time can a student wear a jacket or hoodie during the school day throughout the school year. If a student is found to continuously wear inappropriate outerwear with his uniform, he may have his outerwear confiscated and returned at the end of the school day. When this violation is continuous the student may receive a Saturday Detention. Blazers must be worn at all times except during science labs, band rehearsals and practical art classes. Blazers may be removed during lunch periods while students are in the cafeteria. Students not wearing blazers at appropriate times will be considered out of uniform.

PLEASE NOTE: A student who cannot comply with the uniform regulation may not attend classes and must go home. If a student reports to school out of uniform, and will not rectify it, he is required to call home and have his parent or guardian bring his uniform to school. This will result in a Saturday detention being issued. In some instances a student may have the option to rent the uniform item for a small fee.

During the fall of each school year the Dean of Students Office will announce the date for changes from warm weather uniform to full uniform and in the spring they will announce the date for changes from the full uniform to the warm weather uniform. The warm weather uniform consists of DeMatha khaki trousers, belt, solid colored dress shirt (with full collar and buttons down the front) or a DeMatha issued golf shirt, dress shoes and socks. Ties and blazers are optional. Students may only wear DeMatha uniformed approved polos including the long sleeve DeMatha polo sold in the Stag Store. Polos designating a sport, music or other program are not official uniform polos and should not be worn in place of them. Officers of the three main groups (SGA, NHS, BSU) may wear their polo so that students are aware of who their school leaders are. If a student feels that he needs additional layers, during the warm weather dress, then he may wear the DeMatha sweater over top (sold by Potomac Clothing). The only time a student may wear the DeMatha navy blue ¼ zip as a uniform item is during the warm weather dress time frame. The DeMatha navy blue ¼ zip may not be worn in place of the DeMatha blazer at any time.

Warm weather polos are purchased in the Stag Store and can be either Under Armor or other brands sold at the store. However, the only colors that can be used for uniform compliance are shades of red, white or blue. No other color polos will be permitted to be worn as a school uniform. The other colors can be purchased for private wear outside of school use.

Students must be in the appropriate uniform from 8:15 a.m. until 2:55 p.m. This includes upperclassmen who may have a free block towards the end of the day. If they are on campus during the school day hours of 8:15 a.m. to 2:55 p.m. they must be in uniform

B. GROOMING. The haircut/hairstyle and overall appearance of the student is expected to complement the school uniform and promote the school's traditional approach to secondary education. If a student arrives to school with an inappropriate hairstyle or facial hair, he will not be allowed to attend class until the appropriate changes are made.

Hair Style:

- Unacceptable hairstyles include dyed hair, Mohawk or Mohawk styles, lines or designs, extensions, hairbands, beads, clips, decorations, or hair ties (that are not black).
- Locs, braids and cornrows must be well kept, neatly groomed, attached to the scalp and may not have loose ends. Hair styles may not be individually wrapped which causes them to stand up by themselves.
- Hair may not extend below the eyes and may not be more than 2 inches below the collar line, unless it is braided and meets the braid standard.

Facial Hair:

- No facial hair permitted except neatly groomed mustaches.
- Side burns must be flat and neatly trimmed and may not extend below the ear lobe.

Consequences:

- Student with an illegal hairstyle or facial hair will be asked to fix it immediately which may include being sent home until it has been fixed in accordance with school policy.
- Students asked to shave at least three times will receive detention.
- Repeated grooming violations could result in suspensions or eventual dismissal from school. Refusal to comply with the DeMatha grooming policy will result in an immediate Suspension from school.
- The Dean of Students and Administration will make the final decision regarding grooming.

VII. STUDENT VEHICLE AND PARKING LOT REGULATIONS:

Students wishing to use the school parking lots must obtain a parking permit from the Dean's Office for a fee. If space is available and a permit is granted, *the parking permit is to be displayed on the rear-view mirror.* Seniors will use the lot on 43rd Avenue and may go to their cars during the school day. Seniors may *not* sit in their cars during the school day. Juniors will use the Nusca parking lot on Madison Street and may ***not*** go to their cars during the school day. In addition, the following rules must be observed:

A. All motor vehicles will be assigned a designated parking space that must be respected by the individual drivers. Violations will result in the students' loss of parking lot privileges.

B. For safety reasons and traffic flow, we suggest students be dropped off 1) in the "drop off zone" located on Madison Street in front of the Convocation Center, 2) in the two parking lots closest to Route 1 or 3) in the back-parking lot off 43rd Avenue. The back-parking lot lanes are one way, south to north. Enter the lot at the Antler Room end and leave the lot at the McCarthy Center end. Parking/waiting of any kind in the front circle or in any of the visitor parking spaces is prohibited. Students should not be dropped off in the faculty parking lot. Pedestrians always have the right of way on campus.

C. Parking spaces are reserved for those students who have received parking permits. Students who park on the lot illegally will receive a Saturday detention and may be towed per Parking Permit Application and Contract (see Appendix H). Students who continuously park illegally will face further disciplinary action. Likewise, those students who have permits will be disciplined for:

1. Improperly displayed permits.
2. Parking in a space other than the space assigned.
3. Using two parking spaces.
4. Litter in their parking space.
5. Cars illegally parked may be booted until a $20 fine is paid. Drivers of such cars will subsequently be banned from the lot.

D. Students are to observe all traffic rules; namely

1. No parking along fire lane (yellow curb)
2. Speed Limit: 5 mph.
3. Speeding away from the parking lot, and/or the screeching of wheels is a *serious* violation of school policy.

   1st Offense the school will prohibit the student from use of the parking lot for two weeks.

   2nd Offense the school will prohibit the student from use of the parking lot for a month.

   3rd Offense will result in loss of the parking permit.

   In addition, parents will be notified and strongly urged to prohibit the student's use of the car for the corresponding periods of time.
4. Parking areas in front of the school are strictly off limits to student parking. Cars illegally parked on any of the school lots will be ticketed, fined and face possible towing at the owner's expense.

E. When not occupied, cars should be locked.

F. The driver *is* responsible for litter around his car.

1st Offense the student will receive a demerit.

2nd Offense the school will prohibit the student from use of the parking lot for two weeks.

3rd Offense the school will prohibit the student from use of the parking lot for a month.

4th Offense will result in loss of the parking permit.

G. Once a vehicle has been parked in the lot neither the driver nor any other student is allowed to drive away from that space until the driver is ready to leave for home. Students may not leave campus and return during the school day without permission.

H. Loud playing of audio devices will result in the loss of the student's parking permit.

I. Smoking or vaping in a car, whether by the driver or others occupying the car at the time, will subject *all* students in the car to the regular school punishment for smoking and can result in the loss of the parking permit.

J. Students are not allowed to play any type of ball game or to use skateboards on the main school parking lot during school hours. Water balloons and squirt guns are not allowed on campus.

K. Students who cannot obtain parking permits and must park on area streets are not allowed to go to and from their cars during the school day without permission.

L. Juniors may not go to their car during the day without permission.

PLEASE NOTE: The school reserves the right to inspect a student's car when parked on DeMatha property.

VIII. GRADUATION DRESS REQUIREMENTS

Dress and grooming requirements for students on graduation day: Academic gown, cap with tassel. Required dress under gown is dress shirt with regular collar, tie (no bow ties), dress trousers, dress shoes, socks and no coat. Regular grooming required for school attendance is mandatory; clean shaven, proper hairstyle (dyed hair, designs, etc. are not allowed), no earrings. No gum chewing. No cell phone or electronic use. Students who fail to meet these standards may not be allowed to participate in the ceremony and/or will be assessed additional work detail hours for each offense and may not pick up his diploma until completed.

IX. BEHAVIOR AT ATHLETIC EVENTS FOR ALL SPECTATORS

(Students, families, alumni and boosters.) In order to help assist in our safety of our students at school related functions, DeMatha reserves the right to administer an alcohol test to any student suspected of drinking prior to or during any DeMatha- related function. A student who is suspected of alcohol use or observed to act in a manner that resembles that of a student who is intoxicated or who smells from alcohol will be removed from the DeMatha event. At this time an attempt will be made to notify a parent that we are administering a Breathalyzer test to determine whether or not the student has been drinking. If a parent cannot be reached DeMatha will administer the alcohol breath test and hold the student, if necessary, until he can be picked up.

A. A SPECTATOR SHOULD:

1. Remember that his conduct reflects the good name of his school.
2. Be sportsmanlike at all times.
3. Control his temper.
4. Without comment, accept the decisions of the officials.
5. Treat officials, and an opposing school's players, coaches, cheerleaders and fans with respect, consideration and courtesy at the scene of the game or elsewhere; and at home games make them all welcome.
6. In victory, be gracious to the losers; in defeat, sportsmanlike.
7. Recognize and be willing to applaud the achievements and competitive spirit of opposing teams and players.

B. A SPECTATOR SHOULD NOT:

1. Use profane language or indecent gestures toward officials or opposing players, coaches, cheerleaders or fans.
2. Boo or ridicule anyone at any time
3. Enter the playing field or court during the contest.
4. Damage, deface, or litter the property of an opposing school while attending a game.
5. Bring noisemakers of any kind to a basketball game.
6. Display posters or signs that are offensive to others.
7. Possess, use or be under the influence of any drug or alcoholic beverage at any athletic event in which DeMatha participates.

ANY VIOLATION OF THE PRECEDING BEHAVIOR CODE WILL RESULT IN REMOVAL FROM THE EVENT AND DISCIPLINARY ACTION BY THE SCHOOL.

Because of our common values, our shared religious heritage, and our educational missions, the Catholic schools of the Greater Washington, Baltimore, D.C. metropolitan areas have agreed that any negative behavior at any school venue or event shall be reported to the student's home school where he or she will be accountable as if the behavior took place at the student's home school.



APPENDICES

APPENDIX A

DRUG AND ALCOHOL ABUSE

In keeping with the recommendation of the Board of Education of the Archdiocese of Washington that each school in the Archdiocese have and publish a policy statement concerning alcohol or other drug abuse, DeMatha Catholic High School hereby publishes the following statement of policy:

1. Recognizing the responsibility of the school toward both the individual student and the school community as a whole, two goals are seen as important with regard to any action taken in response to an incident involving the use of alcohol or other drugs.
   a) The counseling and rehabilitation of the individual involved.
   b) The protection of all students in the school.
2. Effective solutions to the substance problem must include all those charged with the care of the DeMatha community: the school administration, counselors, teachers, parents, students and when appropriate, law enforcement officials.
3. Students who wish to discuss a substance abuse problem are encouraged to speak with a counselor at any time. Such discussions are held strictly confidential unless otherwise indicated by law.
4. When evidence indicates that a student is in possession of or under the influence of alcohol or other drugs on the school property or at a school function on or off school property, the school must impose sanctions against the student. In addition, when it is known among the students and faculty that a student is a continual user of controlled substances outside the school environment, sanctions may have to be imposed. Depending on the circumstances, these may include notification of parents and civil authorities, required referral to an agency outside the school, suspension, expulsion or any other sanction deemed necessary by the school administration.
5. When evidence indicates that a student is involved in the sale or any other form of distribution of drugs or alcohol that student is subject to immediate expulsion. The school is responsible for notifying civil authorities in cases of drug distribution
6. DeMatha has the right to use K-9 Drug, Alcohol, Tobacco and Firearms dogs to search any student's bag, luggage, vehicle, locker or property. Students going on field trips should expect to have luggage checked.



APPENDIX B

SCHOOL REGULATIONS WITH RESPECT TO ACADEMIC DISHONESTY

A. SCHOOL POLICY

Academic dishonesty is a serious offense. It destroys the quality of scholarship in the school; it deprives each and every student of a just return on honest academic effort, and it damages the student's integrity and character.

In order to impress upon all students, the seriousness of academic dishonesty, the following penalties may be imposed when a student is found to have committed an act of academic dishonesty.

1st Offense:

a) The student will receive an F (zero) grade for the assignment on which the act occurred.

b) The incident will be reported to the Dean of Students' Office for official recording on the student's disciplinary record.

c) Parents will be notified of the incident.

d) The student will receive a Saturday detention.

2nd Offense: (occurring in <u>any</u> subject)

a) Failing grade for the semester in the course in which the second offense of academic dishonesty has occurred.

b) The student is suspended from school.

c) The student is placed on probation; parents are notified.

d) The incident is recorded on the student's record in the Dean of Students' Office.

3rd Offense: (occurring in <u>any</u> subject)

a) The student may be expelled from school.

b) A failing grade is received for the course in which the academic dishonesty took place.

The above penalties are to be assigned for any incident of academic dishonesty in any subject taken. A student's record of academic dishonesty will last for two calendar years or until the student leaves the school, if this should occur first.

B. PROCEDURES TO BE FOLLOWED IN ANY CASE OF ACADEMIC DISHONESTY

When a faculty member detects an incident of academic dishonesty, the incident is to be reported to the Dean of Student's Office.

1. The incident is to be recorded, and the student will be asked to read and to either agree or disagree with the description of the incident.
2. If a student disagrees with the description, a hearing will be held with the student, the teacher, the Dean of Students, and the department chair. At the request of the student, his counselor may attend the hearing, but will not take part in the rendering of any decision. The decision will be rendered by the Dean of Students. A student may appeal the decision, in which case the incident will be reviewed by the Assistant Principal and members of the Department Chairs Committee who were not in any way involved with the previous hearing. The decision made by the hearing committee will be final.

Note: Any student found guilty of Academic Dishonesty during the school year may not be eligible for participation in the Academic Awards Night.

C. EXAMPLES OF ACADEMIC DISHONESTY:

1. Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.
2. Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
3. Intentionally or knowingly representing the words of ideas of another as one's own in any academic exercise
4. The altering of any previously returned graded academic work in order to obtain higher grade.
5. Submitting previously returned academic work (the student's or classmates) as new work in another subject.
6. The submitting of academic work done by another person or by an artificial intelligence model as one's own work.
7. Plagiarism: presenting any work or part thereof that is not your own, as your own. This includes the academic work of other students.
8. Movement of the head or eyes during a test when forewarned by the teacher or faculty not to do so.
9. The copying of homework, lab reports or other exercises, even if not graded assignments.
10. Giving or receiving test or quiz information between classes.

APPENDIX C

PARENT PERMISSION FORM FOR FIELD TRIPS AND RELEASE OF LIABILITY (SAMPLE)

Dear Parent and Legal Guardian:

Your son is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school building. **A FIELD TRIP INFORMATION SHEET** describing the activity and the arrangements is attached. I, and my son, knowingly appreciate and voluntarily undertake and assume the risks of the activity.

If you are requesting that your son participate in this activity, please complete, sign, and return the following statement of permission and release of liability. As parent or legal guardian, you remain fully responsible for any legal responsibility that may result from actions taken by the named student. Further, the student remains subject to all school rules and regulations during activities that take place away from school.

I hereby give permission for my son, _____, to participate in the activity described on the attached information sheet and I acknowledge receipt of the information sheet.

In consideration of the opportunity for my son to participate in this activity, **I HEREBY RELEASE** DeMatha Catholic High School, the Order of the Most Holy Trinity and of the Captives, and their respective directors, officers, employees and agents from any and all liability, claims, demands, actions and causes of action arising out of or related to any loss, damage or injury that may be sustained by my son.

_____ _____

(Print Parent's/Guardian's Name) (Date)

Please return this form to _____

By: _____ _____

(Parent's/Guardian's Signature)

APPENDIX C
CONTINUED

DEMATHA CATHOLIC HIGH SCHOOL
FIELD TRIP INFORMATION SHEET
(SAMPLE)

Description & Purpose of Activity: _____

_____

_____

Destination: _____

_____

Designated School Moderator of Activity: _____

Chaperone(s): _____

_____

Date, Place & Time of Departure: _____

Date, Place & Anticipated Time of Return: _____

Method of Transportation: _____

Student Cost:_____

Meals: _____

Clothing/Dress Code: _____

Other Information: _____

APPENDIX D

STATEMENT CONCERNING THE REPORTING OF CHILD ABUSE AND NEGLECT

What Must Be Reported?

Any instance of known or suspected child abuse must be reported to the civil authorities and to the authorities within the Archdiocese of Washington.

Who Must Make a Report?

Any person who has reason to believe that a child has been abused under any circumstances is required by law to make a report to Civil Authorities. The individual making a report of such instance(s) need not furnish proof or make an investigation or otherwise determine that the alleged abuse actually occurred. Investigation is a function of the law enforcement authorities and any attempt by the individual making the report to probe into specific facts and circumstances may serve to hinder or interfere with a proper investigation.

The State of Maryland, the District of Columbia and the State of Virginia grant legal immunity from civil or criminal liability to any person, institution or hospital making a report in good faith and/or participating in judicial proceedings or investigations concerning such reports. Reports are received in confidence by the authorities.

For purposes of clarity the following definitions of sexual abuse, child abuse, and child neglect are provided:

Sexual Abuse: Any act which involves sexual molestation or sexual exploitation of a child by a parent or any other person who has permanent or temporary care or custody or responsibility for supervision of a child, whether physical injuries are sustained or not. Sexual abuse includes acts of incest, rape or sexual offense in any degree, sodomy and unnatural or perverted sexual practices, lewd or indecent acts or proposals, permitting or encouraging a child to participate in acts of prostitution or pornography.

Physical Abuse: Sustaining of a physical injury by a child as a result of cruel or inhumane treatment or as a result of a malicious act under circumstances that indicate a child's health or welfare is harmed or threatened thereby.

Child Neglect: Abandonment of a child by a parent, custodian or guardian; lack of care or control in respect to subsistence, education or physical or emotional health (excluding instances of financial inability to so provide); refusal or inability to discharge parental or custodial obligations and expression of intention by a parent, guardian, custodian or institution to discontinue care.

If you suspect that abuse has occurred or have any questions about reporting child abuse, immediately notify any of the following: President, Principal, Assistant Principal, Director of Guidance or Dean of Students.



APPENDIX E

STUDENT TECHNOLOGY POLICY

DeMatha Catholic High School uses technology to enhance student learning through collaboration and diverse learning opportunities. The school leverages platforms such as Google Education and Veracross for communication and classroom management. Parents and students should be fully aware of these policies.

Acceptable Use Policy

The use of technology, whether owned by DeMatha or the student, involves responsibility. Use of the school networks is a privilege, not a right. Failure to comply with school policy may result in temporary or permanent loss of access and possible disciplinary or legal action. Students will be held accountable for all activities that occur with their account and/or personal devices.

The following expectations apply for all technology at DeMatha:

- Students will not access or post inappropriate materials including, but not limited to sites containing sexual content, obscene content, threatening material, profanity, illegal activities, hacking/proxy avoidance systems, commercial activities, or virus/spyware content.
- Students will not attempt to circumvent content filtering or deliberately attempt to access resources to which the user is not authorized. Students additionally may not install or alter any system hardware or software on DeMatha-owned equipment without direct supervision from the technology department staff. Reading or modifying other student files in any way is not permitted. DeMatha, at its sole discretion, applies filtering policies to all Internet connections.
- Only files for DeMatha coursework may be saved to a student's Google Drive. Any file loss due to saving to 'My Documents' (local disk) will not be recoverable.
- Recording of audio, images, or video for any reason without express permission from both a staff member and the individuals being recorded is prohibited.
- Students should save their work to Google Drive and may access printers in various public locations.
- The school reserves the right to monitor, review, and restrict the use of any device at any time, for any lawful reason, consistent with the policies of the Student Handbook and applicable law.
- Failures of DeMatha-owned equipment should be reported immediately to a staff member.

Resources

School resources include, but are not limited to laptops, desktops, mobile devices, Internet access, cloud storage, e-mail, projectors, printers, and all of the supporting infrastructure. Use of Google Apps is governed by this policy, in addition to Google policies. New students are issued a Student ID card, user accounts for all essential platforms, USB security key for secure account management, and a school-issued Chromebook.

Student ID and ID Cards: The Veracross Person ID is unique for each student. This number is also referred to as the Student ID and is referenced on various reports. ID cards are used for attendance, building access, cafeteria payments, student identification, and printing. For the purpose of cafeteria payments, a separate ID number is sent by email to new enrollees in early August. Students may not share ID cards and are expected to bring their Student ID to school every day and must present their ID upon request by any faculty or staff member. For student safety, ID cards must be visible at all times. Replacement cards are available for a fee of $10 in the Technology Center.

DeMatha User Accounts: All students are issued a student account that is used for accessing digital resources while enrolled at DeMatha. Students enrolling after the first day of classes will receive their credentials through their guidance counselor. Upon graduation or voluntary withdrawal, students will be provided no more than 30 days to obtain all of their data before all account access is removed. Personal email accounts are not allowed for school communication. Students may not share accounts or devices for any reason.

In general, usernames contain the student's legal first name, followed by a period(.), then the student's last name, and finally the two-digit year of graduation. When logging into Veracross or Google, students MUST include their full email address. For example, John Smith Class of 2029 has a username of john.smith29@student.dematha.org. Account sharing is prohibited and passwords must be at least 15 characters and difficult to guess.

Multi-factor Authentication and Security Keys: MFA is enforced for all student accounts. DeMatha has selected Okta as the service provider. This feature requires an additional level of proof of account ownership during any login procedure. All new students will receive a school-issued USB key and a 4-digit PIN. Students are expected to bring their key to school every day. Additional or replacement keys may be purchased for a fee of $20 in the Technology Center. While additional methods of verification such as Okta Verify are available, only USB keys will be permitted during the school day.

Social Media Policy and Bullying

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to social networks, social/texting apps, blogs, forums and wikis. Examples include Instagram, TikTok, Facebook, WhatsApp, Reddit, X (formerly Twitter), and Snapchat. The school maintains the right to prevent the use of any social media platform. DeMatha Catholic High School promotes the responsible use of social media for the purpose of building relationships, offering support, creative learning, and motivating others toward the good. When used for academic purposes, such as for a school assignment, treat any platform as an extension to the classroom.

A DeMatha student is responsible for his actions, in person and Online. You represent the school 24/7. Student 'posts' are difficult to take-back and can have major impacts on future endeavors. Your teachers and future employers can view posts. Once you have posted information on the Internet, you have relinquished any claim to privacy. Students are encouraged to be cautious in posting too much information about their physical location.

All forms of bullying are taken seriously. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Liking or re-tweeting derogatory or malicious content will be treated the same as originally posting the content. These behaviors are not acceptable and will be referred to the Dean of Students.

Students may not use the DeMatha Catholic High School name, logo or likeness without the express written permission of the President.

Chromebook and Device Policy

As part of our ongoing commitment to fostering the best possible learning environment for our students, DeMatha has adopted a school-issued Chromebook-only policy for student technology use during the academic day. By prohibiting use of cell devices, tablets, and personal laptops during the school day, we aim to reduce digital distractions and ensure consistent access to DeMatha's learning platforms and tools through the school-issued Chromebooks. Penalties for misuse are detailed under Student Procedures and Regulations – Responsibility – 8. Cell Phone and Electronics Policy.

The only device approved for student use during the academic day is the school-issued Chromebook.

Chromebook Distribution and Replacement

DeMatha students are issued a Chromebook by the school for their personal academic use. The Chromebook will be managed by DeMatha for the student's entire career at the school, so long as the student remains in good standing. After graduating, the student can keep the Chromebook and the school will remove its management settings.

If a Chromebook is lost, stolen, or damaged beyond use (even if the damage was not caused by the student), the student is responsible for purchasing a replacement device. DeMatha does not provide insurance or repair services. DeMatha may, at its discretion, offer to repair devices for a nominal fee. If the school determines that a device cannot be repaired it must be replaced. The replacement fee is $300.

While awaiting replacement, DeMatha can provide a loaner Chromebook for up to two weeks at no charge. This loaner device must remain on campus at all times and will be locked at 3pm daily. Students who need to borrow a Chromebook beyond the two-week period may do so for a fee of $75, but the extended-loan device must be returned at the end of the school year.

Students Transferring Out of DeMatha

If a student transfers out of DeMatha, he has two options regarding his school-issued Chromebook: he may either return the device or purchase it. Students who choose to return the Chromebook must return the device, charger, and protective sleeve by the final day of exams.

Students who wish to keep their Chromebook must pay the prorated cost based on their time enrolled at DeMatha:

- After freshman year: $225
- After sophomore year: $150
- After junior year: $75

Students who do not return the Chromebook and accessories or pay the appropriate fee will be considered not in good standing, in accordance with other school policies regarding unreturned materials such as textbooks, instruments, or athletic equipment.

Students Transferring Into DeMatha

Students who transfer into DeMatha will be issued a school-managed Chromebook for academic use. By default, transfer students will receive a refurbished or reclaimed Chromebook at no cost. However, they may choose to upgrade to a new Chromebook by paying a prorated fee based on their entry year:

- Sophomore transfers: $225
- Junior transfers: $150
- Senior transfers: $75

All devices, whether new or refurbished, are managed by DeMatha and subject to the same policies and expectations as those issued to other students.

Summer Use and Re-Enrollment, and Graduation

At the end of the school year, Chromebooks belonging to students who have not re-enrolled for the following academic year will be remotely locked after the final exam period. Students who complete re-enrollment will retain full access to their Chromebook over the summer, although and may use it as their personal device during that time. Upon graduation devices will be erased, removed from management by the school, and students may use the device as a personal device.

APPENDIX F

DEMATHA CATHOLIC HIGH SCHOOL
(SAMPLE - PARKING PERMIT)

Complete and sign all the information below. The cost for parking is $100.

RULES AND REGULATIONS:

1. **You** are responsible for your parking space and any trash that is in it at all times. This includes the end of the school day.
2. You must park in *your* assigned spot *only*, with your parking permit properly displayed from your rearview mirror. If you lose your permit you must get a temporary parking tag from the Dean of Students.
3. Front-End Parking only.
4. You may *not* move or change your spot without notifying the Dean of Students.
5. Large gatherings or hanging out with loud music are *not* permitted at any time.
6. Misuse of your vehicle horn or alarm will result in a Detention and possible loss of your parking spot.
7. Underclassmen are not permitted in the parking lot.
8. No ball playing (simulated ball playing, tape balls or anything that resembles ball playing), including 4 square, hacky sack, Frisbees, throwing footballs, or any type of ball, or any type of disruptive behavior is permitted. This will result in loss of your item, which will get donated to a charitable organization.
9. Speeding, spinning of tires or any improper use of a motor vehicle results in an automatic loss of parking privileges and detentions will be issued.
10. Once the school day starts no student may cross over 40th Avenue to go to their car without the permission of a faculty or staff member.

Failure to abide by these rules or rules outlined in the Student Handbook will result in loss of parking privileges, towing of your vehicle (at your expense), detention or possible expulsion.

FILL OUT COMPLETELY

Student Name: _____

Student Grade for School Year 2026-2027: _____

Home Phone: _____

Parent Work Number: _____

Parent Name: _____

Vehicle Make: _____

Year: _____

Model: _____

Color: _____

License Plate #: _____

Circle One: MD/ VA/ DC/ Other

I understand and agree to abide by these regulations as well as all the regulations outlined in the Student Handbook. Additionally, as parent, I support the school rules and regulations and understand the policies pertaining to parking at DeMatha Catholic High School.

Student Signature: _____

Parent Signature: _____

Space Assigned: _____

Payment Date: _____

APPENDIX G

AI POLICY

Current language shared with teachers to include in course policy documents

Unless otherwise specified by your teacher, it is a violation of DeMatha's Academic Integrity Policy to use generative AI to create all or part of an assignment, or to revise an assignment, and submit it as your own. If you have any doubt about whether a specific use of generative AI is permitted, you are responsible for discussing it with your teacher prior to using it.

Generative AI Policy for Student Handbook

Assignments are intended to demonstrate a student's own understanding, thinking, and communication choices. Unauthorized use of generative AI undermines this purpose and constitutes a violation of the Academic Integrity Policy. Unless otherwise specified by the teacher, students may not use generative AI to create, revise, rewrite, or contribute to work that is submitted for academic credit.

Generative AI includes tools such as ChatGPT, Claude, Gemini, Copilot, PhotoMath and similar systems that generate text, images, code, audio, mathematical solutions, or other content in response to prompts.

Teachers may authorize specific uses of generative AI for activities such as research support, brainstorming, tutoring, feedback, or other instructional purposes. Students are responsible for understanding and following the expectations established for each assignment and accurately disclosing any use of generative AI when permitted by their teacher. Students may not misrepresent AI-generated content as their own work. If there is any uncertainty about whether a particular use is permitted, students must consult their teacher before using the technology.



APPENDIX H

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

DeMatha Catholic High School ("DeMatha" or the "School") complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and the related procedures of DeMatha are as follows:

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to the Administrative Assistant to the Principal, a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the Administrative Assistant to the Principal, and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.
- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
  - To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.
  - To other schools to which a student is transferring.
  - In connection with financial aid under certain circumstances.
  - To specified officials for audit or evaluation purposes.
  - To organizations conducting certain studies for or on behalf of the school.
  - To accrediting organizations.
  - In order to comply with a judicial order or lawfully issued subpoena.
  - To appropriate officials in cases of health and safety emergencies.

  The School also may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

  The School has designated the following as directory information [*Note: DeMatha may delete items from this list or add items that would not be considered harmful or an invasion of privacy if disclosed*.]:

  - Student's name
  - Participation in officially recognized activities and sports
  - Address
  - Telephone listing
  - Weight and height of members of athletic teams
  - Electronic mail address
  - Photograph
  - Honors and awards received
  - Date and place of birth
  - Dates of attendance
  - Grade level

Parents who do not want the School to disclose the above directory information without their prior written consent must notify the Administrative Assistant to the Principal in writing by August 15, 2026.

- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by DeMatha to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

APPENDIX I

(STUDENT-ATHLETE NAME, IMAGE OR LIKENESS) NIL POLICY

This Policy sets forth the provisions that apply if a DeMatha student-athlete or prospective student-athlete (collectively sometimes referred to as "Student-Athlete") chooses to receive compensation for use of their NIL. Because of the changing regulatory landscape, DeMatha may need to amend, replace, or rescind this Policy if, for example, federal, state, conference, or other authorities adopt new or amended policies, requirements, or laws. DeMatha's Department of Athletics may publish additional materials to further clarify or implement this Policy.

NIL Defined

NIL activity is any activity in which a Student-Athlete's name, image, or likeness is used for promotional or commercial purposes. Such use may be compensated (e.g., cash, product, or other benefit).

Guidelines

The following provisions apply to DeMatha Student-Athletes who choose to use their NIL to earn compensation:

- Student-Athletes must comply with all applicable state and federal laws and regulations as well as all applicable policies or requirements of the WCAC, other applicable athletics association or governing body, and DeMatha.
- NIL compensation may not be related to pay-for-play, impermissible offers and inducements or extra benefits, including but not limited to:
- NIL agreements provided without quid pro quo (e.g., cannot be payments for work not performed);
- NIL payments provided or offered contingent on initial or continued enrollment at DeMatha;
- NIL payments contingent on specific athletic performance or achievement (e.g., financial incentives based on points scored). Athletic performance may enhance a Student-Athlete's NIL value but may not be "consideration" for NIL compensation.
- A Student-Athlete may not engage in any NIL activity in a manner that conflicts with a term of any DeMatha contract (for example, engaging in NIL activities for a competitor of any existing DeMatha sponsorship arrangement) or DeMatha's Student Handbook.
- A Student-Athlete may not use their NIL to promote casinos or gambling, including sports betting and the lottery; alcohol products; tobacco, nicotine, and electronic smoking products and devices; cannabis, cannabinoids, cannabidiol, or other derivatives; drug paraphernalia; controlled dangerous substances; prescription pharmaceuticals; adult entertainment, services, and products; video games, on-line games, and mobile devices; weapons, including firearms and ammunition; substances banned by the NCAA; or products or services that are illegal or that are contrary to the religious or academic mission of DeMatha.
- A Student-Athlete may not engage in any NIL activities on DeMatha property or during any school, athletics department, or school or team related activity (e.g., practice, competition, team meals, or any other activity organized by the athletics department or team).
- A Student-Athlete may not use or make reference to the name, symbols, logos, trademarks, facilities, and/or images associated with DeMatha or the WCAC, including not appearing in any athletic uniforms or gear (both game and practice) or academic school uniforms of DeMatha.
- A Student-Athlete must disclose all NIL activities to DeMatha in the manner set forth by the Department of Athletics.

Disclaimer

DeMatha is not providing and cannot provide legal advice to a Student-Athlete or his family. Compliance with this Policy does not ensure eligibility under the standards of other institutions or athletics organizations, including, but not limited to, the NCAA or other collegiate athletics association.

DeMatha is not permitted to assist Student-Athletes with identifying, selecting, arranging, or providing payment for professional service providers. DeMatha is not liable or otherwise responsible to any Student-Athlete, entity that partners with a Student-Athlete, professional service provider, or other person or entity involved with NIL activities or NIL related agreements with any Student-Athlete.

Changes to Policy

DeMatha, in its sole and absolute discretion, may amend or rescind this Policy at any time.

APPENDIX J

SAFETY PLANS AT DEMATHA CATHOLIC HIGH SCHOOL

The safety of our students, faculty and staff continue to be a major interest for the governing Boards of DeMatha and the school Administration. Throughout the years DeMatha has conducted drills for all emergencies, and we are well-prepared. To this date, we have been blessed that our safety has not been compromised, but we must continue to be vigilant to safeguard all who are on our campus daily.

Guidelines are included here to describe actions that will be taken by school personnel for a particular emergency. Since no situation is identical in different settings, there may be on-the-spot alterations of the plan by faculty and staff for the protection of life. We ask students and parents to be familiar with the procedures and plans should an actual emergency occur on campus.

PARENT RESPONSE TO EMERGENCY SITUATION AT DEMATHA

- Parents are not to come to school.
- Parents must wait for notification from school and school officials for pick up directions.
- Pick up locations will be designated by emergency and police personnel. (St. Jerome Academy, 5207 42nd Place, Hyattsville; or any location designed by emergency personnel.)
- Parents are advised not to call the school.
- Bring photo ID to the student unification spot.
- Students will only be released to parents or guardians who have presented acceptable identification and are named on the school emergency form.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that students are likely to follow the lead of faculty and staff during an active shooter situation. Call 911.

1. Evacuate

   If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
   - Have an escape route and plan in mind
   - Evacuate regardless of whether others agree to follow
   - Leave your belongings behind
   - Help others escape, if possible
   - Prevent individuals from entering an area where the active shooter may be
   - Keep your hands visible
   - Follow the instructions of any police officers
   - Do not attempt to move wounded people
   - Call 911 when you are safe
2. Hide out

   If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

   Your hiding place should:
   - Be out of the active shooter's view
   - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
   - Not trap you or restrict your options for movement

   To prevent an active shooter from entering your hiding place:
   - Lock the door
   - Blockade the door with heavy furniture
   - Black out windows

   If the active shooter is nearby:
   - Lock the door
   - Silence your cell phone and/or pager
   - Turn off any source of noise (i.e., radios, televisions)
   - Hide behind large items (i.e., cabinets, desks)
   - Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

Reference: U.S. Department of Homeland Security

FIRE

In the event that a fire, smoke from a fire, or a gas odor has been detected:

- DeMatha will announce the emergency and pull the fire alarm (unless there is a gas smell – announce over intercom/PA system).
- Evacuate students and staff to a safe distance outside of the building.
- Follow the normal fire drill routine. If normal route(s) are too dangerous, follow alternate route.
- Teachers should take a class roster and account for all students. Roll must be taken after evacuation. (When possible and when it applies.)
- Principal or designee calls 911, notifies authorities,
- After consulting with emergency personnel the principal or designee may move students and staff to a primary relocation center (to be determined by Emergency personnel).
- No one should re-enter the building(s) until declared safe by fire service personnel.
- Principal or designee notifies students and staff of termination of emergency and resumption of normal operations.
- Principal or designee send parent alert.

EVACUATION / RELOCATION

- Call 911, if necessary.
- Principal or designee determines evacuation action.
- Consult emergency personnel.
- Principal or designee determines if students and staff should be evacuated outside of school buildings(s) or to relocation centers.
- Principal or designee notifies relocation center, sends parent alert.
- Direct students and staff to follow fire drill procedures and route. Do not sound fire alarm. If normal route is too dangerous, follow alternate route.
- Close all windows; turn off lights, electrical equipment, gas, water faucets, air conditioning, heating, and ventilation, if possible.

TEACHERS:

- Direct students to follow normal fire drill procedures unless principal or designee alters route or normal route is too dangerous.
- Take class roster.
- Close classroom doors and turn out lights.
- When outside building, account for all students. Inform principal or designee immediately if students are missing.
- If students are evacuated to a relocation center, stay with your class. Take roll again when you arrive at the relocation center.

EARTHQUAKE

DURING AN EARTHQUAKE:

- Stay calm.
- Shelter in place until further instructions.
- Take cover. If indoors, do a "drop and cover" under a desk, table, or bench, or stand alongside an inside wall, in an archway, doorway that does not have a door, or corner. Avoid windows, doorways with a door, bookcases, hanging fixtures, or outside walls until the shaking stops.
- If no protection is available, drop to the floor and cover your head with your hands. Make sure students are in "drop and cover" positions.
- Do not be surprised if the electricity goes out, or if fire alarms and sprinklers go on.
- Notify safety personnel of any injuries.

AFTER AN EARTHQUAKE:

- Keep students safe and relaxed. Carefully evaluate the situation.
- Use caution when moving students and staff to safe area(s).
- Make sure everyone is alright. Take class rosters and account for all students.
- Do not move the seriously injured unless they are still in danger. Administer first aid, if necessary.
- Check natural gas, water, and electrical lines for damage.
- Do not use the telephone, light switches, matches, candles, or other open flame unless you are absolutely certain there is not natural gas leaking.
- Do not touch electrical power lines or broken electrical equipment.
- Be prepared for aftershocks.

INTRUDER / HOSTAGE

INTRUDER: "AN UNAUTHORIZED PERSON WHO ENTERS SCHOOL PROPERTY."

- Notify principal or designee.
- Ask another staff member to accompany you before approaching the Intruder.
- Politely greet intruder and identify yourself.
- Ask the intruder the purpose of his/her visit.
- Inform intruder that all visitors must register at the main office.
- If purpose is not legitimate, ask intruder to leave.
- Accompany intruder to the exit.

IF INTRUDER REFUSES TO LEAVE:

- Warn of the consequences for staying on school property. Inform intruder that police will be called.
- Notify security or police and principal or designee if intruder refuses to leave. Provide full description of intruder.
- Walk away from intruder if he/she indicates potential for violence (be aware of actions, location, weapons, or packages, etc.)
- Principal or designee prepare for lockdown or activate "Code Red" lockdown.

HOSTAGE SITUATION:

- Call 911 immediately. Provide details of situation, ask for assistance.
- Notify principal or designee.
- Seal off area near hostage scene.
- Evacuate away from the situation.
- Give control of scene to police and hostage negotiation team.
- Keep detailed notes of events and actions.
- Keep parents notified via parent alert system/email.
- Parents are not to come to school until notified.

SEVERE STORM

SEVERE WIND, SNOW, RAIN, HAIL, THUNDERSTORMS, TORNADOES, HURRICANES & FLASH FLOODS

- Be alert for weather warnings. Monitor Emergency Alert Stations (NOAA Weather Stations, National Weather Service, local news agencies)
- Bring all students and staff inside building(s). Move to safe areas. Review "drop and cover".
- Close windows and blinds; avoid outside walls.
- Take class rosters; account for all students.
- Be ready to move quickly if flooding threatens or move to lowest secure spot in the building.
- Remain in safe areas until warning(s) expire or emergency personnel have issued "all clear" advisories.
- Notify parents.
- Assist emergency personnel.