Enrollment in St. George Academy means you agree to abide by all policies and procedures included in this student handbook.
About St. George Academy

School Philosophy

Today’s students need a strong education in order to be better prepared for today’s demanding, fast-paced, and complicated world. However, an education is more than simply knowing facts. A true education is the training of the mind to think critically and to develop a deeper understanding of one’s self and the world around. At St. George Academy, we will provide students with the skills they need to become lifelong learners in a safe and enriching learning environment.

Mission Statement

The mission of St. George Academy is to provide our students with a strong academic foundation that prepares them for a successful university experience and their future learning endeavors.

Vision

St. George Academy will comprehensively prepare students for a demanding college experience through an academically rigorous high school education. We will provide our students more advanced educational challenges in pursuit of their academic and life goals.

Academy Colors

Sable and Oxblood

Saint George and the Academy

The mythology of Saint George is the legend of the lone hero facing the powerful forces that seek to destroy. Through courage, fortitude, and the strength of will, the hero can vanquish any challenge, no matter how ferocious. We have chosen the iconography of Saint George the Dragonslayer because it symbolizes the ability of an educated mind to overcome the dangers of ignorance in our lives. At St. George Academy, each student is the hero, and although the task is great and fraught with peril, he or she will prove victorious. St. George Academy victoriously opened its doors for the 2017-2018 school year and has presented a new option for education in Southern Utah.

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Academics
2020-2021 Academic Calendar

August 10: First Day of School
September 7: Labor Day
October 14-16: Fall Break
November 25-27: Thanksgiving Break
December 18-Jan 4: Winter Break
January 18: Martin Luther King, Jr. Day
February 15: Presidents’ Day
March 8-12: Spring Break
April 2, 5: Easter Holiday
May 26: Last Day of Class

Weekly Schedule

Campus doors open to students at 8:00 a.m. Monday through Friday, and classes begin promptly at 8:30 a.m. The school day ends at 3:00 p.m., and doors close to students at 4:00 p.m. The weekly schedule is as follows:

<table>
<thead>
<tr>
<th>Monday A Day</th>
<th>Tuesday B Day</th>
<th>Thursday A Day</th>
<th>Friday B Day</th>
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<tbody>
<tr>
<td>8:30-9:50</td>
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<td>10:00-11:20</td>
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<td>Period 2</td>
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<td>11:20-12:00</td>
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<td>11:20-12:00</td>
<td>11:20-12:00</td>
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<tr>
<td>Lunch</td>
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<td>Lunch</td>
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<td>12:10-1:30</td>
<td>12:10-1:30</td>
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<tr>
<td>Period 3</td>
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<td>Period 3</td>
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<td>1:40-3:00</td>
<td>1:40-3:00</td>
<td>1:40-3:00</td>
<td>1:40-3:00</td>
</tr>
<tr>
<td>Period 4</td>
<td>Period 4</td>
<td>Period 4</td>
<td>Period 4</td>
</tr>
</tbody>
</table>

Wednesdays/Seminar Day

Wednesdays have an alternate schedule. Seminar periods offer opportunities for faculty and students to present on their research projects and discuss topics of special interest. Wednesday study hall will provide students and teachers time for individualized mentorship and assistance with schoolwork. It will be followed by a designated period for clubs and student-led activities, including student council, Honors societies, etc. Seminars are worth .25 credit each, with a required 2 credits worth each school year.

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**Wednesday Day Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 - 9:20</td>
<td>Seminar 1</td>
</tr>
<tr>
<td>9:30 - 10:20</td>
<td>Seminar 2</td>
</tr>
<tr>
<td>10:30 – 11:20</td>
<td>Seminar 3</td>
</tr>
<tr>
<td>11:20 – 12:00</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:10 - 1:00</td>
<td>Seminar 4</td>
</tr>
<tr>
<td>1:10 - 2:00</td>
<td>Seminar 5</td>
</tr>
<tr>
<td>2:10 - 3:00</td>
<td>Seminar 6</td>
</tr>
</tbody>
</table>

**Canvas and ASPIRE**

Many SGA instructors utilize Canvas for the school’s Learning Management System as one component to prepare students for their postsecondary experience. This online platform allows teachers to extend learning opportunities that maximize student growth. Parents have access to this system through their student’s account. All grades at SGA are posted using ASPIRE. Parents and students are given access to this system via email at the beginning of the school year. All instructors will post student progress in a timely fashion using this system.

**Attendance**

Regular attendance in classes is vital to success. Additionally, students are required by law to attend classes. Teachers will take attendance every class period and record attendance in ASPIRE. Parents may provide a written excuse for their students’ absences. Students are responsible for completing any work missed due to both excused and unexcused absences. Students expecting to miss more than three consecutive days, or five unexcused days over the course of the year, must meet with their guardians and the administration to create an alternative educational plan for those absences. In accordance with Utah policy 53A-11-101.3 and 53A-11-101.5

**Tardies**

Arriving on time to class demonstrates commitment and responsibility. In contrast, arriving late disturbs instruction and other students’ learning. Students are, therefore, expected to arrive on time to each of their classes and to stay the entire period unless otherwise excused by a parent or guardian. Teachers will record all tardies in ASPIRE and have the ability to refer students to the administration for disciplinary measures.

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Release Time and Work-Based Learning

St. George Academy will respect release time. Students interested in participating in released-time classes should coordinate with the appropriate organizations.

Students participating in work-based learning experiences may be awarded .5 credit/semester for each period of work-based learning that includes job shadowing, internships, and cooperative work experience. Students must maintain high levels of attendance and maintain grade performance in both school and work-based learning programs in order to participate in work-based learning.

Educational Trips

St. George Academy encourages faculty members to organize educational trips that provide students with hands-on learning opportunities in the community. Educational trips should be taken in as close as possible proximity to the school, and all overnight trips must be approved by administration. For all educational trips, parents must provide written permission allowing their students to participate. Students are expected to follow the same rules on the school bus as they follow in school. Students may be required to provide their own transportation or pay fees for school trip participation.

Extracurricular Activities

Extracurricular activities will be led by students and organized based on student interest. Students wishing to start an organization should first secure an advisor willing and capable of supervising student efforts. All extracurricular clubs and teams must create a constitution that identifies the group’s goals and procedures. Approval of the club or team is then dependent upon administrative approval.
Graduation Requirements

<table>
<thead>
<tr>
<th>Core Subjects</th>
<th>USOE Requirements</th>
<th>SGA Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Language Arts</td>
<td>4 credits</td>
<td>5 credits</td>
</tr>
<tr>
<td>Math</td>
<td>3 credits</td>
<td>4 credits</td>
</tr>
<tr>
<td>Science</td>
<td>3 credits</td>
<td>5 credits</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>3 credits</td>
<td>5 credits</td>
</tr>
<tr>
<td>Directed Course Work</td>
<td>3 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>Physical Ed. &amp; Health</td>
<td>2 credits</td>
<td>2 credits</td>
</tr>
<tr>
<td>Student Seminar</td>
<td>0</td>
<td>6 credits</td>
</tr>
<tr>
<td>Electives/Fine Arts</td>
<td>5.5 credits</td>
<td>2 credits</td>
</tr>
<tr>
<td>Total</td>
<td>24 credits</td>
<td>32.5 credits</td>
</tr>
</tbody>
</table>

Modifications to these requirements may be made for students with IEP accommodations. Students who study at St. George Academy for their entire high school career will accumulate enough credits to exceed state graduation requirements.

School Fee Waivers

St. George Academy believes that financial constrictions should not prevent any student from obtaining a quality education. SGA provides a School Fee Waiver for those who would find the fee a burden preventing enrollment. Forms are made available and turned into the director, who will strive to respect any possible requests for anonymity.

School Activity Waivers

The Academy is to ensure that adequate waivers or other provisions are available to guarantee that no student is denied the opportunity to participate because of an inability to pay the required fee, deposit, or charge.
St. George Academy Campus and Property

Campus Safety
Effective academic teaching and learning require a safe environment. St. George Academy has established emergency procedures that students and faculty will follow in cases of fire, earthquake, lockdown, etc. Throughout the year, school officials will conduct safety drills with the students. In cases of emergency on campus, parents will be notified as soon as possible. Emergency procedures are one aspect of ensuring campus safety.

Elevator Use
The use of the elevator is restricted to an as-needed basis. Those with physical needs have first priority. Students capable of taking the stairs should do so.

Drug-Free Campus
St. George Academy promotes an environment and campus that facilitates education. Consequently, SGA promotes a clean campus that prohibits the possession or sale of illicit drugs, alcohol, or tobacco. This does not include students with medical needs who have been documented with the administration. Students found violating this policy could be subject to severe disciplinary action. Furthermore, students on campus who are under the influence of these, or any other mood-altering devices/compounds, will also be subject to severe disciplinary action.

Library Books
Reading is the foundation of all knowledge from human existence. St. George Academy believes this and, consequently, encourages reading both inside and out of the classroom. Whether academic or recreational, students are urged to find reasons to fill their minds with reading. To this end, the Academy’s library books are located on shelves throughout campus. Students not only have free access to all of the volumes of the SGA collection, but are advised to take ownership. This may be accomplished with take-a-book-leave-a-book, book drives, book clubs, etc. Books should be returned in similar physical condition to when they were borrowed, otherwise they should be directly returned to the administration for evaluation of needed repair. Students who fail to treat library privileges responsibly will be referred to the director.

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“One must always be careful of books,” said Tessa, "and what is inside them, for words have the power to change us.” — Cassandra Clare, *Clockwork Angel*

**Chromebooks and School Equipment**

Upper school students, grades 10-12 at St. George Academy will be provided a Chromebook. Middle school students, grades 8-9, have access in their core classes. Students are responsible for keeping their laptops in proper working order and notifying the school immediately in cases of loss or damage. Students are also expected to respect all school supplies, equipment, and property.

**Technology and Internet Acceptable Use Policy**

**Purpose:** The purpose of this policy is to ensure appropriate, responsible, ethical and legal access and use of computers, the Internet, and other electronic or communication devices St. George Academy students. The Technology Acceptable Use Policy addresses two distinct concepts of technology use.

**Computers and Internet:** It is the policy of St. George Academy to permit students, patrons, and employees to have computer and Internet access under approved regulations and guidelines, to include those listed in the Children's Internet Protection Act, State Law, and policies adopted by St. George Academy. In general, the user's responsibilities require responsible, decent, ethical, polite, efficient, and legal use of computer and network resources. Students, patrons, and employees must not access obscene, pornographic, or other material that is deemed to be harmful to minors. The Academy and school personnel will instruct students and staff on acceptable use of computers and Internet resources and proper network etiquette. All students, patrons, and employees are granted access to the Internet, but all access to the Internet through Academy resources is subject to the terms of the Technology Acceptable Use Agreement and Academy policy.

**Interfering and Electronic Communication Devices:** While in some instances the possession and use of electronic communication devices or other devices or objects by a student at a school may be appropriate, often the possession and use of such devices or objects by students at school can have the effect of distracting, disrupting, and intimidating others in the school setting and leading to opportunities for academic dishonesty and other disruptions of the educational process. The purpose of this component of the policy is to vest with Academy administrators the authority to enforce reasonable rules relating to student use of such objects or devices at St. George Academy.

**Acceptable Use:** Computer and Internet use must be consistent with the education objectives of the Academy. The use must also be consistent with the terms of this agreement. Personal laptops are not allowed on campus. Personal

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devices are subject to the policies and procedures of each instructor. Students who violate an instructor policy will lose personal device privileges. Administration will confiscate the device and a parent or guardian will be required to retrieve the device from the front office.

**Prohibited Use:** Any use that violates federal or State laws and/or Academy policy. Examples:

- Using the academy computing services for commercial purposes or financial gain.
- Using a computer account that you are not authorized to use.
- Unauthorized access to any of the administrative systems.
- Using copyrighted materials without permission from the copyright holder.
- Forwarding messages with inappropriate materials which eventually may be viewed on an Academy computer.
- Attempting to bypass data protection schemes to uncover security loopholes.
- Attempting to monitor or tamper with another user’s electronic communications or reading, copying, changing, or deleting another user’s files without permission.
- Using personal software over Academy computers or networks.
- Violating terms of applicable software licensing agreements or copyright laws.
- Masking the identity of an account or machine.
- Harassing others and using abusive or obscene language on the network. The network may not be used to harass, annoy, or otherwise offend other people.
- Communicating threats of violence.
- Accessing, downloading, storing or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others.
- Providing personal addresses, phone numbers, and other private information whether that information belongs to the user or any other individual unless it is related to the core curriculum or specifically authorized for release.
- Attempting to obtain access to restricted sites, servers, files, databases, etc. Attempts to gain unauthorized access to other systems (e.g. “hacking”).
- Attempting vandalism defined as any attempt to harm or destroy data of another user, another agency, or network that is connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses. It also includes attempts to gain unauthorized access to a network that is connected to the Internet.

**Privileges and Discipline:** Internet use is a privilege, not a right, and inappropriate use will result in a loss of network privileges, disciplinary action, and/or referral to legal authorities. The system administrators will close an account when necessary. An administrator or faculty member may request the system administrator to deny, revoke, or suspend specific user access and/or user accounts. Authorized Academy employees have the right to intercept or read a user's email, to review any material, and to edit or remove any material that they believe may be unlawful, obscene, defamatory, abusive, or otherwise objectionable. If the Academy intends to impose
any discipline upon a student other than revoking privileges for the remainder of
the school year, the student will be afforded appropriate or adequate due process.
Employees will be disciplined according to Academy Policy.

Privacy Information: Nothing is private on the Academy-owned network. If a user
accesses a particular site on the Internet, it is likely that someone knows the
connections that the user is making, knows about the computer the user is using,
and what the user looked at while on the system. Frequently, these sites maintain
records that can be subpoenaed to identify what the user has been viewing and
downloading on the Internet. In addition, the Academy reserves the right to monitor
whatever a user does on the network and to make sure the network functions
properly. A user has no expectation of privacy as to his or her communications or
the uses made of the Internet.

Network Etiquette and Instruction: Users are expected to abide by the generally
accepted rules of network etiquette. These include but are not limited to the
following:
• Be polite.
• Do not be abusive in your messages to others.
• Use appropriate language.
• Do not swear, use vulgarities, or any other language inappropriate in a
school setting.

Students are expected to view the NetSafe videos found in the Technology and
Internet Acceptable Use Policy portion of the St. George Academy website. Here,
they will be instructed in appropriate online behavior including online safety,
interacting with other individuals on social networking websites and in chat rooms,
and regarding cyberbullying awareness and response. Students may also go directly
to http://www.netsafeutah.org/.

Lost and Found

For the security of your personal property, we remind you not leave personal items
unattended. Misplaced items found on school property should be taken to the front
office, where office staff will place them in the Lost and Found box. If a student is
missing an item, please ask about it in the front office. Any items remaining in Lost
and Found after the last day of each term will be disposed of or donated to the local
thrift store.

Food Service

At this time, St. George Academy cannot provide food service, which includes the
free and reduced lunch program. Students are encouraged to bring their own
lunches or make alternative arrangements. Vending machines are available on
campus for student use.

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Transportation on Campus

St. George Academy is an open campus; students have the freedom to come and go without receiving administrative permission during the lunch period. Students and visitors may park without a permit in the parking lots to the front of campus. Vehicles should not be left running and unattended, and persons driving on campus are expected to obey all traffic rules. St. George Academy offers transportation from Vista School in Ivins to the Academy. Carpooling is organized through the school’s PTO. Those wishing to drop off and pick up their students from campus should do so in the front of the school following the route outlined in the map below.

St. George Academy Campus Map
Visitors and Volunteers

St. George Academy welcomes visitors to campus. This includes parents, friends, guest lecturers, and community members. Visitors must check in at the school’s administration offices before proceeding to other parts of campus and are subject to approval by the director. Visitors are expected to adhere to St. George Academy behavior standards.

Persons wishing to volunteer significant time with the school will be required to submit criminal background checks as well as the Volunteer Agreement Form. Schools are not required to utilize volunteer services, and the opportunity to volunteer may be denied for any reason by school administrators.

Student-Centric Information

Behavioral Expectations

The culture of St. George Academy fosters behavioral expectations of its students that emphasize the school’s mission, vision, and philosophy. We seek a campus environment that views education as an end unto itself—a method of enriching life and transforming individuals rather than simply leading to a career. Students at the Academy are treated more like university students than high school pupils in that their autonomy and ability to make rational decisions is respected. Students work closely with faculty and peers to explore diverse perspectives and share their insights. Our three core values are 1) Respect each other, 2) Respect the space, and 3) Respect the instructor.

Code of Conduct

Students at St. George Academy experience a hero’s journey, facing challenges that test their strength and determination to succeed. In this journey, students embark on the adventure of academics in their quest to overcome ignorance through education. St. George Academy’s faculty personally mentor students from the earliest stages of the journey, allowing them to gradually take on greater challenges with increased independence. Along the journey, students may be tested and tempted to find shortcuts or routes that might seem to help them in their journey, but instead, will end up leading to frustration and missed opportunities for learning and growth.
Honor Code

Students at St. George Academy will act with utmost integrity at all times and refrain from academic dishonesty. Academic dishonesty includes, but is not limited to:

- Plagiarism
- Illegal use of Internet sources, direct copying, or cheating/lying
- Unauthorized discussion, collaboration, or sharing of information forgery
- Unauthorized assistance to another student

The Honor Code also prohibits lying, cheating, stealing, acting dishonorably, etc. Students found out of line with the Honor Code will be subject to disciplinary action from both individual faculty members and the director.

 Discipline

In the purest form of the word, “discipline” means to train or instruct. Faculty will identify violations of expected classroom behavior and take the opportunity to train students in more appropriate behavior. Students found violating school policies including being disruptive in class, using vulgar or abusive language, posing a threat to other students, faculty, or the school may be referred to meet with the director, who will enact proper consequences. The school considers such discipline a means of aiding students in their own pursuit of self-mastery.

Dress Code

The school understands that students' individual dress and grooming habits allow for self-expression. Students are asked to dress and groom themselves in ways that align with campus culture and the school’s honor code, indicating the uniqueness of St. George Academy’s student population as a whole. Students should show respect for themselves and their bodies. All clothing, hairstyles, personal accessories, and the like should be appropriate for a learning environment rather than creating disruption on campus. Inappropriate forms of clothing include those with obscene graphics or promote drugs, alcohol, tobacco use, hate-speech, or violence. Clothing should also keep students’ bodies protected; footwear must be worn at all times on school premises, and clothing should fully cover undergarments. Concerns about the appropriateness of a given student’s clothing will ultimately be determined by the dean of students and director.

Respectful Language and Behavior

St. George Academy expects students to respect the physical and emotional health and safety of all other students along with their personal property. Such respect should extend to online and electronic interactions. Students who pose any type of...
physical, psychological, or emotional threat to other students, staff, and faculty will
be subject to disciplinary action. Additionally, students should avoid vulgar terms
and expressions that indicate weakness of character, lack of creativity, and/or are
directly intended to offend others. The goal of St. George Academy’s students should
be to promote positivity and support, rather than discouraging and alienating
others.

Students experiencing or witnessing any forms of bullying, intimidation, or
harassment, are encouraged to speak directly with the head of their school, dean of
students, or director so that a respectful campus environment may be restored. In
order to ensure students’ safety from fear of retaliation, St. George Academy has
also established a method of anonymously reporting bullying.

Respectful language and behavior extend to interactions at all school activities, in
the parking lot, field trips, and anywhere on school grounds. Additionally, students
are expected to show respect for all school property. Do not damage or deface any
vegetation, furniture, art, buildings, or other items on the school’s premises.
Cleanliness is key to respecting our school; always place trash in the appropriate
receptacles, wipe up personal spills, report damage, and leave each area of the
campus better than it was found.

**Suicide Prevention**

Protecting the wellbeing of all students is of utmost importance to St. George
Academy and a responsibility that is shared by student peers, faculty, and staff. As
such, St. George Academy has designated these resources to support suicide
prevention:

1. The school counselor will serve as a suicide prevention coordinator to serve as
   a point of contact for students in crisis and to refer students to appropriate
   resources. If a student suspects a peer of being at risk, they are to report it to
   the suicide prevention coordinator.
2. When a student is identified as being at risk, they will be assessed by a St.
   George Academy provided, properly trained, and certified mental health
   professional who will work with the student and help connect them to
   appropriate local resources.
3. Students will be made aware of access to national resources, which they can
   contact for support, such as: The National Suicide Prevention Lifeline –
   1.800.273.8255 (TALK), [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)  The Trevor

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in this student handbook.
Friend and Peer Responsibility

Students should know that because of the life-or-death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis. All students will be expected to help create and maintain a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged, and expected, to tell any St. George Academy employee if they, or a friend, are feeling suicidal, or in need of help. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends each year in assembled groups.

Student Reporting

Part of the Student Code of Conduct is the responsibility of reporting violations. If students observe an incident, they are obligated to report it to the nearest staff, their faculty advisor, or administration. Students will have the option to report anonymously, though that may put restrictions on the possible resolution options. In the event that the administration is unable to satisfactorily resolve the violation or conflict while keeping the reporter anonymous, they may request the reporter’s permission to be named.

St. George Academy cannot undertake investigations without adequate cause, consequently, as much evidence as possible to corroborate the allegation(s) such as documents, witnesses, and other specific and relevant information. In order to corroborate reports, students should consider and conclude the following:

- First and last names of any individuals mentioned, possible contact information, and the location at which the activity occurred
- Who else knows about the improper activities? Who can and would confirm that they occurred? How can we reach these witnesses?
- What specifically did the suspect do? What is wrong with it? Is there any evidence?
- Where did it occur? When did the improper activity occur? Is it ongoing? How frequently has it occurred?
- How did the wrongdoing occur? Was there a lack of supervision, a collusion between parties?

Search and Seizure

Academy officials may conduct a search of students’ personal belongings under reasonable suspicion. In the case that a student’s person is searched, the search will be conducted in a private area of the Academy by an Academy official of the same gender as the student being searched. Whenever possible, the search shall be observed by another staff member of the same gender as the student being searched.

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sought. Academy officials may ask the student to remove her/his hat, coat, shoes and socks, turn pockets inside out, and roll up sleeves to see if the student is hiding contraband. Under no circumstances may Academy officials require students to remove any other items of clothing or touch students in any way during the search. For further information on this policy, please refer to Policy 503.

**Weapons, Explosives, and Flammables**

All weapons, explosives, and flammables are prohibited on school grounds. The possession of artifacts that could be reasonably construed as weapons are also prohibited, unless expressly approved by a St. George Academy faculty member for an academic purpose, and will be treated as an equivalent violation. In the event of a student possessing a weapon, explosive, flammable, or comparable likeness, parents and local law enforcement will be immediately notified and the student may be subject to criminal prosecution. Students violating this policy will be subject to the most severe disciplinary sanctions up to and including permanent expulsion from the Academy.

**Medication**

St. George Academy will permit a student to keep medication in his/her possession and to self-administer medication as prescribed by the student's doctor, or dentist, for the purpose of maintaining student health during school hours, as long as students have had the Medication Release Form approved by school administration. Students who are administered medications through authorized personnel at St. George Academy are responsible for ensuring they come to the office according to the medication schedule. Authorized personnel cannot be held liable for being unable to administer medication to students when the student does not come to the office, there are discrepancies between parent or practitioner authorizations, the parent fails to bring in needed medication, or requests to stop or make a change to the medication.

**Homework**

Because St. George Academy is a college preparatory school, faculty will require students to perform at academic levels that are similar to those found in typical high school honors or lower-division university courses. This means that students should expect to have daily homework assignments in many of their courses. Faculty, however, should not assign unreasonable amounts of homework and should consider the workloads and calendars of other faculty and the school. St. George Academy promotes lifelong learning and will assist students’ individualized projects, which will develop one’s own ability to find answers to life’s questions and contribute newfound knowledge in meaningful ways.