2026-2027 Parent Student Handbook

SANTA MARGARITA CATHOLIC HIGH SCHOOL

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Santa Margarita Catholic High School is owned and operated by
THE DIOCESE OF ORANGE, CALIFORNIA
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NONDISCRIMINATORY POLICY

Every person, as a child of God, regardless of race, ethnicity, nationality, color, descent, disability, condition, religion, gender, sexual orientation, or age, has equal dignity and an inalienable right to an education. Therefore, no qualified student will be denied admission to this school on the basis of sex, race, color, or national origin. SMCHS in the Diocese of Orange, mindful of its mission to be witness to the love of Christ, admits students of any race, color, and national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. SMCHS in the Diocese of Orange does not discriminate on the basis of race, handicap, color, and national and/or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other school-administered programs.

The President and/or Principal reserve the right at any time to interpret and/or change the policies herein.

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MISSION

Santa Margarita Catholic High School endeavors to bring the person and teachings of Jesus Christ to this time by providing young men and women the opportunity to be guided by the charism of Caritas Christi – the love of Christ – through compassion, humility, justice, and goodness. We are dedicated to working in union with families to provide a transformative, college preparatory education encompassing the student's religious, moral, intellectual, physical, and personal well-being within the framework of our Catholic identity.

VISION

The vision of Santa Margarita Catholic High School strives to bring the nurturing charism of Caritas Christi – the love of Christ – to our community of faith and learning. In the 17th century, Jesus revealed a vision of His Sacred Heart to St. Margaret Mary Alacoque, the patroness of our school. It is the heart of Jesus that impels us to live Caritas Christi. By embodying Gospel values, we can be the heart of Christ in the world today and serve the local and global community through living our four core principles of compassion, humility, justice, and goodness.

- COMPASSION –To be one who acts and speaks with concern for others.
- HUMILITY – To be one who understands themselves in relationship to God.
- JUSTICE - To be one who respects and advocates for the dignity of all people and creation.
- GOODNESS – To be one who reflects the image of God in thought, word, and action.

INTEGRAL STUDENT OUTCOMES "ISOs"

SMCHS strives to develop graduates who are…

Spiritually – People of Faith

- Demonstrating a faith-based knowledge of Catholic beliefs, traditions, and practices.
- Modeling the school's charism of Caritas Christi, the love of Christ.
- Demonstrating a commitment to an ongoing relationship with God through prayer, and if appropriate, through the Sacraments and communal liturgical celebrations, as well as other ongoing co-curricular events.
- Demonstrating knowledge and application of the inherent connection between lived faith and works of mercy, charity, service, and social justice.

Intellectually – Skilled Lifelong Learners

- Demonstrating the ability to express themselves orally and in writing, across various media, by meeting school standards demonstrated by competency that meets or exceeds state standards.
- Demonstrating critical thinking, analysis, and evaluation skills, as well as collaborative problem-solving aimed at inventive, adaptive solutions.
- Demonstrating competency across the curriculum through achievement that meets or exceeds school and state standards.
- Using technology as a tool to solve problems, conduct research, organize and manage projects, access information while evaluating its validity and usefulness.
- Demonstrating competency in identifying and finding information and resources necessary to develop personal goals and continuous learning.

Physically – Healthy Individuals

- Demonstrating knowledge and application of the skills to practice a healthy lifestyle.
- Participating in activities that promote emotional and physical well-being.

Socially and Morally – Involved Citizens of the World

- Understanding the basic civic responsibilities of a citizen, demonstrated by an awareness and appreciation of the global community and the environment.
- Understanding the connections between choices and consequences by taking responsibility for their actions.
- Demonstrating the skills and qualities required for positive leadership.

CORE PRINCIPLES OF OUR CHARISM CARITAS CHRISTI

Santa Margarita Catholic High School strives to bring the nurturing charism of Caritas Christi – the love of Christ – to our community of faith and learning. In the 17th century, Jesus revealed a vision of His Sacred Heart to St. Margaret Mary Alacoque, the patroness of our school. It is the heart of Jesus that impels us to live Caritas Christi. By embodying Gospel values, we can be the heart of Christ in the world today.

Our Core Principles - To live Caritas Christi is to be a person of:

- **COMPASSION**, who ACTS and SPEAKS with concern for others.
  "Do nothing from selfishness; rather, humbly regard others as more important than yourselves." - Philippians 2:3
  - Affirm the inherent value and dignity of each person
  - Be present to another's needs
  - Forgive another, as you would want to be forgiven
- **HUMILITY**, who UNDERSTANDS themselves in relationship to God.
  "The Son of Man came not to be served but to serve." – Mark 1:45
  - Express gratitude to God for life's many gifts
  - Engage life as a "We" rather than a "Me" person
  - Use one's gifts in service to others
- **JUSTICE**, who RESPECTS and ADVOCATES for the dignity of ALL PEOPLE and CREATION.
  "Blessed are those who do what is right, whose deeds are always just." – Psalm 106:3
  - Give generously without expecting something in return
  - Speak and act truthfully in all circumstances
  - Seek and promote the well-being of others
- **GOODNESS**, who reflects the image of God in THOUGHT, WORD and ACTION.
  "You have been told what is good, and what the Lord requires of you: Only to do justice and to love goodness, and to walk humbly with your God." – Micah 6:8
  - Develop and demonstrate moral character that reflects the virtues of Christ
  - Encourage one another and build one another up
  - Accompany each other on life's spiritual journey

Caritas Christi Prayer

Loving God,
You know us and care for us always,
And your eternal love flows through us.

Through the Sacred Heart of Jesus,
We experience that love for humanity.

Give us a share in His **compassion**,
To see your image in all people.

Give us a share in His **humility**,
To serve and not be served.

Give us a share in His **justice**,
To seek righteousness and to show mercy.

Give us a share in His **goodness**,
To reveal your heart to others.

And remind us each day that where
Caritas Christi prevails, we will always
Find you by surrendering our hearts to yours.

We ask this through Christ our Lord, Amen.

St. Margaret Mary, pray for us.

SCHOOL AND COMMUNITY FACTS

- Established September 1987
- First Senior Class graduated June 1991
- Certified as International Baccalaureate Diploma Granting Institution
- 1998 Honored by U.S. Department of Education as a Blue Ribbon School
- SMCHS is a co-educational college preparatory Catholic high school, located in Rancho Santa Margarita, California. Students attend SMCHS from throughout Orange County.
- Microsoft Showcase School Since 2014
- Colors – Royal Blue and Gold
- School Paper – The Eagle Eye
- Yearbook – The Talon

ACCREDITATION

Santa Margarita Catholic High School (SMCHS) is fully accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC). SMCHS is also a member of the National Catholic Educators Association (NCEA) and the International Baccalaureate Organization (IBO).

SCHOOL HISTORY

Nestled against the Saddleback Mountains, Santa Margarita Catholic High School began as a dream of the late Bishop William R. Johnson, who recognized the need for a Catholic high school in South Orange County. In 1985, Bishop Johnson's vision ignited the hearts of religious and business leaders and soon plans were underway to fund and build an extraordinary school under the leadership of the Diocese of Orange. In 1986, ground was broken on a 42-acre site generously donated by the Moiso Family. With unwavering dedication from the community, church leaders, and donors, the school opened its doors to its inaugural class in the fall of 1987. The charter class of 216 students graduated in June of 1991, laying the foundation for decades of academic distinction and spiritual growth.

Today, Santa Margarita Catholic High School is home to nearly 1,800 students, guided by a commitment to academic excellence, spiritual development and holistic growth. Santa Margarita boasts dedicated faculty and staff, fostering individualized learning and a vibrant campus life in a nurturing Christ-centered environment where each student is valued and called to live with a profound sense of purpose, belonging and resilience. Rooted in the school's charism of Caritas Christi, the love of Christ, SMCHS strives to develop students who are people of faith, skilled lifelong learners, healthy individuals and involved citizens of the world.

The breadth and quality of Santa Margarita's academic programs and student-centered classrooms allow all types of learners the opportunity to succeed. In October 1995, the school launched its Auxiliary Studies Program to provide additional support for students with specialized learning needs. The ASP program facilitates student engagement, success and independence within a college preparatory curriculum through responsive and comprehensive academic support services. In 1997, SMCHS was accepted as a prestigious International Baccalaureate (IB) World School and is the only Catholic school in the county to offer the academically rigorous IB track, allowing students to take IB courses and earn an internationally recognized diploma. In addition to the traditional college prep courses, Santa Margarita also offers Advanced Placement and honors courses, achieving gold level distinction on the AP School Honor Roll. During the 2021-2022 school year, Santa Margarita launched its Options Program, providing an inclusive Catholic education to high school students with developmental and intellectual disabilities through a certificate program. Christian service is integrated into the curriculum, empowering students to live out their faith and make a difference in our world through acts of compassion, humility, justice and goodness.

In 1998, the United States Department of Education awarded Santa Margarita Catholic High School its highest honor, the Blue Ribbon, given to only the nation's finest schools. SMCHS has also achieved an A ranking by Niche.com and is ranked among the top 40 most influential private high schools by Academic Influence. For the past twelve years, Microsoft has selected SMCHS as a Showcase School for excellence in utilizing technology to transform and improve student-learning outcomes. Santa Margarita is the only school in Orange County to receive this designation and one of just 34 schools nationwide to earn this accolade.

Santa Margarita's comprehensive performing and visual arts programs allow students to explore their creativity, celebrate the arts and develop their talents. The school's vocal and instrumental ensembles have performed in prestigious music halls such as Carnegie Hall, Lincoln Center's Avery Fisher Hall, St. Peter's Basilica in Vatican City and St. Patrick's Cathedral in Ireland, while Santa Margarita theater students have performed and competed at the International Thespian Festival coming home with accolades, taken the MACY Award for Best Musical and studied and performed in theater festivals abroad. Performing arts students have performed at the Segerstrom Center for the Arts, with visual arts students proudly displaying their artwork in the lobby. SMCHS visual artists are regularly featured in juried art shows, compete in national competitions and recently had their work featured at City of Hope Orange County Lennar Foundation Cancer Center as part of the "Hope is a Masterpiece" gallery. Alumni have gone on to study at some of the most prestigious art schools in the country, many landing professional careers in the arts. SMCHS is also home to the Talon Academy of Performing Arts, an afterschool conservatory program.

Home of the Eagles, Santa Margarita's athletic program includes 28 CIF-sanctioned teams. The school has captured more CIF championships than any other school in Orange County since Santa Margarita opened in 1987 and is the twelve-time recipient of the CIF Commissioners Cup, recognizing the top athletic program in the 580-plus member CIF Southern Section. SMCHS also offers club sports, including the three-time national championship ice hockey program, equestrian, e-sports, robotics, roller hockey, boys beach volleyball and surfing. Distinguished alumni athletes have gone on to play professionally and in the Olympics, with a growing number of student-athletes continuing to play at the college level.

Santa Margarita's campus has continued to evolve, focusing on the future. In 2007, the Aquatic Center opened, featuring an Olympic-sized pool. The Sacred Heart Chapel was renovated in 2008 and serves as the spiritual center of campus. The campus expanded in 2010 with the addition of the Eagle Athletic Center – the first LEED-certified, green building in the city of Rancho Santa Margarita and the Diocese of Orange. The facility rivals athletic facilities at the nation's top universities. The school's commitment to the environment continued with the Academic Services Center, which was completed in 2011, also a LEED-certified building. The center includes classrooms, a 3,700 square-foot Digital Media Studio – home to Eagle TV – and counseling, ASP and academic offices. During the summer of 2014, the Borchard Library Media Center was modernized, creating a technology-based, collaborative learning environment. In 2022, the Caritas Christi Center opened, encompassing the Campus Ministry, Campus Life and Wellness programs in an integrated space that builds community. Together, the programs support students to grow academically, spiritually, socially and emotionally.

With more than 13,000 alumni, Santa Margarita Catholic High School continues to uphold the legacy of Bishop Johnson, shaping the next generation of leaders, scholars and compassionate citizens.

SCHOOL SEAL

The seal of Santa Margarita Catholic High School is a replica of the coat of arms of Bishop William R. Johnson, the first Bishop of Orange. It was his official seal and represented his ecclesiastical rank and the Diocese of Orange.

When the Diocese of Orange was created in 1976 and the Most Reverend William R. Johnson was appointed its first Bishop, a new era for the Gospel of Jesus Christ and the Catholic Church began in Orange County. One of the Bishop's first activities involved visiting all the parishes of the Diocese and asking the people how the Church could best serve them. From all over the county came the request for more Catholic schools for the children. The families of south county were particularly anxious that a high school be established in this area. Bishop Johnson responded to the needs of God's people. He promised that everything would be done to make this dream a reality. When the opportunity finally came, with great courage and vision, he established Santa Margarita Catholic High School. All of us associated with this magnificent endeavor know that without the leadership and inspiration of Bishop Johnson, this high school would never have been built. It stands as a monument to his love, goodness, and pastoral concern for the people. It is in his honor that the school has adopted his coat of arms as our school seal. He will always be in our hearts and prayers. His spirit will always live in our school family, as his motto becomes our charism – "Caritas Christi", the love of Christ.

The Episcopal cross behind the shield is a symbol of the rank of Bishop. The left half of the shield is the coat of arms for the Diocese of Orange. In the left chief point are the Santa Ana Mountains. Beneath this figure is the orange tree. The image below is that of the mission corridor. The left base point represents the Pacific Ocean.

These symbols are rich in meaning for Santa Margarita Catholic High School. The campus sits in the very shadow of the Santa Ana mountain range on a plane between Saddleback Mountain and the blue Pacific. This campus was carved from the great Rancho Santa Margarita y Las Flores upon which flourished the orange groves which have played a significant part in the history of our county. Finally, the mission corridor of San Juan Capistrano reflects the architectural style of the school and the great tradition of faith brought to this land by Father Junipero Serra and continued in the life of Santa Margarita.

The right half of the shield is emblazoned with Bishop Johnson's personal insignia. The right chief point bears the figure of the eagle rising, symbolic of St. John, the Apostle and Evangelist. The right base point is taken from the Irish coat of arms for the O'Connell family. O'Connell is the maiden name of the Bishop's mother. The figures of this field are trefoils. The motto beneath the shield, "Caritas Christi," was the Bishop's personal motto. It means the love of Christ and is taken from St. Paul's second letter to the Corinthians. It came from the Bishop's many years of service in Catholic charities and speaks of this commitment to the loving service of God's people. The school mascot is the eagle, a creation rich in scripture and Christian tradition as well as in the history of America.

The trefoils represent the heritage of Bishop Johnson and also of the many peoples who came to America from all over the world. These were people of hope and courage. The legend, "Caritas Christi," reflects the spirit of the Bishop and the spirit of Santa Margarita Catholic High School. Our love of God, of one another and our commitment to make the world a better place has as its driving force and goal this love of Christ.

ALMA MATER

Dwelling in the Lord's own shelter we find refuge in His might.
Lifted up on eagle's wings, now we soar to greater heights.

Refrain: Santa Margarita, Alma Mater, proudly let our voices raise!
Eagles soaring, your sons and daughters, with one heart now sing your praise.

Gathered now as God's own family, we are sheltered by His wings.
The Lord's our refuge and our stronghold, and the power that makes us sing.

Refrain: Santa Margarita, Alma Mater, proudly let our voices raise!
Eagles soaring, your sons and daughters, with one heart now sing your praise.

Drawn from Psalm 91 – Music: Robert Cummings – Lyric: Mary Jo Beck

THE CARITAS AWARD & SCHOLARSHIP

Caritas Christi is the Charism of our school…the Love of Christ…a generous and selfless love. The Caritas Award recognizes the student who has been an example of that love throughout his/her entire Santa Margarita career. It is the student who as the inscription on the plaque reads…, "***Embodies all that is good about our school."*** The recipient of the Caritas Award is chosen not by a particular department or a particular group on campus, but by our entire Santa Margarita Community; administration, faculty, and staff.

In 2017 a generous alumnus Caritas award recipient initiated a scholarship for the Caritas winner. A total scholarship of $5,000 is awarded, with $3,000 for their college tuition and $2,000 that is to be designated to a Catholic charity of the Caritas winner's choice.

This person is recognized at the Graduation ceremony and sits on stage along with the Valedictorian and Salutatorians of the senior class. The Caritas Award has been given since 1994 and the list of past recipients appears on a perpetual plaque in the Academic Services Center.

The Caritas Award Committee is comprised of three-five teachers who coordinate the process of nomination and voting, as well as participating in the recognition ceremony at Senior Awards Night. The process of choosing the recipient begins by submitting to the teaching faculty a list of the names of all seniors and through two or three rounds of voting that list is narrowed down to the top five candidates. Once the top five candidates have been chosen by the teaching faculty, the entire SMCHS Community is asked to participate in selecting the Caritas Award Recipient by voting and ranking the candidates.

PARENT INVOLVEMENT

For the school to be effective with the student it is essential that a spirit of cooperation, trust, and support exist between the school and the parent. It is for this reason that we ask the family to become familiar with the philosophy, policies, and procedures developed and enforced by SMCHS.

Under normal circumstances a child is not to be deprived of a Catholic education on grounds relating to the attitude of parents/guardians. Nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents/guardians might so diminish the effectiveness of the school in acting *in loco parentis* that continuation of the child in the school appears to be incompatible with the school philosophy. Should a manifest lack of agreement reach the point where the school judges that the necessary and appropriate relationship no longer exists, the student(s) will be withdrawn from the school.

We consider parent involvement an important element in the development of the Santa Margarita Catholic High School community. Special organizations such as the following exist to enable parents to take an active part in our school.

In Loco Parentis

Parents send their student to school to spend the day in the company of educators. This simple everyday act removes their student from the physical control of their parents. While parents do not relinquish their responsibility for their children when the children attend Santa Margarita Catholic High School, parents share some of that

responsibility with teachers, staff and administrators. Schools take on some of the responsibilities and exercise some of the prerogatives and authority typically reserved for parents. This relationship, referred to as In Loco Parentis, has been defined, reviewed, and upheld by the courts.

Having an administrator, teacher, dean, counselor, or other significant role model consult with a student is an important component to a students overall development. It can create a more comfortable and understandable environment, ensure appropriate communication, inspire, offer support, and address any concerns or questions either party may have, and facilitate a positive outcome for all involved parties. School staff can question students at school without a parent or guardian being present. In addition, there is no requirement to notify parents when a student is being questioned by a law enforcement officer.

Parent/Guest Code of Conduct at School Events

Santa Margarita is committed to providing a safe, respectful, and positive environment for student-athletes, coaches, officials, and spectators. Parents and guests play a critical role in setting the tone for sportsmanship and school pride. By attending a school athletic event, you agree to uphold the following expectations:

- Sportsmanship & Respect
  - Display positive sportsmanship at all times.
  - Treat student-athletes, coaches, officials, and fellow spectators with respect.
  - Applaud effort and achievement.
  - Accept all game outcomes with dignity and class.
- Conduct Toward Officials
  - Respect the authority and decisions of game officials.
  - Do not argue, taunt, or attempt to influence calls.
  - Avoid confrontations before, during, or after the event.
- Support of Student-Athletes
  - Encourage athletes with positive and appropriate cheering.
  - Do not engage in negative comments, criticism, or heckling.
  - Remember: these are students participating in interscholastic competition.
- Prohibited Behavior - The following behaviors are strictly prohibited:
  - Profanity, abusive language, or inappropriate gestures.
  - Harassment, intimidation, or discrimination of any kind.
  - Use of alcohol, tobacco, vaping products, or drugs on campus.
  - Entering the playing area or restricted spaces without authorization.
  - Fighting, aggressive behavior, or unsportsmanlike conduct.
- Compliance with School Policies
  - Follow all school rules and directions from staff or security personnel.
  - Adhere to facility guidelines, seating areas, and posted signage.
  - Supervise children and ensure they remain in appropriate areas.
- Social Media Responsibility
  - Use social media responsibly and respectfully.
  - Do not post content that demeans, criticizes, or targets students, staff, or officials.
  - Protect the privacy and integrity of all participants.
- Safety and Environment
  - Help maintain a safe and family-friendly atmosphere.
  - Report concerns or unsafe behavior to school staff immediately.
  - Follow all emergency procedures if directed.
- Consequences for Violations - Depending on the nature and seriousness of the offense, failure to adhere to this Code of Conduct may result in:
  - Verbal warning
  - Removal from the event
  - Suspension from future athletic events
  - Additional school or diocese consequences, if applicable
- Commitment to Positive School Culture
  - By attending events, parents and guests help model behavior for student-athletes and the community.

Event Ejection and Removal Policy

SMCHS administration, security personnel, and designated event staff have full authority to remove any person from a school-sponsored event — athletic, artistic, academic, or otherwise — for conduct that violates the Spectator Code of Conduct or the Parent/Student Handbook, including unsportsmanlike, disruptive, threatening, or unsafe behavior, or failure to follow the direction of staff, security, or administration.

Staff exercise judgment based on the circumstances presented, consistent with what a reasonable person in their position would do. In many cases, a first concern is addressed directly, with an opportunity to correct the behavior. Conduct that is serious, continues after being addressed, or presents a safety risk may result in immediate removal, with no obligation to first attempt a warning. Staff who act reasonably and in good faith under this policy act with the full support of SMCHS administration.

A person removed from an event may be suspended from future SMCHS events, and law enforcement may be contacted where warranted. A written explanation is generally provided afterward, and a person may request review by the Assistant Principal of Campus Life. This review is offered as a matter of institutional practice and does not create a legal right to a hearing or a particular outcome.

This policy is internal guidance, not a contract. It does not create a private right of action or any entitlement enforceable by a spectator, parent, or student, and may be amended or departed from by SMCHS administration at any time. It operates subject to applicable local, state, and federal law and the policies of the Diocese of Orange. Where a conflict exists, controlling law governs first, followed by Diocese of Orange policy, followed by the Parent/Student Handbook.

Parent/Guardian Contact Information

Santa Margarita Catholic High School recognizes that many families involve co-parents, guardians, and extended relatives in supporting students. To protect the rights of all legal parents/guardians and ensure student safety, our policy regarding contact information is as follows:

- ***Court Orders Govern*** - The school will follow all custody agreements, parenting plans, or court orders on file. If a court order specifies who may make educational decisions or who may be listed as a contact, the school is legally bound to comply.
- ***Equal Rights of Parents/Guardians*** - Unless a court order states otherwise, both legal parents/guardians have equal rights to access student records and to be listed as primary contacts. The school cannot remove or restrict one parent/guardian from records based solely on the request of the other parent/guardian.
- ***Additional Emergency Contacts*** - Parents/guardians may request that additional individuals (such as relatives or family friends) be listed as emergency contacts. If co-parents disagree about the inclusion of a non-parent/guardian contact, the school will maintain the current contact list until both parents/guardians provide written agreement or a court order directs otherwise.
- ***School Neutrality*** - The school cannot mediate parental disagreements. Parents/guardians are encouraged to resolve disputes through communication or, when necessary, through the legal system.
- ***Student Safety First*** - In any emergency, school staff will act in the best interest of the student, consistent with the law and the information available at that time.

On Campus Parent Volunteer Program

The On Campus Parent Volunteer Program is under the direction of the Human Resources Office and the Program Coordinators. The program is of tremendous value and importance to the school community as it provides volunteers from the parent community to assist the faculty and staff in the daily operation of their classes and/or departments. Volunteers/Alumni Volunteers are required to complete the volunteer approval form each school year in order to participate.

The Program Coordinators are in communication with our parents who want to volunteer their time and service. The coordinators also work closely with faculty and staff to identify their needs and requests. They facilitate the scheduling of volunteer services. Yearly, there are over 200 parents volunteering on our campus totaling thousands of hours. The program has been in existence since the opening of the school in 1987.

Mothers Club

The purpose of Mothers Club is to promote friendship, fun, and involvement at SMCHS. We support each other, engage in new friendships, and enrich the lives of our children. We offer something for everyone including entertaining guest speakers, social events, and small group activities. General Meetings and Coffees are a time to socialize, sign up for special events, and hear terrific guest speakers.

There are five meetings during the school year. Social events include Halloween Hoot, the Christmas Tea, Lunch Bunch and Wine & Dine events. Small group activities include Book Club, BUNCO, and the Advent and Lenten Retreats. Mothers Club hosts the Christmas Boutique and the Christmas Tea, with all proceeds going toward programs that directly impact our students through the Mothers Club Grant program and student scholarships. For more information, please visit our Mothers Club website at www.smhs.org/mothersclub or contact our Mothers Club President or Membership Coordinator.

Grandparents Club

Santa Margarita loves having our grandparents involved on campus and at special events. The Grandparents Club is a fun way to be involved during an important time in your grandchild's life. The club has many fun social events as well as raising funds for the Grandparents Club Scholarship. This is a great way for grandparents to connect and meet other grandparents. Whether you're local or far away, a grandparent or a grandparent of an alumni, we would love to have grandparents join the group. For more information, visit www.smhs.org/grandparentsclub.

Additional Organizations for Parents

SMCHS also offers various Social Organizations and Booster Organizations that parents can participate in. For more information about these organizations, please contact the school at (949) 766-6000.

WELLNESS AT SM

The California Bishops called upon all of us in the Catholic community to respond to their mental health call to action in Hope and Healing where they ask that our "outreach should be proactive rather than reactive." In response to this call to action, national data showing an alarming increase in adolescent anxiety and depression, and to support our ongoing commitment to nurturing strength and resiliency for life both in and after high school, SMCHS has made mental health and wellness resources and support for our students a priority. We have developed a Wellness program and Wellness Center with full-time staff and graduate-level interns that work in collaboration with our Counseling Department, Nurses, Campus Ministry, and Campus Life to ensure support of our students' wellness of the mind, body, and spirit.

Wellness services at SMCHS may consist of brief individual or group counseling, crisis management, provision of educational resources, educational workshops, and referrals to community resources. Information shared with Wellness team members remains confidential in efforts to maintain the privacy of students and their families. However, there are exceptions to confidentiality. This may include collaborating with external community safety resources and internal school resources to promote the safety of students and others. Also, specific and limited disclosures may be made with other SMCHS administrators, faculty, counselors, nurses, or additional team members for the purposes of collaboratively working towards supporting the overall well-being of students so that they may have a more satisfying and successful high school experience. Additionally, to ensure your student receives the highest quality of care licensed clinical supervisors may join in on or co-facilitate sessions with full-time Wellness staff or graduate level interns.

Please know that the services offered through our Wellness department are voluntary and are not intended to replace the assessment or diagnostic needs of students that may be best served through external community providers. It is the responsibility of each family to determine and seek out the necessary professional resources that would be in the best interest of their child. For additional information about our Wellness services and resources please visit our Wellness page at https:///www.smhs.org/wellness. You may also contact us by phone at (949) 766-6084 or email the department at wellness@smhs.org for any questions or concerns that may arise. Please also know that the Board of Behavioral Sciences receives and responds to complaints regarding services provided within the scope of practice of (marriage and family therapists, licensed educational psychologists, clinical social workers, or professional clinical counselors). You may contact the board online at www.bbs.ca.gov, or by calling (916) 574-7830.

STANDARDS FOR ALL SCHOOL WORKERS REGARDING INTERACTION WITH YOUTH

School workers must be aware of their own and others' vulnerability to appearance or perception of impropriety when working alone with youth. At all times, School workers should, therefore, use a team approach to managing youth activities. At least two adults (preferably a team of several adults) will organize and supervise youth activities. Except in an emergency or urgent circumstances involving the youth's safety, School workers shall never be alone with a youth during any school activity or setting. For example, adults should avoid situations that put them in a position of being alone with a minor in a rectory, parish building, school, or other closed room (except as required for the Sacrament of Reconciliation).

School workers will observe careful boundaries concerning any type of physical contact with youth. Beyond a simple handshake or a friendly, brief hug, any physical contact should only take place in public circumstances, and prudent discretion and respect should be applied by School workers in order to avoid any appearance of impropriety.
Clergy and religious shall never permit a youth to stay overnight in their private accommodations or residence nor shall clergy or religious ever be permitted to share a room overnight with a youth. An exception can be made in the case of immediate family members of the clergy or religious, provided that a parent or adult guardian of the youth also stays overnight and that separate accommodations are provided for the youth and his or her parent or adult guardian.

School workers will not provide shared, private, overnight accommodations for individual youths, including, but not limited to, accommodations in any Church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.

School workers will use a team approach to managing emergency situations. A team of adults will consult with each other about the best approach to take in emergency situations.

School workers are prohibited from taking youth home or to another location unless another adult is present in the vehicle or the parent/guardian of the youth has given express prior permission. School workers likewise shall not permit other adults to take a youth home or to another location unless at least two adults will be present in the vehicle or the parent/guardian of the youth has given express prior permission.
School workers shall not give gifts to a specific youth under their care or supervision unless a gift is given to all other youth under their care, and even in such situations, any such gifts shall be modest, inexpensive tokens of friendship or appreciation. This provision shall not be construed from precluding clergy and religious from giving gifts to youth who are members of their immediate families, such as nieces and nephews.

School workers will familiarize themselves with, and understand the contents of, the child abuse regulations and reporting requirements for the State of California, and will comply with those mandates. School workers shall also complete, in a timely manner, any safe environment and/or youth protection training required of them.

School workers shall take all necessary action to ensure that that no one working with youth is either in possession of illegal drugs or under the influence of alcohol or illegal drugs. School workers shall take all necessary action to ensure that youth under their care or supervision do not have access to illegal drugs or alcohol. School workers may never serve or supply alcohol to youth or adults under the age of 21. Persons under 21 may, of course, partake of both species of the Eucharist, including the Precious Blood, according to the norms of canon law.

ADMISSIONS

Conditional Acceptance for Incoming 9th-Grade Students
Santa Margarita Catholic High School offers **Conditional Acceptance** to select incoming 9th-grade students based on a review of academic records, standardized testing, conduct history, and overall readiness for Santa Margarita's rigorous college-preparatory program.

Conditional Acceptance indicates that the applicant has demonstrated strong potential for success at SMCHS but must meet **specific conditions** prior to final enrollment in order to remain in good standing.

Conditions of acceptance may include (but are not limited to):

- Successful completion of the 8th-grade academic year with **final grades consistent with SMCHS standards**.
- Submission of **final 8th-grade transcripts.**
- Maintaining **positive citizenship and conduct** at their current school.
- Completion of **recommended academic support**, summer coursework, placement exams, or skill-building programs as outlined by the Admissions or Academic Office.
- Continued alignment with SMCHS expectations regarding **student behavior and community values**.

Failure to meet the stated conditions may result in:

- Review of enrollment status.
- Additional academic or behavioral requirements.
- Withdrawal of the admission offer, at the discretion of the school administration.

All conditional acceptance decisions are **final** and are made in alignment with the school's mission, philosophy, and capacity.

ACADEMIC POLICIES

The language of communication and instruction at Santa Margarita Catholic High School is totally in English with the exception of World Language classes which are taught in the target language.

Curriculum

Santa Margarita Catholic High School is a college preparatory school with over 200 academic courses available. Students are accepted based on the expectation that they are capable of meeting the academic rigors of the curriculum. While at Santa Margarita, students must maintain a cumulative academic Grade Point Average (GPA) of 2.0 or better.

The curriculum at Santa Margarita has been developed by the Curriculum Council under the direction of the Assistant Principal of Curriculum & Instruction. The curriculum is multi-layered offering academic classes as well as Advanced Placement, International Baccalaureate, and Honors classes for those who qualify. An Auxiliary Studies Program is also offered for students with mild learning differences. As our global world changes so must the education of our students. Therefore, as we prepare our students to be involved citizens of the world, we must provide a curriculum that meets those needs. Santa Margarita hires only faculty who are highly knowledgeable in their subject matter and who have appropriate credentials and degrees to teach our students the highly academic curriculum offered.

Graduation Requirements

In order to graduate from Santa Margarita Catholic High School, a student must successfully complete a minimum of 270 credits of course work. Included within credits completed satisfactorily are the following course requirements:

Theology	4 years	40 credits
English	4 years	40 credits
Social Studies	3 years	30 credits
Science	3 years	30 credits
Mathematics	3 years	30 credits
World Language	2 years	20 credits
Fine Arts	1 year	10 credits
Health	½ year	5 credits
Physical Education		10 credits
Electives		55 credits
		270 credits

Graduation Policy

In order to receive a diploma from Santa Margarita Catholic High School, a student must:

- Have successfully completed a minimum of 270 credits of coursework.
- As a transfer student from a non-Catholic school, compete at least 20 credits of Theology at Santa Margarita as approved through Academic Counseling and Administration
- Have no unremediated grades of "F" on his or her transcript.

- Have a cumulative academic GPA of 2.0 or better.
- Be in good standing with the Attendance and Discipline Office.
- Have no outstanding financial obligations with the Business Office.
- Have completed all Christian Service obligations.

A senior who has the misfortune of receiving a grade of "F" on his or her transcript will not receive a diploma from Santa Margarita Catholic High School until the "F" has been remediated. In order for this student to participate in graduation exercises he or she must:

- Have a cumulative academic GPA of 2.0 or better.
- Not have more than 2 "F" grades on the transcript.
- Be in good standing with the Attendance and Discipline Office.
- Have no outstanding financial obligations with the Business Office.

All incomplete work must be turned in by the 80% posting date in order for this work to be calculated into final grades. Any senior who was given prior permission and is enrolled in a non-Santa Margarita online class needed to meet graduation requirements must have all work and the final exam completed by May 1st with the official transcript received by the counselor no later than May 10th. Any student who has a "School Hold" on his or her diploma will not receive the diploma until the hold is removed. Students who have a "School Hold" on their diploma because of incomplete graduation requirements must have those deficiencies completed by August 31st of the graduation year. If applicable, a transcript from the community college or university must be submitted to Santa Margarita for the completed work.

280 Credit Limit

Santa Margarita uses a maximum number of 280 academic credits to determine GPA. Academic credits beyond 280 taken during summer or during eight period may be placed on the Santa Margarita transcript, but the credits will be zeroed out so the 280 number is not exceeded. Note: Universities may recalculate a student's GPA to include any course given zero credit. Academic credits earned in classes taken during the regular school day, periods 1-7, will always be counted on the transcript with no exceptions.

Grading Scale

The school grading scale is:

A+ 99-100%	B- 80-81%	D 62-67%
A 92-98%	C+ 78-79%	D- 60-61%
A- 90-91%	C 72-77%	F .....59% and below
B+ 88-89%	C- 70-71%	
B 82-87%	D+ 68-69%	

Grades and Attendance

Regular attendance in class is directly related to strong academic performance. Students who miss class for any reason may find their grades affected by these absences. Every teacher has an absence policy for their individual class, in addition to the school policy listed on page 15. Parents and students should be sure to familiarize themselves with their teachers' policies regarding absence from class.

Grades and GPA

Honors classes, AP (Advanced Placement), and IB (International Baccalaureate) courses receive an extra grade point. The scale is as follows (pluses and minuses within each letter grade do not change the scale):

Honors Scale	***Academic Scale***
A - 5	A - 4
B - 4	B - 3
C - 3	C - 2
D - 1	D - 1
F - 0	F - 0

The semester exam constitutes 20% of the semester grade. "I" (Incomplete) is used only in very rare cases when a student has missed work/test due to an excused absence at the end of the grading period. If the Incomplete grade is not made up within 2 weeks from the date grades were due, the grade will turn to an "F".

All 8th period academic classes receive a letter grade and may be used for athletic eligibility but will not be calculated into the Academic GPA.

Honor Roll

SMCHS acknowledges both 1st honors and 2nd honors based on weighted academic semester grades. 1st honors is identified by 4.0 and above, and 2nd honors is identified by 3.5 – 3.99 GPA.

Latin Honors

In recognition of distinguished academic achievement and high standards of academic integrity, Santa Margarita Catholic High School awards graduation honors to students based on the students weighted academic grade point average (GPA) over seven semesters.

SMCHS will honor graduating seniors by the following distinctions based on their weighted academic GPA upon the completion of their coursework over seven semesters out to 4 decimal places.

- 4.7000 or higher = Summa Cum Laude – "with the highest distinction"
- 4.5000 – 4.6999 = Magna Cum Laude – "with great distinction"
- 4.3000 – 4.499 = Cum Laude – "with distinction"

Latin Honors designations are placed on student transcripts.

Valedictorian and Salutatorian

The Valedictorian award is bestowed upon the senior who has earned the highest weighted academic GPA over seven semesters and has shown commitment to the school's mission and charism. In order to be considered for Valedictorian the student must have attended Santa Margarita for at least five of the seven semesters. For determining Valedictorian candidates, transfer student gpa's will be evaluated to reflect equivalent SM course offerings. The decision is usually made in the early spring by the Principal and the Assistant Principal of Curriculum & Instruction.

The Salutatorian award is bestowed upon the senior who has earned the second highest weighted academic GPA over seven semesters and has shown commitment to the school's mission and charism. In order to be considered for Salutatorian the student must have attended Santa Margarita for at least five of the seven semesters. The decision is usually made in the early spring by the Principal and the Assistant Principal of Curriculum & Instruction.

Class Ranking

SMCHS is a non-ranking school. It is not the policy of SM to rank students or provide a decile placement. In the very rare case that a College, University, or Scholarship Program should require a decile placement, that report will be sent directly to the request agency. SMCHS does not give this information to parents or students.

Courses and Scheduling

Each student is required to take a course load of seven classes per semester. Counselors, with the assistance of the Assistant Principal of Curriculum & Instruction, will closely monitor a student's choice of courses to avoid the student becoming overloaded in his/her academic curriculum. A detailed explanation of the courses that are offered can be found in the **Course Description Book** which is published each year in February and posted on the school website. Registration for courses for the following year takes place during the third marking period. Students work with their counselor to prepare their next year's schedule, to review graduation requirements, and to take proper courses for admission to the colleges or universities of their choice.

Incoming Freshmen receive course selection forms and a hard copy of the Course Description Book at the mandatory Incoming Freshman Scheduling Night in the Spring. At this meeting individual Department Chairs and the Assistant Principal of Curriculum & Instruction speak about scheduling options.

Placement in Classes

All Students

After students have selected courses, they are assigned to classes by the computer. Selection of specific teachers is not permitted. Students not initially qualified for Honors classes can earn placement into certain Honors classes by individual department testing and by earning A's both semesters in the academic level class and teacher and counselor recommendation. Students are permitted to change classes only if it is determined by the classroom teacher that they are misplaced. Generally, this means they were initially placed in the wrong

class or additional information has come to light which affects success. The final decision is made by the Assistant Principal of Curriculum & Instruction in consultation with the Counselor, Department Chair, and teacher. Should a class change be needed due to misplacement, the grade the student has earned to that date will be carried to the new class.

Grade Nine
Students are assigned courses required for graduation based on their Entrance Exam scores and courses taken in middle school.

Grades Ten - Twelve
Returning students select courses based on teacher recommendation and approval during the registration process in the spring. Each department has guidelines for the placement of students in advanced courses which can be found in the Course Description Book published annually.

Student Assessment
SMCHS uses various standardized tests to place students in appropriate classes and to validate student learning. Therefore, attendance and participation on such tests is of utmost importance. Parents should make sure their students are not absent on these testing days.

Changing Classes
SMCHS does not have an open add/drop period. The only acceptable changes to a student's schedule will be those initiated by the teacher, counselor or administrator. Please note that SMCHS will not accommodate student-initiated course changes for convenience, such as teacher preference or time of year. Students not doing homework or classwork is not sufficient reason to change a class. Student's meet with a counselor during the Course Request process. The course requests are finalized before the end of the prior school year. If a student feels ill-prepared for a class, the student should first discuss the issues with the teacher.

No changes will be made to schedules, the exception to this would be an error made by the school for an incorrect placement in a subject. Should a class change be needed due to misplacement, the grade the student has earned to that date will be carried to the new class. Students may not change from AP to IB or IB to AP once school has begun. Please note also, that seniors are not permitted to change classes at the beginning of 2nd semester. In some cases, seniors have already been accepted to college and wish to lighten their load. Santa Margarita does not permit this as an option.

Requests for Teacher Changes
All students are assigned to teachers and periods by the computer. The computer balances all class sizes and assigns teachers to students in a random manner. To maintain proper class balance and fairness to all, requests for schedule changes will not be made to accommodate a teacher of their choice.

Withdrawal from a Course after the Semester has Begun
It is important to note that dropping a class can only occur under very unusual circumstances with the approval of the Assistant Principal of Curriculum & Instruction. If a student drops a course prior to the first four weeks of any semester, there will not be a W on his/her report card. **These drops would only be approved if the student is misplaced not because the student does not like the class or teacher.** However, if a student drops a course after the first four weeks of any semester, with administrative approval, a W will appear on the student's report card. In both cases there will be a straight transfer of grades even when dropping levels, i.e. AP/IB/Honors to academics.

Office Hours
Faculty office hours are regularly scheduled times when teachers are available to meet with students outside of class to make up tests, get extra help, and discuss course material or related topics. These hours are listed in the course syllabus and posted in Teams.

Participation in
- Optional: Normally, participation in Office Hours is optional.
- Mandatory: If a student has 2 or more low grades (below a C-) in their gradebooks, the school will assign the student to Mandatory Attendance at Office Hours. If that occurs, the student will be required to attend Office Hours every day it is offered until they raise their grades. Failure to attend a Mandatory Office Hours may result in disciplinary consequences.

Mandatory Attendance at Office Hours

Starting in the second quarter, if a student has 2 or more low grades (below a C-) in their gradebooks, the school will assign the student to mandatory attendance at Office Hours. If that occurs, the student will be required to attend faculty office hours every day it is offered the following week. Failure to attend a Mandatory office hours may result detentions.

Purpose

Mandatory attendance in office hours is designed to provide additional academic support to students who are struggling in two or more classes. The aim of this program is to offer a structured environment to help these students make up missed work, improve their grades, enhance study skills, and develop effective academic habits.

Eligibility Criteria

Each Friday (beginning in the second quarter), the School will check gradebooks. Students who have grades below a C- in two or more classes will be required to participate in mandatory office hours the following week. Participation will be reevaluated each Friday, and students who improve their grades to meet or exceed the C- threshold may be released from the requirement.

Mandatory Office Hours Schedule

A student assigned to mandatory office hours is required to attend Office Hours every day it is offered the following week. Attendance is mandatory for all assigned students. Failure to attend a Mandatory Academic Period may result in disciplinary consequences.

Attendance and Expectations

- Attendance is Required: Students assigned to mandatory office hours must attend every session. It is the student's responsibility to use the Class Check-in button in the Aeries portal app to scan their teacher's QR code at the beginning of the session to verify attendance. If there are extenuating reasons why the student should be dismissed from office hours, the student must contact their counselor and discuss it with them. The counselor will review the request and respond by email.
- Productive Use of Time: Students are expected to use office hours productively by working on assignments, seeking help from instructors, or participating in tutoring sessions as needed.
- Support Staff Availability: Teachers will be available during their posted office hours to provide support, answer questions, and guide students in their studies.
- Behavior Standards: Students must adhere to the school's code of conduct during office hour sessions. Disruptive behavior will result in disciplinary action, which may include further academic interventions.

Parent/Guardian Involvement

Parents/guardians will be notified when their student is assigned to mandatory office hours. They are encouraged to support their child's participation by ensuring they attend and make the most of the program. If there is a reason the student cannot attend their scheduled office hours, the Parent/Guardian can contact the Attendance Office at (949) 766-6020 to excuse their absence so the student does not get assigned a detention for skipping an assigned class.

Program Goals

The ultimate goal of office hours is to help students regain academic standing, develop stronger study habits, and build confidence in their abilities. By providing structured study time and support, the school aims to improve overall student performance and foster academic success.

Homework for Student Absences

Homework can be found on the individual teachers' Teams and/or OneNote Notebook when students are absent.

Absences and Make Up Policy

Absences fall into 2 categories: Excused (Unanticipated and Anticipated) and Unexcused.

Unanticipated excused absences are due to illness, accident, family issues, etc. In a case of excused absences, students are required to meet with their teachers before or after school on the day of their return to discuss missed work and due dates. Failure to make up assignments, tests, quizzes as scheduled will result in no credit.

Guidelines regarding makeup work for unanticipated excused absences are as follows:

- If students are absent when something is assigned, they will have one day to complete the assigned work for each day missed.
- If students are absent the day of a quiz or test, they must make it up within one week of their return. Scheduling of make-up tests is strictly at the teacher's convenience. Test are generally expected to be made up either before or after school.
- Make up quizzes and tests are subject to alternate quizzes or tests based on teacher's discretion. Please refer to the teacher's syllabus for their specific policy for making up quizzes and/or tests.
- If students are absent on a day of an oral presentation, individual or group, the student will be offered an alternate assignment or due date.
- Students may be required to miss an extra-curricular practice to make up an assignment.

Anticipated absences are absences due to an athletic event, performance, school trip, college visits or vacation. In the case of an anticipated absence, students are required to turn in all assignments on the originally scheduled due date. The student has the option of turning the assignment in early or sending it in that day with a classmate, parent, etc.

For anticipated absences where the assignment cannot be completed and turned in on the originally scheduled due date, students are required to meet with their teacher at least 2 days before the anticipated absence to discuss work and instruction expected to be missed and establish a due date.

Please note, if a student is absent, it is the student's responsibility to find out what assignments have been given and when they are due. They are responsible for checking Teams or their OneNote Class Notebook to see what was missed.

Missing Semester/Final Exams

All requests to take exams early must be submitted to the Academic Office at least 5 days prior to final exam. Teachers may not reschedule final exams without this approval. Students must provide documentation supporting the reason for the early request and get approval from the Assistant Principal of Curriculum & Instruction.

No second semester exam may be taken after the last day of teacher attendance. Students that must miss exams due to illness must contact the Academic Office immediately to see if it is possible to make up exams before teachers leave for the summer.

Please note: Semester and Final exams will not be rescheduled to accommodate vacations plans, appointments, etc. Please check the school calendar before booking your vacation plans.

All seniors MUST take their semester exams. If a senior student is ill and must miss taking one or more of their exams, a doctor's note must be provided if the exam cannot be taken. Failure to provide this will result in the student receiving an "F" grade for their semester exam.

Independent Tutors

This policy serves to maintain a clear understanding of the role of independent tutors in student academic success, ensuring that their involvement supports, rather than supplants, the student's learning process. Tutors, students, parents, and teachers are encouraged to work within these guidelines to promote student growth and achievement.

Role of Independent Tutors

Independent tutors play a valuable role in helping students develop their academic skills and understanding of course material. Tutors are encouraged to:

- Provide guidance in understanding subject matter.
- Assist students in developing effective study habits and strategies.
- Support students in identifying areas for improvement and offering constructive feedback.
- Encourage problem-solving and critical thinking skills.

Tutors are not permitted to:

- Provide direct answers to assignments, tests, quizzes, or other academic work.
- Complete work on behalf of the student.
- Engage in academic dishonesty or encourage it in any form.

The goal is to empower students to independently apply what they have learned and demonstrate their own understanding in their schoolwork.

FERPA Compliance and Communication Protocol

In accordance with the Family Educational Rights and Privacy Act (FERPA), teachers and school staff are not permitted to communicate directly with independent tutors regarding student performance, grades, or any other personally identifiable information.

To support the student's academic progress:

- Teacher Communication: Teachers will communicate directly with the student regarding coursework, expectations, and areas for improvement. Teachers may also provide general guidance or resources that the student may choose to share with their tutor.
- Student Responsibility: It is the student's responsibility to share any relevant information, feedback, or resources received from their teachers with their independent tutor. This includes assignments, teacher expectations, or areas of concern.
- Parent/Guardian Involvement: Parents or guardians are welcome to facilitate communication between the student and the tutor, ensuring that the student receives the support they need.

Academic Integrity

Students are expected to uphold the highest standards of academic integrity. While tutors may assist with understanding and mastering course content, all submitted work must reflect the student's independent effort. Any instances of academic dishonesty, including the submission of work completed by a tutor, will result in disciplinary action as outlined in the school's academic integrity policy.

Wellness: Mental/Physical Accommodations

Under normal circumstances Santa Margarita will endeavor to make reasonable adjustments, when necessary, if a student has temporary mental and/or physical issues that impact their academic progress. However, depending on the nature of the student's needs, there may be limitations to the amount of support available and the length of time accommodations can be offered. Private schools do not receive federal/state financial assistance for providing extra services. Therefore, students who have been parentally placed in a private school do not have the same rights to accommodations and educational services as public school students. There may be times when:

- families are required to provide proof that the student is receiving support outside SM in order to remain an SM student.
- families are required to provide proof of compliance with doctor recommendations in order to remain an SM student.
- a student is served best in a new educational environment that has the resources to help the student succeed.

Families desiring temporary mental/physical accommodations for their student must submit their request to their student's counselor.

Withdrawal Due to Excessive Absences

Regular attendance at school is essential for academic success at Santa Margarita. A student's grade will be affected by excessive absences since it becomes extremely difficult to make up missed assignments while continuing to move forward with new work. When it becomes necessary for a student to miss a segment of school beyond two weeks or absences have become excessive due to medical or psychological reasons, the school will ask the student to withdraw from Santa Margarita for the remainder of that semester and enroll in another accredited school while they are recuperating. Should the student wish to return to Santa Margarita a transcript from the accredited school must be sent to the Registrar at the end of that semester or year. A meeting must be scheduled with the Academic Office and the student's counselor before the student is permitted to reenroll through the Admissions Office.

Classroom Policies

All teachers distribute and post classroom policies at the beginning of each school year or semester. Parents and students should read these classroom policies very carefully before signing them. Students will be held responsible for the content of these classroom policies and regulations throughout the school year. Contact the teacher with questions on individual classroom policies. **Note**: School policy preempts classroom policy.

Group Work Policy

All teachers who assign group work follow the school policy on group work which requires that both an individual and a group grade be given. The weight for each grade is determined by the teacher. Always consult the teacher's classroom policies for more detailed information.

Observing Classrooms

Occasionally, the Academic Office receives requests from parents to observe a teacher's classroom. **These requests to observe a particular teacher's class cannot be approved.** We strongly encourage parents to contact the teacher first when there are concerns about a class. Please review the Santa Margarita Catholic High School Communication with the School Policy in the Parent Student Handbook for any questions about the proper chain of communication.

Students with a Documented Learning Disability

Please refer to the Auxiliary Studies Program (ASP) portion of the Parent Student Handbook.

Aeries Program

Students and parents who wish to monitor academic progress on a regular basis can access Aeries, the official school grading program which allows parents and students to review assignments and test scores online 24 hours a day from any computer. In addition, it allows parents and students to review the official school records for discipline, attendance, and grades at set grading periods. All teachers are required to use Aeries and to update it at least every two weeks. Aeries access instructions are emailed to new SMCHS students/parents at the beginning of the school year. If you need to reset your password, use the "Forgot Password?" option on the site login screen. For additional assistance, please email aeriesportal@smhs.org. The direct link for the Aeries Portal is https://santamargaritachs.aeries.net/student.

Questions About Grades

Students and parents who have questions about any grade on a test, quiz or project and wish to have a review with the teacher, must bring that to the attention of the teacher within a reasonable time (two weeks).

Report Cards

Parents and students are encouraged to review grades on Aeries (the school's online grading program) regularly to keep track of students' academic progress throughout grading periods. Please note we no longer mail report cards.

Grades Available for Viewing on Aeries

- October 16, 2026 ..... First Mark Grades
- January 13, 2027 ..... First Semester Grades
- March 19, 2027 ..... Third Mark Grades
- May 27, 2027 (Seniors Only) ..... Second Semester Grades
- June 7, 2027 (Grades 9-11) ..... Second Semester Grades

Request for Review of a Semester Exam Grade

At the end of the second semester, there are occasional requests from parents and students to review the semester exam. Since the 80% of the semester grade is posted the Friday before the beginning of semester exams, any questions relating to this portion of the grade must be taken care of before teachers leave in June. Parents or students wishing to review the second semester exam may request a SEMESTER EXAM REVIEW FORM from the Academic Office. Forms must be completed and turned in no later than June 30th. The purpose of this semester exam grade review is twofold. One, to provide an opportunity for the semester exam to be reviewed, and two, to see if possibly a mistake in the grading of the exam has occurred. It is not the purpose of this review to dispute answers on the test or otherwise try to persuade the teacher to change the grade. **If a student has a question about a grade during the first semester, the student (or parent) should contact the teacher directly. If the teacher is no longer on campus, the Department Chair for the subject may be contacted. All requests for first semester grade reviews must be made prior to January 15.**

Posting of the 80% 1st Semester and 2nd Semester Grade

The Friday before first and second semester exams begin teachers post the 80% grade for each student. The reason for this is to allow students or parents to be aware of where they stand grade wise and know how well they must perform on the exam to earn the grade they want. It also allows the student an opportunity to be sure the 80% clearly reflects all completed work, test, and quizzes. If a parent or student has any questions regarding the 80% grade, it must be addressed before the semester exam is taken.

Steps to Address a Concern/Conflict Resolution

- ***Step 1: Contact Teacher First***
  To empower our students to learn personal responsibility, students must communicate their concerns/questions directly to their teacher. Every effort should be made to resolve the problem at this level.
- ***Step 2: Contact Teacher's Department Chair***
  If an issue still needs to be resolved after step 1, the student and parent(s) should email and set up an appointment with the Department Chair. Communication with the Dept. Chair should never take place without talking to the teacher first.
- ***Step 3: Contact Assistant Principal***
  If an issue still needs to be resolved after step 2, the Assistant Principal of Curriculum & Instruction will set up a meeting with all parties involved.

We encourage parents to contact teachers as often as necessary to keep abreast of their student's progress. Because teachers do not have access to telephones in their classrooms, it is somewhat difficult to reach a teacher immediately by telephone. Email communication is the preferred method for reaching a teacher. Faculty email links are located on our website.

When following the proper chain of communication, please allow a teacher 24 hours to respond to your message. If your contact is initiated on a Friday or Holiday, you can expect a reply within 24 hours of the teacher's return to school. Also, please be aware that sometimes outside emails get caught in our spam filter; therefore, teachers will not receive your email until the next day. When communicating with the school only signed, in person or voicemails identified by the caller's name will be acted upon. The school will not respond to an anonymous message.

Community College Classes/Online Classes, Other

Any student wishing to take a class at a local community college, online, or other, is required to have the signed approval of their counselor and the Assistant Principal of Curriculum & Instruction. Please note, only one community college course is permitted per semester, two classes permitted during the summer, and it is for enrichment only. These courses do not go on the Santa Margarita transcript nor do they count towards credits or GPA at Santa Margarita. Santa Margarita does not permit students to take community college or other courses over the summer (or during the school year) for advancement or SM credit.

Repeating a Course

Any semester grade of "F" must be remediated in summer school. Students are not permitted to retake a class during the school year for which they earned a grade of "F."

Students who wish to earn a diploma from Santa Margarita Catholic High School (this does not apply to transfer students) may not take any classes from another outside accredited educational institution unless there is an extenuating circumstance which has been previously approved by the Assistant Principal of Curriculum & Instruction.

Summer School

Our summer school courses are blended courses requiring the student to adhere to strict calendar requirement deadlines and some "face-to-face" meeting time with the instructor for orientation, additional instruction (e.g. labs), and assessments. Final exams must be taken in person under the supervision of a SMCHS proctor. By no means are our blended online courses designed for "independent study" or "self-paced" as they require regular interaction with the teacher and other students in the course. When SMCHS offers a summer school course, students are not permitted to take another course for credit, or credit recovery (remediation) elsewhere at the same time. IMPORTANT: Academic summer school classes will meet two times a week for an in-class, in-person session. These sessions will last at least 90 minutes, though it is up to the discretion of the teacher if the sessions will last longer. Any student who misses more than two in-class sessions will be dropped from the class and will receive NO credit.

Any student who receives an "F" grade at the semester in any subject must remediate that "F" in summer school. Students whose academic GPA is below a 2.0 must attend summer school to remediate D's even if they have no "F's", so that they may improve their academic GPA to meet graduation requirements. Students may only remediate grades of D+ or lower. It is the student's responsibility to select and take the appropriate classes that are eligible for remediation.

Mandatory face-to-face meeting time is minimal in our blended online classes. Therefore, it is very important that you are in attendance for every face-to-face meeting. There are no “Excused Absences” for face-to-face meetings. Our Summer school blended online courses are very intensive. Approximately 1 week of material is covered each day during summer school. Please note that you will need to spend approximately 4 hours each day, if not more, on the course material to keep up. Fortunately, you can spend that 4 hours in the afternoon or evening, but those students that plan and schedule their time perform best in a blended online course.

Transfer Students

To be accepted as a transfer student to Santa Margarita, a student must have an academic GPA of 2.5 and a letter of recommendation from either the principal or school official of previous school indicating no disciplinary actions have been taken. All transfer credits must come on an official school transcript from an accredited institution. Only courses marked honors, AP or IB will receive any additional weight on the SMCHS transcript. Courses marked Accelerated or deemed to be “at an honors level” by sending school will not qualify for additional weight. Students transferring to Santa Margarita from a public high school or other non-Catholic high school must earn at least 20 credits in theology. Theology classes are available as an Independent Study class and guidance as to when these classes should be taken will be given by the student’s counselor or the Admissions Director.

International Students

International students are students who are not a US Citizen. Those who hold a non-immigrant visa (F1/F2 or L1/L2) or who are a United States Permanent Resident (Green Card) are considered international students.

All International students are held to the same standards and code of conduct requirements as our domestic students. An international student’s enrollment status is considered “at will,” meaning the school reserves the right to withdraw the student from Santa Margarita Catholic High School on the basis of academic probation, on campus school discipline problems, and/or off campus homestay behavior problems.

One of the goals of the International Student program is to further students’ English development. Although the TOEFL ensures students have basic English skills, further development comes from interacting with domestic students, teachers, and their class work. All classwork, reading assignments, and essays need to be completed in English.

International students who come to Santa Margarita from an International School after their Freshman year, will have their previous course work sent directly to the colleges and universities to which they are applying. Courses taken and credits earned at International Schools will not be reconciled on the Santa Margarita transcript, even if they are an American citizen. It will be necessary for the student to send two transcripts when applying to college; one from the international school, which the student must request, and one from Santa Margarita.

Students transferring from an International School as seniors must be able to meet all the graduation requirements of Santa Margarita Catholic High School if they wish to earn a Santa Margarita diploma and participate in graduation exercises. In addition, they must complete two years of required theology courses. Those courses should be the junior and senior year classes offered at Santa Margarita. The Administration reserves the right to make the final decision on International students wishing to graduate from Santa Margarita Catholic High School.

While enrolled at SMCHS, international students are only allowed to reside with their natural parents or in an approved homestay through JR Education. The arrangement of the homestay for the international student is the responsibility of the student's family in coordination with JR Education Group and not the responsibility of Santa Margarita Catholic High School. Parents residing with their student must provide proof of residency along with valid immigration status as approved by USCIS to legally to live in the United States for the duration of the student's academic school year. Parents whose immigration status is temporary and who are unable to remain in the US to accompany their student for the entire school year, must consult with JR Education for an approved change of residence and communicate any housing/residential changes to the SM International Admissions Department. Failure to abide by the housing policies will jeopardize the student’s enrollment status at SM.

International student tuition is due in full by May 1. See the Business Office policies on payments and refunds.

Academic Honesty

See policy under Academic Integrity in the Attendance and Discipline Section of the Parent Student Handbook or Agenda.

Disciplinary Reporting Policy
See policy under Disciplinary Actions and Procedures in the Attendance and Discipline Section of the Parent Student Handbook or Agenda.

Academic Probation
Santa Margarita is a college preparatory high school. Students are accepted based on the expectation that they are capable of meeting the academic rigors of the curriculum. Therefore, students must maintain a cumulative, as well as semester, academic Grade Point Average (GPA) of 2.0 or better. Students are placed on academic probation after the first semester that they perform below 2.0. A second semester of academic work below 2.0 can be reason for dismissal. Freshman students may be asked to withdraw from Santa Margarita if they have both semesters of academic work below 2.0 or if the second semester or cumulative academic GPA falls below 1.50. Having a GPA that low so early in the high school program makes meeting graduation requirements almost impossible.

Academic Withdrawal
When a student has not met the academic requirements of Santa Margarita, the Assistant Principal of Curriculum & Instruction will ask the student to withdraw. Final transcripts are provided to the school/program designated by the parent/guardian at the time of withdrawal. No future academic grades for work completed at another institution or educational program will be posted or added to the Santa Margarita Catholic High School transcript of grades issued at the time of withdrawal. Santa Margarita is under no obligation to continue to facilitate the continuance of the student's education at Santa Margarita or by any agent or representative of Santa Margarita.

Voluntarily Withdrawing from School
If, for any reason, a student is withdrawing to attend another school, the parent must contact the Parent Liaison to make an appointment to officially withdraw from SM within two weeks prior to the last day of student's attendance at SMCHS. If the withdrawal occurs other than at the end of an official grading period withdrawal grades will be obtained by the Registrar from the teachers and forwarded to the new school. Withdrawal grades will be posted on the official withdrawal form.

Withdrawing from SMCHS at College/University Request
On rare occasions an accredited college or university may request that a student athlete enroll in college early (beginning of second semester of their senior year). This would assume all graduation requirements can be met by the end of the first semester of the student's senior year. Should this request be made to the student and family, official written notification from the college must be given to the Assistant Principal of Curriculum & Instruction before the end of the student's junior year for review. Students cannot start working ahead on credits until the completion of their junior year. The Assistant Principal will meet with the student's counselor and the Athletic Director to determine if the request is possible.

Students making this request must have a minimum academic GPA of 3.0 and be able to meet all Santa Margarita graduation requirements, including all Christian service hours, and NCAA guidelines by the end of the first semester of their senior year. Financial arrangements will be discussed if approval is given. Attendance at second semester SM activities is subject to review by Administration.

The following classes will need to be completed before December of their senior year:

- Spring Semester English 4
- Spring Semester Theology 4
- Econ/Gov (may both be taken in fall semester)
- Any remaining graduation requirements not completed in the first three years.

Year-End Review Process
At the close of first semester and at the end of summer school, the Assistant Principal of Curriculum & Instruction examines the files of any student(s) for whom there is some academic concern and determines an appropriate course of action.

Academics and Participation in Athletics
Students must have a 2.0 total GPA (which includes non-academic classes) in the most recent grading period to be eligible for participation in athletics or specified activities. The grades from the most recent grading period will be used to determine eligibility. In some cases, activities require a higher GPA for participation. These athletic/activities eligibility GPA's include all courses taken for credit.

If a student athlete falls below a 2.0 total GPA at any official grading period (i.e. 1st mark, 1st semester, 3rd mark, 2nd semester), he/she may not represent Santa Margarita in athletic competition. Should an athlete fall below a 2.0 total GPA, a request for a **one-time** Waiver for Eligibility to participate in athletic competition may be made by the coach. **Students or parents who wish to receive a Waiver for Eligibility should present their individual case to the student's coach for the particular sport in which the student is participating.** The coach in turn will petition the Assistant Principal of Curriculum & Instruction for approval. **The request for a waiver must come directly from the student's coach. The Assistant Principal of Curriculum & Instruction will not consider the request for a waiver that comes directly from a student or parent.** A Waiver for Eligibility is given only ONE TIME during the student's high school years. The Monday after grades are submitted, students become either eligible or ineligible. A waiver is generally reserved for varsity athletes. Freshmen are generally not given this option. A Waiver for Eligibility is effective for one grading period only. The waiver may be revoked if a student's GPA falls below a 2.0, the student receives an F in any course, or academic progress is not seen during the time of the waiver.

Physical Education Policy

All students at Santa Margarita Catholic High School are required to complete one (1) year (10 credits) of Physical Education in order to graduate. This requirement can be met in the following ways:

Regular P.E. Classes

- Completion of 1 year (10 credits) in a Physical Education class at Santa Margarita Catholic High School, either during the regular seven period day, (first priority given to seniors), or during summer school (space permitting and first priority given to seniors). Summer school classes will count as 5 credits per semester or summer session. Students may take summer school P.E. both sessions if space is available and can earn a total of 10 credits for both sessions.
- Students may earn 5 P.E. credits per semester by being a Student Athletic Trainer/Manager. Space is limited in this semester long course, and students must be recommended by the school's athletic trainer before signing up.
- Students may earn up to 10 P.E. credits for 1 year's participation in Intermediate and/or Advanced Dance. Beginning Dance, or the student's first year of dance class if placed in a higher level, can only be taken for Fine Arts credit.

CIF-Sanctioned Sports

Participation in a CIF-Sanctioned Sport offered at SMCHS. Only those CIF-sanctioned sports that are offered on our campus will be approved for credit. This includes the following sports: Baseball, Basketball, Lacrosse, Cross Country, Football, Golf, Soccer, Softball, Swimming and Diving, Tennis, Track and Field, Volleyball, Water Polo and Wrestling.

- **One year** of continuous participation in a **year round sport** will satisfy the full 10 credit requirement for graduation. CIF-sanctioned year round SMCHS sports include: Baseball, Boys Basketball, Girls Basketball, Football and Traditional Sport Cheer (Competition Team). If a student fails to complete the 1-year commitment, 5 credits per semester will be earned.
- **Two years** of participation in a **seasonal or semester sport** will satisfy the full 10 credit requirement for graduation. CIF-sanctioned seasonal SMCHS sports include: Cross Country, Girls Flag Football, Golf, Lacrosse, Soccer, Softball, Swimming and Diving, Tennis, Track and Field, Volleyball, Water Polo, and Wrestling. If a student fails to complete the 2-year commitment, 5 credits per season will be earned.

A maximum of 10 credits per year, 5 per semester, may be earned through participation in the CIF-sanctioned sport. **If a student is dropped or withdraws from the sport before meeting the commitment (stated above), he or she must earn the additional credits needed to total 10 prior to graduation.** These additional credits may not be earned off campus; the remaining P.E. credits needed for graduation must be earned on the SMCHS campus.

CIF Non-Sanctioned Sports (supervised by the Activities Department)

- The following SMCHS-affiliated activities: Equestrian, Roller Hockey, Boys Beach Volleyball, and Surfing will receive a maximum of 5 credits per year. These activities must have a minimum of 90 hours per year in order to receive 5 units of credit. 2.5 per semester for year round sports.
- The following SMCHS-affiliated activity: Ice Hockey will receive a maximum of 10 credits per year. This activity must have a minimum of 200 hours per year to receive 10 units of credit.

Other Options

- Marching Band – 2 years of continuous participation (1 semester per year) will satisfy 10 credits of P.E.
- Color Guard – 1 year of continuous participation (2 semesters per year) will satisfy 10 credits of P.E.
- Dance Production Team – 1 year (2 semesters) of continuous participation on the Dance Production Team will satisfy the 10 credit requirement for graduation. If a student fails to complete the 1 year commitment, he or she will be required to earn additional credits of P.E. on the SMCHS campus.
- Sideline Cheerleading – 1 year (2 semesters) of continuous participation in Cheerleading will satisfy the 10 credit requirement for graduation. If a student fails to complete the 1 year commitment, he or she will be required to earn additional credits of P.E. on the SMCHS campus.
- Songleading – 1 year (2 semesters) of continuous participation in Songleading will satisfy the 10 credit requirement for graduation. If a student fails to complete the 1 year commitment, he or she will be required to earn additional credits of P.E. on the SMCHS campus.
- Spring Musical – Cast and crew members will receive a maximum of 5 credits per year. Cast and crew members must participate in a minimum of 200 hours physical activity to receive the 5 units of P.E. credit.

ACADEMIC PROGRAMS

International Baccalaureate Program

On January 6, 1997, Santa Margarita Catholic High School joined the prestigious International Baccalaureate Organization, which offers academically talented and motivated high school students an opportunity to earn an internationally recognized diploma. This comprehensive two-year full diploma program is designed for Juniors and Seniors who will take courses and sit for examinations. If students opt for the Full Diploma path, they must take courses and exams in 6 specified subject areas, while students who opt for the Certificate path may take courses and exams in selected subject areas. The Full Diploma candidates must also complete 150 hours of creative, athletic, and social service activities/projects, write a 4,000 word extended essay of original research and take a course entitled Theory of Knowledge, which explores the nature of values and the essence of truth in various disciplines. Students can also enroll in the Certificate/Courses Program by taking individual IB courses.

Involvement in the IB Program **means participating** in a challenging, broad-based curriculum that opens the student to issues affecting the community and the world. Choosing this program allows students:

- To be prepared for a rigorous course of studies offered at the finest colleges and universities.
- To earn college credit and advanced standing at many colleges and universities.
- To enhance chances of admittance to those institutions.
- To work toward earning an internationally recognized and acclaimed diploma.
- To attain an international perspective throughout all disciplines.
- To enhance a sense of community and global awareness.

Requirements

The IB curriculum is divided into **Higher-level** courses (2 years of study) and **Standard** level courses (1 year of study) taken during grades 11 and 12. Honors courses taken during grades 9 and 10 effectively prepare students to make the transition into the IB Program.

In order to achieve the IB Full Diploma, students must pass examinations in **3 but no more than 4 Higher-level courses and 3 but no less than 2 Standard level courses**. Students choose their own program of **Higher (HL)** and **Standard (SL)** subjects from the following list:

- English: English A1 (HL only)
- World Language: French (SL & HL), Spanish (SL & HL), and Latin (SL & HL), Ancient Greek (SL), and Mandarin Chinese (SL)
- History: History of the Americas (HL), Philosophy (HL), and Economics (SL)
- Science: Biology (SL & HL), Chemistry (SL) and Physics (HL)
- Math: Math (HL and SL), Math Studies (SL), and Further Math (HL)
- Electives: Arts- Theatre Arts (HL), Music (SL & HL), Dance (HL), Film (HL), Visual Arts (HL), or 2nd Science or 2nd Social Studies or 2nd World Language or 2nd Mathematics

Additional Requirements for the Full Diploma Include:

- An extended essay of 4,000 words in one of the six subjects. This is written over the two-year period and the student determines the choice of topic.
- A course entitled "Theory of Knowledge" taken during a student's Junior and Senior year.
- A combined 150 hours of creative, athletic, and social service activities/projects (CAS).

IB Options at Santa Margarita Catholic High School

- **Full Diploma Students:** Students meet all of the above requirements, IB diploma awarded.
- **Courses Students:** Certificates awarded from IB for each **Higher** or **Standard** level exam passed.

Acceptance into the IB Program

Entrance into the program will be based on test scores, teacher recommendations, and academic performance during 9th and 10th grade. Special emphasis will be placed on a student's writing ability, creative expression, and critical thinking skills. Beyond the academic criteria, a student should possess the motivation and dedication required to complete a rigorous program such as this.

Selection of IB Courses

Courses will be identified with the IB designation in the course title. Pay close attention to the course prerequisites. Below is a list of Honors, AP, and IB courses. Each individual student will have a unique combination or sequence of courses which will be determined by his/her strengths and interests.

Changing IB Courses

Students may not change from AP to IB or IB to AP after the first two weeks of the semester.

The Advanced Placement Program

The College Board's Advanced Placement Program (AP) enables students to pursue college-level studies while still in high school. Based on their performance on rigorous AP Examinations given in May, students can earn credit or advanced placement for college. In addition, the AP Program offers students these benefits:

- Allows high school students to take courses that are challenging, rigorous and in-depth – exactly the kinds of courses they will face once in college.
- Prepares students to succeed in college.
- Allows students to take more advanced courses in disciplines where they have received a firm grounding from AP.

Santa Margarita Catholic High School only offers AP exams for courses that are taught at the high school. Per the College Board, schools are under no obligation to offer such exams. Students may take AP exams at other high schools, if we do not offer it here, but it is incumbent upon the students to ensure that when signing up for these exams that they are not in conflict with the regularly scheduled AP and IB exams at SMCHS. Each AP course has a mandatory, cumulative exam that will be administered in May. The AP exam registration deadline for the 2026-2027 school year is November 12, 2026. Exam fees are $105 per exam and billed through FACTS in January.

Santa Margarita demonstrates its commitment to academic excellence by offering a variety of Advanced Placement courses taught by teachers who are well trained in their area. Qualified students who are willing to accept the challenge of a curriculum that serves as a national standard for college-level achievement should consider these courses.

SMCHS University of California Approved Courses 2026-2027

(only underlined courses listed below will be assigned extra UC honors credit: A=5, B=4)

a-HISTORY/SOCIAL SCIENCE
AP European History
AP Government & Politics United States
AP United States History
AP World History
United States Government
United States Government MUN H
United States History
United States History MUN H
World History
World History MUN H

b-ENGLISH
AP English Language and Composition
AP English Literature and Composition
English 1
English 1H
English 2
English 2 H
English 3
English 4
English IB HL1
English IB HL2

c-MATHEMATICS
Algebra 1
Algebra 1H
Algebra 2
Algebra 2H
AP Calculus AB
AP Calculus BC
AP Computer Science A
AP Statistics
Calculus
Financial Algebra
Geometry
Geometry A
Geometry B
Geometry H
Math AA IB HL1
Math AA IB HL2
Math AA IB SL
Precalculus
Precalculus H
Precalculus H AI IB
Probability and Statistics
Statistics
Trigonometry

d-LABORATORY SCIENCE
Anatomy and Physiology
AP Biology
AP Environmental Science
AP Physics 1
AP Physics C: Mechanics
Biology the Living Earth
Biology the Living Earth Aux
Biology the Living Earth H
Biology IB HL1
Biology IB HL2
Chemistry Earth Systems
Chemistry Earth Systems H
Chemistry IB SL
Chemistry IB HL1
Chemistry IB HL2
Chemistry in the Community
Concepts of Environmental Sciences
Concepts of Environmental Sciences Aux
Design Tech IB SL
Earth Science
Environmental Sciences
Environmental Systems IB SL
Introduction to Forensic Science
Oceanography/Marine Biology
Physics in the Universe
Physics H
Physics IB HL1
Physics IB HL2
Sports Medicine 1
Sports Medicine 2

e-LANGUAGE OTHER THAN ENGLISH
American Sign Language 1
American Sign Language 2
American Sign Language 3
American Sign Language 4
Ancient Greek 1 H
Ancient Greek 2 H
Ancient Greek 3 H
Greek IB SL
French 1
French 1H
French 2
French 2H
French 3
French 3 H
French 4
French 5 H
AP French Language
French IB HL1
French IB HL2
French IB SL
Latin 1H
Latin 2H
Latin 3H
Latin IB HL1
Latin IB HL2
Latin IB SL
Mandarin Chinese 1H
Mandarin Chinese 2H
Mandarin Chinese 3H
AP Chinese Language
Mandarin Chinese IB SL
Spanish 1 Aux
Spanish 1
Spanish 1 H
Spanish 2 Aux
Spanish 2
Spanish 2 H
Spanish 3 Aux
Spanish 3
Spanish 3 H
Spanish 4
AP Spanish Language
Spanish IB HL1
Spanish IB HL2
Spanish IB S

f-VISUAL AND PERFORMING ARTS
3-D Sculpture and Design
Advanced 3-D Sculpture and Design
Advanced Dance Honors
Advanced Drawing H
Advanced Graphic Design
Advanced Painting H
Advanced Photography
Advanced Theatre Honors
Advanced Women's Chorus H
AP 2D Art and Design
AP Art History
AP Music Theory
AP Drawing
Architecture
Adv. Architecture
Art
Beginning Dance
Broadcast Journalism
Broadcast Journalism H
Chamber Singers H
Concert Choir
Dance IB HL1
Dance IB HL2
Dance Production Honors
Drawing
Film 1
Film 2
Film IB HL1
Film IB HL2
Graphic Design
Intermediate Dance
Men's Chorus
Modern and Contemporary Art H
Motion Graphics
Music Group Performance IB SL
Music IB HL1
Music IB HL2
Painting
Photography
Rock Band/Music Prod. 1
Rock Band/Music Prod. 2
Screenwriting H
Sports Broadcasting
Steel Drum/Percussion Ensemble
Steel Drum/Percussion Ensemble H
String Orchestra
String Orchestra H
Television Production
Technical Theatre
Theatre Arts 1
Theatre Arts IB HL1
Theatre Arts IB HL 2
Theatre Arts IB SL
Visual Arts IB HL1
Visual Arts IB HL2
Wind Ensemble H
Yearbook
Yearbook H

g-ELECTIVE
Accounting and Finance
Advanced Algebra with Financial Algebra
Advanced Journalism Honors
Advanced Leadership Honors
America's Civil War: Preserve the Union
AP Macroeconomics**/**
AP Microeconomics
AP Psychology
ASB Leadership
Business Management IB HL1
Business Management IB HL2
Concepts in Science A
Cultural Geography H MUN
Cyber Security
Debate and Argumentation
Economics
Economics H MUN
Economics IB SL
Fundamentals of Business Ownership & Operation
Global Politics IB SL
Introduction to Engineering and Robotics
Introduction to Forensic Psychology
Introduction to Law
Introduction to Philosophical Foundations
Introductory Programming
Journalism 1
Journalism Honors
Laboratory Technology
Philosophy IB HL1
Philosophy IB HL2
Psychology
Sociology
Social Media Marketing
Theory of Knowledge IB
World War II: American Involvement

Auxiliary Studies Program (ASP)

Founded in 1995, the Auxiliary Studies Program at Santa Margarita Catholic High School provides tailored academic support for students with mild learning differences. ASP offers accommodations and support services to help students thrive in a college preparatory environment. Participation in the program requires an additional fee. For more information, please contact the ASP team at (949) 766-6085, or email us at aspinfo@smhs.org.

ASP Mission

ASP supports student engagement, academic success, and independence by providing responsive, individualized support within a rigorous college preparatory curriculum. Services are designed to address each student's unique learning needs and promote long-term growth and self-advocacy.

Eligibility

ASP services and classes are available exclusively to students who have been formally accepted and are currently enrolled in the program. To apply, families must submit a completed ASP application along with current documentation of the student's diagnosed learning difference. Acceptable documentation includes a comprehensive psychoeducational or neuropsychological evaluation conducted by ASP or a qualified, licensed professional. Please note that an IEP or Section 504 Plan alone does not meet the documentation requirement. (Refer to the Assessment Guidelines below for full details.) Evaluations must be no more than three years old and must identify a learning or attention-related diagnosis. This documentation forms the foundation for creating an effective, individualized support plan and ensures the integrity and success of the program.

Available Services

Academic Assistance* includes (but not limited to):

- Academic Support periods
- Executive Function skills reinforcement
- Appropriately paced classes in Math, Science and Spanish
- Guidance/support with written and reading assignments (by appointment)
- Referrals/Guidance for Fast ForWord™, LindaMood Bell Learning Processes®

Testing Accommodations* include (but not limited to)

- Distraction-limited environment/use of testing center
- Extended time testing/special format testing
- Test reader services (for students who qualify)

**Academic Assistance and Accommodations are based on the individual needs of each student.*

Other Functions in the School Community

ASP is responsible for coordinating extended time for final exams, facilitating the application process for accommodations on standardized tests (including the SAT, ACT, AP and IB exams), and maintaining documentation for all Santa Margarita Catholic High School students who qualify for academic accommodations due to learning or attention-related challenges. This includes students who are not formally enrolled in ASP. ASP staff are also available to provide guidance and recommendations regarding special services and support for any student with documented learning needs.

Assessment Guidelines

To ensure accurate and effective support planning, all evaluations must meet the following criteria:

- Evaluations must be performed by licensed clinicians, such as a licensed educational psychologist, psychologist, psychiatrist or developmental pediatrician.
- The battery administered must include at least the following instruments*:
  - Wechsler Intelligence Scale for Children (WISC-V) or the Wechsler Adult Intelligence Scale (WAIS-IV)
  - Wechsler Individual Achievement Test (WIAT-IV) and/or the Woodcock-Johnson Revised Achievement Test (WJ-III)

  *Some supplemental testing may be needed.
- Documentation** should provide a thorough evaluation that assesses attentional capacities within the testing environment, home and school. Documentation should also include a referral for medical review, if appropriate.
- The assessment must be in writing, report the Standardized scores achieved for each of the tests, state the qualifying diagnosis, ideally with a DSM-5 indication, and the data that supports the clinicians' diagnosis.

- SMCHS can administer psycho-educational testing if needed – for initial diagnoses or update testing. Please contact the ASP office for cost and details.
  ***Contact ASP for questions about documentation requirements.*

Students with Documented Learning Issues Who Are Not Enrolled In ASP
Students not enrolled in ASP can only receive extended time for semester finals. There is a nominal fee for extended time on semester exams. To be eligible, qualifying documentation as outlined above must be submitted to ASP, even if the student does not enroll in the program. It is the responsibility of the student to advise his or her counselor and teachers of the need for finals accommodations.

Please contact ASP for more information at (949) 766-6085 or via email at aspinfo@smhs.org.

Options Program
Santa Margarita Catholic High School's Options Program offers an inclusive Catholic education to high school students with developmental and intellectual disabilities. Providing families with the opportunity to be a part of the school's nurturing, faith-based community, students interact socially and academically with peers and staff. The program is open to students 14-18 years old with an academic proficiency of second grade or above. Students work toward a certificate of completion (not a high school diploma). For more information, visit www.smhs.org/optionsprogram.

Eagle Online Academy
The Eagle Online Academy is a fully asynchronous online program designed to cater to the needs of students seeking flexibility in their class schedule. It does not follow a hybrid model that combines in-person and online classes. In this program, students have the freedom to complete their coursework throughout the week. Each week, they have the opportunity to participate in a 30-minute live Teams video call with their teacher. If unable to attend the live session, students can access the recorded video at their convenience. The core classes offered in this program are UC and NCAA approved, ensuring that students fulfill our school's graduation requirements.

To provide comprehensive information about the program's unique policies and procedures, we have created the Eagle Online Academy Supplementary Handbook. This document specifically addresses the guidelines applicable to this online program. However, it is important to note that students enrolled in the Eagle Online Academy remain part of the SMCHS community. Therefore, apart from the exceptions outlined in the Supplementary Handbook, all policies and procedures stated in the Parent Student Handbook also apply to them.

CAMPUS STORE

SMCHS maintains the Campus Store (The Eagle's Nest) to sell uniforms, merchandise, and apparel. During the school year, the Campus Store hours are Monday-Friday 7:30 a.m.-3:00 p.m.

- When students are not on campus, the store is closed (for example: Fall Recess).
- On minimum days, the store will close 1 hour after school ends.
- Times are subject to change. If a change occurs, an announcement will be made via Eagle Update, Social Media, and the SMCHS website.
- See website for summer hours.

SMCHS Brand Uniforms
Santa Margarita Catholic High School is the school's uniform provider for all students. Uniforms may be purchased in the Campus Store.

Gifts and Apparel
The Campus Store at Santa Margarita Catholic High School is a proud Nike partner and sells a variety of school-branded gifts, merchandise and apparel, including polos, t-shirts, sweatshirts, jackets. You may shop for these items online at www.smhs.org/other/the-eagles-nest-campus-store or in the campus store.

Accepted Payments
The Campus Store Café proudly accepts cash, checks (payable to SMCHS), all major credit/debit cards (Visa, MasterCard, American Express, Discover) as well as Apple Pay, Samsung Pay and SMCHS Campus Store Gift Cards.

Returned Checks
A $30 charge will be billed for checks that are returned by the bank due to insufficient funds or any other reason. A family who is responsible for two returned checks (given to the school for tuition, books athletics, or any other reason) will be required to make all further payments to the school in cash or cashier's checks.

Refund Policy
Unused apparel/merchandise may be returned/exchanged in store only within 30 days of the sale receipt date. Apparel to be returned/exchanged must still have tags attached, must not have been washed or worn and must be accompanied by original receipt. Books, calculators, and science goggles **cannot** be returned or exchanged. All transactions will be made by credit cards will be refunded to the original tender. All cash transactions will be mailed a refund check in 4-6 weeks or issued a store credit. Store credits may be used toward the purchase of any items sold in the Eagles Nest Campus Store only. No refunds or exchanges will be issued after 30 days. **ALL SALE MERCHANDISE is a FINAL SALE.**

TEXTBOOKS

Purchasing Textbooks
eCampus is SMCHS' official textbook provider. Books for the 2026-2027 school year will be available in mid-July directly through the eCampus website. If available, used textbooks (for those classes using printed texts) are available and sold on a first-come first-served basis.

Returning Textbooks at the End of the School Year
Textbooks will be bought back by eCampus at the end of the school year during a designated time period only.

BORCHARD LIBRARY MEDIA CENTER

SMCHS maintains a Library Media Center that supports the curriculum. Students are welcome to use the Library before school, during the 10-minute passing period, lunch, and after school. Library use during scheduled class time is limited to students accompanied by a teacher who remains in the Library with the students or with teacher permission with a written pass. Students who do not adhere to this policy will receive disciplinary consequences.

Hours of Operation

Regular School Year

- Monday-Friday..... 7:00 a.m. – 3:30 p.m.

Summer School

- Monday-Thursday..... 8:00 a.m. – 12:00 noon
- Friday..... Closed

Special Hours of Operation

- Changes to Library hours will be posted on the Library webpage, in the Library, and included in the daily announcements whenever possible.

Library Media Center Collection
The Library Media Center has a focused collection of resources that have been selected to enhance instruction and support the curricular needs of the school. The collection includes classic English literature, print books, e-books, DVDs, audiobooks, and online databases.

Digital resources are available to students and faculty 24/7 from any device with Internet access by visiting the Library section of the school webpage. Online database subscriptions may be changed at any time at the discretion of the Librarian or school administration.

In addition to the many resources available, there are networked computer stations in the Library Media Center. Black-and-white and color printing and copying are available for a nominal fee. Freshman and new transfer students start with a $10.00 credit for printing and copying at the beginning of their first school year at SMCHS. Students can pay by cash or check to add money to their copy accounts in the library.

Circulation Information
Students are allowed to check out Library materials for a four-week period. Books can be renewed only one time if there are no requests for the item. Items that are placed on reserve by Faculty members are not available for check out. Multimedia items, such as DVDs or CDs, are for Faculty use only and are not checked out to students.

If students have not returned Library materials by their due date, overdue notices will be issued. If, after three notices, students have not responded, a "Disciplinary Referral" will be issued through the Dean's Office.

Fines/Lost Books
Fines for overdue Library materials are currently being waived by the Administration. Lost Library books or damage to Library materials will be charged to the student for the current replacement cost of the item, plus a $10.00 processing fee per item.

Cell Phone Use in the Library
The school requires that all student cell phones be turned off and remain in backpacks from first bell to last bell, including passing periods and lunch. After the last class bell, cell phones are permitted to be used in the library, however, faculty and staff may revoke cell phone use at any time deemed necessary to maintain a distraction-free learning environment. Students who do not adhere to this policy will receive disciplinary consequences.

Internet and Computer Use Policy
See policies under Code of Christian Conduct and Internet Safety Policy.

Theft
The removal and theft of any item in the library is a violation of school rules. Examples of items taken include the mouse and keyboard of the student computers in the library. Students taking part in the removal and theft of any property of the library will receive disciplinary consequences. See policies under Theft of the Conduct Code.

Food and Drink Policy
No eating is permitted in the Library at any time. Covered drinks are permitted. Students who do not adhere to this policy will receive disciplinary consequences.

Disruptive Behavior
Disrespectful behavior is defined in the Conduct Code section of this handbook. Students participating in disruptive behavior will receive disciplinary consequences.

TECH SERVICE CENTER

Students experiencing problems with their school issued Tablet PC may bring them to the Tech Service Center for repair. The Tech Service Center is located in the Library Media Center and operates on school days between 7:30 a.m. to 3:30 p.m. The student may be without a Tablet PC if the repair or replacement period is estimated to be 24 hours or less. A limited number of loaner devices are available for students to check out if their device will take a significant amount of time to repair or replace. The student and parent(s) are financially responsible for all damages to or loss of a Tablet PC not covered by the Accidental Damage Protection Policy.

CAMPUS MINISTRY AND FAITH FORMATION SERVICES

The spiritual life of Santa Margarita students is developed through theology classes, school-wide liturgies, retreats, service learning, and special programs. Campus Ministry focuses on prayer, community, and service for the Santa Margarita community to be actively alive in their faith.

Students
Campus Ministry of SMCHS seeks to guide young people in the call to holiness and service to others by helping students develop a personal relationship with Jesus Christ through scripture, the life and teachings of the Catholic Church, prayer, and our charism. Working with young people, CM creates programs and activities directed at meeting the needs of students and to involve them in sharing their unique gifts and talents with the Santa Margarita community.

Campus Ministry goals include:

1. ***To empower young people to live as disciples of Jesus Christ in our world today.*** Campus Ministry helps these young people learn what it means to follow Jesus Christ and to live as His disciples today, empowering them to serve others and to work toward a world built on the vision and values of the reign of God through the love of Christ.
2. ***To draw young people to responsible participation in the life, mission, and work of the Catholic faith community.*** Campus Ministry recognizes the importance of faith communities (home, parish, school) in helping young people grow in their faith as they experience life here at SMCHS. CM promotes a culture inwhich students participate in the mission of Jesus Christ and His church through service and prayer.
3. ***To foster the total personal and spiritual growth of each young person.*** Campus Ministry promotes the growth of healthy, competent, caring, and faith-filled Catholic young people. It fosters positive adolescent development and growth in both Christian discipleship and Catholic identity by addressing the students' unique developmental, social, and spiritual needs. Numerous faith-filled opportunities are provided to build and strengthen their relationship with God and others.

The Faculty and Staff

To ensure the Catholic Identity of the school is authentic and a Catholic culture is lived at Santa Margarita, Campus Ministry seeks to support Faculty and Staff in their faith development. As important witnesses of faith to students, Faith Formation opportunities are provided through prayer experiences, faith enriching presentations, and an annual service day.

Parents

Campus Ministry seeks to support parents who are the primary educators in the faith development of their children by providing opportunities for spiritual faith development and fellowship with other parents throughout the school year.

Campus Ministry Events

- School Masses
- Sports Team Formation
- Afternoon Masses
- Reconciliation Services - Advent and Lent
- On-Campus School Retreats
- Night of Faith and Service (formerly XLT)
- Leadership Training
- Red Cross Blood Drives
- RCIA-Inquiry
- Eucharistic Adoration – Weekly
- Senior Pilgrimage
- Pastoral Care/Bereavement
- Peer Ministry/Christian Leadership
- Charity Drives
- ***Christian Service***
  - Faculty/Staff Service Retreat
  - Grade-Level Service Projects
  - Service-Learning Curriculum in Theology
  - Classes
  - Service Clubs
  - Service Immersion Trips
- ***Retreats***
  - Grade Level Retreats(freshmen, sophomores, juniors)
  - Kairos (seniors)
- ***Adult Faith Formation***
  - Faculty and Staff Faith Formation
  - Faculty and Staff Service Day
  - Parent Fellowship in Faith

And more…

All-School Masses

Students attend monthly all-school masses in the Moiso Pavilion (gym) where the entire student body, faculty, and staff, parents and friends gather together united in prayer and worship. These Masses offer beautiful music often provided by our students, inspiring homilies, and a real experience of the Body of Christ. As a Catholic school, the Mass is our highest form of worship, and the Mass is an integral part of the overall education and formation of all SMCHS students.

Mass Attendance Policy

See details and consequences under the Absence Designations section of this handbook.

Sports Team Formation

Each sports team at SM participates in a scheduled team Faith Formation. These sessions are intended to provide our student athletes a chance to connect their sport to the faith life of the school. The goal of these formation sessions is to help our student athletes see their time competing as an extension of the spiritual formation they receive while at SM.

Weekday Masses
Masses are offered in the Sacred Heart Chapel for faculty, staff, students, and parents 40 minutes before the school day begins on Tuesday, Wednesday, and Thursday. All are welcome to attend. These moments of worship and reflection are an integral part of SM's community and spiritual life.

Eucharistic Adoration – Weekly
Eucharistic Adoration is offered periodically in the Sacred Heart Chapel. This is a very special form of prayer where one sits before the exposed Eucharist/Body of Christ placed in a monstrance. This traditional prayer is offered to the Santa Margarita community as a time to pray for the needs of our families, students, faculty and staff before our precious Jesus.

Reconciliation Prayer Services
Twice a year during Advent and Lent, the Sacrament of Reconciliation is offered to our students in the Moiso Pavilion (gym). Priests from neighboring parishes participate in a communal prayer service concluding with confession. Those who are not Catholic reflect in their faith tradition on how they have failed to love asking God for forgiveness. Beautiful music, reflective visual aids, and scripture are offered to help students reflect during these special liturgies.

Assemblies
Campus Ministry offers assemblies in the Moiso Pavilion (gym) with speakers, praise, worship music, skits and more to emphasize our Catholic Identity and strengthen the moral and spiritual character of our students.

Night of Faith and Service
Several times a year the Night of Faith and Service provides students the opportunity to come together with their classmates for prayer, worship, and service. These evenings, formerly known as XLT, provide the community a chance to grow in their understanding and living of our school's charism, Caritas Christi, by connecting prayer and worship with acts of service. These events are intentionally held in the Grotto.

RCIA-Inquiry
The process called RCIA-Inquiry-Rite of Catholic Initiation for Adults is offered to Santa Margarita students who have questions concerning the Catholic Faith or are seeking to become Catholic. This special formation is offered to juniors and seniors who at Easter Vigil complete their study and receive their Sacraments of Initiation at San Francisco Solano.

Grief Support
Campus Ministry partners with Counseling and Wellness at SM to offer students a support group for students who have encountered loss.

Senior Pilgrimage
The tradition of the senior pilgrimage started in 2000, the jubilee year. It has continued to the present where seniors walk from Santa Margarita Catholic High School to San Juan Capistrano Basilica. Every step of this 13.7 mile pilgrimage is sacred as the students' efforts are lifted to God in the name of a person or cause that needs prayers. We conclude the pilgrimage with lunch and a prayer service.

Pastoral Care
Ongoing pastoral care is provided by Campus Ministry for students and parents with struggles and concerns. With compassion and love, we listen and support those who seek guidance and support.

Charity Drives
Campus Ministry organizes food and clothing drives at Thanksgiving and Christmas to help those in need. Depending on events happening around the world, we will arrange special drives to meet various needs.

Red Cross Group
Working with students, Campus Ministry moderates and organizes two blood drives a year through the Red Cross. Saving lives by donating blood is an expression of Caritas Christi.

Christian Leadership/Peer Ministry
In the spirit of Jesus and His message, Campus Ministry offers an alternative class for senior theology. The class, entitled Christian Leadership/Peer Ministry, provides students the opportunity to express their faith not only in words, but also in action. The class trains students to be peer ministers, so that they can create Masses, mini retreats, spiritual outreach and other prayer services for the school.

The Peer Ministry students serve as models on campus,and always strive to positively contribute a culture of love. In addition, this class equips these students with the ability to go back to their churches and colleges/universities as leaders for their communities. In a broader sense, they go out knowing what it means to be a servant leader.

Retreat Program

Campus Ministry offers retreats to all students at each grade level. The following gives a glimpse of each retreat:

- **Freshman Retreat: Mustard Seed** – Jesus tells us in Scripture that if only we had faith the size of a mustard seed, we could move mountains. This retreatcreates a faith foundation that will carry Freshmen through their four years at SM & beyond, allowing them to truly feel a part of the Eagle family wherever they are in their walk with God.
- **Sophomore Retreat: Prodigal Son** – Sometimes we stray & turn our back on God. Yet our Father in Heaven forgives us & waits patiently for our return. This retreat takes Sophomores into a deeper realization of God's unrelenting mercy, allowing them the opportunity tofall deeper into the ocean of His grace.
- **Junior Retreat: Good Samaritan** – Who is our neighbor & how do we follow the Lord's call to love them, even when they hurt us? This retreat takes Juniors on a unique journey through this well-known parable, allowing them the chance to connect withthe Lord & with each other in a transformative & profound way.
- **Senior Kairos** – Kairos is all about stepping into God's time. The atmosphere on a Kairos retreat offers Seniors the opportunityto be with God & to experience His presence through their community. Kairos is more than a retreat, it is a journey. Seniors get the chance to intimately reflect on their life & discern where God is calling them in the future. The best way to understand that way the Lord moves on this retreat is to experience it for yourself.

Retreat Attendance/Make-Up Work Policy

To promote students' spiritual growth and enhance their retreat experience, we offer an opportunity to catch up on any missed assignments or assessments until the following Thursday after their retreat. This ensures a smoother transition back to the classroom, allowing students to prioritize their formation journey while maintaining academic progress. This does not include assignments, tests or quizzes that were assigned prior to the retreat and that students should submit prior to their leaving, or assessments they should be prepared to take immediately upon their return to school.

- **Example 1:** If a Sophomore were to attend a retreat from a Wednesday to Friday they would have until the following Thursday to make up any work assigned during those periods. If a student was assigned an essay two weeks prior to retreat with a due date the Monday following retreat, the student would be responsible for submitting that essay on its original due date.
- **Example 2:** If a student is scheduled to take an assessment on the Monday following a retreat, and no new content was taught during their absence, then the student would be expected to take the test on the originally scheduled date.

Christian Service Program

"Look at this Heart which has loved humanity so much…through you My divine Heart wishes to spread its love everywhere on earth." *Saint Margaret Mary's vision of Jesus*

Based in our charism, Caritas Christi, and its four pillars (Humility, Compassion, Justice, Goodness) the Christian service program seeks to help students come to know Jesus by living as He did- serving the vulnerable and building the kingdom of God on earth. To that end, SMCHS Christian Service program integrates service at every grade level.

- Completing the grade-level service projects is an SMCHS graduation requirement.
- **Freshman: "The Caritas Christi Project"** – Every freshman participates in this uniquely designed service experience with preparation and reflection work done in theology class.
- **Sophomores: "The Corpus Christi Project"** – All sophomores serve at Second Harvest Food Bank to learn about the working poor, food waste, and the 301,000 people who are food insufficient each month in Orange County. Students return to school for lunch, reflective activities, and close the day with Mass.
- **Juniors & Seniors: The Lumen** Christi Project – The Lumen Christi project is a continuation of the Christian service experience for students in Theology 3and 4, and Philosophy 1 and 2. Students are required to do 40 total hours of direct service. Students choose one or more nonprofits to serve with. Looking to Jesus as our model, students must engage in service with a vulnerable population. Examples include working with those with physical/developmental disabilities, the poor/under-resourced, the environment, or actively teaching one's faith.

- **All service projects** are documented in Mobile Serve. Students enter the date and time spent doing service, which is verified through an emailed request sent by Mobile Serve to the adult supervisor present at the time of service event. Service should be verified by a volunteer coordinator or other employee at the nonprofit with which the student serves. Service cannot be verified by students, their parents, or relatives.
- **Service** – Service, whether done for the grade-level project or as part of an "extra-curricular" activity, must be time spent directly involved with those who are the recipients of a nonprofit's focus. The nonprofit must serve the poor, the marginalized, or the sick, be directly involved in recovering the balance of the natural world, or involve teaching your faith (through a church, school campus ministry, mosque or synagogue). Service spent doing clerical work, fundraising, political activity, or coaching (unless at a Title 1 school, Boys and Girls Club or Special Olympics or similar organization) **will not be accepted**.
- Please go to the SMCHS Christian Service webpage for more information about approved service sites.
- **Santa Margarita's "Heart to Heart" Award** is a certificate recognizing extraordinary commitment to and leadership in doing service. It is given to students at the end of the academic year. This recognition is based solely on their extra-curricular service.
- **The Sacred Heart Service Award** is a medal given to graduating seniors who have completed 400 or more hours in addition to their graduation requirement. The medal is to be worn with their graduation cap and gown.

Catholic Sites On Campus

Chapel of the Sacred Heart

The chapel, as the Heart of the Campus, offers numerous opportunities for prayer from organized services to a simply quiet visit before the Blessed Sacrament. Every Tuesday during school hours Eucharistic Adoration is offered and attended by parents. Teachers sign up by class monthly to offer Eucharistic Adoration for their students. In addition, the chapel is used continually by theology teachers for prayer services and meditation. Afternoon Mass is offered Tuesday and Thursday after school. All are welcome.

The stained glass windows in the chapel were designed by Mr. Rod Stevens and created by Jos Maes of Laguna Beach. Each window represents a component of adolescent life. The dynamic colors and shapes of the window represent the physical and spiritual life of the adolescent. It is a time of significant physical change and activity. The patterns of shadow and light conflict in the window represent the moral life of the teenager as they come to grips with good and evil, right and wrong. The muted colors, a flowing upward movement of the design, represent the spiritual life of the teenager. The geometric designs represent the academic life of the student.

Strader Grotto

In 1995, the SMCHS community realized its longtime dream of having a grotto on campus. The focal point of this beautiful setting located adjacent to the Moiso Pavilion is a beautiful sculpture created by Arizona artist, Carlos Ayala, entitled "Our Lady of Joy". The Blessed Virgin Mary's outreached hand welcomes young people to prayer and to God. The hand over her heart expresses the love she has for all of God's children and asks us to open our hearts to the love and mercy of her Son.

The Grotto, generously funded by Tim and Susan Strader, is a daily reminder of our Catholic faith and a place for SMCHS students to seek comfort and prayer. The grotto is the setting of the traditional decade of the rosary following varsity football games.

St. Margaret Mary Garden

In 2008, through the generosity of Gaye and Art Birtcher, St. Margaret Mary Alacoque, the patroness of our school, has been honored by placing her statue in a garden near our Chapel of the Sacred Heart of Jesus. The beautiful garden with its teak benches is a peaceful and quiet place where students can meditate, pray, and converse with each other, enhancing the spiritual and communal life of our school community.

The statue was created in Spain and depicts St. Margaret Mary holding out the wonderful image of the Sacred Heart as an inspiration for all of us to open our hearts daily to receive and share the saving and caring charism of our school's motto, "Caritas Christi" (The Love of Christ).

COUNSELING SERVICES

In keeping with our holistic philosophy of education, SMCHS provides students with a wide variety of support programs, including academic, personal, and college career education. The Counselor will get to know the students personally and help them with their academic, personal, and social development. When difficult psychological problems are identified that go beyond the scope and training of the SM Counselor, collaboration with the SM Wellness Director, as well as referrals to the appropriate outside social or psychological agency will be made.

When parents have questions about school progress, personal and emotional wellbeing, or college and career objectives, the appropriate Counselor should be contacted. Questions about grades must first be directed to the appropriate teacher.

Transcripts
Seniors may request transcripts electronically using Family Connection by Naviance. After submitting requests online, students should confirm transcript requests with the Counseling Office. Freshman, Sophomore, and Junior students needing official transcripts should contact their counselor or registrar directly.

ACCESS TO OFFICIAL EDUCATIONAL RECORDS

In accordance with the Family Educational Rights and Privacy Act of 1974 ("FERPA"), a student's official educational record is accessible by that student's parents or legal guardians. These rights transfer to the student upon reaching the age of 18. Items included in a student's official educational record include records, files, documents, and data directly related to a student, including transcripts or other records obtained from a school in which a student was previously enrolled. Certain other documents, which may be in the possession of the school, fall outside the purview of FERPA, as they do not fall within the definition of educational records. Items that are not available to parents include:

- sole-possession records or private notes held by educational personnel, which are not accessible or released to other personnel (which may include school counselor records if they are not accessible or released to other personnel);
- law enforcement or campus security records which are solely for law enforcement purposes;
- records relating to an individual's employment by the institution (under employment is contingent on student's status); and
- records on a student who is eighteen years of age or older, or is attending an institution of postsecondary education, which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, which are made, maintained, or used only in connection with the provisional treatment to the student, and are not available to anyone other than the person providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice (e.g., psychotherapy records of a college counseling center).

NURSES AND HEALTH SERVICES

Health Services are provided for students by a registered nurse. This includes first aid, health counseling and health programs. The emphasis of the program is to promote physical and mental wellness and personal responsibility. The Nurse's Office is open daily during school hours. To avoid missing any class work, students are encouraged to visit the Nurse's Office during their morning passing break or lunch break for non-emergency needs.

Medication
Students are not allowed to carry or store medicine of any kind in their backpacks, sports bags, or cars. Due to the Fentanyl crisis and potential harm to students, there is no sharing of medication on campus. Students carrying or distributing medication will be disciplined by the Dean's Office. Tylenol, Advil, Tums, Claritin, Sinus Decongestants, and Midol can only be given to students who have the consent of their parents on their online registration forms. All medication (over-the-counter and prescription) must be stored and taken in the Nurse's Office. If medication is to be administered at school, all of the following conditions must be met:

- The ***Diocese Parent/Guardian and Physician Request for Medication Administration*** form specifying the reason for the medication, the name, dosage, time, route, side effect; and specific instructions for emergency treatment must be on file at school. This form must be completed and signed by the student's parent/guardian for the administration of all medications. Prescription medication requires that the form be completed and signed by the student's parent **and** the licensed authorized physician/dentist. This form can be found at https://www.smhs.org/campus-life/nurses-wellness.

- Medication must be delivered to the school by the parent/guardian or other responsible adult.
- Medication must be in your student's original, pharmacy-labeled container or a sealed over-the-counter container.
- All liquid medication must be accompanied by an appropriate measuring device.
- Any tablets requiring partial doses (1/2 or 1/4) must be sent to school already cut.
- A separate form is required for each medication.

Medication Taken At Home
Students taking prescription medications at home for ADD/ADHD, depression or other mental health diagnosis are advised to report these medications on their admissions health history form or directly to the Nurse's Office. Some medications may cause a positive test result during random drug testing. Updates may be sent to the deptofnursing@smhs.org.

Chronic Medical Conditions
Students diagnosed with chronic medical conditions that affect their school day or may require medical attention while at school, should have a parent/guardian contact the Nurse's Office. Students with **asthma or life-threatening allergies** may carry an inhaler and/or EpiPen. A *Diocese Parent/Guardian and Physician Request for Medication Administration Form* must be submitted. In case of an emergency, keeping an extra inhaler or EpiPen in the Nurse's Office is highly recommended.

Students with **diabetes** are required to submit an ***Individual Diabetes Plan*** signed by their physician before attending school. During school hours, diabetic students will test blood glucose levels, administer insulin and/or other diabetic medication as specified in the student's *Individual Diabetes Plan.* If the student feels their blood glucose level may be high/low, or if symptoms of high/low blood glucose are observed, the student is to report to the Nurse's Office. The goal of the Nurse's Office is to encourage independence while providing the education and services needed to maintain blood glucose levels within the student's target range, and to respond to levels outside of this range.

Student Health and Medication for Overnight Field Trips/Retreats
Please consider only sending medication that is absolutely necessary for your student. Our field trip/retreat leaders are responsible for all medication administration and this can become a very time consuming task.

If your student requires any medication other than Tylenol, Advil, Tums, Claritin, Sinus Decongestants, or Midol while on a field trip, a *Diocese Medication Administration Form* must be provided. Please be advised that all medications will be administered by field trip/retreat leaders. It is important to provide clear instructions with the time the medication is to be given. Make sure your student knows that it is their responsibility to go to the leader for medication administration.

Medication must be delivered to the Nurse's Office by the parent/guardian (or other responsible adult) one day prior to the trip/retreat. The Nurse's Office will record and deliver all student medication to the field trip leader the day of the trip/retreat. Students with a *Diocese Medication Administration Form* and medication stored in the SMCHS Nurse's Office can notify the Nurse's Office 48 hours prior to departure for delivery to the trip leader. It's the parent's responsibility to confirm that there is enough medication for the length of stay.

Please alert the field trip/retreat leader and the Nurse's Office to all **life threating allergies or chronic medical conditions** as soon as possible, prior to the field trip/retreat. Students with asthma or life-threatening allergies may carry an inhaler or EpiPen. A *Diocese Medication Administration Form* should be on file in the Nurse's Office.

If your student keeps an extra inhaler or EpiPen in the Nurse's Office and you want him/her to have it on field trip/retreat, notify the Nurse's Office 48 hours prior to departure. It is highly recommended that your student bring a back-up inhaler/EpiPen. All medication administration forms on file in the Nurse's Office will be copied and sent with the leader.

Illness
Students should feel well enough to participate in all classroom activities when coming to school. If he/she is suffering from an active illness, they are advised to stay home in order to protect other students and staff from possible disease transmission. If your student develops a fever or is sent home from school with a temperature of 99.9° or higher they my return to school if: (1) their temperature is below 99.5 in the evening and in the morning (without using fever reducing medication) AND (2) other symptoms are improving. Students should remain at home until their illness has resolved, even if examinations will be missed as a result of illness. Students should not come to school simply to complete an examination with the intention of leaving early due to illness.

If a student is absent for three consecutive days, a physician's note indicating that the student has been seen and is safe to return to school may be requested. This will allow the student to take the absences as excused and more importantly, reassure the school community that we are making every effort to minimize the transmission of treatable contagious diseases.

Parents are requested to report all confirmed or suspected contagious diseases to the Nurse's Office at (949) 766-6029. Early Dismissals (not due to illness) and all Absences are reported to the Attendance Office at (949) 766-6020.

Early Dismissal Due To Illness

If a student is too ill to remain in school, **he/she must go to the Nurses office and the nurse will notify the student's parents.** If the parent is unavailable, the persons designated on the student's emergency card will be called. Once the nurse has called and obtained permission from the parents or emergency contact for the student to go home, a call slip will be issued. Leaving campus without a call slip will be considered truancy. Students are not allowed to use ride sharing services such as Uber/Lyft.

Communicable Disease

SMCHS is committed to the safety of our students, faculty, staff and community. The School receives guidance from the CDC, CDPH, the Orange County Health Care Agency, the Orange County Department of Education, and our Diocese. This guidance is used to increase the safety of our students as we provide educational instruction. Important health related information and updates will be communicated to parents/guardians.

Emergency Contacts

Emergency Contacts are relatives/friends/neighbors whom you have authorized to pick up your student at school (in case of illness, injury or disaster) if you were unable to be reached. It is important that all emergency contacts be kept current for the protection of the student. Updates may be sent to deptofnursing@smhs.org.

Reporting Injuries

All student injuries and accidents that are school related should be reported to the Nurse's Office. Sports team injuries are reported to the Coach and Athletic Trainer. All student accident insurance claims are processed by the Nurse's Office.

Insurance

All SMCHS students have secondary accident insurance with Meyer-Stevens and Toohey. This coverage includes accidents, which occur one hour before or after school (while directly en route to or from school), all school sponsored events, and sports activities. Football athletes pay an additional premium.

Concussions

All confirmed and suspected concussions must be reported to the Nurse's Office and/or Athletic Trainers whether occurring during school activities or outside of school. All students with confirmed concussions will take part in the SMCHS Concussion Management Program which will outline modifications and assist the student to safely return to full participation in academics and activities. Details regarding the Concussion Management Program can be found at https://www.smhs.org/athletics/sports-medicine.

Foot Injury

Students are not allowed to wear flip-flops or slippers under any condition. In the event of a student injuring a foot or toe, use either a medical shoe or a sandal with a back strap on the affected foot and a regular shoe on the unaffected foot.

Elevator Key

Any student needing an elevator key due to a disability/injury may have one issued to them. A physician's note is not required. The disabled student may have one student accompany them in the elevator for assistance if necessary. The student will pick up their elevator key each morning in the Nurse's Office and return it at the end of each school day. If he/she fails to return their key, an overdue notice will be sent to the student. After three notices a "Discipline Referral" will be issued through the Dean's Office. Lost keys are subject to a $20.00 replacement fee.

Sports Physical

A yearly sports physical is required to tryout and participate in all SMCHS athletic programs. Pre-participation Physical Exam forms and further instructions can be found at https://www.smhs.org/athletics/sports-medicine. For further questions contact the SMCHS Certified Athletic Trainers at at@smhs.org.

Immunization Requirements

According to the California Department of Public Health, children in California are required by law, to receive certain immunizations in order to attend public and private elementary and secondary schools. Schools are required to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports.

California schools are required to check immunization records for all new student admissions, before entry. Parents are responsible for submitting up-to date immunization records to the Nurse's Office. In the event of an outbreak, unimmunized students may be excluded from attending school to prevent further spread of disease, according to California School Immunization Law.

2026-2027 California School Immunization Requirements 9th – 12th Admission	
Vaccine	**Number of Doses Required of Each Immunization**
Polio *OPV or IPV*	3 doses meet the requirement if 1 dose was given on or after 4th birthday; if not, 4 doses are needed
Tdap *Tetanus Toxoid, Reduced Diphtheria Toxoid & Acellular Pertussis* **THIS IS A CALIFORNIA STATE REQUIREMENT**	1 dose of Pertussis-containing vaccine meets the requirement if given on or after the 7th birthday. Tdap is required for 7th grade advancement in California schools A Tdap will meet (1) DTaP requirement
DTaP, DTP *Diphtheria, Tetanus, & Pertussis* **Td** *Tetanus*	3 doses meet the requirement if Tdap was given on or after the 7th birthday. 1-2 doses of Td given on or after the 7th birthday count towards the requirement
Hep B *Hepatitis B*	3 doses meet the requirement
MMR *Measles (2 doses), Mumps (2 doses), & Rubella (1 dose)*	2 doses given on or after the 1st birthday meet the requirement. A MMR Titer no longer meets the requirement
Varicella *Chickenpox*	2 doses meet the requirement A Varicella Titer or "history of chickenpox disease" no longer meets the requirement. Vaccination or a CAIR-ME (medical exemption) is required

- Since January 1, 2016, **Personal Beliefs Exemptions** for currently required vaccines are no longer allowed in any California school, whether public or private.
- **Medical Exemptions for Required Immunizations -** Starting January 1, 2021, all new medical exemptions for school entry must be issued through the California Immunization Registry – Medical Exemption website CAIR-ME. Parents and a California physician can register and create an account in CAIR-ME at any time. Once registered, parents can log in to CAIR-ME to request a medical exemption. Parents take the exemption request number to their child's physician who can log in to CAIR-ME to issue the exemption. Once the exemption is issued, the physician prints the two-page form and provides a copy to the parents to give to their child's school.
- **Medical Exemptions issued before January 1, 2020 by physicians who have been disciplined by their medical licensing board** were no longer valid after the beginning of the 2021-2022 school year. To find out if your physician has been disciplined by the Medical Board or Osteopathic Medical Board click on this link: Disciplined Doctors List
- **Medical Exemptions issued before 2021** will remain on file at school and do not need to be uploaded into CAIR-ME. Expired ME's will require a new CAIR-ME. **Instructions to Request a Medical Exemption (PDF)**
- **Existing Medical exemptions in CAIR-ME** will be accepted, but parents must update the school information listed in CAIR-ME and provide a copy to the school. For information regarding CAIR go to: **https://cair.cdph.ca.gov/exemptions/home**
- **The Shots for School website provides information about CA school immunization requirements** 3/2026

HUMAN SEXUALITY IN THE CATHOLIC CONTEXT

Integral to the growth and development of the adolescents in our school is an understanding of human sexuality in the Catholic context. Recognizing the importance of this issue, SMCHS devotes a specific section of the theology course each year to a presentation of this topic.

Pregnancy

Should a student become pregnant, the school will work with the girl and her family so the student can remain at SMCHS. We wish to affirm and support the decision to save and protect the unborn human life. SMCHS has instituted a program under the direction of the School Nurse to support the student's decision. When the school becomes aware that a student is pregnant, we will expect the student, family, and others to participate in our program. The student may continue to attend school until the birth of the baby. If the doctor feels it is necessary for the student to remain at home for a prolonged period of time, the family will arrange for home tutoring with the public school district. When the student is able to return to SMCHS, the credit for this work will be transferred from the public school.

If the family decides to keep the baby rather than place it for adoption and it is necessary for the student to remain at home for a prolonged period, arrangements will be made with the public school district for home study until the student can return to class at SMCHS.

Abortion
SMCHS affirms the teaching of the Church that abortion is the taking of an innocent human life. If the school becomes aware that a student has procured an abortion, that student may be asked to leave the school. If the father of the child or any other student encourages or assists the mother in the procurement of an abortion, they may also be asked to leave the school.

Gender Identity
Diocesan schools partner with families to educate and form students consistent with the teachings of our Lord Jesus Christ and His Church, and so families are expected to live in accord with Gospel values, particularly regarding actions and behaviors that are public. Students and parents (or legal guardians) shall conduct themselves in accord with their God-given biological sex.

Safe Environment Curriculum
In June of 2002, the bishops of the United States promised to protect children and young people and to help prevent sexual abuse by committing to the implementation of the *Charter for the Protection of Children and Young People.* Article 12 of the *Charter* states: "Dioceses/eparchies will establish 'safe environment' programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children.

Thus, in order to support the vision of our Bishops to provide a safe environment for our students, Santa Margarita provides a Safe Environment curriculum through their theology classes. This curriculum covers the following topics: God's gift of sexuality and its inherent responsibility, sexual harassment, child abuse, child sexual abuse, sexual exploitation and violence in the media, acquaintance/date rape, healthy and unhealthy relationships, teenage runaways and internet safety.

This curriculum has been developed by the Theology Department and has been approved by the Administrative Board, the Diocese of Orange Religious Education Office and the Department of Catholic Schools. This curriculum includes input, discussions, small group work, videos, power point presentations, activities, sharing and prayer. We believe that this curriculum enhances our Family Life Education Program and the efforts of our parents.

INTERNET SAFETY POLICY

It is the policy of Santa Margarita Catholic High School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions
Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material
To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage
To the extent practical, steps shall be taken to promote the safety and security of users of the Santa Margarita Catholic High School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking", and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision, and Monitoring
It shall be the responsibility of the Santa Margarita Catholic High School Staff to provide education to minors about appropriate online behavior, which includes the safety and security of users when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications; the appropriate online behavior for interacting with other individuals on social networking websites and in chat rooms; and cyberbullying awareness and response. Procedures for the disabling of otherwise modifying any technology protection measures shall be the responsibility of SMCHS Administrative Board or designated representatives.

ATTENDANCE AND DISCIPLINE PHILOSOPHY

Santa Margarita Catholic High School is a comprehensive coeducational institution offering a diverse curriculum emphasizing academic excellence, spiritual development, athletic and physical growth, personal responsibility, and unique opportunities for psychosocial enrichment. In order to successfully implement such an expansive educational program, a strong disciplinary component integrating all aspects of the school community is essential. The ultimate goal of the Dean's Office is to actively work with students, parents/guardians, faculty, and administrators to promote personal responsibility and respect for others and to maintain a safe, orderly environment considered necessary for the learning process and full participation at Santa Margarita Catholic High School.

Santa Margarita's discipline policy seeks to promote students' moral development, self-discipline, and growth toward maturity and adulthood. Disciplinary intervention and consequences are not primarily punitive, thereby reflecting the school's philosophy and discipline policy. Santa Margarita espouses a progressive discipline policy.

The Dean's Office has the primary responsibility to observe and evaluate the relationship between each student and Santa Margarita to determine whether or not the student is reaching her/his full potential as a student and person, and to ensure the continued quality and integrity of Santa Margarita Catholic High School. If it is identified that this relationship is not beneficial to the student and the school and the school feels it cannot properly serve the student, then the Dean's Office will recommend the withdrawal or expulsion of the student.

CODE OF CHRISTIAN CONDUCT

General Courtesy
The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

All enrolled students are expected to behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in this Parent Student Handbook. The school reserves the right to discipline students for activities off campus and outside school hours if the activity does not support the mission and goals of the school.

All students are expected to stand respectfully during morning and afternoon prayers as well as during the morning Pledge of Allegiance. If students are outside they are expected to stop walking during the prayer and/or Pledge of Allegiance.

It is also an express condition of enrollment that the parents/guardians of a student shall also conform themselves to the standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in this Parent Student Handbook.

These Christian principles further include, but are not limited to, the following:

- Parents/guardians are expected to act with integrity, to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express concerns about the school operation and its personnel. For academic concerns, parents/guardians are invited to contact their student's teacher. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, harassing, hostile, and/or divisive.
- These expectations for students and parents/guardians include, but are not limited to, any and all school-related events, programs and activities.

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the students and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of a withdrawal.

Personal Responsibility

It is desirable that each student develops a sense of personal responsibility regarding compliance with school policies and regulations. SMCHS maintains a record of student disciplinary infractions. SMCHS employs a demerit point system for the purposes of maintaining discipline records and tracking the records of the student population. Each infraction is assigned a point according to the nature and seriousness of the violation (e.g., dress code-1 point; academic dishonesty-10 points.)

Students who accumulate a significant number of disciplinary demerits (ten or more) may forfeit the right to participate in certain school-related activities. School officials review the records of all students during the school year. Students who accumulate a significant number of disciplinary demerits (25 or more) may be asked to sign a behavioral contract or face withdrawal from SMCHS.

AERIES PROGRAM

Students and parents should monitor attendance and discipline progress on a regular basis and can access Aeries, a program that allows parents and students to review the official school records for discipline, attendance, and grades. Aeries access instructions are emailed to new SMCHS students/parents at the beginning of the school year. If you need to reset your password, use the "Forgot Password?" option on the site login screen. For additional assistance, please email aeriesportal@smhs.org. The direct link for the Aeries Portal is https://santamargaritachs.aeries.net/student.

Students, not parents, teachers, or counselors are responsible for their academic progress.

DRESS CODE

General Dress Code Information

The Dress Code is designed to assist students in making decisions about appropriate dress. Students are to appear neat, clean, and well-groomed at all times while on campus and any time the student is wearing their uniform regardless of the time of day. Clothing must be in good repair and appropriate to the occasion. Undergarments must be worn and should not show under clothing. It must be understood that when individuals do not comply with the Dress Code, faculty and staff members have, not only the right, but also the obligation to issue Dress Code Detentions and/or refer the student to the Dean's Office.

Uniform pants, shorts, shirts, and skorts are to be the SMCHS brand for all grades. SMCHS brand uniforms are the only approved uniforms allowed at SMCHS.

In all instances, the school reserves the right to regulate against unbecoming fads or fashions that reflect negatively on the school and/or person.

It is the right and responsibility of the faculty to enforce the dress code.

Any clothing, styles, and/or accessories that are, in the opinion of the administration, deans, and/or faculty, gang-related (or possibly gang-related) or inappropriate for a Catholic school community are not permitted on the Santa Margarita campus or at any Santa Margarita event or activity.

Boy's Dress Code Regulations (SMCHS Brand Uniform Only)

Pants and Shorts

Pants and shorts may not be oversized, baggy, torn, rolled, or unhemmed. Pants must be worn at the natural waist. Acceptable pants color: Khaki. Acceptable shorts colors: Boys Navy or Khaki.

Shirts (Polo or Oxford)
Shirts may not be oversized, baggy, or torn. T-shirts may not be worn over the shirt. Acceptable colors: White, Royal, Grey, Navy. Pink polos may only be worn during the month of October for Breast Cancer Awareness.

Sweaters
Sweaters may not be oversized, baggy, or torn. A uniform shirt must be worn under the sweater at all times. Acceptable colors: Solid Blue or White.

Undershirts
Only plain solid white blue, grey, black, or khaki long or short-sleeved tee shirts or white SMCHS brand uniform mock turtlenecks may be worn under the uniform shirt. The undershirt must be tucked in. Thermal or sleeveless under shirts in any color are not permitted.

Jackets
Only solid color jackets may be worn. Under no circumstances may a jacket or coat contain advertising slogans, company names, pictures or professional or college team names or logos. Denim (or jean) jackets are not allowed. Black leather jackets or coats are not allowed. Trench coats may not be worn. Acceptable colors: Blue, Black, Brown, White.

Sweatshirts
Sweatshirts may not be oversized, baggy, or torn. Sweatshirts purchased at the campus store or solid color royal blue, navy, black, khaki, white or grey sweatshirts without lettering or a logo may be worn (appropriate Nike apparel logos are permitted). The School determines what is appropriate. A uniform shirt must be worn under the sweatshirt at all times.

- Sweatshirts with a Santa Margarita logo may be worn. These are available for purchase in the campus store.
- Hoods may not be worn inside buildings.

College Sweatshirts
Seniors may be afforded the privilege of wearing a sweatshirt with a college name, logo, and/or mascot name only. For example, "USD TOREROS" is acceptable whereas "Property of USD Athletic Dept." is not acceptable. College sweaters and/or jackets are not acceptable. Seniors will be notified when this privilege will begin.

Sweatpants
Sweatpants, joggers, jogger pants and warm up suits are never allowed even on non-uniform dress days.

Athletic Team and Activity Dress
Students currently participating in a sport or campus approved organization may wear an approved sweater, sweatshirt, or collared shirt. All shirts must have a collar. All athletic and activity clothing must be in school colors and must be approved by the Dean's Office. Sweat pants are never worn during the school day. Students wearing bathing suits must cover themselves (with at least a pair of shorts and a shirt) if they leave the aquatics center.

Mass/Special Event Dress
Throughout the school year there are a number of times when it is appropriate for students to present a dress that is more formal. The Boy's Mass/Special Event uniform is listed below.

- Uniform khaki pants
- Uniform long or short sleeve white oxford shirt
- Uniform royal blue sweater vest (sweatshirts may not be worn over the sweater vest)
- Uniform tie
- Shoes/Socks (according to current school policy)

Socks
Solid, school uniform color socks must always be worn and must always be visible. Acceptable Sock Colors: Blue, Black, White, Khaki, and Brown (Turquoise and Aqua are not considered Blue).

Shoes

- All shoes must be closed at the heel and toe.
- All shoes must have a hard leather or hard rubber protective sole.
- Shoes must be in good condition. No tears or holes.

- Shoes made for laces must have laces. Laces must be tied.
- Writing and/or drawings on shoes is not permitted.
- Solid color rain boots are allowed on rainy days.
- Shoes must be worn at all times when on campus for any school event or activity.
- The following shoes are not allowed: boots of any type, Uggs style footwear, Croc type clogs, Birkenstocks, sandals, flip flops, huaraches, combat or construction shoes, slippers, sliders, moccasins, dance and/or performing arts shoes.
- Acceptable Colors: Blue, Black, White, Khaki, and Brown (Turquoise and Aqua are not considered Blue).
- Multiple colored shoes can only be in the above listed shoe colors.
- Socks must be worn with shoes and must be visible.

Hats/Headbands/Head Scarves/Other Headwear
Hats, headband, head scarves, and other headwear of any kind (including SMCHS baseball caps) are not permitted. Hoods may not be worn inside buildings.

Hair
Hair must be styled with a neat presentation and not distracting. No extreme fashions: i.e. extremely spiked hair, comb overs, steps, lines, mohawks. Spiked hair that stands out from the head more than 2 inches is not allowed. Step haircuts and bald shaved heads are not permitted. If hair is longer than the collar, it must be pulled back. Shaved lines or designs are never permitted in hair. Hair must be a natural color.

Grooming
All male students must be free of facial hair and clean-shaven at all times. Side burns may not extend beyond the bottom of the ear. Students may be asked to shave while at school. Shaved eyebrows (including “eyebrow slits” and “eyebrow cuts”) are not allowed.

Accessories
No excessive jewelry. No chains, laser pointers, or wallets on chains. Belts of excessive length or an inappropriate style and large belt buckles may not be worn. No military style belts and/or belt buckles are permitted. Small stud earrings may be worn. Earring plugs, hoops or other body piercings (nose, tongue, etc.) are not permitted. Tattoos must be appropriate for a Catholic educational environment and may not be distracting or distasteful. The School reserves the right to determine what is appropriate. Facial tattoos are not allowed.

Backpacks/Bags
Backpacks should be clean and in good repair. The Deans may confiscate any items inappropriately marked and consequences will be assigned.

Attention students and parents: Articles of clothing not listed or specifically mentioned are not permitted. Confiscated items of any kind may not be returned.

Girl’s Dress Code Regulations (SMCHS Brand Uniform Only)

Skort
Skorts must be no shorter than the tips of the student’s fingers when their arms are resting naturally at their sides. Skorts may not be excessively short, tight, torn, or rolled at the waist. Acceptable colors/pattern: Plaid.

Pants and Shorts
Pants and/or shorts may not be excessively tight or short, or oversized, baggy, torn, or unhemmed. Pants and shorts must be worn at the natural waist. Shorts may not be rolled or hemmed to an inappropriate length (modesty first) and inseams must be at least six inches. No cuts or slits on inseam. Acceptable colors: Navy, Khaki.

Shirts (Polo or Oxford)
Shirts/blouses may not be oversized, baggy, or torn. Shirts must be worn buttoned so undergarments are not visible. T-shirts may not be worn over the shirt. Acceptable colors: White, Royal, Grey, Navy. Pink polos may only be worn during the month of October for Breast Cancer Awareness.

Sweaters
Sweaters may not be oversized, baggy, or torn. A uniform shirt must be worn under the sweater at all times. Acceptable colors: Solid Blue or White.

Undershirts
Only plain solid white, blue, grey, black, or khaki long or short-sleeved undershirts or white SMCHS brand uniform mock turtlenecks may be worn under the uniform shirt. Undershirts must be tucked in. Thermal or sleeveless under shirts are not permitted.

Jackets
Only solid color jackets may be worn. Under no circumstances may a jacket or coat contain advertising slogans, company names, pictures or professional or college team names or logos. Denim (or jean) jackets are not allowed. Black leather jackets or coats are not allowed. Trench coats may not be worn. Acceptable colors: Blue, Black, Brown, White.

Sweatshirts
Sweatshirts may not be oversized, baggy, or torn. Sweatshirts may not be longer than the shorts/skorts. Sweatshirts purchased at the campus store or solid color royal blue, navy, black, khaki, white or grey sweatshirts without lettering or a logo may be worn (appropriate Nike apparel logos are permitted). The School determines what is appropriate. A uniform shirt must be worn under the sweatshirt at all times.

- Sweatshirts with a Santa Margarita logo may be worn. These are available for purchase in the campus store.
- Hoods may not be worn inside buildings.

College Sweatshirts
See Boy's College Sweatshirt Policy.

Sweatpants
Sweatpants, joggers, jogger pants and warm up suits are never allowed even on non-uniform dress days.

Athletic Team and Activity Dress
Students currently participating in a sport or campus approved organization may wear an approved sweater, sweatshirt, or collared shirt. All shirts must have a collar. All athletic and activity clothing must be in school colors and must be approved by the Dean's Office. Sweat pants are never worn during the school day. Students wearing bathing suits must cover themselves (with at least a pair of shorts and a shirt) if they leave the aquatics center.

Mass/Special Event Dress
Throughout the school year there are a number of times when it is appropriate for students to present a dress that is more formal. The Girl's Mass/Special Event uniform is listed below.

- Uniform navy pants or skort
- Uniform long or short sleeve white oxford shirt
- Uniform navy blue sweater vest (sweatshirts may not be worn over the sweater vest)
- Shoes/socks (according to current school policy)

Socks
Solid school uniform color socks must be worn and must be visible. Acceptable Colors: Blue, Black, White, Khaki, and Brown (Turquoise and Aqua are not considered Blue). Rules for tights and leggings are listed below. Not permitted at any time are: sweats, joggers, jogger pants, thermal underwear, thigh highs, nylons, patterned stockings, and/or fishnet stockings.

Wearing Tights/Leggings Under Skorts/Shorts
Solid color tights or leggings (navy, black, white) may be worn under the skort or shorts. Not permitted at any time are: sweats, joggers, jogger pants, thermal underwear, thigh highs, nylons, patterned stockings, and/or fishnet stockings.

Shoes

- All shoes must be closed at the heel and toe.
- All shoes must have a hard leather or hard rubber protective sole.
- Shoes must be in good condition. No tears or holes.
- Shoes made for laces must have laces. Laces must be tied.
- Writing and/or drawings on shoes is not permitted.
- Solid color rain boots are allowed on rainy days.
- Shoes must be worn at all times when on campus for any school event or activity.
- The following shoes are not allowed: boots of any type, Uggs style footwear, Croc type clogs, Birkenstocks, platforms, sandals, flip flops, huaraches, combat or construction shoes, slippers, sliders, moccasins, dance and/or performing arts shoes.
- Heels may be no higher than 1½".
- Acceptable Colors: Blue, Black, White, Khaki, and Brown (Turquoise and Aqua are not considered Blue).
- Multiple colored shoes can only be in the above listed shoe colors.
- Socks must be worn with shoes and must be visible.

Hats/Headbands/Head Scarves/Other Headwear

Hats, head scarves, and other headwear of any kind are not permitted. Hoods may not be worn inside buildings.

Hair

Unbecoming, bizarre, or distracting hairstyles and/or colors are considered to be inappropriate and therefore will not be permitted. It is expected that hair will be kept neat and clean at all times. Shaved eyebrows (including "eyebrow slits" and "eyebrow cuts") are not allowed.

Make-Up

Make-up, if worn, must be in good taste. Excessive make-up or extreme colors are not permitted.

Accessories

No excessive, unbecoming, bizarre, distracting, or oversized jewelry may be worn. Two pairs of matching earrings are permitted. Body piercing (nose, belly-button, tongue, etc.) is considered inappropriate and is not permitted. Nail length and nail art cannot be extreme. Tattoos must be appropriate for a Catholic educational environment and may not be distracting or distasteful. The School reserves the right to determine what is appropriate. Facial tattoos are not allowed. Scarves purchased through the campus store are permitted.

Backpacks/Bags

Backpacks should be clean and in good repair. The Deans may confiscate any items inappropriately marked and consequences will be assigned.

Attention students and parents: Articles of clothing not listed or specifically mentioned are not permitted. Confiscated items of any kind may not be returned.

NON-UNIFORM DRESS CODE REGULATIONS

On non-uniform dress days students are encouraged to dress with a sense of decorum, keeping in mind this is an academic environment. The student's personal appearance should reflect the SMCHS sense of modesty, neatness, cleanliness, and good taste.

Dress-Up

- Boys – Dress shirt and tie must be worn. Dress pants, dress shoes, and socks are required. Jeans are not permitted. Hats are never worn.
- Girls – Only dresses, pant suits, skirts and skirts with blouses and/or sweaters may be worn. (Minis, tube-tops, bare midriffs or backs, plunging necklines and slip dresses without a tee-shirt are never worn.) Dresses/skirts may be no shorter than 4 inches from the middle of the knee. Jeans are not permitted. Appropriate dress shoes must be worn. Heels may be no higher than 4 inches.

Athletic Team and Activity Dress
Students currently participating in a sport or campus approved organization may wear an approved sweater, sweatshirt, or collared shirt. All shirts must have a collar. All athletic and activity clothing must be in school colors and must be approved by the Dean's Office. Sweat pants are never worn during the school day. Students wearing bathing suits must cover themselves (with at least a pair of shorts and a shirt) if they leave the aquatics center.

Kairos Dress
Seniors who have attended Kairos may wear their Kairos t-shirt on Mondays that follow a Kairos retreat. All other clothing items (pants, shorts, etc.) must be part of the regular uniform.

Spirit Dress
Periodically the school may allow students to have spirit dress days. On those occasions, the Activities Office will determine the dress code. Students are expected to look neat, clean and modest and to dress according to the announced guidelines.

Non-Uniform Dress and Extracurricular Activity Dress

- "Free Dress" does not exist. On specific days designated by the Dean's Office, students may be allowed to wear clothing other than the school uniform. Clubs and organizations requesting non-uniform dress must receive Administrative Board approval. This privilege is rarely approved. Administrative Board approval is required before organizations purchase clothing. Guidelines for non-uniform dress are below.
- Extracurricular Dress. SMCHS students are expected to dress according to school-established guidelines at all co-curricular and extracurricular activities (dances, athletic events, field trips). Guidelines for non-uniform dress are below.
- Guidelines for Non-uniform Dress. Clothing which expresses alcohol, sex, sexual orientation, racial and/or drug motifs is not permitted. Half-shirts, tank-tops, spaghetti-strap sun dresses, miniskirts, tube-tops, bare midriffs and backs, oversized and baggy clothing, hats, bare feet, and sleeveless tee-shirts are not permitted. If yoga pants, leggings, or jeggings are worn, the shirt must reach down to the thumbs when arms are fully extended to the side. Shorts must have at least a six inch inseam. Socks and shoes must be worn according to the uniform dress code regulations. Students who go beyond the school's idea of appropriate free dress will be suspended/denied entry and sent home to change clothes.
- Attendees at extracurricular events unable to comply with the Dress Code may be refused admittance.
- Guests of students are expected to be dressed appropriately on campus and at any school event or activity. Failure to comply will result in the guest pass being revoked and the guest sent home.

Formal/Semiformal Events
SMCHS students are expected to keep in mind that although social activities do not require uniforms, the same standards of personal appearance emphasizing modesty, good taste, neatness, and safety must be followed. In the case of dress for extracurricular events, it is the right and obligation of the Dean's Office to determine appropriateness of fashions. Students in violation of the Formal/Semiformal dress code will either be asked to leave the event or, if there is an appropriate loaner outfit available, the student may wear a loaner outfit for the event but they will receive a dress code detention and will have to dry clean the outfit and return it within one week.

Semiformal Attire

- Men – Sport coat/Blazer must be worn at entrance (no denim or leather), dress shirt with tie, dress slacks, dress shoes or sneakers and socks, hair well groomed; face clean-shaven.
- Women – Dresses may not come any higher than 4 inches from the top of the knee, slits on the skirt cannot be more than 6 inches from the top of the knee, dress length is measured from the bottom of solid material. Slips and/or sheer extensions are not considered part of dress length. Bandage/body conforming, stretchy skirts/dresses made out of material such as lycra, spandex, or similar material are prohibited. Anything pinned will not be considered when assessing dress code compliance. Modest cleavage, no plunging necklines or backs, no bare midriffs, dress shoes/dress sandals or sneakers (i.e. Converse, Toms, etc.) are required and must be worn at all times. All attire must be modest and appropriate for a Catholic Christian environment.

Formal Attire

- Men – Full tuxedo or formal suit (no denim or leather), dress shirt with tie (mandatory), dress shoes or sneakers and socks, hair well groomed, dress shirts and shoes must be worn.

- Women – Dresses must be knee length or longer, slits on the dress cannot be more than 6 inches from the top of the knee, dress length is measured from the bottom of solid material. Slips and/or sheer extensions are not considered part of dress length. Anything pinned will not be considered when assessing dress code compliance. Modest cleavage, no plunging necklines or backs, no bare midriffs, dress shoes/dress sandals are required and must be worn at all times. All attire must be modest and appropriate for a Catholic Christian environment.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

Items not specifically mentioned above are not permitted at school. It is the right and responsibility of the Dean's Office to regulate against unbecoming or inappropriate fads or fashions. Dress code violations are determined according to the judgment of the Faculty and Deans. Confiscated items may not be returned.

Consequences

- ***First offense (per year) – 1 hour detention*** *(may be served on Monday-Thursday or Saturday)*
- ***Second offense (per year) - 2 hour Saturday detention*** *(served on Saturday) and* ***Parent contact with Dean's staff.***
- ***Third offense (per year) – Student placed on Accountability Agreement.***
  Students who accumulate more than two demerits for short skorts or short shorts may forfeit the right to wear skorts or shorts for the rest of the academic year.
- ***Fourth offense (per year) – Student placed on Strict Probation.***
- ***Fifth offense (per year) – Suspension from school. Student sent to Discipline Review Board***

The Dean's Office reserves the right to suspend a student if it is determined they are dressed or groomed inappropriately. The student is expected to return to school as soon as possible in the appropriate uniform. At any time the Dean's Office may impose the following consequences with students in violation of the dress code:

- Student to change into clothes provided by school; student's clothes returned at end of school day.
- Student to change into clothes provided by the school; student's clothes returned to a parent/guardian.
- Parents contacted to bring appropriate school uniform to school.

It is the right and responsibility of the Dean's Office to recommend Involuntary Withdrawal for extreme or excessive Dress Code violations.

CONDUCT CODE

It is the right and obligation of the Dean's Office to regulate against any behavior that is deemed inappropriate, unsafe, or disruptive to the normal school day.

Jurisdiction

Students are subject to school-imposed consequences when on campus, before and after school, when in close proximity to SMCHS campus (across the street on Via Zapador, Via Joaquin, Alas de Paz, Plano Trabuco, Dove Canyon Drive, horse trails behind school and across Plano Trabuco) and/or in close proximity to off campus school activities (Saddleback College and other home or away athletic/activities functions).

Substance Abuse

The use and abuse of alcohol, tobacco products, and other drugs is a significant problem among adolescents. Santa Margarita maintains and enforces strict policies and consequences in this regard:

- Through their theology classes and special programs, students are educated in these critical areas every year.
- Santa Margarita conducts random and mandatory drug and alcohol screenings. Failure to comply with this process will result in suspension and involuntary withdrawal from Santa Margarita.
- Various opportunities are provided for students and their families to deal with any problems. We also maintain an extensive list of referrals for professional assistance.
- Random searches of the classrooms, including student belongings, campus exteriors, lockers, parking lots, and vehicles are conducted by the Interquest Canine Detective Services. Parents are notified if any contraband is found involving their student.

- SMCHS conducts random, mandatory drug testing of the entire student body. All SMCHS families are required to provide a signed consent form to the school to ensure their student's enrollment. Details about the SMCHS Drug Testing Policy are included with registration/enrollment materials. Additional information is available through the Dean's Office.
- Despite the 2018 state legalization of recreational use of marijuana for adults over 21 years of age, and the 1996 state legalization of the medical use of marijuana, marijuana is still illegal on the federal level. In addition, federal and state laws provide that schools are drug-free zones, meaning it is illegal for individuals to possess any drug – including cannabis – on or near school grounds. Therefore, the School does not recognize medical marijuana ID cards or prescriptions as exemptions to the School's substance abuse policies.

Possession/Use of Tobacco Products, E-Cigarettes, Vaping Systems, and Other Nicotine Delivery Systems

SMCHS is a tobacco/nicotine-free campus. Students are subject to school-imposed consequences when found to be possessing (on their person, in their locker, or in their cars) and/or using tobacco/nicotine/vaping products on campus, when in close proximity to SMCHS campus (across the street on Via Zapador, San Joaquin, Alas de Paz, Plano Trabuco, Dove Canyon Drive, horse trails behind school and across Plano Trabuco) and/or in close proximity to off campus school activities (Saddleback College and other home or away athletic/activities functions).

Consequences

Students who use or are in possession of tobacco/nicotine products at any time at school or school-sponsored activities, depending upon the nature and seriousness of the offense are subject to: Confiscation of tobacco/nicotine products, After-school Detention, Accountability Agreement, Treatment/Counseling Intervention, Probation, Parent Conference, Suspension from extracurricular activities (athletic events, dances, etc.).

Possession/Use of Alcohol/Other Drugs/Controlled Substances

It is illegal for any student to use, furnish, possess, sell or be under the influence of alcohol, tobacco products, drugs, any controlled substance, any designer drugs (i.e., GHB, Ketamine/ Special K, MDMA/Ecstacy, Rohypnol/Roofies, steroids), abuse prescription drugs, or be in possession of any drug paraphernalia at any time, including at school or during any school function. Students may not be under the influence of, in possession of, marijuana, under any circumstances, including medical marijuana, edibles, etc.

Students are subject to school-imposed consequences when found to be possessing, making arrangements to buy or sell, and/or using alcohol, tobacco products, and/or other drugs on campus (including the abuse of prescription drugs), when in close proximity to SMCHS campus (across the street on Via Zapador, San Joaquin, Alas de Paz, Plano Trabuco, Dove Canyon Drive, horse trails behind school and across Plano Trabuco) and/or in close proximity to off campus school activities (Saddleback College and other home or away athletic/activities functions).

Consequences

Students who use, furnish, sell, or are in possession of or under the influence of alcohol, nicotine based products, tobacco products, other drugs (including the abuse of prescription drugs), controlled substances, any designer drugs (i.e., GHB, Ketamine/Special K, MDMA/Ecstacy, Rohypnol/Roofies, steroids), and/or any drug paraphernalia at any time at school or school-sponsored activities, depending upon the nature and seriousness of the offense are subject to: Suspension, Probation, Parent Conference, Accountability Agreement, Drug Testing, Suspension from extracurricular activities (athletic events, dances, etc.), Treatment/Counseling Intervention, Involuntary Withdrawal, Expulsion from SMCHS. If the student is involved in extracurricular activities, the coach/moderator will be notified and team/activity consequences will apply. The student will be suspended from all extracurricular activities the school day following the incident. Law enforcement officials may be notified where it is deemed necessary. Students in the presence of drug and alcohol use or possession, students in possession of and/or proximity to drug and alcohol paraphernalia are subject to the same consequences. Confiscated drugs and/or drug paraphernalia will be disposed of by school or legal authorities.

The above-stated consequences are in accordance with Diocesan guidelines, enforced by the Dean's Office, and subject to appeal by the DRB with the Principal as final decision maker.

Substance Use/Abuse at Non-School Activities

It is illegal to serve alcohol to minors even if they are your own children. Parents who provide alcohol to our students who are not their children jeopardize their own children remaining at Santa Margarita and risk the involvement of law enforcement agencies.

At non-school activities, it is not the responsibility of SMCHS to monitor student behavior. However, if an agent of the school becomes aware of alcohol and/or drug use involving our students we will share this information with the parents and the appropriate authorities.

We recommend not hosting "open" parties. These are invitations for substance abuse, destruction of the home and neighborhood, and a host of other problems. Social events should be limited to people you know and by invitation only. Caution should be exercised in allowing your teenager to attend un-chaperoned social events and/or parties. Parents are encouraged to communicate with one another to ensure the safety of their children when visiting friends or attending a party.

Weapons

It is illegal for any student to possess or use weapons or any material that can be used as a weapon at any time, including at school or any school function. Any item considered a weapon by law enforcement agencies is also considered such by SMCHS. Facsimile weapons (plastic guns and knives, water guns, wooden, plastic, or metal models of guns or knives) of any kind are considered weapons.

Consequences

To be determined by the Dean's Office. Depending upon the nature and seriousness of the offense, consequences may include but are not limited to the following: Saturday Detention(s), Accountability Agreement, Suspension, Probation, Parent Conference, Confiscation of the weapon (not to be returned), Suspension from extracurricular activities (athletic events, dances, etc.), Involuntary Withdrawal, Expulsion from SMCHS. Law enforcement officials may be notified.

Possession/Use of Fireworks/Explosives/Ammunition/Pepper Spray

No explosive or flammable device of any type is permitted at school or at any school function. These include, but are not limited to, ammunition, firecrackers, party poppers, lighters, and matches. Additionally, no student shall ignite any material of any kind at school or at any school related function. Any act which creates a fire hazard is a violation of SMCHS rules.

Consequences

To be determined by the Dean's Office. Depending upon the nature and seriousness of the offense, consequences may include but are not limited to the following: Saturday Detention(s), Accountability Agreement, Suspension, Probation, Parent Conference, Confiscation of the device(s) and/or materials, Suspension from extracurricular activities (athletic events, dances, etc.), Involuntary Withdrawal, Expulsion from SMCHS. In addition, the student will be responsible for the cost of repair or replacement of any property damaged by the explosion or fire associated with said devices and/or materials.

Defiance

Defiance means flagrant insubordination, disrespect, or disobedience of any school administrator, faculty, and/or staff by speech, gesture, or in writing. This includes, but is not limited to, refusal to give legal name, to go where directed, to accompany the adult to the Dean's Office, to give accurate, truthful information, and/or chronic violations of school regulations (Attendance, Behavior, and/or Dress Codes).

Consequences

To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: After-school Detention, Saturday Detention, Accountability Agreement, Parent Conference, Suspension, Probation, Involuntary Withdrawal, Expulsion from SMCHS.

Sent Out of Class

Students sent from class for disciplinary reasons will report to the Dean's Office.

Consequences

To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: a 75-minute detention, Disruptive/Disrespectful Behavior consequences, a conference with a dean documented on a referral form. Multiple occurrences will result in increased consequences to be determined by the Dean's Office.

Food and Drink in Classrooms

No eating is permitted in classrooms at any time. Students who do not adhere to this policy will receive disciplinary consequences.

Consequences
To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: After-school Detention(s), Accountability Agreement, Saturday Detention(s), Parent Conference.

Lack of Cooperation
Lack of cooperation includes failure to follow adult instructions, failure to bring required materials to class, and not following classroom policies.

Consequences (per semester)
To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following:

- First Offence – 45 Minute Detention
- Second Offence - 60 Minute Detention
- Third Offence - 75 Minute Detention
- Fourth Offence – 2 Hour Saturday Detention
- Fifth Offence - 3 Hour Saturday Detention, Parent Notification
- Sixth Offence and Above - 3 Hour Saturday Detention, Parent Notification. Continued violations may result in Accountability Agreement, Parent Conference, Suspension, Probation, Involuntary Withdrawal, Expulsion from SMCHS.

Disruptive/Disrespectful Behavior
Disrespectful behavior is characterized by a disturbance or problem which interrupts a class, event, activity, or program.

Consequences
To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following:

- First Offense – 45 Minute Detention
- Second Offense – 2 Hour Saturday Detention
- Third Offense – 3 Hour Saturday Detention
- Fourth Offense – Student and Parent meeting with Deans staff. Consequences to be determined.
- Fifth Offense – Referral, Accountability Agreement, Parent Meeting
- Sixth Offense and Above – Referral, Discipline Review Board. Continued violations may result in involuntary withdrawal from SMCHS.

It is the right and responsibility of the Dean's Office to recommend Involuntary Withdrawal or Expulsion for extreme or excessive disruptive behavior violations.

Fighting
Fighting is defined as assault or battery, or any threat of force (written or verbal) or violence directed toward anyone.

Consequences
To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: After-school Detention(s), Accountability Agreement, Saturday Detention(s), Suspension, Probation, Parent Conference, Involuntary Withdrawal, Expulsion from SMCHS.

Bullying/Cyberbullying
Bullying is an act of aggressive behavior in person or through a multi media outlet, in order to hurt another person, physically or mentally. Behaviors may include: verbal or written abuse, harassment through technology, exclusion from activities, exclusion from social situations, physical abuse, or coercion. Bullying includes taunting and teasing a target. Bullying can be broken into two categories: Direct bullying, and indirect bullying. Direct bullying involves physical aggression such as shoving and poking, throwing things, slapping, choking, punching and kicking, beating, stabbing, pulling hair, scratching, biting, scraping and pinching. Indirect bullying is characterized by threatening the victim into social isolation. This isolation is achieved through a wide variety of techniques, including spreading gossip, refusing to socialize with the victim, bullying other people who wish to socialize with the victim, and criticizing the victim's manner of dress and other socially-significant markers. All due diligence and confidentiality will be protected as much as possible during an investigation of any allegation. Any form of retaliation on the reporter will not be tolerated and may increase the severity of consequences.

Consequences

To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: Mediated conflict resolution, Letter of Apology, Participation in an empathy program, After-school Detention(s), Accountability Agreement, Saturday Detention(s), Suspension, Probation, Parent Conference, Involuntary Withdrawal, Expulsion from SMCHS.

Harassment

Santa Margarita maintains a strict policy prohibiting all forms of harassment, including sexual. Harassment in any form, including verbal, physical, or visual toward any individual, student, faculty, or staff member is prohibited. No student shall knowingly or intentionally by speech, gesture, or in writing address another person in such a way that could be interpreted as demeaning, derogatory, harmful, or hateful based upon the person's gender, race, ethnic background, sexual orientation, religious orientation, or other personal characteristic. Harassment can be face to face or over electronic media. All due diligence and confidentiality will be protected as much as possible during an investigation of any allegation. Any form of retaliation on the reporter will not be tolerated and may increase the severity of consequences.

Consequences

To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: Mediated conflict resolution, Letter of Apology, After-school Detention(s), Accountability Agreement, Saturday Detention(s), Suspension, Probation, Parent Conference, Involuntary Withdrawal, Expulsion from SMCHS.

Discriminatory Harassment/Hate Speech

Discriminatory harassment or hate speech is understood as any kind of communication in speech, writing or behavior in person or online, that attacks or uses pejorative or discriminatory language with reference to a person or a group on the basis of who they are, in other words, based on their religion, ethnicity, nationality, race, color, descent, gender, disability, socio-economic status, or sexual orientation. This is often rooted in, and generates intolerance and hatred and, in certain contexts, can be demeaning and divisive.

Consequences

To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: Mediated Restorative Resolution, Letter of Apology, After-school Detention(s), Accountability Agreement, Saturday Detention(s), Suspension, Probation, Parent Conference, Involuntary Withdrawal, Expulsion from SMCHS.

Hazing

Hazing has no place the Catholic school experience. Hazing is defined as any intentional, knowing or reckless act meant to induce pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team sponsored or supported by Santa Margarita. It does not matter whether such hazing practices were mandatory or voluntarily entered into by any student or organization in question.

Consequences

To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: Mediated conflict resolution, Letter of Apology, After-school Detention(s), Accountability Agreement, Saturday Detention(s), Suspension, Probation, Parent Conference, Involuntary Withdrawal, Expulsion from SMCHS.

Theft

Theft is defined as taking and/or possessing property without permission or knowledge of the owner. Property is defined as anything that belongs to another person or the school. Knowingly receiving stolen property is a violation of school rules.

Consequences

To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: Reimbursement, Accountability Agreement, Saturday Detention(s), Suspension, Probation, Parent Conference, Involuntary Withdrawal, Expulsion from SMCHS. A Theft Report will be filed with Law Enforcement officials where it is deemed necessary.

Vandalism
No student shall willfully cut, deface, or otherwise damage property, real or personal, belonging to the school or any member of the school community. This includes, but is not limited to, writing in textbooks and on desks, counters, table tops, spray painting, graffiti, placing stickers on any surface anywhere on campus. Vandalism includes any damage to public or private property.

Consequences
To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: Saturday Detention(s), Accountability Agreement, Suspension, Probation, Parent Conference, Involuntary Withdrawal, Expulsion from SMCHS. Any student who vandalizes will be responsible for the cost of repair or replacement of the vandalized property. Law enforcement officials may be notified. Additionally, parents/guardians will be held responsible under the law for their student's vandalism.

Planning/Participating in Pranks/Senior Pranks
Receiving a diploma and participating in a commencement ceremony is an important milestone in one's life. While a student may be granted a diploma based upon earned credits and fulfilling requirements in specific academic areas, the privilege to participate in senior activities and/or the commencement ceremony is contingent upon maintaining acceptable scholastic and citizenship standards. Senior activities are provided for seniors as a privilege, not a right.

Seniors are expected to maintain acceptable standards in the areas of academics, attendance, conduct and citizenship. Individuals who maintain unacceptable standards and/or are involved in disciplinary situations at the end of the school year may be excluded from one or more senior activities such as: senior pilgrimage, senior awards night, senior yearbook brunch, prom, grad night, commencement ceremony, etc.

Planning or participation in "senior pranks" and/or involvement in acts of vandalism on the SMCHS campus will not be tolerated. This includes anything that costs the School money or time to repair or remedy. Students are not allowed on campus during the hours of 10:00 p.m.-6:00 a.m. without prior School approval.

Consequences
To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: Saturday Detention(s), Accountability Agreement, Suspension, Probation, Parent Conference, Exclusion from one or more senior activities, Involuntary Withdrawal, Expulsion from SMCHS. Any student who vandalizes will be responsible for the cost of repair or replacement of the vandalized property. Law enforcement officials may be notified. Additionally, parents/guardians will be held responsible under the law for their student's vandalism.

Littering
No student shall willfully place litter of any kind (paper, cans, wrappers, gum, food, etc.) on the ground, on a table, or any place other than a trashcan or recycling bin of some kind.

Consequences
To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: Lunch Detention(s), After-school Detention(s), Accountability Agreement, and Saturday Detention(s).

Wrong Lunch
Failure to attend the designated lunch period may result in disciplinary action to be determined by the Dean's Office.

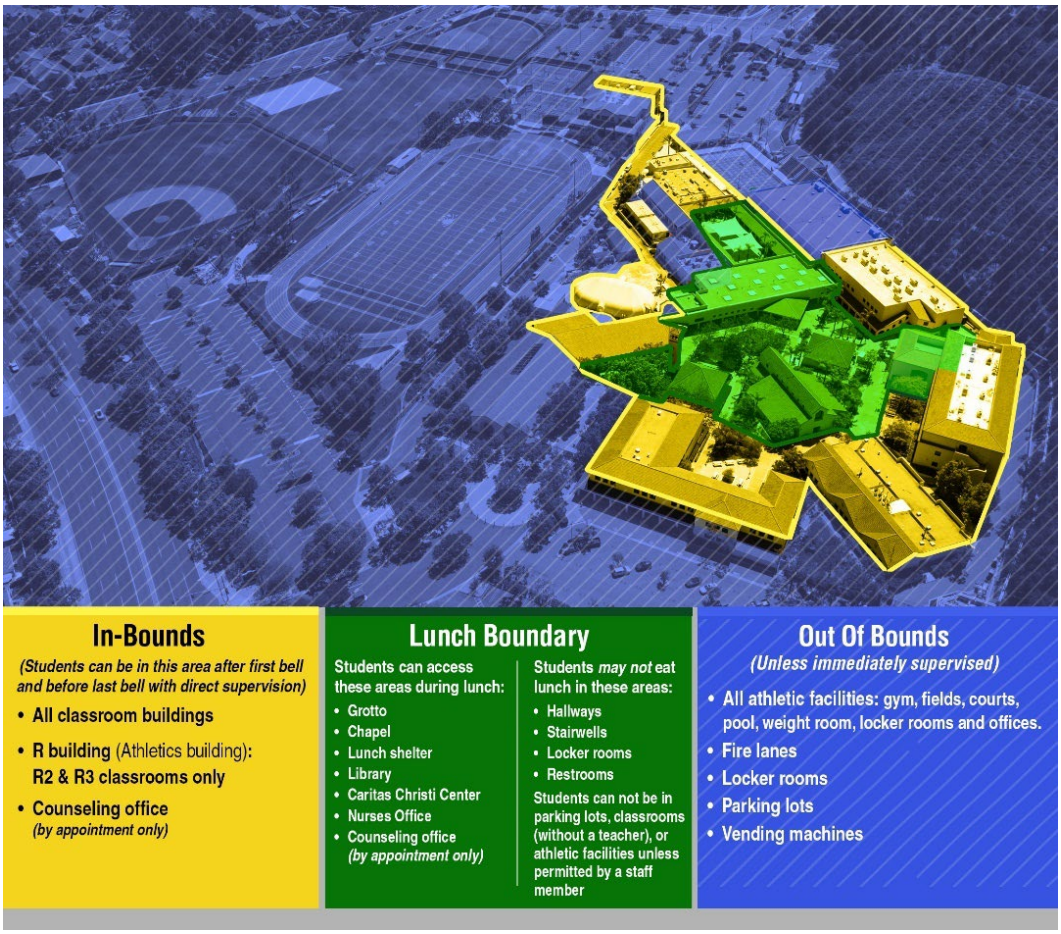
Consequences
To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: Lunch Detention(s), After-school Detention(s), Accountability Agreement, and Saturday Detention(s).

Out-of-Bounds
Santa Margarita is a "Closed" campus. No student shall leave campus for any reason once they arrive at the start of the school day until the end of the school day. This includes lunch periods. During the school day, all parking lots are considered out-of-bounds. During lunch, students are allowed in the lunch shelter, library, grotto, St. Margaret

Mary Garden, and the areas in front of the library, chapel, and campus store. The classroom buildings, Moiso Pavilion, pool, fields, parking lots, and any area not immediately adjacent to the lunch shelter are out-of-bounds. No students are allowed in classrooms without a teacher present. Campus Security assists the Deans and Faculty in monitoring this regulation.

Consequences

To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: After-school Detention(s), Accountability Agreement, Saturday Detention(s), Suspension, Probation, Parent Conference, Involuntary Withdrawal, Expulsion from SMCHS.



Unauthorized Use of School Property (Elevators, Golf Carts, Etc.)

Students may not use the elevators in the B, G, S and R buildings unless they have the approval of the Nurse's Office and an elevator key (refer to the Health Services and Nursing Office section for guidelines regarding the distribution of elevator keys). Students may not drive school golf carts under any conditions. Students may not use school property without School approval.

Consequences

To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: Accountability Agreement, Saturday Detention(s), Suspension, Probation, Parent Conference, Involuntary Withdrawal, Expulsion from SMCHS.

Prohibited Items and Valuable Personal Property

To ensure the safety of students, their freedom from distraction, and the safety of the items themselves, the following items are not permitted on campus: skateboards (also, roller blades, skates), laser pointers, game boys, (and other electronic devices), chains, pepper spray, and/or mace, and any items perceived to be dangerous to the student or others. iPods and MP3 players will be treated according to teacher classroom policy. Students are advised that SMCHS is not liable for valuable personal property and students bring such property to school at their own risk. Electronic devices and phones that are deemed a distraction to the learning environment may be confiscated.

Consequences

To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: Confiscation of item by Dean's Office, After-school Detention(s), Accountability Agreement, Saturday Detention(s), Suspension, Probation, Parent Conference, Involuntary Withdrawal, Expulsion from SMCHS. Confiscated items may not be returned.

Cell Phones/Earbuds/Headphones/Smart Watches/Electronic Devices

Students are permitted to possess electronic communication devices on school property, at school-sponsored events, and can be used to pay for lunch. However:

- The school requires that all student cell phones be turned off and remain in backpacks from first bell to last bell, including passing periods and lunch. First bell is defined as the 5 minute warning bell that rings prior to the first class of the day. Last bell is defined as the bell that rings ending the last class of the day.
- The school requires phones be placed in phone caddies when students are in a class or remain in their backpacks (as determined by their teacher). Therefore, while in class, it is the student's responsibility to ensure that the device is turned off and stored away. Cell phones shall remain in the caddy or student backpack for the duration of class unless otherwise directed by the instructor.
- While attending a Mass or assembly, it is the student's responsibility to ensure that the device is turned off and out of sight.

Cell phones/earbuds/headphones/electronic devices will be confiscated, and students will receive disciplinary consequences if the electronic device is used inappropriately, which includes using the phone for video recording, audio recording or photography without consent. Students will face disciplinary consequences if they place a substitute device in a classroom phone caddy. School personnel reserve the right to review the pertinent contents of a confiscated cell phone regarding a disciplinary action.

Cell phones, smart watches and other wearable technology must be placed in the classroom phone caddy during tests and assessments. Failure to do so is a violation of the Academic Integrity policy.

If a student's cell phone is confiscated due to a violation of the cell phone policy, the student will not be able to pick up the phone till the end of the school day. Confiscated phones are kept in the Welcome Center located in the front of campus. If the student wishes to pick up the device after regular hours, they can contact Security staff for assistance at (949) 279-7690.

Consequences

- First offense (per year) – Warning and confiscation of device until the end of the school day.
- Second offense (per year) - 1 hour detention, confiscation of device till the end of the school day.
- Third offense (per year) – 2 hour Saturday detention, confiscation of device till the end of the school day, student and parent meeting with deans staff.
- Fourth offense (per year) – 3 hour Saturday detention, referral, confiscation of device till the end of the school day, student will need to store their cell phone at the deans office each day during class time.
- Fifth offense (per year – Two 3 hour Saturday detentions, referral, probation and accountability agreement, student and parent meeting with deans staff, student will need to store their cell phone at the deans office each day during class time.
- Sixth offense (per year) – Referral, Discipline Review Board, possible involuntary withdrawal from SMCHS.

Fire Alarms

Any student who sets, tampers with, or damages a fire alarm is in violation of the Uniform Fire Code Division II, Article II.302 and is subject to a $500 fine and holding in custody for up to six (6) months. Additionally, the student is subject to immediate Involuntary Withdrawal, Expulsion from SMCHS.

Inappropriate Dancing at School Dances

All Santa Margarita functions are intended to promote the Catholic Christian values that recognize the dignity and self-worth of all people. Within this setting, dances are viewed as an opportunity for students to socialize in a supervised and safe environment. Students' behavior and attire should reflect this guiding principle. All dance styles must comply with standards of modesty and safety. The faculty and administrators in attendance will be the final judge of the appropriateness of dance style. Inappropriate dancing includes, but is not limited to, the following: slam dancing, moshing, freaking, or otherwise inappropriate or dangerous dancing.

Consequences

To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: Removal from the dance, Parent Contact, and forfeiting the right to attend the next school dance.

Inappropriate Public Displays of Affection

Inappropriate displays of public affection shall not take place on school property or at any school sponsored activity. Behaviors which are not appropriate for public places make other people uncomfortable, show poor judgment, and are demeaning to the individuals involved. Examples of inappropriate displays of public affection include, but may not be limited to, kissing, sitting on laps, excessive body contact or any other highly sexual suggestive behavior.

Consequences

To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: After-school Detention(s), Accountability Agreement, Saturday Detention(s), Suspension, Probation, Parent Conference, Involuntary Withdrawal, Expulsion from SMCHS.

Profanity/Inappropriate Language

The use of inappropriate language or any language deemed offensive may result in disciplinary action to be determined by the Dean's Office.

Consequences

To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: After-school Detention(s), Accountability Agreement, and Saturday Detention(s).

Immoral Conduct

Immoral conduct includes without any limitation any speech, gesture, written word, or action (including immodest or inappropriate fashion choices) on or off campus which is contrary and/or counterproductive to the goals and philosophy of SMCHS and Christian decency. This includes respect for the Eucharist.

Consequences

To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: Accountability Agreement, Suspension, Probation, Parent Conference, Involuntary Withdrawal, Expulsion from SMCHS.

Gambling

Gambling is act of wagering or betting money or something of value on an event with an uncertain outcome with the intent to win more or something of value. Examples include, but are not limited to: Card games (poker, black jack, etc.), dice games, video or board games, sports betting, etc.

Consequences

To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: Detention, Accountability Agreement, Suspension, Probation, Parent Conference, Involuntary Withdrawal, Expulsion from SMCHS.

Good Reputation of the School

Students are expected always to be courteous and to demonstrate respect for all persons and property. Students are responsible for the good name of SMCHS. Actions on or off campus that can detrimentally impact the school's reputation can result in disciplinary consequences, including involuntary withdrawal or expulsion from SMCHS. Any student who brings discredit to himself/herself and/or SMCHS through any immoral, unlawful or unethical activity in or outside school is subject to immediate involuntary withdrawal or expulsion, since it is contrary to the Philosophy and Mission of Catholic education.

All enrolled students are expected to behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in this Parent Student Handbook. The school reserves the right to discipline students for activities off campus and outside school hours if the activity does not support the mission and goals of the school.

Unlawful/unethical activity specifically includes, but is not limited to: immoral conduct, membership, involvement, or association with a group or gang that engages in violence, harassment, or intimidation of others; use or sale of illegal substances; theft; possession of a weapon; use of print, visual, or electronic media for purposes of harassment, etc.

The wearing of gang paraphernalia, use of gang signs, symbols or graffiti will be considered as evidence of gang association. These actions will result in severe discipline measures, including the possibility of involuntary withdrawal.

Consequences
To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: Accountability Agreement, Suspension, Probation, Parent Conference, Involuntary Withdrawal, Expulsion from SMCHS.

Forgery
No student shall intentionally falsify pertinent information or the signatures of any adult parent, faculty, or administrator on any document for any reason.

Consequences
To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: Accountability Agreement, Saturday Detention(s), Suspension, Probation, Parent Conference, Involuntary Withdrawal, Expulsion from SMCHS.

Lying and/or Misrepresentation of the Truth
No student shall intentionally present false information to or mislead, either directly or by omission of information, any agent of SMCHS (faculty, staff, administration).

Consequences
To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: Accountability Agreement, Saturday Detention(s), Suspension, Probation, Parent Conference, Involuntary Withdrawal, Expulsion from SMCHS.

Recording Without Consent
To ensure a safe and secure learning environment for students and teachers the recording of a faculty or staff member, or the recording of a class, without the teacher or staff member's consent is prohibited. This includes audio and video recordings. If a student or any other individual wishes to record a faculty or staff member, or record a class for any reason, they must obtain consent from the teacher or staff member beforehand.

Consequences
To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: After-school Detention, Saturday Detention, Accountability Agreement, Parent Conference, Suspension, Probation, Involuntary Withdrawal, Expulsion from SMCHS.

Gum
No student shall chew gum or place gum on any surface at school.

Consequences
To be determined by the Dean's Office. After-school Detention(s).

Incompatibility
Incompatibility includes flagrant or consistent defiance of the SMCHS Behavior and/or Dress Codes, and Attendance procedures. Hosting and/or attending a party at which drugs and/or alcohol are present, engaging in activities which are illegal and/or inconsistent with school philosophy and policy while on or off campus, organizing alternative or competing events during school functions, repeated absences, tardies, and/or truancies, behavior and/or dress code violations are some examples of behavior incompatible with SMCHS.

In determining the consequences for violation(s) of school rules, regulations, policies, and procedures, the Dean's Office will consider all the facts, including, without limitations, whether the actions of the student are chronic or repetitive.

Consequences

To be determined by the Dean's Office. Depending upon the nature and seriousness of the situation, consequences may include, but are not limited to, the following: Accountability Agreement, Parental Notification, Suspension, Probation, Parent Conference, Involuntary Withdrawal, Expulsion from SMCHS.

Computer Use

Effective performance of computer and telecommunications networks, whether local or global, relies upon end users adhering to established standards of proper conduct. In general, this requires efficient, ethical, and legal utilization of network resources. Use of all school technology items and systems must be consistent with the educational objectives and mission of the Diocese of Orange.

Each SMCHS student is assigned an account and login for the network and is assigned email and storage areas. These accounts and folders are only for assigned usage. SMCHS email may only be used for conducting school work such as communicating with teachers or submitting work to TurnItIn. School personnel may view digital school work and school communications at any time. Using school computers is a privilege. The privilege may be revoked permanently for unacceptable conduct/usage. Unacceptable conduct/usage includes, but is not limited to, the following:

- Accessing the Internet without following SMCHS use policies.
- Accessing or exploring online sites or materials that are inappropriate for school assignments and/or incompatible with school philosophy.
- Allowing another unauthorized student to help, coach, observe, and/or join your activity on the Internet.
- Troubleshooting or fixing any software, hardware, or system problem, or improving, adding, or deleting any programming software, files, or other components of a system.
- Remoting into another computer.
- Failing to quit the Internet software at the end of your session.
- Using personal computers to electronically publish, post, send, or receive any material considered inappropriate, offensive, immoral, derogatory, sexist, racist, or defamatory to others.
- Engagement in online blogs or social media such as, but not limited to, Facebook®, Instagram, X (formally known as Twitter), etc. may result in disciplinary actions if the content includes defamatory comments regarding the school, the faculty or other students.
- Utilizing video call or chat platforms, including but not limited to Skype, Microsoft Teams Chat, WeChat, WhatsApp, Slack, Zoom, and Google Hangouts, in the classroom without express permission from the teacher. Such unauthorized usage could cause distractions and disrupt the learning environment.
- Using computers or any other technology device to participate in cyberbullying.
- Using the network for commercial advertising.
- Using copyrighted material without permission.
- Using the school logos or seal without permission.
- Using the network to lobby for votes.
- Sending a message with someone else's name on it or posing as someone else.
- Sending or receiving a message that taunts and/or defames another school.
- Using the network to facilitate any illegal activity.
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users; and/or material otherwise considered inconsistent and incompatible with the school's philosophy, mission statement, integral student outcomes, and behavior code.

Consequences

To be determined by the Dean's Office. Depending upon the nature and seriousness of the situation, consequences may include, but are not limited to, the following: Accountability Agreement, Parental Notification, Computer Use Privilege Revoked, Saturday Detention, Suspension, Probation, Parent Conference, Involuntary Withdrawal, Expulsion from SMCHS.

One-to-One Tablet PC Accountability Agreement

To enable full access to the curriculum in SMCHS's student-centered learning environment, parents pay a yearly program fee to the school which covers access to the necessary technology and all related support services.

As part of this package, SMCHS provides its students a Tablet PC with preloaded software for their use while attending SMCHS. The Tablet PC and all preloaded software remain SMCHS's property and are not being sold, rented or leased to the student and/or parent(s). SMCHS retains the right to require immediate return of any Tablet PC at any time for any reason, as well as the right to modify its software. Student and parent(s) acknowledge the following:

- Students are not permitted to bring their own devices in place of their Tablet PC to class; they must use their school-issued Tablet PC.
- Student and parent(s) are financially responsible for all damages to, or loss of, this Tablet PC not covered by the Accidental Damage Protection Policy (see below).
- Student may be without a Tablet PC if the repair or replacement period is estimated to be 24 hours or less.
- At its sole discretion, the School may impose disciplinary measures commensurate to the severity of any intentional or grossly negligent damage to or misuse of any Tablet PC, software and/or communication system.
- SMCHS provides limited storage space for students' school related files on OneDrive. In the event that a Tablet PC needs to be re-imaged or replaced, all data not stored on OneDrive will be lost. Please note, if any data is stored on the Tablet PC itself, not on OneDrive, it is the student's responsibility to maintain his/her own back up. Students should back up all files onto a thumb drive or external hard drive regularly.
- Student and parent(s) understand that only software authorized by the School may be installed or used on the Tablet PC.
- Student and parent(s) understand that the sharing of any software installed on the Tablet PC, including eBooks, with any other person is against the law and School policy. Anyone who violates license agreements by doing this will be subject to disciplinary action.
- Student and parent(s) are responsible for the prompt return to the School of any Tablet PC and accessories subject to this Agreement upon completion or cessation of the student's enrollment, or upon request by the School. In situations where the equipment is not returned in a timely manner, the School reserves its right to use appropriate legal means to regain custody and/or compensation for its equipment, including, but not limited to, withholding grades and/or transcripts in accordance with the California Education Code.

The School's limited Accidental Damage Protection Policy (ADP) provides that the School will bear the cost of repairing or replacing the Tablet PC in the following situations (Tablet PC Accidental Damage Protection Policy can be found on the EdTech website at https://www.smhs.org/academics/ed-tech/program-overview-faq):

- Drops, liquid spills, electrical surges and damage to the tablet, including its LCD screen that occurs at home, at school, and in transit between these two locations, as long as, in the School's sole discretion, such damage was determined to be accidental. Limitations of the ADP policy include a onetime per year major repair imposed by the manufacturer. Subsequent repairs will be subject to fees.
- Defective components and accessories.
- All Tablet PCs and their peripherals are also covered by limited manufacturer's guarantee for manufacturing defects only.

Damage that is NOT covered by the School will be the financial responsibility of the student and parents. We recommend that families ensure that their homeowner's or renter's insurance policy covers Tablet PC theft. Such damages include, but are not limited to, the following:

- Peripheral devices or components such as carrying cases, power/AC adapters, styluses and other components not internal to the Tablet PC device are NOT covered under the school's ADP. A purchase is required in the event of loss or damage of such devices.
- Cosmetic damage (scratches, wear, discoloration, minor gaps in plastics, etc.) not affecting functionality are NOT covered under the school's ADP.
- Loss
- Theft from an unsecured location on campus, unless placed there at the direction of a school employee (i.e. in an unattended backpack or unlocked car)
- Theft from location off-campus (i.e. at home, car, mall, or friend's house)
- Damage due to fire (other than at school)
- Acts of God
- Intentional or grossly negligent damage and/or misuse
- Use in unsuitable operating environment
- Damage to any device that has been loaned to the student while their primary device is being serviced ("loaner" device).

In cases where damages are the financial responsibility of the student and/or parent(s), the charges to be paid are the cost of the replacement part and related labor charges (rounded up to the nearest hour). Current repair and replacement charges are listed on the Information Technology Department Loaner Check-Out form.

Action list to be followed in all cases of lost, stolen or totally destroyed student tablets:

- The student provides all details of what occurred to the Tech Service Center in the library by the next business day.
- The Tech Service Center informs the Deans if it appears the tablet was intentionally destroyed or the tablet was lost or stolen.
- The Tech Service Center informs the family that they need to file a police report in cases where the tablet is stolen (or lost) and provide a copy to the Tech Service Center.
- After required form(s) received from parents, a temporary loaner tablet is given to the student.
- The Tech Service Center inventory spreadsheet gets updated accordingly.
- If the stolen/lost tablet has Absolute recovery, the Tech Service Center reports it to Absolute as lost.
- If the tablet is found, the Tech Service Center notifies the Business Office in writing and the family will be contacted to discuss next steps depending on the condition of the tablet.
- If the tablet is not found, the family is financially responsible for the cost of a replacement tablet.

Inappropriate Social Media/Online Posts

You are personally responsible for the content you create/publish online, via social media or any other form of user-generated media. Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including pictures, videos, and comments) may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it.

What you post may affect your future. Many employers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments, and posters). Similar to comments made in person, SMCHS will not tolerate disrespectful comments and behavior online, including:

- Derogatory language/remarks towards Santa Margarita Catholic High School as an institution, SMCHS students, and employees, that are written in a disrespectful or obscene manner
- Derogatory language or remarks that may harm or are disrespectful to representatives of other schools, including students, and any employee. Derogatory language or remarks that may harm or are disrespectful to representatives of the Media
- Photos or statements depicting violence, hazing, harassment, full or partial nudity; inappropriate gestures; vandalism, stalking, underage drinking, selling, possessing, or using controlled substances; or any other inappropriate or criminally illegal behaviors
- Making a threat of physical or emotional injury to another person

Please remember that the internet never forgets. This means everything you publish will be visible to the world indefinitely. Common sense is a huge factor here. If you are about to create/publish something that makes you even the slightest bit uncomfortable and it is related to SMCHS, refrain from posting.

Be sensitive about linking to content. Redirecting to another site may imply an endorsement of its content. Be sure all content associated with you is consistent with Santa Margarita's beliefs and professional standards, as explained in the Parent Student Handbook.

Protect the institutional voice. Posts on social media sites should protect Santa Margarita's institutional voice by remaining mature in tone.

Respect your audience. Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the eyes of SMCHS and our faith. You should also show proper consideration for others privacy and refrain from topics that may be considered objectionable, controversial or inflammatory.

Responding to negative posts about SMCHS: You may come across negative or disparaging posts about SMCHS, students, and/or employees. Avoid the temptation to respond yourself. If you feel it is necessary, pass the posts along to the Dean's office.

Be mindful that you are representing SMCHS. As an SMCHS student it is important that your posts convey the same positive, CARITAS CHRISTI charism that SMCHS instills in all of its students. Be respectful of all individuals, races, religions and cultures; how you conduct yourself in the online social media space not only reflects on you – it is a direct reflection on SMCHS.

For your own safety, please keep the following recommendations in mind as you participate in social media websites; Set your security settings so that only those you choose see your profile. You should not post your e-mail, home address, local address, telephone number, age, or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.

When in doubt, do not post. Students are personally responsible for their words and actions. As students, you must ensure that your posts are appropriate. Exercise sound judgment and common sense, and if there is any doubt, DO NOT POST IT.

Consequences

To be determined by the Dean's Office. Depending upon the nature and seriousness of the situation, students who fail to comply with the rules and guidelines set forth in this policy will be subject to discipline, up to and including expulsion.

Artificial Intelligence (AI) Policy

At Santa Margarita Catholic High School, we recognize the transformative potential of Artificial Intelligence (AI) in enhancing the educational use when used safely and responsibly. The integration of AI at SM is rooted in and supports our mission to embody the charism of *Caritas Christi*—the love of Christ—in our community of faith and learning. AI will be used with intentionality to **amplify what is most human:** the unique gifts of each student and the relationships at the heart of teaching and learning. These include student-to-student connection, teacher-to-teacher collaboration, and the vital bond between teacher and student. AI use will also reflect our shared commitment to **data privacy, security, and academic integrity**— cornerstones of a trusting and transformative learning environment. The following policies and guidelines are grounded in these values.

AI is a rapidly evolving field, and we are dedicated to continually refining our approach to ensure it aligns with our mission and values while safeguarding the user and communal experience. For the most current information, please visit our AI policy page at www.smhs.org/AIpolicy.

Definitions

- **Generative AI** refers to technology that can create content, including text, images, audio, and video, based on input data. Examples include tools like ChatGPT, Claude, Gemini, Copilot, DALL-E, Perplexity AI, Suno/Udio, DeepSeek and similar AI models including multimodal AI systems embedded in apps and platforms.
- **Agentic AI** refers to technology designed to take autonomous or semi-autonomous actions on behalf of users to accomplish specific goals with minimal human oversight. These systems go beyond generating content—they can make decisions, initiate tasks, and adapt based on feedback or environmental inputs. Examples include tools like ChatGPT Deep Research, Perplexity Research mode, Google Deep Research in Gemini, and Claude (agentic mode).
- **AI-enabled devices** are physical hardware products that incorporate artificial intelligence to enhance their functionality, operating either as standalone devices or in response to user inputs and environmental triggers. These devices use AI for tasks like voice recognition, transcription, pattern detection, personalized recommendations, or smart automation. They range from reactive devices that respond to commands to more autonomous tools that actively capture and process information.
  Examples include:
  - Phones (i.e., Apple Intelligence embedded in iPhones and iPads)
  - AI-enhanced glasses (including AI-enhanced prescription glasses) and cameras (Ray-Ban Meta smart glasses)
  - AI-powered earbuds/headphones/smart speakers and assistants (Amazon Echo, Google Home)
  - Other AI-powered wearables (rings, pins, fitness trackers, smartwatches, or other jewelry)
  - Smart pens and notebooks (Livescribe, Neo smartpen)
  - Standalone AI note-takers (Plaud Note, Plaud NotePin) that automatically record, transcribe, and summarize conversations
  - AI-first consumer devices (i.e., Human AI Pin)

- **AI Overlay and Assistance tools** are software applications that integrate with existing platforms, browsers, or workflows to provide real-time AI assistance without replacing the underlying systems. These tools "overlay" AI capabilities onto whatever you're already using - whether it's writing assistance in documents, research help on web pages, or smart features in existing apps. Examples include Grammarly, Cluely, Google Docs “Help me write”, QuillBot, Otter.ai.
- **Embedded AI in Consumer Platforms** are artificial intelligence features integrated directly into widely used platforms, often without requiring separate accounts or tools. Examples include Google Search AI summaries, YouTube AI recommendations and captions, Instagram/Snapchat AI features, and Microsoft Edge AI sidebar.

Parental Consent

As artificial intelligence (AI) tools like Large Language Models (LLMs) are increasingly integrated into education, it is crucial for parents to understand the limitations, privacy, and ethical considerations of currently available LLMs. Many LLMs specify that students aged 13-18 may use LLMs under teacher supervision. This aligns with, but is not limited to, OpenAI's terms of service, which mandate users be at least 13 years old and those under 18 have parental permission. When a Santa Margarita faculty member requires students to use AI tools for an assignment or project, they will direct students to school-approved tools, such as, but not limited to, Microsoft Co-Pilot and SchoolAi, that comply with student privacy policies and regulations like FERPA, HIPAA, the General Data Protection Regulation (GDPR), and the European Union (EU) Data Boundary. When Parent/guardian(s) register their students for enrollment at SMCHS they acknowledge and authorize their student’s access to artificial intelligence (AI) tools like Large Language Models (LLMs) in accordance with the School’s Artificial Intelligence policy and practice.

AI-Enable Wearables

AI-powered personal devices offer new capabilities but also introduce significant educational, operational, and ethical challenges in the classroom. To support the development of cognitive and practical skills, uphold respect for consent inside and outside the classroom, protect data privacy, and ensure an equitable learning environment for all students AI-enabled wearable devices (including but not limited to smart glasses, AI-assisted earbuds, smartwatches, rings, pins, and other body-worn technology) are not permitted on campus or in a student’s possession during school hours, unless explicitly authorized by school administration for a documented educational or accessibility purpose. Phones may be in possession but secured inside backpacks bell-to-bell, in accordance with the School Phone Policy.

Use of AI in Coursework

SMCHS supports the intentional use of generative AI as a learning tool when the student is in the center of the loop making decisions. Our policies restrict and/or prohibit use of technologies that operate passively, continuously, or autonomously in ways that remove the student from the loop and compromise human formation and consent of others.

- **Instructor Guidance:** Instructors may prohibit, manage, or encourage the use of generative AI technologies depending on the course and assignment. However, possession and use of AI-enabled devices (with the exception of phones, which are governed by the School Phone Policy), agentic AI, or overlay/assistance tools are prohibited unless explicitly permitted by the instructor. Students should always follow their teacher's specific instructions and guidelines regarding AI usage in each class and assignment. The use of AI-enabled wearables, AI-enabled devices, agentic AI, or overlay/assistance tools for tests, exams and other assessments are strictly prohibited.
- **Clarification on AI Usage:** When in doubt, students should never assume the acceptability of AI use in any assignment or task. They should always seek direct guidance and clarification from their instructor. This ensures that their use of AI aligns with the specific expectations and guidelines of each course.
- **AI Student Approach:** The primary goal of AI integration should be to deepen understanding and develop essential skills, rather than merely completing assignments. AI should complement, not replace, fundamental academic abilities such as reading, analysis, comprehension, and a student's own critical thinking.
- **Academic Integrity and AI:** Students should never represent work they did not produce as their own, including work generated or materially modified by AI. For instance, students may not submit work in which AI generated the substance of their argument, analysis, or expression, as opposed to work in which AI assisted with ideation research, grammar, formatting, or brainstorming. Using generative AI in a way that violates an instructor’s policy or completing coursework in a way not expressly permitted will be considered a violation of the Academic Integrity policy.

- **Citation of AI-Generated Content:** Students must properly cite any AI-generated content used in their work, including text, images, videos, audio, or code. This applies whether the AI was used for final output, brainstorming, or research. Such content must be clearly indicated as AI-generated and cited according to the instructor's specified style. Citing AI Sources and Contributions:
  - Descriptive format (as per instructor guidelines): In a note or appendix, briefly explain how AI was used to support your work. For example: "ChatGPT was used to brainstorm initial ideas for this essay's structure."
  - Citing AI in MLA format
  - Citing AI using APA style
  - Citing AI using Chicago style
- **Examples of Unacceptable AI Use:**
  - **Unattributed Use:** Copying AI-generated content without proper citation.
  - **Undermining Learning Objectives:** The use of AI to bypass the intent of coursework, such as having AI complete coursework, bypass necessary steps like reading or analysis, or simply provide answers without the student actively engaging with or understanding the material, is strictly prohibited. These practices undermine the purpose of coursework and hinder the student's learning and development of critical thinking skills.
  - **Unauthorized Use:** Using AI when expressly forbidden by the teacher or the use of AI-enabled wearables, AI-enabled devices, agentic AI, or overlay/assistance tools for tests, exams and other assessments.

Responsibility and Accountability for AI Use

- **Content Responsibility:** Students are responsible for any inaccurate, biased, offensive, or unethical content they submit, regardless of its origin. AI models can include incorrect information, fake citations, and inaccurate outputs. Using AI does not absolve students of responsibility for the content they submit. Therefore, students are strongly encouraged to verify and check all sources used in their work, whether those sources come from AI-generated content or traditional research methods.
- **Suspected Improper Use:** If a teacher suspects a student submitted AI-generated content improperly, they will evaluate the case by considering factors such as the student's previous work, using AI detection tools, and checking the student's understanding. The teacher may involve a member of the Dean's Office staff for collaboration, evidence review, and decision-making, as well as enforcing consequences for improper AI use when necessary.
- **Prohibition of Unauthorized Depictions:** Students are strictly prohibited from using generative AI or other AI technologies to create and/or post images, videos, audio clips, or other content depicting any individual or their likeness without their explicit permission. This policy aligns with our Catholic teaching that every person is made in the image and likeness of God, deserving of dignity and respect. Additionally, apart from violating the student conduct code, creating and/or distributing deepfakes can result in severe legal consequences, including defamation, invasion of privacy, and potential criminal charges under state and federal laws.
- **Prohibition of Audio Cloning/Voice Replication:** Audio cloning (also known as voice cloning or synthetic voice generation) refers to the use of artificial intelligence to replicate or generate a person's voice using recorded audio samples. These tools can create realistic speech that mimics an individual's tone, cadence, and identity. Students are strictly prohibited from using AI tools to clone, replicate, or simulate the voice of any individual, student, staff member, administrator, or other person without explicit authorization from the school and the individual involved. Prohibited uses include, but are not limited to impersonating a teacher, staff member, or student, creating misleading, deceptive, or fraudulent recordings, generating audio content intended to disrupt the learning environment, producing content that could harm another individual's reputation, privacy, or safety. Even with consent, the creation or use of cloned voices within the school setting is not permitted unless explicitly approved for a supervised educational purpose by school administration. Consent alone does not override school policy. Students may not upload or use recordings of others (including classroom recordings) in AI tools for the purpose of voice cloning. This includes recorded lectures, conversations, or any audio captured on campus.
- **Restricted Use of AI-Enabled Devices**: AI-powered personal devices (such as Rabbit R1, Plaud, and other wearable or standalone AI tools) fall under the same usage expectations as other generative AI technologies. These devices may not be used during instructional time or for academic work unless explicitly permitted by the teacher. The use of AI-enabled wearables, AI-enabled devices, agentic AI, or overlay/assistance tools for tests, exams and other assessments are strictly prohibited. Unauthorized use will be considered a misuse of AI and subject to the appropriate academic and disciplinary consequences.

- **Prohibited Use of Autonomous AI Agents**: Students may not program or use AI agents, bots, or scripts to complete academic work without clear teacher permission. As outlined in this policy, AI should not support core skills like reading, analysis, and critical thinking. Using AI to outsource work undermines learning and violates academic integrity as outlined above.
- **Restricted Use of AI Overlay and Assistance Tools:** Students may not use AI overlay software or real-time coaching tools during interviews, oral exams, teacher conferences, or other assessments or assignments meant to evaluate personal knowledge and authentic communication. This includes software providing live prompts, suggested answers, or automated responses. Unauthorized use will be treated as academic dishonesty and subject to disciplinary action.

AI and Media Literacy
AI and media literacy are essential for both faculty and students to make informed decisions about when and how to use AI appropriately in each course and assignment. Thoughtful discernment—whether to utilize AI to deepen one's understanding or not—requires a foundational understanding of what AI is and how it works. This knowledge also shapes students' perception of AI as a tool to support, not replace, their learning.

To that end, SM students will attain a **baseline understanding of AI** through asynchronous and personalized modules in Alludo and build on that foundation through a variety of flexible, ongoing learning opportunities inside and outside the classroom. Building AI and media literacy will be an ongoing, iterative process—not a one-time event.

Data Safety and Privacy
AI vendors are actively marketing tools to educators and students, often using incentives aimed not just at user adoption but also at gaining access to user data. For example, free subscription offers to generative AI models do not provide users the options to opt out of data-sharing for model training. Some vendors often partner with other third parties who lack capacity or protocol to safeguard data. Sharing of **personal identifiable information (PII)**, yours or others, invites significant risk for all involved and may lead to consequences, including disciplinary actions. SMCHS strongly recommends use of pre-approved AI tools.

Consequences for AI Policy Violations
Non-compliance with these guidelines constitutes a violation of the Academic Integrity policy and/or the student conduct code, which carries significant consequences as outlined in the student handbook.

This policy will be updated regularly to reflect advancements in AI technology and best practices for its use in education. If you have any questions, please consult with your teacher or the school administration.

DISCIPLINARY ACTIONS AND PROCEDURES

Aeries Program
Parents and students should monitor discipline records at Santa Margarita Catholic High School and can access Aeries, an online program that allows parents and students to review official school records. Aeries is accessible through the school's homepage. Aeries access instructions are emailed to new SMCHS students/parents at the beginning of the school year. If you need to reset your password, use the "Forgot Password?" option on the site login screen. For additional assistance, please email aeriesportal@smhs.org. The direct link for the Aeries Portal is https://santamargaritachs.aeries.net/student.

Demerit System
SMCHS maintains a record of student disciplinary infractions. SMCHS employs a demerit point system for the purposes of maintaining discipline records and tracking the records of the student population. Each infraction is assigned a point according to the nature and seriousness of the violation (e.g., dress code-1 point; academic dishonesty-10 points.) Students who accumulate a significant number of disciplinary demerits (ten or more) may forfeit the right to participate in certain school-related activities. School officials review the records of all students during the school year. Students who accumulate a significant number of disciplinary demerits (25 or more) may be asked to sign a behavioral contract or face involuntary withdrawal from SMCHS.

AM Tardy ..... 1 pt
Cell Phone ..... 1 pt
Dress Code ..... 1 pt
Duplicate Readmit ..... 1 pt
Failure to Get Readmit in AM ..... 1 pt
Failure to Return Signed Referral ..... 1 pt
Horseplay ..... 1 pt
Lack Of Cooperation ..... 1 pt
Littering/Throwing food ..... 1 pt
No Show – Teacher Detention ..... 1 pt

Out-Of-Bounds	1 pt
Wrong Lunch	1 pt
AM Tardy – Chronic (5-7)	2 pts
Extreme Tardy	2 pts
Inappropriate Displays of Affections	2 pts
Lying	2 pts
Parking Violation	2 pts
Profanity	2 pts
Disruptive/Disrespectful Behavior	3 pts
Dress Code Chronic (5-7)	3 pts
Inappropriate Dancing	3 pts
No Show – 45 and 60 Minute Detention	3 pts
Disruptive/Disrespectful Behavior-Chronic (5-7)	5 pts
Dress Code – Excessive (8 or More)	5 pts
Forgery	5 pts
No Show 75 Minute Detention	5 pts
No Show – Saturday Detention	5 pts
Reckless Driving	5 pts
Truancy/Period	5 pts
Unexcused Absence	5 pts
Academic Dishonesty	10 pts
Bullying	10 pts
Defiance	10 pts
Fighting	10 pts
Good Reputation of the School	10 pts
Harassment/Hazing	10 pts
Immoral Conduct	10 pts
Inappropriate Computer Use	10 pts
Possession/Use Alcohol	10 pts
Possession/Use Drugs	10 pts
Possession/Use Synthetic Urine	10 pts
Possession/Use Tobacco/Nicotine Delivery System	10 pts
Possession/Weapon	10 pts
Theft	10 pts
Truancy/All Day	10 pts
Vandalism	10 pts
Violation of Code of Christian Conduct	10 pts
Discriminatory Harassment/Hate Speech	12 pts
Criminal Offense	35 pts
Tampering With Teacher Grade Book	35 pts

Discipline Appeal Process

Refer to Discipline Review Board (DRB) for procedures to appeal Involuntary Withdrawals or Expulsions. To appeal other disciplinary decisions, follow the procedure below:

- If a parent/guardian disagrees with a disciplinary decision from an Associate Dean of Students, the family can choose to submit a written appeal. The request for an appeal must include specific justification as to why the consequence for the rule violated should not be applied. Parents: Please review the specific section(s) in Parent-Student Handbook that are at issue prior to submitting your appeal. The appeal should be sent to the Dean of Students.
- The Dean of Students will review the written appeal and notify the parent/guardian of his/her decision.
- If the parent/guardian does not agree with the decision of the Dean of Student, they can appeal in writing to the Assistant Principal of Student Services. That appeal must be made within five calendar days of receiving the response from the Dean of Students.
- The Assistant Principal of Student Services will review the written appeal and notify the parent/guardian of his/her decision.
- If the parent/guardian does not agree with the decision of the Assistant Principal of Student Services, they can appeal in writing to the school Principal. That appeal must be within five calendar days of receiving the response from the Assistant Principal.
- The Principal will review the appeal and then notify the Assistant Principal of the final outcome. That information will then communicated to the parent/guardian.

Detentions

There are two classifications for detentions, Teacher and Deans. Teacher detentions are not placed in the student's discipline file. A teacher's detention is served with the teacher at a time designated by the teacher. Dean's detentions are a part of the student's records. Dean's detentions are issued as 45 minute, 60 minute, 75 minute, 2 hour Saturday and 3 hour Saturday detentions. Detentions must be served according to guidelines issued by Dean's Office.

Teacher's Detention

Individual teachers may issue detentions for violations of classroom rules or procedures. A Teacher's detention is served with the teacher at a time designated by the teacher. Teacher's detentions must be consistent with school policy. Students must report to the teacher assigned detention on the date and time scheduled. Teachers may also issue Dean's detentions. Failure to serve a Teacher's detention at the scheduled time may result in a Dean's detention.

Dean's Detention

All school employees may issue Dean's detentions to students for violation of school rules and/or procedures. Deans detentions are supervised quiet periods. Students must be in dress code to serve detentions. Students may study, however electronic devices, including tablets are not allowed. Detentions begin promptly at stated time and tardy students will not be allowed.

Deans detentions are issued in the following increments:

- 45 minute – Students are given 5 school days from date of issue to serve 45 minute detentions. Students may serve these detentions before school; one hour prior to the start of the school day Monday through Friday, or after school, 5 minutes after the final class bell Monday through Thursday. Before and after school detentions are held in the Attendance/Dean's Office. 45 minute detentions may also be served during Saturday School if served on or before the due date. Late students will not be allowed.
- 60 minute – Students are given 10 school days to serve 60 minute detentions. Students may also serve these detentions after school, Monday through Thursday. After school detentions are held in the Attendance/Dean's Office and begin 5 minutes after the final class bell. Late students will not be allowed.
- 75 minute – Students are given 10 school days to serve 75 minute detentions. Students may also serve these detentions after school, Monday through Thursday. After school detentions are held in the Attendance/Dean's Office and begin 5 minutes after the final class bell. Late students will not be allowed.
- 2 hour – Students are given 4 Saturday School opportunities to serve 2 hour detentions; these detentions must be served during Saturday School only.
- 3 hour – Students are given 4 Saturday School opportunities to serve 3 hour detentions unless otherwise noted by the Dean's Office; these detentions must be served during Saturday School only.

Saturday Detention

2 and 3 hour detentions must be served during scheduled Saturday School, however all detentions or combinations thereof (not to exceed 3 hours), may be served during Saturday School if served on or before the due date. Saturday School detentions, regardless of length, begin promptly at 8:00 am and continue until 11:00 am. Saturday School is not held every Saturday. The Saturday School dates may be found on the school website and the school calendar. Students attending Saturday School will meet the supervisor inside the main campus gates by the Eagle wall no later than 7:50 am. The supervisor will escort the students to the classroom and detentions begin promptly at 8:00 am. Saturday School detentions are supervised quiet periods. Students may study, however electronic devices, including tablets are not allowed. Tardy students or students dressed inappropriately may not be admitted and therefore will be considered a "No-Show" resulting in additional disciplinary measures.

Serving Detentions

Students must serve all assigned detentions on or before the due date or additional consequences will occur. If an extension of the due date is needed, the student must request an extension from the Dean's Office prior to the due date. Requests will be considered but may not be approved. Extension requests for 2 and 3 hour Saturday detentions must be requested by the parent only via email to the Dean of Students in advance of the due date.

Detentions not served by the due date will escalate to the following:

- 45 minutes escalates to 75 minutes.
- 60 minutes escalates to 2 hour Saturday School
- 75 minutes escalates to 3 hour Saturday School
- 2 hours escalates to 4 hours Saturday School
- 3 hours escalates to 6 hours Saturday School (referred to Deans)
- Consequences for repeatedly failing to serve detentions are determined by the Dean's Office. Depending upon the nature and seriousness of the situation, they may include, but are not limited to, the following: In-school suspension, Probation, Parent Conference, Involuntary Withdrawal, Expulsion from SMCHS.
- Students with unserved detentions will not be allowed to return the following year.
- Seniors with unserved detentions will not receive their diploma until the detentions are served.

Suspension

Suspension as a disciplinary measure is used in situations where a student, by her/his attitude, speech, gesture, or behavior has indicated that she/he is not at presently committed to the philosophy and goals of SMCHS, thereby indicating the student's inability or unwillingness to responsibly and fully participate in the Santa Margarita community. The student's behavior indicates to SMCHS that she/he does not wish to be a student at SMCHS. Suspension removes the student from the community for a period of time to reflect the student's actions.

A student may be suspended from school for serious or chronic violations of school rules and/or procedures. The Dean's Office in consideration of the nature and seriousness of the incident/violation determines length and type of Suspension. Suspension length is usually for a period of one (1) to five (5) days. A Suspension from school automatically places the student on a Conduct Agreement. Students cannot participate in any school activities, athletic events, or extracurricular events while on suspension.

Class Suspension
A student referred to the Dean's Office by a teacher (see above) may be suspended from attending the class in question for a period not to exceed three (3) days. A student on class suspension reports to the Dean's Office during the scheduled class period. Class suspension(s) may result in a Conduct Agreement being initiated by the Dean's Office. Students suspended from class are responsible to make up all missed work, class activities, and/or tests assigned during the suspension.

Full Day Suspension – On Campus
The Dean's Office may determine a student must serve their suspension on campus in a supervised location. On campus suspension prohibits students from attending classes, loitering on campus, participating in and/or attending any school athletic practice or competition or any other school activity. Suspended students are responsible to make up all missed work, class activities, and/or tests assigned during the suspension. Upon their return to class students have three (3) school days to complete all missed work.

Full Day Suspension – Off Campus
If it is in the school's best interest to have the student serve suspension away from the school community, the student will be assigned an off campus suspension. Off campus suspension prohibits students from attending classes, loitering on campus, participating in and/or attending any school athletic practice or competition or any other school activity. Students suspended from school are responsible to make up all missed work, class activities, and/or tests assigned during the suspension. If the student returns to school, students have three (3) school days to complete all missed work.

Student Accountability Agreement
If the Dean's Office deems necessary, a student may be placed on a Student Accountability Agreement in order to remind the student of his/her personal responsibility for his/her success at SMCHS, to document the behavior demonstrated by the student that caused the agreement, and to document the consequences for failing to change the behavior.

Senior Sanctions
If the Dean's Office deems necessary, sanctions may be placed on a student to modify behavior. Any student who acts in extreme or chronic violation of a school rule or regulation shall incur sanctions in addition to regular school consequences. All sanctions are determined by the Dean's Office.

Sanctions include forfeiting the right to attend and/or participate in one or more school activities. Examples of such activities include: Dances, Class Activities, Extracurricular Activities, Prom.

Disciplinary Probation Conduct Agreements
Any student accruing 25 demerits or any student that commits an extreme or chronic violation of school rules and/or procedures may be required to sign Conduct Agreements. The purpose and goal of the Conduct Agreement is to increase the student's awareness of her/his personal responsibility for her/his behavior, success, and continued enrollment.

Any student suspended from Santa Margarita is simultaneously and automatically required to sign a Conduct Agreement.

Contract agreements are reviewed after eight weeks. At the end of that period a student's progress will be evaluated to determine the status of the contract. Depending on the student's level of progress a recommendation will be made for termination of the Conduct Agreement, continuation of the Conduct Agreement, placing the student on Strict Probation, or involuntary withdrawal, expulsion of the student from SMCHS. Students placed on probation during the last quarter will continue on probation at the start of the next year.

If a student is unable to permanently change their behavior and receives an additional 10 demerits after earning their way off a Conduct Agreement, they will be placed back on a contract for the remainder of the school year.

Strict Disciplinary Probation Conduct Agreements

Students who fail to meet the terms of a Conduct Agreement, or a student that commits an extreme or chronic violation of school rules and/or procedures may be placed on Strict Probation.

Strict Probation agreements are reviewed after eight weeks. At the end of that period a student's progress will be evaluated to determine the status of the contract. Depending on the student's level of progress a recommendation will be made for reducing the Strict Probation to a Regular Probation Conduct Agreement, continuation of Strict Probation, involuntary withdrawal or expulsion of the student from SMCHS. Students placed on Strict Probation during the last quarter will continue on Strict Probation at the start of the next year. Students may only be placed on Strict Probation once. If a student that had previously been placed on Strict Probation commits an extreme or chronic violation of school rules the Dean's Office will recommend the student's Involuntary Withdrawal or Expulsion to the Principal.

Involuntary Withdrawal or Expulsion

The Dean's Office may determine that a student, by her/his speech, gesture, writing, and/or behavior (extreme and/or chronic violation of school regulations and/or procedures) has indicated sufficiently her/his inability or lack of desire to remain a student at Santa Margarita. In such a case the Dean's Office will recommend the student's Involuntary Withdrawal or Expulsion. The student and her/his parent or guardian may request to appeal this decision in order to provide the school with additional or new information regarding the student's situation and the school's decision. If the request is granted, the Disciplinary Review Board (DRB), whose members are appointed by the Principal, will hear the appeal and send their recommendation to the Principal. The Principal, in consultation with the President, will decide if the student will be withdrawn, expelled, or remain at SMCHS with alternative consequences.

If withdrawn or expelled, students are required to enroll in another institution or educational program. Final transcripts are provided to the school/program designated by the parent/guardian at the time of withdrawal. No future academic grades for work completed at another institution or educational program will be posted or added to the Santa Margarita transcript of grades issued at the time of withdrawal. Santa Margarita is under no obligation to continue or facilitate the continuance of the student's education at Santa Margarita or by any agent or representative of Santa Margarita. Additionally, the student will surrender their school-issued ID card as well as their school-issued tablet. Students who have been asked to withdraw or expelled may not attend SMCHS activities and events. If a family voluntarily withdraws a student while there are pending discipline issues, the student may not attend SMCHS activities and events. Many colleges and universities require high schools to report any significant change in an applicant's academic status or qualifications. If a senior is dismissed or withdraws from school, the school will notify the colleges and/or universities of this change in status.

If a student previously withdrawn or expelled from SMCHS for discipline reasons applies for a CIF Hardship Waiver or Transfer of Eligibility in order to be athletically eligible at a new school, Santa Margarita administration, in accordance with CIF regulations, will have to inform CIF of the nature of the withdrawal or expulsion (disciplinary action).

Students may be withdrawn for the following reasons:

- Open and persistent defiance of school authority.
- Willful damage to school/personal property.
- Persistent negative attitude toward school policy.
- Stealing and/or possession of another student's/school's articles and/or books.
- Failure to maintain minimum academic achievement.
- Possession of a weapon facsimile.
- Willing association with those involved with illegal drugs.
- Gang affiliation or association.
- Words and/or actions motivated by racism or bigotry.
- Possession and/or creation of pornographic pictures, objects, and/or books.
- Gross disrespect/insubordination.
- Serious and/or chronic infractions by students already on Probationary Conduct Agreements.
- Use, possession, and/or distribution of alcoholic beverages.
- Harassment in any form, including verbal, physical, or visual toward any individual, student, faculty, or staff member.
- Threats of physical harm, abuse, and/or assault toward any individual (student, faculty, staff member, and/or any authorized visitor to SMCHS).
- Disorderly, lewd, obscene, immoral and/or offensive conduct.

- Possession of pyrotechnics.
- Planned organized disruption of an event.
- Tagging and/or possession of tagging material(s).
- Felony and/or misdemeanor offense.
- Other unacceptable behaviors as determined by the school administration.

Students may be expelled for the following reasons:

- Possessing or selling a firearm.
- Brandishing a knife at another person.
- Unlawfully selling drugs.
- Sexual assault or attempted sexual assault.
- Possession of an explosive.
- Possession of any knife or other dangerous object.
- Use, possession, and/or distribution/sale of illegal drugs and/or drug paraphernalia and/or other mood/mind altering substances and/or any performance enhancers.
- Robbery or extortion.
- Assault or battery upon any school employee, or causing serious physical injury to another person, except in self-defense.

NOTE: Specific forms of behavior as mentioned above are examples. Any actions which violate basic Christian and civic norms are unacceptable at Santa Margarita Catholic High School. The school administration is the final judge of what is unacceptable behavior.

Disciplinary Review Board (DRB)

In cases where the school has determined that a student is to be involuntarily withdrawn or expelled by SMCHS, the student with her/his parent/guardian(s) may request a hearing before the Disciplinary Review Board (DRB).

The student with his/her parent/guardian(s) may appear before the DRB to provide the school with additional information pertinent to the student's situation. The DRB Chair will coordinate and direct the Board meeting. The Board will review and discuss the student's previous discipline, academic, and attendance records as well as the case that led to the student's withdrawal or expulsion before making a final recommendation to the Principal.

The Principal's decision, in consultation with the President, will be final.

Members of the Disciplinary Review Board include:

- Chair (Assistant Principal, Student Services)
- 3-5 Faculty and/or Staff

Non-voting members include:

- Dean of Students
- Academic Counselor

Written comments and/or recommendations are accepted by:

- School Nurse
- Faculty
- Auxiliary Studies Program Personnel

Procedures:

- The DRB provides students and their families with the opportunity to discuss disciplinary issues when there is a possibility of involuntary withdrawal or expulsion.
- The student and his/her parents are the only people allowed to attend the meeting. The Board will dismiss these people during the period of deliberation. Any notes or transcripts from the meeting will not be shared with students or parents.
- After the meeting, the Board's recommendation will be communicated to the Principal through the Assistant Principal, Student Services.
- The Principal, in consultation with the President, will make the final decision.

Year-End Review Process
At the close of each school year, a Review Board is convened to examine the files of any student(s) for whom there is some concern and to determine an appropriate course of action. Members of this board may include administrators and deans.

Students with signed Conduct Agreements on file are automatically included in this process. Additionally, students with a significant number of incidents/violations of school rules and/or a significant number of disciplinary demerits may also be subject to review. In each case, this Review Board will decide for either Involuntary Withdrawal, Expulsion from SMCHS or Conditional Return (Conduct Agreement).

Disciplinary Reporting Policy: Post-High School
Student discipline at the School is predicated on the fact that learning takes place best in a safe and orderly environment. On those occasions when school rules are violated, the school administration acts in a manner that balances the needs of the learning community with that of the individual. During the college search and application process, the School does not proactively inform colleges of disciplinary records on students.

Questioning of Students by Law Enforcement
Santa Margarita Catholic High School believes that the safety of students and staff is essential to achieving the goal of student learning. In accordance with standards specified in law, law enforcement officers may interview and question students on school premises when appropriate, except in situations involving suspected child abuse or neglect, where different reporting and confidentiality requirements may apply, the School will make reasonable efforts to notify the student's parent or guardian as soon as practicable after law enforcement has interviewed the student.

Use of Diocesan Investigators and Student Interviews
From time to time, the Diocese may utilize trained investigators to assist in reviewing matters related to student conduct and school discipline. These investigators act on behalf of, and at the direction of the Diocese in order to maintain a safe and orderly educational environment. The School must comply with their investigation. Diocesan investigators are authorized to interview students on school premises as part of such investigations. Parent or guardian permission is not required prior to conducting these interviews. Except in situations involving suspected child abuse or neglect, where different reporting and confidentiality requirements may apply, the School will make reasonable efforts to notify the student's parent or guardian as soon as practicable after the investigator has interviewed the student.

ACADEMIC INTEGRITY

Academic integrity and ethical behavior are expected from all SMCHS students. Academic dishonesty and unethical behavior are contrary and counterproductive to the philosophy and goals of SMCHS. Academic dishonesty includes, but is not limited to:

- ***Plagiarism*** – Plagiarism is defined as the theft and use of another's ideas, writings, or AI-generated content as one's own, with or without the knowledge of the other person. This includes misrepresenting or fabricating a source.
- ***Unauthorized use of Artificial Intelligence (AI) –*** Students must not submit AI-generated content as their own original work without proper citation. Students are responsible for any inaccurate, biased, offensive, or otherwise unethical content submitted, regardless of whether it originated from them or an AI model. For more information refer to the AI Policy section of the student handbook.
- ***Cheating*** – Cheating is defined as having, without the teacher's authorization, notes, materials, and/or resources of any type (calculators, computers, the help of another student, looking at another paper, answers and/or pertinent information written on any item, etc.) during any exam, quiz, on a submitted paper, and/or homework assignment. Presenting previously submitted works from other classes as new work is considered cheating.
- ***Facilitating Dishonesty*** – Knowingly sharing passwords to allow others access to one's own work or allowing another student to obtain, without the teacher's authorization, information from one's own, or someone else's, exam, paper, and/or homework or doing the work of another.
- ***Improper Collaboration*** – Working together on a project or assignment without the instructor's knowledge or permission. Students may tutor other students within proper limits. A tutor may work any assignment, question or problem for a student that is not being turned in for a grade. If an assignment is being turned in for a grade, a student should never turn in the tutor's solution as if it were his (or her) own. Hence, the tutor should not supply a complete (or even partial) solution to that particular answer or problem. Tutors may, however, create or select similar questions or problems and work through them for the purpose of illustrating

the concepts and methods that the student will need in completing the assignment. It is also permissible for a tutor to look at a student's work on an assignment for the purpose of identifying the student's errors. The tutor can then address any misconceptions that might have caused these errors and, without giving the direct answer, explain the correct principles, using appropriate examples to illustrate each point.

- ***Academic Misconduct*** – Tampering with grades, tests, or other class materials; stealing or tampering with the work of another student.

Cell phones, smart watches and other wearable technology must be placed in classroom phone caddies during tests and assessments. Failure to do so is a violation of the Academic Integrity policy.

Consequences

When a teacher determines that a student is in violation of the academic integrity policy, he or she will refer the student to the discipline office for the following consequences:

- First Offense – Consequences include, but are not limited to, the following: "No Credit" on test/assignment, Referral to Dean's Office, Saturday Detention(s), Parent Contact.
- Second Offense – Consequences include, but are not limited to, the following: "No Credit" on test/assignment, Parent Contact, Two Saturday Detentions, probation contract mandating participation in office hours and/or tutoring, Student Accountability Agreement providing notification that another Academic Dishonesty will result in a referral to the Principal for involuntary withdrawal of student from SMCHS.
- Third Offense - Consequences include, but are not limited to, the following: "No Credit" on test/assignment, Parent Contact, Referral to the Principal for involuntary withdrawal of student from SMCHS.

Consequences for Academic Dishonesty on a Semester/Final Exam

To be determined by the Dean's Office. Depending upon the nature and seriousness of the situation, consequences include, but are not limited to, the following: "No Credit" on the exam (20% of the final grade), Accountability Agreement, Suspension, Student Accountability Agreement, Probation, Parent Contact, "U" in Citizenship for semester, possible Involuntary Withdrawal, Expulsion from SMCHS, Student removed from any and all elected or leadership positions for the remainder of the school year or the following semester.

Consequences for Academic Dishonesty on National Examinations

To be determined by the Dean's Office. Depending upon the nature and seriousness of the situation, consequences include, but are not limited to, the following: Accountability Agreement, Suspension, Probation, Parent Contact, "U" in Citizenship for semester, possible Involuntary Withdrawal, Expulsion from SMCHS. Student removed from any and all elected or leadership positions for the remainder of the school year or the following semester. National Examinations include, but are not limited to, the following, IOWA, PLAN, PSAT, SAT, ACT, AP, and IB.

Additional Consequences

An incident of academic dishonesty will result in the student's removal from the honor roll for the quarter (if necessary) and may also jeopardize the student's membership in National Honor Society and California Scholarship Federation. Academic Dishonesty in an Honors class (including AP and IB classes) may result in the student's removal from the class.

SPORTSMANSHIP CODE OF CONDUCT

Santa Margarita is committed to providing a sportsmanlike environment for students, coaches, and spectators. A good sport can take a loss or defeat without complaint and/or victory without gloating. He/she treats opponents with fairness, courtesy, and respect. The Code of Ethics and consequences for inappropriate behavior apply to any participant and/or spectator at any and all athletic competition.

Code of Ethics

- Emphasize the proper ideals of sportsmanship, ethical conduct.
- Eliminate all possibilities that tend to destroy the best values of the game.
- Show cordial courtesy to visiting teams, officials, and spectators.
- Respect the integrity and judgments of sports officials.
- Recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional wellbeing of the individual student-athletes.
- Place the importance of athletic contests in the proper perspective. (It is only a game, not a matter of life or death for the student-athlete, coach, parent, school, official, spectator, community, state, and/or nation.)

Inappropriate Behavior at Athletic Events

- Berating opponent's school or mascot.
- Berating and/or harassing opposing student-athletes.
- Obscene, inappropriate, unsportsmanlike, and/or negative cheers or gestures toward the student-athletes and/or spectators from the opposing school and/or sports officials/referees.
- Obscene, inappropriate, unsportsmanlike, and/or negative signs or those that include the name of the opposing school or names of students of the opposing school.
- Noisemakers.
- Any behavior inconsistent with the SMCHS Philosophy and Mission Statement, Code of Christian Conduct, Code for Student Behavior, and/or the Sportsmanship Code of Conduct.

Consequences

To be determined by the Dean's Office. Depending upon the nature and seriousness of the situation, consequences may include, but are not limited to, the following: Immediate removal from competition/event, Accountability Agreement, Parental Notification, Suspension from future activities/events as a participant and/or spectator, Saturday Detention, Suspension from school, Probation, Parent Conference, Involuntary Withdrawal, Expulsion from SMCHS.

ATTENDANCE POLICIES AND PROCEDURES

Aeries Program

Parents and students who wish to monitor attendance records at Santa Margarita Catholic High School can access Aeries, an online program that allows parents and students to review official school records. Aeries is accessible through the school's homepage. Aeries access instructions are emailed to new SMCHS students/parents at the beginning of the school year. If you need to reset your password, use the "Forgot Password?" option on the site login screen. For additional assistance, please email aeriesportal@smhs.org. The direct link for the Aeries Portal is https://santamargaritachs.aeries.net/student.

Absences

Please follow the procedures outlined below when your student is absent from school for any reason.

Full Day/Partial Day

If the student is to be absent for part of or all of any school day(s), a parent or legal guardian must call the Attendance Office BEFORE 8:00 a.m. on the day of the absence at (949) 766-6020. **Emails and notes are not accepted**. Please note: other individuals listed within the Aeries contact list are emergency contacts and are not authorized to report absences. When a parent or guardian is reporting an absence, provide the following information to the Attendance Clerk:

- Student's name and grade
- Reason for absence
- Relationship to student
- Parent's phone number should confirmation be necessary

Full day absence is defined as missing an entire school day. Partial day absence is defined as missing one or more periods during any part of the school day. If you have called your student in absent for the entire school day, and they end up coming to school that same day, please call the attendance office with the time your student will be arriving at school and have the student report to the Attendance Office upon arrive to the school.

If a family wishes to grant a non-parent/guardian authority to report absences, they must submit a Caregiver's Authorization Affidavit to the Attendance Office. A Caregiver's Authorization Affidavit in California allows a caregiver, who is not the legal parent or guardian, authorization to report absences and consent to school-related medical care. The affidavit is not a guardianship, and it doesn't require court filing or notarization.

Off Campus Permits

Once a student is on campus, the student may not leave campus for any reason without an approved off campus permit. Off campus permits will be issued only by the Attendance Office with a call from a parent/legal guardian. Please provide ample time for your student to retrieve their permit by calling the Attendance Office before the start of the school day.

Provide the following information to the Attendance Clerk when requesting an off campus permit:

- Student's name and grade
- Relationship to student
- Reason for early dismissal request
- The time the student needs dismissal from campus

Students should secure an off campus permit before school starts and should show the permit to their teacher for the period they are leaving. If circumstances dictate an unscheduled off campus situation after the start of the school day, a parent/legal guardian can call in the request. In this circumstance, to avoid classroom interruption, the Attendance Office will not deliver the permit or call the classroom unless it is an emergency. The attendance office will verify the identification of the caller using information available in Aeries.

The school discourages the scheduling of appointments during the school day. The use of off campus privileges should be kept to a minimum and used only when absolutely necessary. Students with excessive absences may be denied off campus permits.

Students who become ill during the school day and want to go home must be evaluated by the school nurse. Please direct your student to the Nurse's Office who will then contact the parent/guardian for the student to be released. Please do not call the Attendance Office to dismiss your student from school if they fall ill during the school day. If you have any questions, call the Nurse's Office at (949) 766-6029.

Homework for Student Absences

Homework can be found on the individual teachers' Teams Page and/or OneNote Notebook when students are absent.

Readmittance Procedures

Upon returning to school after an absence a student will not have to obtain a readmit and may report directly to class if a parent/guardian called the Attendance Office on the day(s) of the absence.

Students will have to obtain a readmit for the following situations:

- Students must obtain a readmit prior to the start of the school day if there has been no call to the attendance office reporting an absence.
- Students must obtain a readmit if they come to school after the start of the school day.
- Students must obtain a readmit if they leave campus and return on the same day.
- Failure to obtain a required readmit will result in a 45-minute detention.

A prolonged absence (3 or more days) may require a note from a doctor's Office for readmittance to school.

ABSENCE DESIGNATIONS

Santa Margarita records absences using the following designations:

Excused

"Excused" absences include:

- Student Illness/Other physical disablement
- Medical, dental, optometric appointment and/or legal/court appearance
- Attendance at funeral with prior permission
- Illness or death in immediate family
- Participation in school-related athletics/activity
- School approved family trip/obligation
- School approved college trip
- Personal family obligation

Christian Service commitments are expected to be completed outside of class time. Any service completed during school hours must be pre-approved by the Christian Service Coordinator to be considered an excused absence.

Work missed because of an excused absence must be made up in accordance with the teacher's classroom policies.

Unexcused
Failure to properly report an absence or follow readmittance procedure will result in an absence being recorded as "Unexcused." Absences for any reason not listed above are considered "Unexcused." Schoolwork, assignments, and/or tests missed because of an unexcused absence cannot be made up.

Consequences
To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: After-school Detentions(s), Saturday Detention(s), Parent Conference, Suspension, Probation, possible Involuntary Withdrawal, Expulsion from SMCHS. Schoolwork, assignments, and/or tests missed because of an unexcused absence may not be made up.

Truancy
Truancy is defined as being absent from school without the knowledge and consent of parent/guardian and proper SMCHS authorities, for part or all of any school day. Failure to clear (provide verification for excuse of absence) an absence within two days will result in a referral and appropriate consequences for an unexcused absence.

Period Truancy
Period truancy is defined as being absent from any class period for 15 minutes or more without appropriate notification.

Full Day Truancy
Full Day truancy is defined as being absent from school for a full school day without appropriate notification.

Consequences
To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: After-school Detentions(s), Saturday Detention(s), Parent Conference, Suspension, Probation, possible Involuntary Withdrawal, Expulsion from SMCHS. Schoolwork, assignments, and/or tests missed because of a period or full day truancy may not be made up.

Tardiness
It is the responsibility of each student, with the support of parents/guardians to be on time to school and each class. A student's tardy may be excused if it is due to:

- Student Illness/Other physical disablement
- Medical, dental, optometric appointment and/or legal/court appearance

AM Tardy
A student who is tardy in the morning must report directly to the Attendance Office. The parent/guardian must call the office to report the cause of the tardy. AM tardies are determined to be excused or unexcused by the Deans. Parking problems are not excused. Excessive tardies (excused and/or unexcused) may result in disciplinary consequences.

Students getting readmits should give themselves ample time to secure their readmit and be in class on time. There is usually a line in the Attendance Office in the morning. Getting a readmit is not an excuse for AM tardiness.

Consequences (per quarter)

- AM Tardy #1 .....Warning
- AM Tardy #2 .....45 Minute Detention
- AM Tardy #3 .....60 Minute Detention
- AM Tardy #4 .....75 Minute Saturday Detention
- AM Tardy #5 .....3 Hour Saturday Detention, Parent Notification
- AM Tardy #6 .....3 Hour Saturday Detention, Parent Notification
- AM Tardy #7 .....3 Hour Saturday Detention, Parent Notification
- AM Tardy #8 .....Parent Conference, Accountability Agreement, Probation. Continued violations may result in Involuntary Withdrawal from SMCHS.

Class Tardy

Class tardy is defined as arriving to the classroom after the late bell sounds. A student who is tardy to a class should report directly to that class. After 5 minutes the student is considered absent and should be sent to the Attendance Office for a readmit and consequences for period truancy.

Consequences

Consequences for class tardy are to be determined by the teacher and consistent with school policy. Teachers may issue a referral to a student who is verifiably chronically tardy to class (3 or more tardies).

Extreme Tardy

Extreme Tardy is defined as being more than 15 minutes late to school or class. Students should follow the AM tardy procedures upon arrival at school.

Consequences (per semester)

- Extreme Tardy #1 ...60 Minute Detention
- Extreme Tardy #2 ...75 Minute Saturday Detention
- Extreme Tardy #3 ...3 Hour Saturday Detention, Parent Notification
- Extreme Tardy #4 ...3 Hour Saturday Detention, Parent Notification
- Extreme Tardy #5 ...3 Hour Saturday Detention, Parent Notification
- Extreme Tardy #6 ...Parent Conference, Accountability Agreement, Suspension, Probation. Continued violations may result in Involuntary Withdrawal from SMCHS.

Absences from All-School Masses

Students attend monthly all-school Masses in the Moiso Pavilion (gym) where the entire student body, faculty, and staff, parents and friends gather together united in prayer and worship. These Masses offer beautiful music often provided by our students, inspiring homilies, and a real experience of the Body of Christ. As a Catholic school, the Mass is our highest form of worship, and the Mass is an integral part of the overall education and formation of all SMCHS students.

Mass Attendance Policy

Participation in all-school Mass is essential for personal formation and building community at Santa Margarita Catholic High School. It is as central to our curriculum as daily classes, fostering spiritual growth and unity among students. The repercussions for missing Mass within a year underscore its importance in our shared journey of faith and fellowship.

- Beginning at 4 missed Masses, student meets with AP of Mission & Ministry or SM Team member. We recognize that life brings unexpected challenges, and our conversation will reflect compassion for those facing difficult circumstances.
- 6 or more Masses will result in an administrative review between the student and school administration.
- Seniors who miss 6 or more school Masses may result in consequences determined by the school administration.

Pre-Planned Absences (College Visits/Trips)

Pre-planned absences from school for any reason must receive prior approval from the Attendance Office. The absences will count toward the excessive absence policy. Please refrain from taking vacations during school days.

The following procedure must be followed to ensure the absences being recorded as “Excused”.

- Obtain an Application for Planned Time Off Request Form in the Attendance Office or school website.
- The Parent/Legal Guardian must complete the form indicating the specific reason(s) for the absence on the application.
- The student must submit the form, with teacher signatures, to the Attendance Office.
- The Dean of Students considers the completed request. If the planned absence is not approved, the family will be notified.

It is the responsibility of the student to make up all in-class work, assignments, and tests missed due to a planned absence, according to each teacher’s guidelines. Failure to make up work will result in loss of credit. Schoolwork, assignments and/or tests missed because of an unexcused absence may not be made up.

Excessive Absence Policy

Santa Margarita Catholic High School considers student attendance to be essential for academic success. Time away from the classroom decreases instructional time. To that end, SMCHS has established a policy whereby academic and/or class credit may be revoked if a student's absences are considered excessive. It is the parent's responsibility to see that their son or daughter attends school every day, unless excused for a valid reason.

Class Grade

Students are permitted a total of fourteen absences (excused or unexcused) per class per semester (school related activities excluded). Attendance is based on semesters and is not cumulative. For a student to be considered having "attended" a class meeting, he or she must be present for at least 75% of the class time. More than fourteen absences in a class will result in the following consequences:

- 5 percentage points will be deducted from the semester grade as a result of 15 absences.
- An additional 5 percentage points will be deducted from the semester grade as a result of 20 absences.

Appeal Process

When a student has reached or exceeded the maximum number of absences for a course during a semester, the family may appeal the consequences to an ad hoc attendance review board established for just such a purpose. Deliberations of the committee shall be private. Following the meeting the decision of the committee will be communicated to the parents.

Withdrawal Due to Excessive Absences

Regular attendance at school is essential for academic success at Santa Margarita. A student's grade will be affected by excessive absences since it becomes extremely difficult to make up missed assignments while continuing to move forward with new work. When it becomes necessary for a student to miss a segment of school beyond two weeks or absences have become excessive due to medical or psychological reasons, the school will ask the student to withdraw from Santa Margarita for the remainder of that semester and enroll in another accredited school while they are recuperating. Should the student wish to return to Santa Margarita a transcript from the accredited school must be sent to the Registrar at the end of that semester or year. A meeting must be scheduled with the Academic Office and the student's counselor before the student is permitted to reenroll through the Admissions Office.

Attendance Contract

Students are required to attend school daily, as consistent attendance is vital for academic success. Attendance rates are reviewed each semester. Students who fall below a 90% attendance rate in any semester may be placed on an Attendance Contract, mandating a minimum 90% attendance rate in subsequent semesters. Failure to meet this requirement may result in withdrawal from SMCHS.

Conditions of Attendance Contracts

When a student is placed on an Attendance contract:

- The student must endeavor to attend classes every school day.
- Parents are required to provide a doctor's note for each subsequent illness absence.
- Students will not be able to take part in dances, field trips, or attend extracurricular activities, athletic events or performances as a spectator.

Appeal Process

The family may appeal the School's decision to place a student on an Attendance Contract to an ad hoc attendance review board established for just such a purpose. Deliberations of the committee shall be private. Following the meeting the decision of the committee will be communicated to the parents.

Medical Withdrawal

If a student's physical or mental health needs impede on the student's ability to succeed academically at SMCHS, the family may request a medical withdrawal. This will allow the student to enroll in a non-traditional school program (such as an online or blended program) that will allow the student to continue their education while they see to their health needs.

If it is necessary for a family to withdraw their student from SMCHS, the parent must contact Mrs. Lori Evers, the parent liaison, within two weeks prior to the last date of the student's attendance to process the withdrawal (eversl@smhs.org). When meeting with Mrs. Evers, the family will need to turn in the student's SMCHS tablet computer (with stylus and charger) and provide the name and address of the student's new school. At least one parent will need to sign the withdrawal form. The school will send the student's academic records and withdrawal

grades to the new school. After withdrawing, the Business Office will refund any potential tuition payments if the family had already paid for future months. The school registrar will update the student's SM school record to reflect that the student had a medical withdrawal. Prior to withdrawing, the family is encouraged to contact their SM counselor so the counselor can determine which classes the student should complete to make sure they can make a smooth transition back to SM. The counselor may also be able to suggest some schools that may serve the student's needs. It is important that the student attend an accredited educational institution while they are away from SM. If the family is withdrawing during the spring semester, they are encouraged to complete returning student registration to secure their spot for the following year even if they are not sure if the student will be ready to return at that time. That will allow the school to hold a place for them.

Students who withdraw due to physical/mental health reasons will be required to satisfy conditions of medical and academic clearance prior to re-entry. The family will need to contact the school and provide documentation from a medical professional stating that the student is cleared to return to a traditional education program. The family will also need to provide transcripts from the student's other school indicating that the student has successfully kept up on their course work and will be able to meet graduation requirements by the end of their senior year.

Compulsory Education

California's compulsory education laws require children between six and eighteen years of age to attend school, with a limited number of specified exceptions. Each person subject to compulsory full-time education shall attend a full-time day school and for the full time designated as the length of the school day by the administration of the school. Each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the school for the full time designated as the length of the school day by the administration of the school.

Dropouts/Gap Year

"Dropping out" of school is usually defined by state law as a student officially withdrawing from classes without completing the requirements for a diploma or graduation. A "gap year" is usually defined as a period of time taken off between grades. Unless other special circumstances apply, Santa Margarita will not reenroll students that have previously dropped out of school or taken a gap year.

GENERAL DEAN'S OFFICE POLICIES AND REGULATIONS

Parking/Driving on Campus

Reminder: Students are subject to school-imposed consequences when on campus, before and after school, when in close proximity to SMCHS campus (including Via Honesto, Via Zapador, Via Joaquin, Calle Rienda, Calle Adobe, Alas de Paz, Plano Trabuco, Dove Canyon Drive, Tijeras Creek trail south of campus/across Plano Trabuco) and/or in close proximity to off campus school activities (i.e. off-campus venue used for school function and other home or away athletic/activities functions).

- Driving and parking is a privilege, not a right. Parking on campus is provided for student convenience and is not a requirement nor guaranteed. Parking on campus is always at your own risk. All vehicles that drive onto campus or parked at/near an SMCHS event are subject to search.
- SMCHS is NOT responsible for any damage to any vehicle while it is on campus or at an SMCHS event.
- Students are NOT permitted to park their vehicle overnight in any SMCHS parking lot.
- A parking permit may be revoked for violating any laws, codes, or policies.
- All student drivers using a motorized vehicle (automobile, electric bike, electric scooter) to commute to campus must register that vehicle with SMCHS Security. All Student drivers and parent/guardian of the student driver must complete an acknowledgment form to show a full understanding of the SMCHS Student Driving and Parking policy's expectations.
- No student may park on campus without an approved SMCHS parking permit. The cost of the permit along with the criteria to qualify for a permit is determined on a yearly basis by the school Administration. Permits are sold in the following order:
    - Priority Parking Access
    - Seniors with an ASB Card
    - Seniors without an ASB Card

  Remaining available permits may be distributed to Juniors in the following order via a lottery system:
    - Juniors with an ASB Card
    - Juniors without an ASB Card
- Students purchasing a parking permit must show a physical (no pictures, copies, etc.) valid California Driver's License, Vehicle Registration, Proof of Insurance, and make available a listing of all vehicles in use by their family. Permits are required for cars, trucks, motorcycles, electric bikes, and electric scooters. Sophomores may not park on campus.

- Parking permits are not transferrable and must be returned to SMCHS Security if not being used if a student leaves SMCHS or if requested by the Administration. The reselling of any parking permit is strictly prohibited.
- The Permit must be displayed inside the student's vehicle before arriving to campus and be always visible from outside the student's vehicle while parked on campus.
- Students may only park in designated/approved student parking areas.
- Students requiring a replacement parking permit must pay full price for that replacement.
- Student drivers must follow the directions of SMCHS Security, including following the designated traffic pattern when entering and exiting school parking lots.
- Parking is not permitted in the San Francisco Solano parish designated parking spots at any time.
- Students who park off campus MUST register their vehicle with SMCHS Security. Students may not park in nearby shopping centers or apartment complexes. Local residents have been advised to contact law enforcement officials to hold SMCHS students accountable for their conduct off campus. Students who park off campus need to be aware of posted street sweeping parking restrictions. Student actions/behavior on or off campus that can negatively impact the school's reputation may result in disciplinary consequences.
- A permit to park on campus is not a guarantee of a parking space. Parking is limited. Open parking for students is on an availability basis. Vehicles parked illegally in reserved parking areas (numbered spots) will receive a 3-hour Saturday detention and the vehicle may be towed at the owner's expense.
- Electric bikes, bicycles, and scooters must be registered with SMCHS Security. Students are only permitted to park in designated areas and must display an SMCHS parking sticker. Students are not permitted to ride them on campus at any time.
- Loitering in the Parking Areas or in vehicles before, during, or after school is not permitted. Students may not go to the Parking Areas during the school day without permission and knowledge of the Dean's Office or Campus Security.
- The speed limit on campus is ten (10) miles per hour. Students engaging in reckless and dangerous driving habits, on or off campus, are subject to school issued discipline and possible consequences from law enforcement.
- Santa Margarita is a closed campus. This includes all parking areas. School Security Officers monitor the campus on a daily basis. Campus Security coordinates all matter pertaining to driving and parking on campus, including the issuing of citations and/or Detentions for driving/parking violations.
- If a student vehicle is involved in any type of on-campus collision with another vehicle or property it is the student's responsibility to immediately notify the other party/owner and SMCHS security at (949) 279-7690. Failure to notify and/or leaving the scene of an accident could result in disciplinary and/or legal consequences. Call 911 during an emergency.

Consequences

To be determined by the Dean's Office, including, but not limited to, the following:

- Student vehicles with a valid SMCHS parking permit parked in a space/lot that does not correspond with their assigned area will be issued a three-hour Saturday detention.
- General parking violations: First or Second Offense – Deans Detention.
- Parking privileges will be revoked on the third Offense.
- Student vehicles parked in an SMCHS lot during school hours WITHOUT a valid SMCHS parking permit will receive a three-hour Saturday Detention.

Depending upon the nature and seriousness of the violation, consequences may also include towing at owner's expense and/or loss of parking privileges for the current as well as upcoming year. Law enforcement officials may be involved where deemed necessary.

Tampering with Traffic Control Devices

Cones, barricades, signage, and other traffic control devices on campus are placed to protect the safety of students, staff, and visitors. Students may not move, remove, alter, or otherwise interfere with these devices for any reason, including to reserve a parking space.

Consequences

To be determined by the Dean's Office, including, but not limited to, the following:

- First offense/minor interference (e.g., moving a single cone to save a spot): Parent notification and a Dean's Office warning, at the discretion of the Assistant Principal of Student Services.
- Repeated or deliberate interference: Suspension of on-campus parking privileges for one month.
- Interference that creates a safety hazard (e.g., altering traffic flow near drop-off/pick-up lanes or fire access): Suspension of parking privileges for the remainder of the school year and referral to school administration for disciplinary review.

Preferred Parking Program

Specially marked parking spaces in premium locations are reserved for the exclusive use of fuel efficient cars. Low emitting and fuel efficient vehicles are defined as vehicles that are either classified as Zero Emission Vehicles (ZEV) by the California Air Resources Board or have achieved a minimum green score of 40 on the American Council for an Energy Efficient Economy (ACEEE) annual vehicle rating guide.

This program implements the strategy of SMCHS to reduce air pollution through supporting the use of fuel efficient cars, bicycles, employee ridesharing, etc. No student may park in the preferred parking spots without an approved parking permit. Only one permit will be issued for each car. Any student or employees of who regularly use fuel efficient cars are eligible for this program. Each preferred parking space is identified with a parking sign. Failure to display a valid preferred parking permit (including displaying an expired permit) will result in a 3 hour Saturday detention.

Parking in the Surrounding Neighborhood

- Parking is strictly prohibited on the following streets and areas adjacent to campus:
    - Via Honesto
    - Via Zapador
    - Via Joaquin
    - Calle Rienda
    - Calle Adobe
    - Tijeras Creek trail south of campus/across Plano Trabuco
    - Any nearby shopping centers or apartment complexes
- Students may park on the following streets, provided they do so lawfully, respectfully, and in compliance with all posted signage and city parking restrictions: Plano Trabuco, Dove Canyon Drive, and Alas de Paz. Parking on these streets is a conditional privilege, not a right, and may be revoked at any time if students are found to be disrespectful to residents, loitering, or violating any applicable laws or school policies.
- Students who park off campus need to be aware of all posted street sweeping parking restrictions. Ignorance of posted restrictions is not an excuse and the school is not responsible for citations issued by the City.
- Local residents and law enforcement have been advised that SMCHS students park in the vicinity of campus. Students who park off campus are expected to conduct themselves with full courtesy and respect toward neighbors at all times.
- Students may not loiter on residential streets, in parked vehicles, or on adjacent properties before, during, or after school. Upon parking, students must proceed directly to campus.
- Student actions or behavior on or off campus that can negatively impact the school's reputation or the peace of the surrounding residential community may result in disciplinary consequences up to and including loss of parking privileges and suspension.

School Buses

Students are to follow all school behavior policies as expected in the classroom while riding buses. Students who fail to follow school policies will be assigned disciplinary consequences as described in the Parent Student Handbook. In addition, in order to maintain a safe, orderly environment on the bus and at bus stops, students are expected to:

- Sign and adhere to the SMCHS School Bus Behavior Policy.
- Arrive at the bus stop at least 5 minutes early.
- Get on and off the bus one at a time.
- Show their bus pass to the driver when boarding the bus.
- Follow the driver's instructions.
- Remain seated, facing forward.
- Refrain from extending head, hands, or arms or any part of his/her body out of the windows.
- Be polite and talk quietly.
- Refrain from eating or drinking.
- Refrain from bringing glass containers, animals or medication on the bus.
- Keep all books and personal belongings out of the aisle. Avoid bringing bulky items on the bus, large items such as class projects or musical instruments may be carried only if the item does not displace any rider, and does not obstruct the aisle or the driver's vision.

Students may only exit the bus at their regular stop. Any student that exits the bus at any time without permission from the bus driver will face disciplinary action. The School is not responsible for loss or damage of personal property. Vandalism of school buses and/or repeated behavior problems may result in suspension or revocation of the student's riding privilege. Parents may be held financially liable for the cost of repairing damage to school buses.

Ridesharing Services

Santa Margarita Catholic High School does not condone students leaving campus in third-party car services and, specifically, ridesharing services (such as Uber or Lyft) whose own policies explicitly prohibit minors from using them.

Inspections

It is the right and responsibility of SMCHS to conduct periodic and unannounced inspections. The SMCHS campus is subject to random and routine inspections by a private canine detection agency. The campus (lockers, classrooms, student backpacks, vehicles, and parking lots) as well as student vehicles parked in the vicinity of the school may be searched for contraband items such as alcohol, illegal substances and drugs, and weapons. Any item or materials found in a vehicle are considered the property of the student.

Lockers

It is the right and responsibility of SMCHS to conduct periodic and unannounced locker inspections. The SMCHS campus is subject to random and routine inspections by a private canine detection agency. The campus (lockers, classrooms, student backpacks, and parking lots) is searched for contraband items such as alcohol, illegal substances and drugs, and weapons.

- Students are assigned a locker if they request one through the Attendance Office. Lockers are assigned on a first come, first served basis while supply lasts.
- Lockers are the property of SMCHS. Student use of a locker is a privilege.
- Students may not change lockers with another student nor use another student's locker without permission of the Dean's Office.
- Any item or materials found in a locker are considered the property of the student to whom the locker is assigned. Students are strongly urged not to share the locker combination with other students.
- Any damage or vandalism to a locker is the responsibility of the student to whom the locker is assigned. Stickers are not permitted in or on lockers.
- Abuse of lockers will result in loss of locker privileges and fine to cover cost of damage.
- Lockers must always be neat and in useable condition. If problems should arise with the locker, report it immediately to the Dean's Office.
- Tampering with another student's locker is prohibited.
- Lockers must be cleared out at the end of the school year. SMCHS is not responsible for items left after the assigned clearing date. Items left will be given to charity or disposed of.

Communication to Students

In order to maintain an uninterrupted learning environment and to promote student responsibility, we cannot:

- Relay phone messages to students except in the case of an emergency (death in family, serious injury, etc.)
- Make deliveries of items to classrooms.

In emergency situations, forgotten items can be brought to the Welcome Center for student pick-up.

Food Services/Lunch Area

Food service is open before school, during a 10-minute passing period, lunch, and after school.

- Students are not to purchase food for other students.
- Students are not to "Cut" into a lunch line.
- Students are not to loiter around the lunch lines.
- Students are expected to act in a courteous manner toward Food Service staff.
- Backpacks are not allowed in the kiosk area.
- Students are to remain in approved areas during their lunch period. Any area not under the direct supervision of an adult is "out-of-bounds".

Consequences

To be determined by the Dean's Office. Consequences may include, but are not limited to, the following: After-school Detention(s), Accountability Agreement. The lunch line may be closed until the incident is settled.

Food Delivery Services
Students may bring a lunch or buy a student lunch from Food Services. Online food ordering and delivery services such as DoorDash, Grubhub and Uber Eats are not permitted during regular school hours. Delivery services will be turned away at the security gate during those times.

Hall Passes/Call Slips
No student may be out of class without an appropriate Hall Pass issued by their teacher or Call Slip from an Administrative Office. The Hall Pass or Call Slip must be returned when the student's business is concluded. The Campus Supervisor assists the Deans and Faculty in monitoring this regulation.

Student ID Card
Students are expected to have this ID with them at school and any school function. See **Student Identification Cards** in the Activities section of the Parent Student Handbook.

Telephones
Telephones are provided for student use at the reception desk. Students must have permission from SMCHS staff to use the phones.

Student Property
Santa Margarita Catholic High School or its agents are not responsible for lost or stolen articles. Students bring items to school at their own risk. Illegal items and/or any items not appropriate to the school environment will be confiscated and may not be returned.

- All valuables and articles of clothing must be kept safely on the student's person. Students are advised not to leave valuables in any locker or unattended on campus.
- Loss of books or other personal property should be reported to the Dean's Office immediately.
- Any property left unattended on campus will be turned over to the Lost and Found, located in the Welcome Center.

Custodial Parents/Guardians
All students, including those who have reached eighteen years of age must live under the supervision of parents or legal guardians. Emancipated minors are not allowed to remain as students at SMCHS.

Notification of Authorities
Under California law, any crime committed on Santa Margarita High School grounds, or at school-related functions, whether misdemeanor or felony shall be reported to the police department or appropriate state agency.

Law Enforcement Officials
SMCHS school personnel cannot interfere or prevent legal procedures when a police officer or child care service official enters the school. School personnel will confirm the identity of the officer. When a student is interviewed or interrogated by an officer they do have the option of being interviewed in private or selecting an adult, who is a member of the school staff, to be present at an interview. It is the officer's responsibility to inform the student of this right.

RANDOM DRUG TESTING PROGRAM

Santa Margarita Catholic High School students participate in a school-wide mandatory random drug testing program. The purpose of this program is: (1) To provide for the health and safety of all students; (2) To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) To encourage students who use drugs to participate in drug treatment programs.

Who Is Tested
All students are a part of the random testing pool. Student athletes may be tested as a condition of their participation in a sports program. **Reasonable Suspicion:** SMCHS will ask students to submit to a drug and/or alcohol test if there is reasonable suspicion. Reasonable suspicion is defined as sufficient reasons or basis in fact to give rise to a reasonable belief that a student has drugs and/or alcohol in her/his blood system. Reasonable suspicion may be based on, but not limited to, (A) Conduct that causes reasonable suspicion to believe that there is the presence of illegal or unauthorized drugs and/or alcohol in an individual's body fluids based upon specific observations concerning behavior, speech, and/or body odors; (B) Other circumstances which would indicate that an individual is reporting to school in other than a sober and reliable state, free from the influence of drugs and/or alcohol.

Consent
Parent/guardian(s) will authorize drug testing of the student pursuant to the SMCHS Substance Abuse Prevention Program through the school registration process. Students whose parent/guardian(s) refuse to provide consent may face suspension and/or involuntary withdrawal from SMCHS.

Random Student Selection
Each month on days determined by the Principal or designee, students will be randomly selected from the student body to provide samples for screening purposes. All reasonable steps will be taken to assure the integrity, confidentiality, and random nature of the process.

Sample Collection
Samples will be collected on the same day a student is selected for testing, or if the student is absent, on the day of the student's return to school. Parents are notified of the results in the most timely manner possible. Any student found falsifying a drug test will receive disciplinary consequences.

Scope of Tests
SMCHS utilizes the services of First Step for urine and/or hair analysis to determine the presence or absence of alcohol, amphetamines/methamphetamines, cocaine, opiates, phencyclidine, cannabinoids (marijuana, Hashish), barbiturates, benzodiazepines (valium, Librium, xanax and other tranquilizers), methadone, proposyphene, and volatiles.

Positives
It is recommended that students who test positive on a drug and/or alcohol screen seek confirmation through an outside physician and/or laboratory. All drug and/or alcohol testing results are considered confidential information and will be handled accordingly.

- **First Positive:** When a student is identified with a positive determination the student must (1) Participate in a Parent Conference with school officials; (2) Sign a Probation Contract; (3) Undergo assessment by a school assigned outside agency and comply with the recommendations made.
- **Second Positive:** When a student is identified with a second positive test the student and parents will meet with school personnel to determine the appropriateness of her/his continued enrollment at SMCHS.
- **Third Positive:** When a student is identified with a third positive determination the student will be asked to withdraw from SMCHS.

Non-Punitive Nature of Policy
No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding results of drug tests will not be disclosed to criminal or juvenile authorities except in cases of legal compulsion by valid and binding subpoena or other legal process, which SMCHS will not solicit. However, students who use or are in possession of synthetic urine, or students that dilute, substitute, adulterate or tamper with a urine sample, depending upon the nature and seriousness of the offense are subject to: Suspension, Probation, Parent Conference, Suspension from extracurricular activities (athletic events, dances, etc.), Involuntary Withdrawal, Expulsion from SMCHS.

SAY SOMETHING ANONYMOUS REPORTING SYSTEM

With the Say Something Anonymous Reporting System (ARS), students become Upstanders who report warning signs and threats to Trusted Adults by text, app, phone, or website. Tips are vetted and triaged by highly-skilled crisis counselors in our accredited, bilingual National Crisis Center. Local school/law enforcement response teams are promptly alerted to life-safety reports to ensure swift intervention in critical safety issues. Students can use to report important safety issues such as:

- Abuse
- Bullying/Harassment
- Depression
- Drug Sales
- Drug Use
- Fights/Pre-Fights
- Safety Concerns About a Friend
- Suspicious Activity
- Thefts
- Threats to Campus Safety
- Vandalism

How To Submit an Anonymous Tip

- Submit a tip online at https://www.p3campus.com/tipform.aspx?ID=3000&HF=1&Logo=0&X=1&H=0
- Call the 24/7 crisis hotline counselors at 1-844-5-SayNow
- Download the mobile app at Google Play or Apple Store

EMERGENCY PROCEDURES

In the event of an earthquake/disaster, Santa Margarita will hold all students on campus for up to 72 hours. Each parent is required to complete and sign an emergency release form, stating those persons who have permission to take custody of their student. Students will be released only to those mentioned on the release card. Students will be held in a safe area of the campus. Students can be picked up at the pedestrian gate located on Alas de Paz.

If necessary, Santa Margarita will utilize the local news media to distribute information regarding any school closures.

Santa Margarita has stored first aid supplies as well as food and water for each person on campus during each school year.

ACTIVITIES

The Activities Office is responsible for all student activity programs in the school. SMCHS desires to involve as many students as possible in school life. We believe that involvement in activities:

- Allows students to develop their God-given talents.
- Enhances self-esteem.
- Provides increased opportunities for friendship.
- Makes school more enjoyable.
- Increases student commitment to school.
- Results in better grades and deportment.

The many organizations, clubs, and activities (both co-curricular and extracurricular) are an essential part of modern education. Faculty members guide such activities and are directly responsible to the Director of Activities.

- ***Extracurricular Activities, Honors Organizations, and Clubs*** are activities and organizations initiated by the school. The school provides faculty moderators and membership is dependent upon such criteria as an audition, appointment, or by simply signing up.
- ***Co-curricular Activities*** are classes that take place during the regular school day that involve practices and/or performances that take place after school. The school initiates co-curricular activities. The school provides faculty moderators and membership is based upon an audition or appointment.

Please note that additional information on any of the below activities, etc. can be found on our website under Campus Life.

Extracurricular Activities and Co-Curricular Activities

ASB/Student Council (Moderator: Alicia Sayles)

The ASB of Santa Margarita is a large network which encompasses the entire campus. They are responsible for social activities such as dances, rallies, all individual class activities, Homecoming, Eagle Pack, Faculty Appreciation, student government and more. The leadership is expected to set an example which other students would be proud to follow. Students apply for the positions and are appointed by the ASB Executive Council. They must maintain an above average grade point average and always conduct themselves beyond reproach.

Band (Moderator: Jake Tompkins)

The Band trains students to read music, perform in an ensemble setting, and to appreciate good music. There are different bands including Wind Ensemble, Steel Drums, etc. Students must audition for placement in the top performing groups. Enrollment is usually held in the Spring when students register for classes.

Choir (Moderator: Chris Gomez)

The choral program is responsible for training students to read music, sing in a choral setting, and to develop appreciation for a variety of musical styles. The different choirs include: Intermediate and Advanced Chorus, Chamber Singers, etc. These choirs have acquired a fine reputation on both the SMCHS campus and elsewhere. Enrollment is usually held in the Spring when students register for classes.

Dance Team (Moderator: Danielle Darwazeh)
The Dance Team is a performing team that is competitive throughout Southern California and the Nation. We are dedicated to promoting a positive image of SMCHS both on campus and in the community. Students interested in auditioning must be advanced level dancers interested in working in various choreographic styles and becoming better artists.

Speech and Debate (Moderator: TBA)
Speech and Debate offers students the opportunity to hone their critical thinking and public speaking skills. The team hosts tournaments here at SM as well as participating in ones at other schools. It is an after-school program that run in both the fall and spring.

Drama Productions (Moderator: Kennedy Kemmerer)
The Drama Department produces a number of plays throughout the year. Participation is open to all SMCHS students. Auditions are held for all roles. The Drama Instructor appoints technical crew positions. Students learn all phases of production, acting, directing, lighting, sound, make-up, set design, building, and advertising. The productions are not only a learning experience for those involved but are also a source of outstanding entertainment for faculty, staff, parents, students, and the community at large.

E-Sports (Moderator: Daniel Berkman)
E-Sports is a team base cooperative competition against other high schools in both the state and nationwide. Through competition, students are able to deepen their levels of interaction and communicate more effectively, readying them for later life. E-Sports is an after school program that runs year-round.

Eagle Television (Producer: Eric Reed)
Eagle Television is a program designed to fill the communication needs of the school. ETV offers students the unique opportunity to learn all levels of television production, including scripting, shooting, editing, directing, and producing, Student programs are seen as both live and taped announcements.

Journalism/The Eagle Eye (Moderator: Emily Del Rosario)
The Journalism class is responsible for publishing the student school newspaper, The Eagle Eye. This publication covers all school news. Approval of the Journalism Moderator is needed for membership.

Pep Band (Moderator: Jake Tompkins)
Pep Band meets Mondays as a 8th period class. They perform at home football games and basketball games. Students must be enrolled in a performing arts class or have musical experience and be willing to perform at SM events.

Mock Trial Team (Moderator: Richard Chin)
Mock Trial is a simulation of a criminal case. The student team studies a hypothetical case, does legal research and prepares and presents its case before actual judges in the Orange County Mock Trial Competition in the Fall.

Model United Nations (Moderator: John Remmell)
Model United Nations (MUN) simulates sessions of the General Assembly, Security Council, Economic and Social Councils, and other United Nation organizations in which students represent the delegates of participating countries. Participation in a MUN program can be a valuable educational experience for the student, giving them the opportunity to combine academic study with firsthand experience. At the same time, it enhances an understanding of current world issues, methods, and techniques of problem solving, and the role of the UN in international affairs.

Orchestra (Moderator: Jake Tompkins)
The Orchestra provides concert experience for SMCHS students on string instruments (violin, viola, cello, bass, etc.). There are two orchestras: String Orchestra and Honors Chamber Orchestra. Students must audition for placement.

Robotics (Moderator: Alexander Klatt)
Robotics offers students the opportunity to be involved and gain experience in business/marketing, computer aid designing, engineering, programing, manufacturing and community outreach. It is an after school program that run in both the fall and spring.

Song Team (Moderator: Danielle Darwazeh)
The Song Team consists of athletes in grades 9-12. The nationally ranked Song program has junior varsity and varsity levels of songleading teams that cheer at football and basketball games and perform at various school and community events. Song Team members may also be selected to compete at local and national competitions throughout the year. Song Team members are selected at a tryout in the Spring.

Yearbook/Talon (Moderator: Todd Naylor)
The yearbook staff creates, edits, and produces the school's yearbook. It illustrates all aspects of student life: religious, scholastic, athletic, and social. Approval of the Yearbook Moderator is needed for membership.

Honors Organizations

California Scholarship Federation (Moderator: Eva Hester)
This scholarship honor society is open to academically eligible students. Members must apply each eligible semester during the CSF Membership Drive. Life members of CSF have a special seal affixed to their diplomas and wear a gold cord at graduation. There are strict guidelines regarding CSF membership. Please contact the CSF Moderator for this information.

National Honor Society (Moderators: Mark Van Ness)
National Honor Society membership is based on academic standing in grades 11 and 12; service to the school and/or community, character, and leadership. The honor of membership is offered to outstanding students by the NHS faculty council. NHS members are distinguished by a blue stole worn at graduation. Please review the strict guidelines and policies on our website regarding NHS membership.

Clubs

Clubs are defined as groups that meet outside the regular school day. All clubs at SMCHS are student led. Membership is open to all interested SMCHS students. In order to remain active, clubs must have a faculty moderator, hold regular meetings and have adequate membership (this number can vary depending on the clubs activity). The Administrative Board must approve new clubs before they can begin accepting members. You may visit the Campus Life section of our website for more information about all current clubs and the application process. Club fairs are held annually in the fall and spring of each year. Check the Master Calendar for exact dates.

Associated Student Body

Every student at SMCHS is a member of the Associated Student Body (ASB). The ASB is led by an Executive Council of four elected officers; The Cabinet is made up of Commissioners and Class Representatives who are appointed annually; Class Councils are elected annually. ASB meetings will be held in closed session during the ASB Leadership Class with the ASB Executive Council and Cabinet. ASB open session meetings will be held throughout the school year with the Executive Council, Class Councils and Cabinet. The 2026-2027 officers are:

Charlie Tarazi ..... Executive President
Emory Ratzlaff..... Executive Secretary
Sheridan Hagmier ..... Executive Treasurer
Connor Matthews ..... Executive Vice President
Frankie Laster ..... Commissioner of Activities & Student Engagement
Alana Siluk ..... Commissioner of Activities & Student Engagement
Keslyn Logan ..... Commissioner of Arts
Malone Matthews ..... Commissioner of Athletics
Siena Cain..... Commissioner of Athletics
Natalie Leontas ..... Commissioner of Campus Life
Cameron McDonald ..... Commissioner of Digital Media
Addison Lindsay..... Commissioner of Digital Media
Ashlyn Gruenberg ..... Commissioner of Faculty and Staff Relations
Lily Curran..... Commissioner of Faith and Ministry
Allison Piecuch ..... Commissioner of Game Day Entertainment
Zach Rockoff..... Commissioner of Marketing
Libby Rue ..... Commissioner of Special Events
Savannah Francis ..... Commissioner of Spirit
Lucy Spinello..... Commissioner of Spirit
Nina Kabutey..... Commissioner of Student Wellness
Tyler Brummel..... Commissioner of Technology and A/V
Tealohi Clements ..... Commissioner of Video Production

Ava Agarwal ..... Senior Class Representative
Zhongyi "Alice" Xue..... Junior Class Representative
Chaya Rathbun ..... Sophomore Class Representative
Hazel McCusker..... Senior Class President
Catherine Miller-Jones ..... Senior Class Vice President
Ashlyn Rocha ..... Senior Class Secretary
Marin Redfern ..... Junior Class President
Katherine Burton ..... Junior Class Vice President
Nina Dahl..... Junior Class Secretary
Peter Zhang ..... Sophomore Class President
Hadley Todd..... Sophomore Class Secretary

The ASB is responsible for a variety of activities throughout the school year such as:

- Student Life and Culture
- Student Clubs
- Lunch Activities
- Eagles Nest
- Spirit Weeks
- Rallies
- Red Ribbon Week
- Homecoming
- Winter Formal
- Prom
- Socials
- Student Government
- Elections
- TEAM Appreciation

Assemblies

Students are to enter assemblies quickly and quietly and be seated in their designated areas accompanied by their teachers. Students are to observe the rules of politeness and courtesy at all assemblies. When a recognized speaker approaches the microphone, students should stand.

During rallies, students should give enthusiastic cooperation and courteous attention to those in charge. At formal assemblies (i.e. Masses, Awards Assembly) students should conduct themselves in an orderly and mature manner. Whistling and insincere forms of appreciation are not acceptable.

Graduation Fee

Each graduating Senior will be assessed a Graduation Fee of $475. The fee was added to the FACTS tuition account at time of registration and is due by August 31st. If not paid by August 31st, an additional $50 late fee will be imposed for each month that remains unpaid. The Graduation Fee covers the expenses of the graduation ceremony, Baccalaureate Mass, yearbook signing luncheon, and the cap and gown. The fee is nonrefundable and does not cover Grad Night.

Posters and Flyers

SMCHS tries to keep all hallways, buildings, and outside areas clean. Therefore, a limited number of posters and flyers may only be displayed outside of buildings and must be approved through the Activities Office before being hung. (Flyers may be posted in classrooms with teacher's permission.) SMCHS has digital signage which should be utilized by departments, clubs, and teams instead of paper flyers. Oversized posters can only be hung outside in the Lunch Shelter and must be affixed with Painter's Tape which may be obtained at most hardware stores. No adhesives that remove wall paint may be used. All posters and flyers must be taken down the day after the scheduled event.

Social Events (Dances, Socials, Etc.)

All students attending extracurricular events are subject to random alcohol and drug testing. Any vans, buses, or limos may be searched at the discretion of school administrators. Students will only be admitted to a school event upon presentation of their current Student Identification Card. Students will not be admitted without this card.

- For safety purposes, students will not be allowed to loiter in the parking lot, but must enter the event upon arrival at the school.
- No student will be admitted into an event after one hour of its starting time.
- School dances are school sponsored activities; therefore, all SMCHS regulations are applicable at these functions whether on or off campus.
- Students are allowed to bring a guest from another school to designated social events, but must obtain a guest pass and permission from the Dean's Office. All other social events are for SMCHS students only.

Attendance at Dances by Grade Level

Freshmen

All Freshmen may attend the following dances: Link Crew/Freshman Social, and the Spring Social. Freshmen are ***not*** allowed to attend Homecoming, Winter Formal, and Prom.

Sophomores
Sophomores may attend the following dances: Homecoming, Winter Formal and the Spring Social. Sophomores may only attend Prom if asked by an upperclassman and subject to ticket availability.

Juniors and Seniors
Juniors and Seniors may attend the following dances: Homecoming, Winter Formal, Spring Social and Prom. Due to the popularity of Prom, priority will be given to upper level students when tickets are sold. Upperclassmen may invite Sophomores to Prom only if there are tickets available.

Dress Code For Extracurricular Activities
The dress code for dances, extracurricular events, and other non-uniform events can be found in the Parent Student Handbook under Non-Uniform Dress Code Regulations.

Student Identification Cards
Students will be issued a photo ID card for the school year. Students are required to have this ID with them at school and any school function. The ID card is necessary for entrance to many school athletic events and activities. ID cards are used as library cards and are required to checkout any library materials. Students may not share, loan, or give their ID card to anyone else. Students asked to withdraw from SMCHS will be asked to surrender the ID card at the time of withdrawal. The Student Identification Card identifies the student as part of the SMCHS community and entitles him/her to the following:

- Use of the SMCHS Library.
- Admission to all regularly scheduled home athletic contests.
- Discount to Theater Arts productions.
- Designated school activities, which will be announced.

SMCHS students are required to have their Student Identification Card in their possession:

- Whenever they are on the SMCHS campus.
- At all games, dances and other SMCHS extracurricular activities.

Student Identification Card Replacement

- Students must replace lost cards.
- A fee must be paid to the Activities Office. ($20 for each ID Card replacement can be paid by credit card or apple pay.)
- Lost cards may be replaced at the front welcome desk.
- Lost cards may be replaced by contacting security at idcardreplacement@smhs.org.

Student Publications and Digital Media Products
All SMCHS student publications and digital media products, including, but not limited to The Eagle Eye (student paper), Mandala (student literary publication), the Talon Yearbook and ETV content are produced as part of the educational curriculum. Accordingly, the school reserves the right to regulate the contents of these publications.

Talon Yearbook
A yearbook will be ordered for every student who does not opt out by **October 13, 2026.** The charge ($130 for ASB Card Members / $180 for non-ASB Card Members) will be added to your tuition account after the opt out date of October 13, 2026. An email will be coming in the beginning months of school with directions on how to opt out.

Senior Tributes
SMCHS parents may order a Tribute for their child through the company, Tribute Ads; a full service online production company that offers various sizes, templates, and colors to create your student's Senior Tribute. They will simplify your creation process; however, you still have the option to create a tribute of your own design.

The yearbook staff at SMCHS will not accept payment or tributes. All submissions and payments of Senior Tributes will be done through the Tribute Ads website, www.tributeads.com.

While you create your tribute, please remember our school charism: **"Caritas Christi"** as you select photos and messages. No tongue rings, tattoos, hand gestures of any kind, (including the peace sign), containers resembling alcohol, and no suggestive photos or nude baby photos.

Please include your student's first and last name on the tribute.

The school still reserves the right to proof/edit all tributes and photos before final publishing submission.

Senior Yearbook Ad Sizes

- Full Page..... 8½ x 11
- Half Page ..... 8½ x 5½
- Quarter Page ..... 4¼ x 5½

Early Bird Prices until October 20, 2026 at 10:00 p.m.

- Full Page $400.00
- Half Page.....$260.00
- Quarter Page.....$185.00

Regular Prices October 20, 2026 – November 24, 2026 at 10:00 p.m.

- Full Page $500.00
- Half Page.....$360.00
- Quarter Page.....$250.00

Late Prices November 24, 2026 – December 15, 2026 at 10:00 p.m.

- Full Page $650.00
- Half Page.....$425.00
- Quarter Page.....$325.00

Please **be mindful of the turn in dates**. If Tributes come in after the designated time, the rate ***must*** increase. After December 15 at 10:00 p.m., no Senior Tributes will be accepted.

For questions and assistance in creating your tribute, you may contact Tribute Ads:

- Website: www.tributeads.com
- Email: help@tributeads.com
- Phone: (843) 818-3153

Trips Not Sponsored by SMCHS

On occasion, a Santa Margarita Catholic High School employee may choose to participate as an independent contractor with a student travel agency. **Such trips are not approved, endorsed, or sanctioned by the administration of SMCHS.** If a parent chooses to have his or her student participate in such a trip, the contract for this trip including financial, insurance, safety, personnel, and security issues is solely with the travel agency and not with Santa Margarita Catholic High School.

BUSINESS AND FINANCIAL POLICIES

Tuition Rates 2026-2027

Each student who attends SMCHS pays tuition commensurate with other Diocesan high schools.

Tuition..... $23,600
International $41,000

Available Discounts

Catholic Discount (verification required) $1,600
Second Student, concurrently enrolled ..... $ 500
Third Student, concurrently enrolled ..... $ 750
Paid in Full by May 31st ..... $ 750

***Discounts are not available to those receiving tuition assistance except for the Catholic discount. The Catholic discount is for those registered in a local Orange County parish within the Roman Catholic Diocese of Orange. Verification is required and needs to be requested at the time of registration or re-registration.*

Tuition covers instruction, counseling, campus ministry, school nurse, use of the library and other facilities, basic supplies for science and some other courses, student insurance, administration, and the general operating expenses of the school.

Additional Fees (Non-Refundable and Non-Transferrable)

Application (incoming students only)	$ 80
Application (international students only)	$ 350
Registration (per student per year)	$ 700
Registration (international students only)	$1,500
Technology Fee (per student per year)	$ 875
FACTS Management Enrollment Fee	$25-55 *depending on payment plan*

Payment of Tuition

SMCHS uses FACTS Management for the collection of tuition and other fees. During registration you will be directed to set up your tuition payment account with FACTS. At that time you will also pay your registration fee. The following payment plans are available:

- **Annual**: One payment by May 31 to be eligible for discount. Please see the Available Discounts for the various options.
- **Semi Annual**: Two payments due in July and November.
- **Ten Month**: Payments are due on the 5th of each month, July through April.

Prorated Tuition

Withdrawals

Tuition will be prorated on a monthly basis for those students withdrawing during the school year. When a student terminates his/her attendance at Santa Margarita Catholic High School, all unpaid tuition, fees, and other school charges become immediately due and payable. If a student attends any part of a month, you will be responsible for that entire month of tuition. The registration and technology fee are non-refundable/non-transferable and are not prorated. Refunds for tuition are processed for any months following the month of withdrawal and mailed within 2 weeks

Expulsion or Disciplinary Withdrawal

There is no automatic refund of tuition for a student who is expelled or asked to withdrawal for disciplinary reasons. Parents/guardians may request a prorated tuition refund from the school administration. The school's decision with regard to a refund will be final.

Entrance Mid-Year

Tuition will be billed at a monthly rate beginning the month of enrollment for students entering during the school year. The registration fee, technology fee, and first month's tuition are due in full at the time of enrollment. Payment MUST be made prior to the first day of enrollment.

Medical Leaves

Tuition will not be prorated.

Late or Returned Payments

A late charge of $50.00 will be billed if payments are received late in accordance with your FACTS Management payment plan. A $25 direct fee from Facts Management will be add to your account through FACTS for payments that are returned by the bank for insufficient funds, account closed, or any other reason. This includes tuition checks and returned checks for payments made to entities throughout the campus (campus store, clubs, teams, etc.). If more than two payments are returned by the bank, all subsequent payments will only be accepted in cashier's check or money order.

Nonpayment of Tuition and Fees

Nonpayment of tuition constitutes a serious breach in the parent's/guardian's obligation to the School. If non-payment occurs, all guardians associated with the student may be contacted. As such, if a nonpayment of tuition exists under the payment option selected above, the school may take the following actions unless an acceptable alternative arrangement has been approved, in writing, by the Business Office. Until the financial obligation to Santa Margarita Catholic High School has been satisfactorily met, the School, at its option, may enforce the following actions:

- Delinquency in tuition constitutes cause for withdrawal of the student at the School's discretion.
- Readmission for the following school year may not be permitted until student's tuition account is brought current.
- Students may not be permitted to take exams.

- Diplomas, report cards, or transcripts may be withheld from parents/guardians unless the records are being requested by another school for enrollment purposes.
- Senior students may not be allowed to attend graduation and related graduation activities Suspension/denial to participate in an SMCHS athletic/activity program until payment is made.

The School shall have the right to legal action for the nonpayment of tuition, and parents/guardians will be responsible for all costs of collection, including removal of any tuition assistance award, court expenses, and reasonable attorney's fees. The outstanding balance will be forwarded to a collection agency to facilitate recovery of unpaid fees.

All tuition and other fees are due in full by **April 5th for graduating seniors** and **April 30th** for all other students. All students are automatically re-enrolled for the following school year. Parent and/or legal guardians must provide written notice of their intent to withdraw if they do not plan for their student to return. Written notifications can be submitted to the Business Department.

For additional information on tuition, fees or payment plans, please contact our Business Office at (949) 766-6055 or tuitionandfees@smhs.org.

Tuition Assistance

It is our desire that every student have the opportunity to attend SMCHS. If your family is experiencing financial difficulties, we urge you to apply for tuition assistance. Applications are available on our website, along with the instructions for their completion and the policies for the award. Applications are available in September for the following school year. Those families who experience financial difficulties throughout the school year and feel the need for some form of financial assistance should contact the Business Office at their earliest possible convenience.

Scholarships

Santa Margarita Eagle Foundation offers privately funded scholarships to students based on financial need, academic excellence, leadership, service, talent and other criteria. Available scholarships are listed at www.smeaglefoundation.org/scholarship-opportunities.

Tuition assistance, combined with privately funded scholarships can provide up to 50% of the cost of tuition at SMCHS. We encourage every family to review the scholarships listed on the SMCHS website and apply in conjunction with the financial assistance application.

Tuition assistance and scholarships are made possible by alumni, parents, friends, corporations and foundations. It takes the entire community to give the priceless gift that is a Santa Margarita Catholic High School education.

Contact the Eagle Foundation at ext. 1078 or email Laurie Beach at laurie.beach@smeaglefoundation.org if you would like more information about contributing to a current scholarship or starting a new scholarship in honor or memory of someone dear to you.

Fundraising

All fundraising for Santa Margarita Catholic High School is organized through the Santa Margarita Eagle Foundation. Only fundraisers approved by the Eagle Foundation may be conducted. Contact the Eagle Foundation Office with any questions at advancement@smeaglefoundation.org or (949) 766-6080.

Additional Required Expenses

(Cost is listed as an Average Price for Participation or Items Purchased)

Textbooks/E-Books	$500
Summer School (if required)	$700+ depending on class
Uniforms	$350 (average Freshmen Year, may be less following years)
Graduation Fee	$475

Additional for International Students

ISS Program	$3,000 - determined at Registration by Int'l Coordinator

Additional Optional Expenses
(Cost is listed as an Average Price for Participation or Items Purchased)

Freshman – Senior Year

Summer Camp Sports	$175+ (depending on sport)
Seasonal Activity/Sports Participation Fees	$900+ (depending on activity/sport)
Yearbook	$130 for ASB Card Members $180 for non-ASB Card Members
Parking Permit	$110 for ASB Card Members $135 for non-ASB Card Members
School Photos	$ 40

International Baccalaureate

Full Diploma	$525 per year
Certificate	$175 for one course and $50 for each additional course, with a maximum of $275 per year
Advanced Placement Exam Fee	$105 per exam billed through FACTS in January
Auxiliary Studies Program	$3,800

Additional for Freshmen

Retreat	approximately $125

Additional for Sophomores

Retreat	approximately $350

Additional for Juniors

Retreat	approximately $350
School Ring	approximately $350

Additional for Seniors

Kairos Retreat	approximately $450
Graduation Fee.	$475 due with the August tuition payment
Junior/Senior Prom Tickets	approximately $150 each
Grad Night Ticket (paid online)	approximately $300 each

ATHLETICS

SMCHS Sports

Fall Sports
- Boys Cross Country
- Boys Water Polo
- Football
- Girls Cross Country
- Girls Flag Football
- Girls Golf
- Girls Tennis
- Girls Volleyball

Winter Sports
- Boys Basketball
- Boys Soccer
- Girls Basketball
- Girls Soccer
- Girls Water Polo
- Traditional Competitive Cheer
- Wrestling

Spring Sports
- Baseball
- Boys Golf
- Boys Lacrosse
- Boys Swimming and Diving
- Boys Tennis
- Boys Track
- Boys Volleyball
- Girls Beach Volleyball
- Girls Lacrosse
- Girls Swimming and Diving
- Girls Track
- Softball
- STUNT

Year-Round Sports
- Baseball
- Boys Basketball
- Cheer
- Football
- Girls Basketball

Non-CIF Athletic Activities
- Boys Beach Volleyball
- Equestrian
- Ice Hockey
- Roller Hockey
- Surfing

SMCHS believes that Interscholastic Athletics is an integral part of the total secondary school educational program and has as its purpose to provide educational experiences not otherwise offered in the curriculum. These experiences will allow an athlete to develop learning skills in the areas of knowledge and emotional patterns that will contribute to the development of better citizens.

Emphasis is placed upon teaching "through" athletics in addition to teaching the "skills of athletics". The school promotes the concept that athletics develops to a greater degree, qualities of the human spirit; among these are courage, self-control, self-discipline, loyalty, leadership, and friendship.

Interscholastic athletics shall be primarily for the benefit of the high school students who participate directly in them. The activities and contests involved shall be psychologically sound by being tailored to the physical, mental, and emotional maturity level of the participating youth.

SMCHS conducts interscholastic competition for boys and girls in baseball, basketball, beach volleyball, cross country, equestrian, flag football, football, golf, hockey, soccer, softball, song, STUNT, surf, swimming and diving, tennis, track and field, volleyball, water polo, wrestling, lacrosse, and traditional competitive cheer. Through these activities a desire to display good sportsmanship and the development of a well-adjusted human being are desirable outcomes.

- Academics and athletics go hand in hand. A student must carry a 2.0 in order to participate on an athletic team.
- No athlete will be able to tryout or participate in any sport without a physical form and athletic clearance, good for one year, on file in www.AthleticClearance.com.

Sports Physical

A yearly sports physical is required to tryout and participate in all SMCHS athletic programs. Pre-participation Physical Exam forms and further instructions can be found at http://www.smhs.org/athletics/sports-medicine. For further questions contact the SMCHS Athletic Trainers.

Academic Eligibility To Participate In Athletics and Request For Waiver of Eligibility

Please see policy under the Academics section.

Leaving Early For Athletic Events

When students must leave school early, the following policy has been agreed upon by all coaches and teachers and communicated to the student athletes.

- Students must be prepared for the class the day they are leaving early. If a game is canceled and a test is being given, the student must be prepared for the test. No excuses will be accepted.
- Students are responsible for making up all work covered and tests missed.
- Coaches encourage student athletes to remain after class on the days following early dismissal, to go over work missed or make up tests. There are no penalties for being late to practice to take care of class responsibilities. Student athletes must take the initiative to work with their teachers during their sports season.

Teachers who are working with student athletes to make up work or tests will give them a pass to practice, stating the time dismissed.

Attendance and Participation at Extracurricular Athletic/Activities Events

In order for students to be eligible to participate in any school athletic event (practice or competition) and/or activity on a given day, they must be in school at least half the day. A late night school-sponsored event is no excuse for missing school the following day.

Athletic Program Communication Protocol for Conflict Resolution

Communication concerning SMCHS athletic programs and personnel are welcomed when motivated by a sincere desire to improve the quality of an athletic program and/or an athlete's participation therein. There are situations that may require a conference between the coach, athlete, and the parent. When these conferences are necessary, please adhere to the following SMCHS athletic communication protocol to resolve the concern:

1. Athlete-Coach: To empower our athletes to learn personal responsibility, they must communicate their concerns/questions directly to their coach before having someone else do this for them. Every effort should be made to resolve the problem at this level.
2. Athlete-Coach-Parent: If an issue still needs to be resolved after step 1, the athlete and parent(s) or legal guardian(s) should email and set up an appointment with the coach. Communication with a coach regarding a concern should never take place at or immediately after a game or event.

3. Athlete-Coach-Parent-Athletic Director: If an issue still needs to be resolved after step 2, the Athletic Director will set up a meeting with all those involved.

Please note that since the athlete and coach are the only two people who work together on a daily basis, both should be included in all communications. Remember that playing time and level or position placement are the sole responsibility and discretion of the coach.

After following steps 1-3, any unresolved issues can be referred to the Vice President of Athletics and Principal by submitting an email "statement of concern" (S.O.C). This S.O.C. must include the following: name of coach, specific sport and level of competition, general athletic concern involved, and brief but specific summary of the nature of the issue and the facts surrounding same. Once the completed S.O.C. is received by the administrator in charge of athletics, a meeting including all parties involved will be scheduled for the purpose of resolving the issue.

Any calls or inquiries made directly to administrators will be referred back through this SMCHS communication protocol, unless issues of legality or morality are involved.

Athletic Event Addresses

- **JSerra High School** – 26351 Junipero Serra Road, #180, San Juan Capistrano; (949) 493-9307
- **Mater Dei High School** – 1202 W Edinger Ave., Santa Ana; (714) 754-7711
- **Orange Lutheran High School** – 2222 North Santiago Boulevard, Orange; (714) 998-5151
- **St. John Bosco High School** – 13640 S. Bellflower, Bellflower; (562) 920-1734
- **Servite High School** – 1952 W. La Palma Ave., Anaheim; (714) 774-7575
- **Saddleback College** – 28000 Marguerite Parkway, Mission Viejo; (949) 582-4500

OFFICE OF COMMUNICATIONS

The Office of Communications handles school communication, branding, advertising, social media, and media relations. The office is responsible for the school's marketing materials and monitors all content on the school website.

Please visit us online at www.smhs.org, www.facebook.com/SMCHSEagles, www.x.com/SMCHSEagles, and www.instagram.com/santamargaritaeagles. You can also download the Santa Margarita Catholic High School app free from the App Store and Google Play. All official school social media accounts must be run by an employee of SMCHS with proper authorization from the Communications Office.

Email is the main form of communication used to relay information to our parents. The office produces the weekly Eagle Update, which comes out on Thursdays. It is imperative the school has a correct email on file for every family. If your email, or other contact information, changes during the school year please contact the school Registrar at registrar@smhs.org.

The Office of Communications coordinates all media outreach. All press releases and/or official statements released to media **must** go through the Office of Communications. The office works to promote and share the good that happens at SMCHS. If you have a potential news story to share, please email pr@smhs.org.

Media Release

Santa Margarita Catholic High School students are often featured in promotional materials and publications for the school including, but not limited to, the school directory and yearbook, video and multimedia presentations, press releases, the SMCHS website, school newsletters, magazines, marketing pieces, and on the school's social media channels.

As parent or legal guardian you are authorizing Santa Margarita Catholic High School to use your student's name, picture, art, written work, voice, verbal statements, portrait (video or still), and technology presentations for lawful purposes of school presentations, publication in the yearbook and directory, and to assist the school with its public relations, public information, marketing, publicity and instruction efforts.

Consent to the Media Release is implied. You may choose to opt-out of the release by completing the Media Release Opt Out Request that is part of your registration process.

Webpage
With respect to the webpage, Santa Margarita Catholic High School agrees that we will promptly comply with any parent request to remove any photograph or text featuring his or her child.

No monetary or other consideration shall be due or owing in connection with the Media Release. Santa Margarita Catholic High School shall be entitled to use the foregoing materials in subsequent years. For questions, please contact the Office of Communications at pr@smhs.org.

GRAPHIC IDENTITY PROGRAM

It is important that all members of the Santa Margarita family adhere to common graphic standards when producing any materials – from printed publications, to merchandise to promotional products. This ensures production quality and a consistent brand identity. SMCHS has three official logos: the SM logo, the Eagle Head, and the SMCHS Seal.



The **SM Logo** is the primary identifier for Santa Margarita Catholic High School. This logo must be used with all graphic elements in place, which includes the white cross in the "M." The **Eagle Head** is primarily used for athletic purposes but is also acceptable for informal apparel and communication. It is not considered appropriate for use on academic materials. The **Seal** is a replica of the coat of arms of Bishop William R. Johnson, the first Bishop of Orange. It was his official seal and represented his ecclesiastical rank and the Diocese of Orange. The seal logo is not to be used with any identifying text above or below it; the seal must stand alone. Use of the Seal should be reserved for significant academic endeavors.

The SMCHS Graphic Identity Manual outlines standards that must be followed when using a Santa Margarita logo. Students are not authorized to use any of the school's logos without belonging to an officially-sanctioned campus group, team or club. Permitted groups, faculty, staff, and teams may use the school logos so long as that logo is used in accordance to the guidelines outlined in the school's Graphic Identity Manual. Any logo usage requests or questions should be sent to marketing@smhs.org. In addition, a copy of the graphic identity manual can also be obtained by emailing marketing@smhs.org.

BUS TRANSPORTATION

Santa Margarita Catholic High School offers school bus transportation during the regular school year. To best serve our families, our buses travel across South, North, West, and East Orange County, as well as the Inland Empire. SMCHS operates four primary home-to-school routes and three express van routes. The South Route originates in San Clemente (departs 6:50 AM) and stops in Dana Point (7:10 AM), with afternoon returns at 3:25 PM and 3:45 PM respectively. The North Route begins in Anaheim (6:20 AM) and stops in Yorba Linda (6:50 AM) and Irvine (7:10 AM), with an afternoon stop in Foothill Ranch (3:05 PM), before returning to Irvine (3:20 PM), Yorba Linda (3:45 PM), and Anaheim (4:15 PM). The West Route connects Newport Beach (departs 7:05 AM, returns 3:35 PM), with an afternoon stop in Laguna Hills (3:15 PM). The East Route serves the Corona area and departs at 6:55 AM while returning at 7:05 PM after school activities. Express vans depart at 7:15 AM and serve Laguna Hills and Foothill Ranch for morning one-way transportation. Buses pick up students before school and return them to their original stop locations after school. Routes are subject to change. There are no refunds unless written otherwise at the time of purchase.

Please refer to the SMCHS website for further information.

All times are based on regular, mass, rally, minimum, and all-periods days.

FACILITIES

Santa Margarita Catholic High School takes pride in maintaining one of the most beautiful campuses in Southern California — and in modeling for our students the importance of caring for our shared environment.

All facility use requires advance approval. To reserve a space, contact the Facilities Management Department at (949) 766-6000, ext. 2300, or email facilities@smhs.org.

SECURITY

SMCHS is committed to providing a safe and secure Catholic education environment for students, employees and visitors.

The SMCHS Security team patrols the campus and responds to safety/security incidents. SMCHS Campus Security Officers control the parking lot drop off/pick up areas each morning and afternoon. We ask that all parents follow the instructions given by Campus Security Officers to prevent any obstructions to the flow of traffic in the parking lots. Students and visitors to our campus should also be aware of spaces marked for the Administration, Faculty, and Staff parking areas and only park in areas marked for student or visitor parking. Parking lot speed limit is 10 MPH.

SMCHS is a closed campus; all visitors are required to check in upon arriving to campus, park in designated visitor parking stalls and enter campus after signing in and receiving a visitor's pass at the Welcome Center located at the front of campus. Those entering campus are agreeing to abide by school rules and local/federal laws. Those entering campus are agreeing to abide by school rules and local/federal laws. Visitors must wear a valid visitor's badge at all times while on campus. All vehicles and persons entering or leaving the premises are subject to search, inspection and video recording. In the interest of campus security, visitors may be refused access to campus or be asked to leave campus during their visit.

SMCHS is equipped with a security camera system. Cameras have been placed in public view both outdoors and indoors (only in building hallways) to reduce any concerns about privacy. For the safety and security of the campus, body worn cameras may be worn by school security officers and are to be used in the course of their duties. The primary purpose of school security cameras are to act as a deterrent to outsiders who do not belong on campus. Signs informing the public of these procedures are located at school entrances.

Campus gates are locked each evening at 10:00 p.m. and on holidays.

WEBSITE

SMCHS operates its own website which includes important information for students, parents, faculty and staff. The information on the website is maintained by the Office of Communication. Visit us at www.smhs.org. Please contact the Office of Communications at (949) 766-6077 for questions about our website.

CONTACTING ADMINISTRATION, FACULTY AND STAFF

We encourage parents to contact administration, faculty and staff as often as necessary to keep abreast of their student's progress. Because teachers do not have access to telephones in their classrooms, it is somewhat difficult to reach them immediately by telephone. Email communication can often be a more expedient way to get information to and from a teacher. However, a voicemail message can be left for the teacher by dialing the main line (949) 766-6000 and then entering their extension number. A current listing of administration, faculty and staff telephone extensions and email address is available on our website, www.smhs.org.

When following the proper chain of communication, please allow a teacher 24-48 hours to respond to your message.

PROBLEM SOLVING LOCATOR

Absence from School	Attendance Office	1020
Academics	Academics Office	1090
Accident Report	Nurse's Office	1029
Activities/ASB	Activities Office	1050
Admissions	Admissions Office	1076
Advanced Placement	Counseling Office	1010
Aeries	Student Services Office	1120
Aquatics Center	Aquatics Office	1073
Athletics	Athletic Office	1065
Attendance/Discipline	Attendance Office	1020
Auxiliary Studies Program	ASP Office	1085
Business Office	Business Office	1054
Campus Ministry	Campus Ministry Office	1515
Campus Store	Campus Store	1075
Career & College Planning	Counseling Office	1010
Change of Address	Registrar	1090
Christian Service	Campus Ministry Office	1514
Club Information	Activities Office	1050
Communications	Communications Office	1089
Copy Center	Copy Center	2145
Counseling	Counseling Office	1010
Course Scheduling	Counseling Office	1010
Dean's Office	Dean's Office	1020
Eagle Television	ETV Office	1079
Early Dismissal	Attendance Office	1020
eBooks	eCampus	844-523-8980
EdTech/Student Software	Educational Technology Office	1082
Emergency	Dean's Office	1020
eSports	Activities Office	1050
Facility Maintenance	Facilities Office	2238
Facility Reservations/Use	Facilities Office	2238
Faculty Issues	Academics Office	1090
First Aid (after school)	Training Room	2212
First Aid (during school)	Nurse's Office	1029
Graduation Requirements	Counseling Office	1010
Grievance (Student)	Dean's Office	1020
Homework While Absent	Individual Teachers	
Honor Roll	Counseling Office	1010
Human Resources	Human Resources	1008
ID/ASB Cards	Activities Office	1050
Information Technology	Information Technology Office	1045
International Baccalaureate	International Baccalaureate	1034
International Students	Admissions	1047
Library	Library	1070
Locker Problems	Dean's Office	1020
Lost & Found	Security	1147
Mental Health & Wellness	Wellness Office	1084
Nurse's Office	Nurse's Office	1029
Off Campus Permits	Attendance Office	1020
Parent Liaison	Admissions Office	1009
Parking Permits	Dean's Office/Welcome Center	1027
PE Illness Excuses	Nurse's Office	1029
President's Office	Administrative Office	1009
Principal's Office	Administrative Office	1004
Receptionist	Administrative Office	0
Registrar	Academics Office	1090
Registration	Admissions Office	1076
SAT/ACT Registration	Counseling Office	1010

School Supplies	Campus Store	1075
Senior Affairs	Counseling Office	1010
SM Eagle Foundation	SM Eagle Foundation Office	949-766-6080
Student Government	Activities Office	1050
Student Insurance	Nurse's Office	1029
Summer School	Academics Office	1090
Tablet PC Problems	Technology Service Center	1727
Theft/Vandalism Report	Dean's Office	1020
Tickets for Athletic Events	Athletic Office	1065
Tickets for Dances	Activities Office	1050
Training Room	Athletics Department	2212
Transcripts	Registrar	1090
Tuition	Business Office	1055
Tuition Assistance	Business Office	1051
Tutor Referral	Counseling Office	1010
Uniforms	Campus Store	1075
Volunteers	Administrative Office	0
Website	Communications Office	1089
Work Permits	Counseling Office	1011
Yearbook	Yearbook Desk	1512

2026-2027 BELL SCHEDULES

Use the bell schedules in conjunction with the Master Calendar. The Master Calendar lists each day's bell schedule and the period rotation.

FIRST LUNCH..... Crean Hall (B building), Talon Dome, Borchard Science Labs (C building), Academic Services Center (S building), All Science Classes

SECOND LUNCH..... Lyon Hall (A building), Trailers (T buildings), Eagle Athletic Center (R building), Moiso Family Pavilion (Gym), G Building, Library

- School starting and ending time is highlighted. The student class day ends at the conclusion of the last class.
- Periods 1-7 rotate.
- Details for bell schedules noted as "Special Schedules" on the SM Master Calendar may be found on the school's website under the heading of Parents, then Bell Schedules.
- Please reference the school's website and calendar for the most current information regarding events and bell schedules.
- Meetings are for faculty and/or staff.

Regular Day
(75 minute classes)

Block 1.....**8:00**-9:15

Block 2.....9:20-10:40
(5 minutes for announcements)

1st Lunch 10:40-11:15	Block 3 10:45-12:00
Block 3 11:20-12:35	2nd Lunch 12:00-12:35

Block 4.....12:40-**1:55**

Meeting Day
(75 minute classes)

Meeting.....8:00-8:55

Block 1.....**9:00**-10:20
(5 minutes for announcements)

1st Lunch 10:20-10:55	Block 2 10:25-11:40
Block 2 11:00-12:15	2nd Lunch 11:40-12:15

Block 3.....12:20-**1:35**

Rally/Assembly Day
(75 minute classes)

Meeting..... 8:00-8:55

Block 1..... **9:00**-10:20
(5 minutes for announcements)

Rally/Assembly..... 10:25-11:15

Lunch..... 11:15-11:55

Block 2..... 12:00-1:15

Block 3..... 1:20-**2:35**

All Periods Day
(45 minute classes)

Block 1.....**8:00**-8:45

Block 2.....8:50-9:40
(5 minutes for announcements)
(10 minute passing)

Block 3.....9:50-10:35

1st Lunch 10:35-11:10	Block 4 10:40-11:25
Block 4 11:15-12:00	2nd Lunch 11:25-12:00

Block 5.....12:05-12:50

Block 6.....12:55-1:40

Block 7.....1:45-**2:30**

Mass Day
(75 minute classes)

Block 1.....**8:00**-9:20
(5 minutes for announcements)

Mass.....9:25-10:55

1st Lunch 10:55-11:30	Block 2 11:00-12:15
Block 2 11:35-12:50	2nd Lunch 12:15-12:50

Block 3.....12:55-**2:10**

Minimum Day
(75 minute classes)

Block 1.....**8:00**-9:15

Block 2.....9:20-10:40
(5 minutes for announcements)

Block 3.....10:45-**12:00**

Split Mass Day
(75 minute classes)

Block 1..... **8:00**-9:20
(5 minutes for announcements)

Masses/Block 2..... 9:25-12:05

Jr/Sr: *Report to Block 2 at 9:25, dismissed to Mass at SFS after attendance (9:30-10:40), 10 minute passing, complete Block 2 from 10:50-12:05*

Fr/So: *Attend Block 2 from 9:25-10:40, 10 minute passing, attend Mass at SFS from 10:50-12:05*

Lunch..... 12:05-12:45

Block 3..... 12:50-**2:05**