

# Parent/Student Handbook 2017-2018



## Santa Clara High School

*-Catholic College Preparatory-*

2121 Saviers Road

Oxnard, CA 93033

Main Office: (805) 483-9502

FAX: (805) 486-7006

Web Site: [www.SantaClaraHighSchool.com](http://www.SantaClaraHighSchool.com)

**School Code: 052300**

# TABLES OF CONTENTS

## (7-24-17)

Dedication ..... 5  
Mission Statement, Philosophy, Motto 5  
Brief History of Santa Clara High School 6  
Integrated School-Wide Outcomes (ISO's) 7  
Alma Mater ..... 8

Explanation of the School Seal: ..... 8  
Faculty and Staff Roster ..... 9  
Student Council ..... 10  
Goals and Objectives ..... 11

### **I. SCHOOL INFORMATION 12**

A. Principal's Right to Amend 12  
B. Non-Discrimination Policy 12  
C. Admissions Guidelines 12  
D. Admission Procedures 12  
E. Religious Requirements 13  
F. Financial Policies 13  
G. Withdrawal/Dropout/Financial Obligations 15  
H. Tuition Assistance 15  
I. Immunization Requirements 16  
J. Married Student Policy 16  
K. Emancipated or 18 Year Old Student 16

### **II. ATTENDANCE POLICIES 16**

A. Procedures Regarding Absences 16  
B. Types of Absences 17  
C. Unexcused Absences (Truancies) 17  
D. "Make-Up" Work for Excused Absences 18  
E. Extended Absences 18  
F. Vacations 18  
G. College Visitations 18  
H. Tardiness 18  
I. Off-Campus 19  
J. Off-Campus for Same Day Illness 19  
K. Attending/Participating in School Events on Days of Absences 19  
L. Campus Boundaries 19  
M. Arrival and Departure from Campus 19  
N. Communicable Disease 20  
O. Cell Phone Policy 20  
P. Student Deliveries Policy 20  
Q. On-Campus Visitor Policy 20  
R. Other Campus Visit Policy 21

### **III. ACADEMIC POLICIES 21**

A. Curriculum 21  
B. Grading Policy 21  
C. Grade Point Average 22  
D. College and "D's" and "F's" 22  
E. Grading Scale 22

- F. Incomplete 22
- G. Grades for Written Work 22
- H. MLA Guidelines for Written Work 23
- I. Cheating Policy 24
- J. Schedule Changes 24
- K. Report Cards 24
- L. Progress Reports & Parent / Teacher Conference Night 24
- M. Final Examinations 25
- N. Academic Probation 25
- O. Records 26
- P. Transcripts of Grades 26
- Q. Honor and/or AP Courses 26
- R. Homework 26
- S. Honor Societies 27
- T. Student Publications 27
- U. Summer Reading Assignment 28
- V. Summer School 28

#### **IV. GRADUATION REQUIREMENTS 28**

- A. Units Required for Graduation 28
- B. Valedictorian and Salutatorian Selection Process 29
- C. Graduation With Honors 29
- D. Honor Roll 29

#### **V. COUNSELING DEPARTMENT 29**

- A. Academic Guidance 29
- B. Guidance Counseling 29
- C. College Counseling 29

#### **VI. DISCIPLINE 29**

- A. General Behavior 30
- B. Classroom Behavior 30
- C. Hallway Behavior 31
- D. Levels of Disciplinary Action 31
- E. Actions/Attitudes of Parents, Guardians or Others 37
- F. Assault, Battery or Threat 37
- G. Harassment 37
- H. Student Lockers 37
- I. School Searches 38
- J. Confiscation of Student Property 38
- K. Cell Phone/ IPad Policy 38
- L. School Wide Smoking Policy 40
- M. Public Displays of Affection (PDA) 40
- N. Birthday Parties 40
- O. Extended School Day 40
- P. Stolen Property 40
- Q. After School and Off Campus 40
- R. Senior Privileges 40

#### **VII. DRESS CODE 40**

- A. Philosophy 40
- B. General Guidelines 41
- C. Dress Code 41

- D. Special Dress Code 45
- E. Unacceptable at Any School Sponsored Event 46

**VIII. CO-CURRICULAR ACTIVITIES 46**

- A. Co-Curricular & Athletic Activities 46
- B. Eligibility for Extracurricular Activities 46
- C. Field trips and Excursions 47
- D. Retreats 47
- E. Dances 47

**IX. ATHLETIC PROGRAM 48**

- A. Philosophy 48
- B. Requirements for Participation 50
- C. Athletic Policies 50
- D. Behavioral Expectations 53
- E. Guidelines for Spectators at Athletic Events 54

**X. CONTROVERSIAL ISSUES 54**

- A. Pregnancy 54
- B. Abortion 54
- C. Child Abuse 54
- D. Students With AIDS/HIV 55
- E. Verbal/Written Confidences 55
- F. Release of a Minor to a Peace Officer 55

**XI. HELPFUL INFORMATION 55**

- A. What to do, Where to go if you ... 55
- B. Library 56
- C. Electronic Communion Policy 56
- D. Emergency Procedures 59
- E. Transportation 59
- F. First Aid 60
- G. Medication Dispensing Policy 60
- H. Insurance 61
- I. Student Withdrawal Procedures 61

**XII. PARENT LIFE 61**

- Appendix A: Financial Policies
- Appendix B: Guidelines for Parent Volunteer Service Hours
- Appendix C: State Immunization Requirements
- Appendix D: Harassment Policy
- Appendix E: Christian Service Contract and Guidelines
- Appendix F: Additional School Information
- Appendix G: Senior Citizenship Contract
- Appendix H: Dress Code for Winter Formal and Prom
- Appendix I: Prom Contract
- Appendix J: Graduation Agreement
- Appendix K: Summer School Procedures
- Appendix L: School Map
- Appendix M: Parent Resource Form
- Appendix N: Transcript Release for Recruitment
- Appendix O: Computer Access Release Form
- Appendix P: Student Course Change Request

**Dedicated to the Greater Glory of God  
Through the Intercession of  
SAINT CLARE OF ASSISI,  
Patroness of our School.**

*“Students should know as soon as they set foot in a Catholic school that they are in a different environment, one illuminated by the light of faith and having its own unique characteristics. Particular attention should be given in the school to prayer and the celebration of the sacraments.”*

-Summary of Conclusions, 63, Synod of Bishops for Oceania  
December 1998

Santa Clara High School is named in honor of Saint Clare of Assisi, follower and companion of St. Francis of Assisi. The name “Clare” is derived from the Italian “Chiara” meaning “light.” At Santa Clara High School, we honor St. Clare and ask her to be light for our school community in our academic and personal lives.

St. Clare came from a rich and noble family; she had many offers for marriage. The prospect of a wealthy and comfortable life did not appeal to her. Instead, she longed to follow the simple and poor lifestyle of Francis. She escaped from her family and espoused the life that Francis and his Friars led. She founded the female counterpart of that order as the Poor Clares and promoted a life of poverty dependent on the providence of God, humility and discipline.

St. Clare died in 1253, and her feast day is celebrated on August 11. Her mentor, Francis, preceded her in death (1226), and his feast day is October 4.

## **SANTA CLARA HIGH SCHOOL**

### **Vision**

Santa Clara High School is committed to developing faith-filled, morally aware and academically strong individuals who are of service to society.

### **Mission**

Established in 1901, Santa Clara High School exists to provide its students with a Catholic education. The mission of Santa Clara High School is that all students, will receive an education guided, inspired, and permeated by the Catholic Faith, embodied in a rigorous, college preparatory curriculum. Upon graduation our students will have developed into active participants in their faith, academic, and social communities.

### **Philosophy**

As part of the teaching ministry of the Roman Catholic Church, Santa Clara High School exists to continue the mission of Christ, striving to “teach as Jesus taught.” Our intention is that each student experience spiritual, academic and social growth through guidance and instruction by all members of the campus community where parents maintain their role as primary educators. Our goal, although a process rooted both in the Gospel and in solid scholarship, is to engage in the collaborative work of forming, informing, and transforming our students into well-balanced Christian young adults. Our focus is to prepare our students academically to succeed in college, spiritually to actively engage in the life of their faith community, and socially to understand their role as Christians in a modern society, engaging in the creative process that is fundamental to our culture.

## History of Santa Clara High School

Santa Clara High School was established by the Sisters of St. Joseph of Carondelet. Originally named St. Joseph's Institute, the school opened on September 2, 1901. Buildings were subsequently added in 1908 and in 1917. On April 30, 1930, the parish high school was located on the top floor of the Santa Clara Elementary School building on South "E" Street and was renamed Santa Clara High School.

By 1950, the enrollment had so expanded that it became necessary to relocate. Under the leadership of Monsignor Anthony Jacobs, a new facility was built on land donated by Mr. and Mrs. Joseph Friedrich. While St. Anthony's continued to occupy the western buildings, the campus area at Santa Clara High School, nearest Saviers Road, was dedicated in the spring of 1952.

In 1964, the neighboring St. Anthony's Elementary School moved to its present site on "C" Street and the high school expanded into what has become known as "The Annex". With this move, sixteen classrooms, office space and an auditorium were added. The capacity of the high school doubled and enrollment continued to grow. This same year, at the invitation of Monsignor Jacobs, the Brothers of Our Lady, Mother of Mercy, joined the staff.

Other important dates in the history of Santa Clara are:

1967 Santa Clara High School became an Archdiocesan high school and operational responsibility of the high school was shifted to the Archdiocese of Los Angeles.

1981 The Sisters of St. Joseph, now fewer in number, moved to St. Anthony's Convent and their former residence was renovated to provide additional classrooms and office space.

1986 A new gymnasium, Friedrich Pavilion, was completed and dedicated to provide for the athletic and large group needs of the school as well as the Oxnard community.

2005 The science labs, Rooms 7 and 9 were gutted and totally renovated thanks to a generous donation from the Shea Foundation.

2006 Santa Clara High School began a preschool on campus, called LiL' Saints.

2008 An entirely new entrance and welcome to Santa Clara High School was completed in 2008 with a statue of Our Lady of Grace, blessed on December 8, and a fountain.

2012 The City of Oxnard renamed Laurel Street, Coach "C" Lane in honor of Hall-of-Fame Coach Lou Cvijanovich.

2013 Boys & Girls locker room remodel

2014 Santa Clara High School receives a grant from the Shea Foundation to create new restrooms and video production lab, as well as for renovations in the library and campus ministry room .

2015 Santa Clara High School receives a grant from the Shea Foundation to complete Phase 1 of the Football Stadium Project, as well as a new shade structure for the lunch area and fencing.

## **Integrated School-wide Outcomes (ISO's)**

### **S** Socially Responsible, as evidenced by

- 1) Accepting responsibility for their individual and communal actions
- 2) Leading where appropriate, collaborating for the greater good, and obeying legitimate authority
- 3) Actively responding to local, national and global events, in a manner informed by Catholic beliefs and social teaching
- 4) Engaging in actions that develop and sustain healthy minds, bodies, and communities

### **A** Academically Sound, as evidenced by

- 1) Using and evaluating visual, verbal, performing, and written expression that reflects achievement across the curriculum
- 2) Understanding and utilizing mathematical and scientific concepts as tools of academic and practical problem solving across the curriculum
- 3) Analyzing, and evaluating current and historical social, political, and economic systems, to clarify place, purpose, and relationships among individuals and groups
- 4) Developing and successfully navigating academic plans to fulfill their greatest potential

### **I** Independent Thinkers, as evidenced by

- 1) Developing, and utilizing a combination of critical thinking, logic, and creative skills to compete in a global market
- 2) Applying Gospel values and sound reason in their social, academic, and moral decision making
- 3) Engaging in disciplined self-assessment that leads to greater achievement

### **N** Nourished spiritually, as evidenced by

- 1) Knowing and honoring the teachings of the Catholic Church, as well as understanding and respecting the beliefs of other faith traditions
- 2) Understanding and experiencing the sacramental life of the Catholic Church
- 3) Bearing witness to Catholic action in the world by responding to ongoing opportunities for reflection and religious devotion

### **T** Technologically Proficient, as evidenced by

- 1) Evaluating information gathered from a wide range of resources for accuracy and usefulness
- 2) Effectively utilizing evolving technology in their academic and personal lives to research, process, and present information

## MOTTO

“To be a Saint is a Way of Life!”

## SCHOOL MASCOT AND NICKNAME

Saints

## SCHOOL COLORS

Navy Blue and Athletic Gold

## THE ALMA MATER

The expression “Alma Mater” is from the Latin “nurturing mother” and refers to the role of the school as a fundamental formational element in the life of young people.

### Alma Mater

*Come praise your alma mater,  
Lift up her colors fair.  
The blue of trust and valor,  
The gold of truth beyond compare.  
Our spirit strong in battle,  
Our courage never folds.  
We give our best whatever the test for the blue and gold.  
Here's to the name of Santa Clara,  
Here's to her sons and daughters true.  
Here's to the spirit dauntless daring,  
Here's to the gold and blue!*

## THE SCHOOL SEAL



The Santa Clara High School seal is made up of many symbols, each representing the rich history of Santa Clara and the Catholic Church. The inverted "V" is a carpenter's square and represents St. Joseph the carpenter. The fleur-de-lis at the corner of the carpenter's square represents the congregation of the Sisters of St. Joseph of Carondelet who established the school in 1901. The crown above the carpenter's square represents our Blessed Mother, the Virgin Mary. All of these symbols rest upon the Sign of the Cross on the shield of Constantine the Great, the first Christian emperor of Rome. “*In Hoc Signo Vinces*,” was Constantine’s motto, meaning “By This Sign thou shall Conquer.” Constantine the Great, in a vision, saw these words below a fiery cross in the heavens on the eve of a battle. The following day Constantine the Great placed the Sign of the Cross upon the shields of his soldiers and went on to become the first Christian emperor of Rome.

## **DIRECTORY:**

(Press \*8 / Extension)

Principal	Dr. Marasco	103
Vice Principal	Mr. Guzman	134
Dean of Curriculum	Mrs. Barahona	108
Dean of Students	Mr. Barahona	159
Campus Minister	Mrs. Mack	139
Director of Activities	Ms. Mullen	168
Director of Marketing	Mr. Ranney	147
Director of Development	Mrs. Mullen	160
Director of Athletics	Ms. T. Palmisano	179
Alumni Coordinator	Mrs. Mullen	160

### **Counseling Department**

Academic Counselor	Mrs. Barahona	108
College Counselor	Mrs. Huber	180

### **Faculty**

Foreign Language	Mr. Pina	127
Science	Ms. Alcala	172
English	Mr. Allison/ Mrs. McCarthy	129
Religion	Ms. Panapa	166
Science/Social Studies	Mr. Guzman	132
Social Science	Mr. Laubacher	163
Social Science	Mr. T. Dekker	174
Physical Education	Mrs. Palmisano	Cell
Art	Mrs. R. Dekker	171
Science/Math	Mrs. Barahona	108
Religion	Mrs. Mack	139
English	Mr. Jackson	129
Math	Ms. Mullen	168
Math	Mr. Lanza	127
Video Production	Mr. Ranney	147

### **Staff**

Registrar/Attendance Clerk/ Admissions	Ms. Luna	105
Secretary	Ms. Ellis	100
Acct. Payable	Mrs. Luna	161
Director of Maintenance	Mr. Hutchinson	0

## **STUDENT COUNCIL OFFICERS**

All students are members of the Associated Student Body. The Student Council has been organized to establish democratic procedures governing student activities and to develop a sense of responsibility, self-discipline, leadership, cooperation, scholarship, school spirit and Catholic virtues. The Associated Student Body government attempts to make the students more involved in government affairs in conjunction with the administration and faculty. Its aim is to promote harmonious relationships throughout the school by means of organized activities and projects.

### **Associated Student Body Officers**

President: Mikey Durazo

Vice President: Citlali Plaza

Secretary: Wendi Martinez

Treasurer: Jingqi Li

Dance Commissioner: Lucy Arredondo

Communications Director: Sofia Magallon/Natalie Chaparro

Publicity: Maddison Saunders

### **Senior Class Officers**

Muriel Wang, Joshua Ugalino, Jazmine Thompson

Estela Almaguer, Jacob Navarette

### **Junior Class Officers**

Colin Braza

### **Sophomore Class Officers**

Bella Abbatoye, Sushet Almaguer, Hannah Garcia, Austin Africa, Victoria Randolph,  
Anthony Abarca, Sean Solomon, Monse Santoyo, Matthew Racelis, Joshua Lozano

### **Freshman Class**

To be elected in September

# Goals and Objectives

## **Goal 1: To strengthen and develop the spiritual well being of our students**

### **Objectives:**

- a. Catholic Christian values will be promoted in all facets of school life.
- b. All students will participate in a four-year program of religious studies.
- c. All students will participate in a four-year program of Christian service to the community.
- d. Students, faculty and staff will participate in liturgical celebrations and other spiritual exercises.
- e. Students, faculty and staff will conduct themselves in accordance with Christian values at all times.

## **Goal 2: To strengthen and develop the intellectual well being of our students**

### **Objectives:**

- a. The curriculum will meet state, Archdiocesan, U.C. and Cal State requirements and guidelines.
- b. Each department will offer a sequential, age-appropriate program of classes.
- c. All students will be provided with a comprehensive course of studies that is challenging.
- d. A variety of electives (within the limitations imposed by a small school) will be offered to meet the interests and needs of the students.
- e. Students will be challenged to think critically and independently in all courses and to recognize that learning is a lifelong process.
- f. Students will be able to communicate effectively, reason clearly and analyze constructively.

## **Goal 3: To strengthen and develop the social well being of our students in order to prepare them to be active members of the family, Church, and society to which they belong**

### **Objectives:**

- a. Positive and consistent discipline will emphasize personal responsibility, accountability and good work habits in all aspects of school life.
- b. Personal, familial, civic, and moral responsibility will be stressed and/or reinforced in all aspects of school life.
- c. The guidance program will encourage student responsibility, independence, and self-discipline.
- d. Student activities and athletics will provide opportunities for students to develop and demonstrate responsibility, leadership and teamwork.
- e. Cultural awareness and appreciation of ethnic diversity will be stressed and/or reinforced in all aspects of school life.
- f. A variety of extracurricular social activities will allow students to develop their social skills in a safe, supervised and positive environment.

## **Goal 4: To strengthen and develop the physical well being of our students**

### **Objectives:**

- a. A variety of athletic programs will help students develop self-discipline and positive health habits.
- b. The importance of good physical health and an active lifestyle will be taught in physical education and health classes as well as the athletic programs.
- c. Respect for the body as a temple of the Holy Spirit will be stressed and/or reinforced in all aspects of school life.

## **Goal 5: To strengthen and develop a familial atmosphere that fosters close collaboration among students, school personnel, and parents**

### **Objectives:**

- a. The school will encourage the involvement of students, parents and personnel in the appropriate aspects of school life.
- b. Personnel will make themselves available to students and parents in order to assist students to reach their educational goals.
- c. The school will support and encourage dialogue and open communication among all school constituencies.

## **Goal 6: To promote increased success and professional excellence among our faculty**

### **Objectives:**

- a. The school will encourage professional growth for all personnel.
- b. The school will provide regular in-services to improve teacher excellence.
- c. Teachers will be regularly supervised and evaluated.
- d. Teachers will keep abreast of the current trends in education, subject area knowledge and methodology.
- e. Teachers will be able to teach students with a variety of achievement levels and learning styles.
- f. Teachers will treat students with the dignity due any child of God.

# **I. SCHOOL INFORMATION**

## **A. PRINCIPAL'S RIGHT TO AMEND**

The Principal reserves the right to amend school rules and regulations as necessary during the school year. Parents/guardians will be notified by mail of any such amendments. The Principal is the final recourse within the school and may waive any regulations in this handbook if deemed in the best interest of fairness and justice. The administration is the final interpreter of all regulations and policies in this handbook.

## **B. NON-DISCRIMINATION POLICY**

Santa Clara High School, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, sexual orientation or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

### **Inclusion:**

As a Catholic school every attempt is made to serve students whose parents/guardians desire a Catholic education. Although a full range of services may not be available to every student, the school will strive to include students with varied learning needs. All educators in Catholic schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)". Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should talk to the student's teacher and principal to implement the STEP or MAP process. Parents or guardians who need a structure for resolution of complaints arising out of a student's disability may request the "Disability Discrimination Complaint Review Process" from the principal. 6/9/2009

## **C. ADMISSIONS GUIDELINES**

Santa Clara High School has established open enrollment policies in concert with the California Interscholastic Federation State Federated Rule 222 with the following conditions:

1. Santa Clara is a Catholic coeducational high school whose philosophy and mission is based on the call of the United States Catholic Bishops, "To Teach as Jesus Did."
2. Santa Clara accepts students on a space available basis.
3. Santa Clara charges tuition for its educational services.
4. Santa Clara has admissions requirements pertaining to academic standards and behavior.

## **D. ADMISSION PROCEDURES**

The following procedures for testing and evaluating applicants to the high school will be followed:

1. An elementary school report and the archdiocesan recommendation form are used.
2. The entrance examination for incoming freshmen is to be administered on the day established by the archdiocesan school calendar.
3. An interview with student and parents is included in the admissions procedures.
4. Notification of admission status is to be given on the dates indicated on the archdiocesan calendar.
5. A complete transcript for each student is requested from the elementary school at the end of the school year.

## **E. RELIGIOUS REQUIREMENTS**

All students take the required religion curriculum. In these classes, all students are graded on academic achievement and not on their religious affiliation, personal belief or the practice of their faith. All students are required to attend the general and class religious activities of the school including retreats, Masses, and so on.

### **Christian Service Program:**

Inspired by the life of Jesus Christ and the rich tradition of Catholic Social Teaching, the Christian Service Program calls each SCHS student to a life of Christian Charity to our neighbors, particularly those in most need. The mission of the Christian Service Program is for students to exemplify an understanding of the Beatitudes and that each student may grow in confidence, exploring a role as a valued member of the community.

At Santa Clara High School, Christian Service is an essential part of the overall Catholic high school experience. Catholic education offers a unique opportunity to learn not only from classes, but also empowers students to go beyond the classroom to put “Faith into action”. Our goal is for a student to leave SCHS with a personal commitment to help those in need. The students are required to complete a minimum amount of hours of Christian service per year and is a graduation requirement. This requirement is set at graduated levels:

Freshmen - 10 hours	Juniors - 20 hours
Sophomores - 15 hours	Seniors - 25 hours

## **F. FINANCIAL POLICIES**

Santa Clara High School runs on a very tight budget. The school spends more per pupil than it charges for tuition. Payment of tuition and fees is a matter of justice which cannot be taken lightly. Failure to pay tuition and fees on time jeopardizes the academic program for all of our students and faculty. It also causes deep anxiety and worry on the part of those who are responsible for the financial state of the school. In all Christian charity and justice, parents and guardians are requested to please be faithful in making all payments on time, and in the rare case that this is not possible, inform the school immediately and await further advisement. **TUITION IS DUE PER FINANCIAL AGREEMENT SIGNED UPON REGISTRATION.** For a complete list of tuition, fees and other current financial information, please see our website:

[www.SantaClaraHighSchool.com](http://www.SantaClaraHighSchool.com)

### **Other Payments:**

Payments for fees (i.e. activities, sport fees, etc.) can be made in the Main Office using cash, credit cards, or money order. Parents/guardians should save all receipts.

### **Returned Checks:**

Returned checks will result in charges to the student’s account of the check amount and a \$30 NSF check fee. All subsequent payments to SCHS must be made in the form of either a cashier’s check, credit card, or money order.

### **Fundraising**

#### **Tuition and fees only cover 70% of the annual budget**

Students and their families must participate in general fundraising. No student/family is exempt from this obligation unless they are Plan C.

**Plans A, B, or C tuition rates do not cover the cost of educating a student at Santa Clara High School.** An annual Archdiocesan subsidy, foundation grants and mandatory school-wide fundraisers (3 per year) help to balance the annual school budget for educating our students. **Without these fundraisers or support, the tuition would be much higher.**

### **Mandatory Fundraisers:**

Students and their families must participate in the three mandatory school fundraisers and are strongly encouraged to support two additional fundraisers throughout the school year. No student/family is exempt from this obligation unless they are paying Plan C.

**HALL of FAME DINNER:** One of the major fundraisers of the year is the annual HALL OF FAME DINNER, which is held in the Fall. Pursuant to the Student Enrollment Agreement, "...Each student is required to sell a minimum of 1 ticket or get \$50 in donations. Parents/Guardians, whose students do not sell the ticket, will be billed the balance of this requirement.

**DEVELOPMENT FEE:** One of the major fundraisers of the year is the annual DEVELOPMENT FEE, which is held in the Winter. Pursuant to the Student Enrollment Agreement, "...Each student is required to get \$75 in donations. Parents/Guardians, whose students do not meet the requirement, will be billed the balance of this requirement.

**FIESTA:** One of the major fundraisers of the year is the annual FIESTA, which is held in April. Pursuant to the Student Enrollment Agreement, "...Each student is required to sell a minimum of \$100 of raffle tickets, and every family is required to make a \$25 donation of cash or goods to FIESTA." Parents/Guardians, whose students do not sell the \$100 or make the \$25 donation, will be billed the balance of this requirement.

**Fiesta Hours:** Per the Parent Service Program Form and Student Enrollment Agreement for 2017-2018, all Santa Clara "parents/guardians are required to work 6 hours on Fiesta day or pay \$300." Special instructions for Fiesta will be published in the spring. Parents/guardians involved in another Service Program at a nonpublic school are not exempt from Fiesta Hours obligation. Each parent or guardian is responsible to see that his or her hours are recorded. Do not rely on anyone else to mark your hours.

**CASINO NIGHT:** See details under Athletic Department — mandatory fundraiser for all athletes which impacts the athletic budget, not academic budget.

**eSCRIP:** eScrip is a fundraising program where participating business partners contribute a percentage of a patron's grocery loyalty cards, credit cards, and debit ATM cards purchases to Santa Clara at no additional cost to you. Here's how it works:

- You register any one or all of your existing grocery loyalty, debit, and credit cards for use in this program.
- Participating merchants will make contributions to Santa Clara, based on purchases made by you, just by using the cards that you have registered. There is no additional cost to you!
- Your purchases are secured, tracked, and available to you online, allowing you to review your contribution.
- Families are asked to then sign up 2 additional family, friends or alumni to help support this program.

### **Optional Fundraisers:**

**Annual Appeal Campaign:** The Annual Appeal Campaign is a yearlong (January-December) fund raising program that raises money for the following departments: Tuition Assistance; Academics; Art, Music, Drama; Spiritual Enrichment; Media & Technology; Sports, and Unrestricted areas of giving. A recommended donation of \$25 per student to any category of choice helps to support our teaching and coaching staff with their programs. Go online to [www.santaclarahighschool.com](http://www.santaclarahighschool.com) for more information on the Annual Appeal campaign.

**Other:** Clubs, activities and sport teams may also have fundraisers in which families are asked to participate. Other various fundraisers will take place throughout the school year to raise money for special events and programs. See the school calendar for additional information regarding fund raising campaigns and events.

**Donations:** When making a donation please make your check out to:

**Santa Clara High School**

*(Please note in the memo which program you wish to support)*

## **G. WITHDRAWAL / DROPOUT / FINANCIAL OBLIGATIONS**

The name of any student who is a minor that drops out of school for any reason is reported to the County Superintendent of Schools. Whenever a pupil transfers from Santa Clara to a school district within the state, Santa Clara shall transfer the pupil's permanent enrollment and scholarship record or a copy thereof upon a request from the district or private school where the pupil intends to enroll. The school reserves the right to withhold a diploma or disallow the taking of semester or final exams until the financial obligations of the pupil have been met.

## **H. TUITION ASSISTANCE**

Since the school depends on tuition income as the primary source of income, all are expected to meet their financial obligations. A limited amount of assistance is available through the Catholic Education Foundation (CEF) and through various foundations. The Main Office can make available upon request further details. *Archdiocesan and CEF assistance should be requested by the end of October for the following school year. FAMILIES NEED TO REAPPLY EACH YEAR FOR CONTINUED ASSISTANCE.*

The selection committee considers the following criteria:

- Financial need;
- Faithful adherence to the Parent/Student Pledge
- "C" (2.0) grade point average
- No "Fs" on the semester report card;
- "S" satisfactory grades in citizenship and effort;
- Student involvement in at least two or more clubs, teams, or other activities on campus;
- 10 adult service hours in addition to the 25 hours expected of all Santa Clara families
- Agreement to pay the remainder of tuition, registration and other fees on time each month

Failure to maintain these standards could mean loss of financial assistance.

**Confidentiality Statement:** The Recipient shall keep the Financial Confidential Information confidential and shall cause any representative, employee or other person to whom Santa Clara High School authorizes the Recipient to disclose Financial Confidential Information to keep such Financial Confidential Information confidential. The Recipient covenants that neither the unauthorized use thereof. Recipient nor such representative, employee or other person shall disclose the Financial Confidential Information to any person, parent, guardian, coach, faculty member or use the Financial Confidential Information for any purpose. The obligations of Recipient under this Section shall include the obligation to take all steps necessary to protect the confidentiality of the Financial Confidential Information and to prevent the disclosure or unauthorized use thereof. The Recipient further agrees that he/she will not share with or assist, directly or indirectly, any person or entity of the Financial Confidential Information. Violations of such will forfeit any and all Financial Agreements with Recipient and Santa Clara High School.

**Local Tuition Assistance** will be determined by the Santa Clara Tuition Assistance Committee. Utilizing the data from the Tuition Assistance Analysis, the Committee will determine the financial need for each family applying for assistance. The Committee will award tuition assistance in the spring of each year to families based on the following criteria:

- Financial need
- Tuition payment history
- Grades (2.0) grade point average; no "F's" on the semester report card
- Disciplinary record
- Willingness to participate in extracurricular activities.
- Agreement to pay the remainder of tuition, registration and other fees on time each month.
- **All families requesting assistance must reapply each year.**

## **I. IMMUNIZATION REQUIREMENTS**

California State Law requires immunization against polio, measles, diphtheria-tetanus, pertussis (whooping cough), and a TB test for all students.

An important justification for immunization requirements is that in a school environment students are in close contact and some preventable diseases can be transmitted easily. Schools are therefore vulnerable to outbreaks, and those outbreaks put all students in danger. Because an unvaccinated student in school puts others at risk, it is appropriate for the school to intervene.

## **J. MARRIED STUDENT POLICY**

Central to the philosophy of Santa Clara High School is the belief that parents/guardians are the primary educators of their children. In support of this, the school and parent work in close collaboration in all aspects of the student's educational process. Since a married student is, in effect, no longer accountable to a parent or guardian, the relationship between the school and the parent is compromised. Therefore, any student who is married may not be allowed to attend Santa Clara High School.

## **K. EMANCIPATED OR STUDENTS EIGHTEEN YEARS OLD**

All school regulations apply to students who are 18 years old or older while they are enrolled in school. Santa Clara High School will continue to report to the parents/guardians concerning grades and discipline. In addition, Santa Clara High School will require parental certification of absences and off-campus requests. Students may not write their own notes to excuse absences.

### **Students No Longer Living With a Parent or Guardian**

Central to the philosophy of Santa Clara High School is the belief that parents/guardians are the primary educators of their children. In support of this, the school and the parents/guardians work in close collaboration in all aspects of the student's educational process. A student not living in the home with a parent or guardian may not be allowed to attend Santa Clara High School. The Principal may make exceptions on a case-by-case basis.

## **II. ATTENDANCE POLICIES**

Students and parents/guardians must be impressed with the importance of regular school attendance, as required by law. Regular attendance is an important factor in academic success. Students are expected to be in class daily and to be punctual.

Current home and work phone numbers must be provided to the school on the emergency card, so that immediate contact can be made regarding any emergency or any irregularity in attendance. When parents/guardians are out of town, it is the parent's/guardian's responsibility to inform the school as to who will assume guardianship (responsibility for the student).

Students may not leave the campus during the school day or during school functions without the knowledge and permission of the administration. Students are not released to strangers or to callers without written parental or guardian consent.

## **A. PROCEDURES REGARDING ABSENCES**

Parents/Guardians must call the Attendance office between 7:30 AM and 8:30 AM **each day** the student is absent.

### **1. WRITTEN NOTICE:**

**Upon returning to school** after an absence, the student will bring to the Attendance Office a note containing:

1. student's full name
2. student's grade
3. date(s) of absence
4. the explicit reason for absence
5. the signature of the parent/guardian and
6. the phone number(s) at which parent/guardian may be contacted during the school day.

**Students without notes will receive truant admit slips and cannot make up work or exams. This missing of class will count as an unexcused absence.**

### **2. ADMIT SLIP:**

By 8:00 AM on the day of the return to school after the absence of any duration (even one period), a student must obtain a re-admit slip from the Attendance Office. No student will be admitted to class without a re-admit.

**Legally, emails as a form of Absence Communication is not acceptable or valid. A physical note from the parent/legal guardian along with name, date, reason and signature must be provided in the note upon student return. Students accumulating ten (10) or more excused (or a combination of excused and unexcused) absences will be denied academic credit for the semester.**

## **B. TYPES OF ABSENCES**

### **1. EXCUSED**

A strict policy is enforced regarding absences. The following are acceptable reasons for absences:

- a. Illness\*\*
- b. Medical/Dental Appointments\*
- c. Funerals
- d. Quarantine
- e. Court Appearances\*
- f. Approved school activities or approved college visits.

\*To be excused, these absences require written documentation from the medical or court facility indicating date and length of time student was at the facility.

\*\*For illnesses beyond two days, a doctor's note is required.

### **2. UNVERIFIED ABSENCES**

#### **(No written documentation)**

Unverified absences are considered trancies unless reclassified within two days of return to school.

### **3. UNEXCUSED ABSENCES (Truancy)**

All absences that are not excused are considered trancies.

### **C. UNEXCUSED ABSENCES (TRUANCY)**

1. Absences for other than the above reasons, even with the permission of parents/guardians, are considered unexcused. Parents/guardians should realize that a student's grade may suffer because of unexcused absences. Students may not request makeup work for an unexcused absence. Students who accumulate 10 or more unexcused absences in a semester (per class period) may be denied credit for the semester.
2. Santa Clara High School does not recognize "ditch days." Truancy is a serious matter for a number of reasons. Truancy encourages dishonesty, a violation of the Eighth Commandment. Truancy can lead to unsafe even dangerous activities ( i.e. injury, illegal drinking, drug use, and/or sex) when large numbers of teenagers are without adult supervision. Truancy is wasteful because it causes loss of instruction time and parent's tuition money. Truancy "teaches" a lack of order and discipline. Truancy sets a bad example for the younger students.  
Parents/guardians, who "cover" for their son/daughter by writing a note saying they were sick when they were not, provide bad example and engage in dishonest and sinful behavior.
3. Consequences for students who have truancies/unexcused absences.  
First Truancy = Saturday detention, conference with parents/guardians.  
Second Truancy = suspension and a final conference with parents/guardians.  
Third Truancy = expulsion or withdrawal

### **D. "MAKE-UP WORK FOR EXCUSED ABSENCES**

When students return to class with appropriate documentation and are issued a readmit indicating that the absence was excused, they have an equivalent amount of time to make-up assignments or exams. For example, if they were out two school days, they have two school days after their return to make-up any work or exams. Students are responsible for communicating with their teacher(s) and are responsible for any missing work due to an excused absence.

### **E. EXTENDED ABSENCES**

Parents/guardians requests for an extended absence (two or more days) are to be directed to the Vice Principal who will determine the status of the absence.

### **F. VACATIONS**

The school strongly discourages parents/guardians from withdrawing their students from school for vacations or family trips during the regular school year. The school does not allow the student to make up work he/she misses. Parents/guardians are asked to plan vacations during regular school vacation periods.

The school strictly enforces the policy of not excusing absences which occur during school days for vacation purposes. Out of 365 days in the year, 180 (less than half) are reserved for school by law. Please plan all vacations during the 185 non-school days. The school does not make exceptions to this policy. Thank you for helping us to underscore academics as the first priority while school is in session.

### **G. VISITING COLLEGES**

Students are encouraged to visit college campuses during school breaks and on extended weekends. Juniors and Seniors *may* be given a maximum of two excused days for college visits. Prior approval must be requested and approved by the student's college counselor at least one week in advance. Students are responsible for all work missed in class while on college visit.

## H. TARDINESS

A student is considered tardy to school if he/she arrives to school after the start of the all school morning assembly.

A student is considered tardy to class if not in his/her assigned seat or location, with all the materials needed for class when the bell begins to ring, marking the start of class or the assembly.

- The office will keep track of students tardy to school.
- The teacher will mark the student tardy to class.
- A student who is tardy to school and/or class may receive one of the following

**5-10 tardies per semester=after school detention.**

**11-20 tardies per semester =Morning detention (6:30-7:30am)**

**21-30 tardies per semester = Saturday detention (8- 11am)**

**31+ tardies per semester= meeting w/ parents and disciplinary action/probation**

A student with excessive tardies to school and/or class can expect to lose extracurricular privileges such as, but not limited to school events, sport functions, ASB, Office, field trips, clubs, etc.

- If the student comes to class more than five minutes tardy, the teacher must send the student to the Attendance Office for an unexcused re-admit slip.
- If a student comes to class more than five minutes tardy, due to a counseling appointment or a teacher appointment, the teacher must send the student to the Attendance Office for an excused re-admit slip.

## I. OFF-CAMPUS

Parents/guardians are asked to refrain from requesting off-campus permits except in the cases of emergency. Normally, medical, dental or other appointments should be made for after school. However, if medical appointments are made during the school day, an official note from the doctor's office must verify them. Students must sign in and out at the Main Office.

If your student is to leave school early, have him/her bring a note to the Attendance Office before school so as to avoid the need for telephone calls to the office. Your student will then wait for your arrival in the main office at the designated time.

**Students with their own vehicles are required to report to the Attendance Office before leaving campus for any reason and must follow all rules and regulations regarding attendance.**

## J. OFF-CAMPUS FOR SAME DAY ILLNESS

Students who become ill are to inform their classroom teacher and obtain a pass to the Main Office and then wait for the Attendance Officer to complete the necessary phone calls and issue an off-campus permit so they may go home. A parent/guardian or person authorized by the parent must pick up the student. It is school policy that a student who is too sick to remain in class is too sick to walk, use public transportation or drive home. Parents must sign out at the Main Office including the date; time the student left campus and their name.

## **K. ATTENDING/PARTICIPATING IN SCHOOL EVENTS ON DAYS OF ABSENCES**

Students who wish to participate in or attend any after-school/evening activity of any kind on a particular day must be in school at least 2 full periods (excluding flex period) on Blue or Gold schedules and four full periods on Saints schedule. If the game or activity is on a Saturday or Sunday, this obligation must be fulfilled on the previous Friday. Exceptions may be made for extenuating circumstances, with the approval of the Principal or Vice Principal.

### **Excursions/Field Trips**

Students may participate in educational excursions and field trips related to the content of courses studied. Permission, in writing, must be obtained from a parent or guardian BEFORE a student may be allowed to participate. The means of transportation is to be included on the permission form. The school provides supervision and all school rules are enforced on such trips. Field trips and educational excursions are a privilege, not a right. .

**The school may withdraw this privilege from an individual student for academic or disciplinary reasons.**

## **L. CAMPUS BOUNDARIES**

The inner campus constitutes the campus boundaries. **Students are not permitted to leave the inner campus boundaries while school is in session.**

## **M. ARRIVAL AND DEPARTURE FROM CAMPUS**

The school cannot be responsible for students arriving before and after the regularly scheduled classes on a given day (except for students registered in a zero period class). Students who repeatedly loiter on campus outside the usual hours may be subject to disciplinary action, including being asked to withdraw from school. The school is not responsible for the behavior of students providing rides to school. However, such students are strongly exhorted to obey all traffic and safety rules and to drive with the utmost caution and care at all times. Any reckless or careless driving of vehicles observed in the immediate vicinity of the school will be followed up by disciplinary action whenever possible. Out of respect, students are asked not to play their car radios/stereos loudly while on campus.

## **N. COMMUNICABLE DISEASE**

A student who has been absent from school because of reported communicable diseases must have a permit (release) issued by the Public Health Department, a physician or nurse before he/she is admitted to school.

The Vice Principal may readmit a student absent because of non-reportable communicable disease, such as chicken pox, German measles and influenza.

### **DAILY DROP OFF AND PICK-UP GUIDELINES**

1. Avoid **double parking** in front of the school drop off line both before and after school.
2. Avoid dropping students off **across the street** from school.
3. **Use main parking lot to drop off or pick up students.** One gate is marked entrance and the second gate is marked exit. At less busy times two-way traffic will be allowed at any open gate into this lot.
4. Make a **right turn only** out of the student parking lot during busy rush hour traffic.
5. Do not park or wait in **no stopping zone.** Cars have been ticketed and towed.
6. Students must cross in designated areas to get to the parking lot.

## **O. CELL PHONE POLICY**

Students are not allowed to use their cell phones at any time during school hours without permission. **PARENTS ARE NOT TO CALL OR TEXT STUDENTS EXCEPT IN CASE OF EMERGENCY.** In such cases parents should call the main office. Arrangements for pick-up time or location should be taken care of while student is at home.

### **Personal Property**

Students are discouraged from bringing large amounts of cash and/or valuable or expensive personal property to school. If it is necessary to do so on occasion, valuables may be checked in at the Main Office. When paying fees, dance bids, etc., it is recommended that students **PAY BY CREDIT CARD.**

**Under no circumstances can the school be held accountable for lost or stolen money, or other valuables, including uniform items, textbooks, electronic devices or cell phones. It is the responsibility of the student to take care of their personal property at all times.**

## **P. STUDENT DELIVERIES POLICY**

The main office will not accept deliveries for students or page them for deliveries. This includes fast food lunches, flowers, gifts, etc. Such deliveries are disruptive to the educational program and the efficient operation of the main office.

## **Q. ON CAMPUS VISITOR POLICY**

Parents and guardians are welcome to visit the campus anytime during school hours, student activities and athletic events. You must make an appointment when desiring to meet with a school administrator, counselor, or faculty member,

Students are not permitted to bring siblings or friends to campus except to athletic events or student activities open to non-Santa Clara High School students.

Students are not permitted to “baby sit” children or infants on campus at any time. Faculty and staff are not permitted to “baby sit” children or infants on campus during the school day or while on supervision.

Students who are expelled or asked to withdraw for disciplinary reasons are not permitted on campus at any time.

All visitors to the campus must first report to the main office for a visitor’s pass. Students’ guests at school activities must follow school rules, including conduct code and dress code. Student hosts of visitor not complying with visitor policy may face disciplinary action.

## **R. OTHER CAMPUS VISIT POLICY**

Students must seek permission of the Vice Principal in order to visit another high school campus or nearby locations unless attendance at an athletic event or dance is reason for the visit. Unauthorized visits may result in detention, suspension or probation. Students responsible for unauthorized visitors from other schools on our campus may also be eligible for detention, suspension or probation.

### **III. ACADEMIC POLICIES**

#### **A. CURRICULUM**

Santa Clara High School provides for the needs of the college-bound student. The school's curriculum meets all state, archdiocesan and college requirements. It is important that parents and students understand that occasional scheduling conflicts and insufficient enrollment may necessitate a change in student schedules. The APEX learning classes have been added to assist in this area. For this reason students may be asked to choose alternate classes when making choices. Students requesting a class change must complete the form obtained from the Dean of Academics (Appendix P). All changes must be approved by the Dean of Academics or the Vice Principal.

In order to ensure a logical and beneficial sequence of classes, counseling is provided and consultation with parents and teachers should occur. No program change will be made without a formal meeting with the College Counselor and approval of the Dean of Academics or the Vice Principal.

#### **B. GRADING POLICY**

The primary purpose of evaluation is to determine the extent to which a student has achieved success in terms of course objectives. This level of achievement is to be determined through a systematic process and conveyed to the student and his/her parents in the form of a letter grade and can be accessed via PowerSchool at any point.

Santa Clara High School grades may serve as a motivating factor. Until an individual becomes inner-directed, a grade is necessary to encourage the student to achieve academically. The teacher must constantly approach grading as a positive means of measuring achievement and encouraging a student's sense of self-worth. While grades do not normally reflect behavior, teachers are permitted to make a participation grade part of the overall academic grade and to take points away from this grade when the student disrupts the academic flow of the class or fails to bring needed materials to class.

Grades also serve a diagnostic role. They may be the basis for recommending remedial work, evaluating the success of a curriculum, or determining those students ready for an accelerated program. If grading is to determine the extent to which a student meets course objectives, it is the teacher's responsibility to clearly state, at the beginning of the semester, in writing, those objectives, through their class syllabus. The teacher should define the conditions that must be met by the student to receive a passing grade. The student should be told what weight is assigned to each component of his final grade (tests, reports, homework, class performance, etc.). Course work assessment must be an essential aspect of every course. Homework is assigned on a regular basis. Frequent assessment is necessary to provide valuable feedback to both students and teachers.

When parents are concerned about a particular grade that was given, they should first make an appointment to discuss the matter directly with the teacher involved. If talking to the teacher does not clarify the situation, they should then talk to the Dean of Academics. If this does not clarify the situation, the Vice Principal should be consulted. Any challenging of grades must be made within two weeks of the receipt of the grades.

## C. GRADE POINT AVERAGE

The **Santa Clara Unweighted Grade Point Average (GPA)** is calculated based on all courses. Each grade is given a specific number of points as follows:

A+, A, A-	4.0
B+, B, B-	3.0
C+, C, C-	2.0
D+, D, D-	1.0
F	0.0

The **Santa Clara Weighted GPA** is calculated based on all courses. A grade of A, B, or C in an Honors or Advanced Placement course earns an extra point (i.e. A=5.0).

The **University of California and California State University** schools calculate GPA based on UC/CSU approved courses in 10<sup>th</sup> and 11<sup>th</sup> grade. Your counselor can help you determine this GPA.

## D. COLLEGE AND “D’s” and “F’s”

While a grade of ‘D’ is considered passing for receiving a diploma, it is **not** accepted for college entrance. If a student has received a ‘D’ or ‘F’ in any class, they should meet with their counselor at the earliest opportunity to make a plan to retake the course.

## E. GRADING SCALE

All teachers in computing assignments, tests and report cards will use the following scale:

A+	97-100%
A	93-96 %
A-	90-92%
B+	86-89%
B	83-85%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	59.9999% and below

## F. INCOMPLETE

A grade of incomplete may only be issued with the written permission of the Dean of Academics and Vice Principal. A student who receives an incomplete grade(s) has one grading period\* to remove the incomplete. Guidelines for removing the incomplete are stipulated by the teacher issuing the incomplete grade. If a student fails to remove an incomplete by the end of the next subsequent grading period, the incomplete will be changed to a Fail (F) grade, irrespective of the student’s class average at the time of receiving the incomplete. The student will be placed on Academic Probation pending the removal of the “I.” The student will follow all requirements of Academic Probation as given under letter “N.”

\*A grading period is defined as a semester unless the next grading period is summer school, in which the grading period is three weeks (the length of one summer session).

## **G. GRADES FOR WRITTEN WORK**

The following grading policy applies to research papers, compositions, essays, and tests:

**The A Paper:** excellent work criteria

1. The paper is legible and neat.
2. The ideas presented are clear and concrete.
3. Instructions given for the assignment have been followed.
4. Specific details are included to illustrate ideas and conclusions.
5. Personalized thinking and originality are evident. The writer has not merely repeated what has been heard or read.
6. There is no need for editorial scrutiny.

**The B Paper:** very good work

This paper, while very good, lacks one or more of the aforementioned criteria.

**The C Paper:** acceptable work

Modicum attempts have been made to fulfill the above criteria. The writer shows only the sense of duty to complete the work assigned. Deficiencies are apparent in many criteria.

**The D Paper:** poor work

Serious deficiencies are apparent in most of the above criteria.

**The F Paper:** very poor work. Unacceptable

The writer does not attempt to meet any of the criteria above.

## **H. MLA GUIDELINES FOR WRITTEN WORK**

1. These basic guidelines for written work are uniformly enforced across the curriculum.
2. Written assignments are to be done in blue or black ink **ONLY** and in legible penmanship.
3. Written work is done on standard size loose-leaf paper (8 1/2 by 11) that is ruled, clean and unfolded. Spiral notebook paper is not acceptable. Written assignments may be typed (see guidelines below).
4. Multiple pages will be stapled once in the upper left-hand corner.
5. Margins will be one to one and a half inches on all sides of the paper.
6. Heading:
  - a. student's full name on top line at the right of the page
  - b. course title and class period on line two
  - c. date on line three
  - d. title/assignment on line four (instructor's option)
  - e. in case of multiple pages, students name is written on top line of page two and the following pages, along with page number.
7. Formal essays are double-spaced and written on one side of loose-leaf paper or typed, double-spaced, using standard type size and style. Research or term papers will be typed unless prior arrangement has been made with instructor. Handwritten and typed papers will follow the heading and margin standards above.
8. Paragraphs are indented.

9. In case of error, draw a single line through the error, and then continue.
10. Notation and bibliography form for research and term papers will be the form found in Appendix B.
11. All work is neat and legible. All work has been proofread. Essays, research and term papers are final drafts.
12. Plagiarism (copying from existing sources and/or from other students) is unacceptable. Any work containing plagiarized material will receive no credit and no opportunity for make-up.
13. Late work is a sign of poor work habits and irresponsibility. A teacher does not have to accept late work, but may never accept late work after grades have been turned in to the registrar.

## **I. CHEATING POLICY**

All students are expected to demonstrate in daily living, on and off campus, those moral virtues encompassed in the Gospel of Jesus Christ. Moreover, students have a duty to be truthful and just and to demonstrate integrity in their academic life by presenting only their own work or assignment for assessment. Copying assignments, cheating on exams, tests or quizzes, plagiarism, dishonesty and falsification of records are examples of violations of academic integrity.

Therefore, students must not:

- Copy work from another student or assist another student with copying
- Cheat on an exam, quiz, project, homework, class work, etc.
- Aid other students during an exam without expressed permission from the teacher
- Use any unauthorized aid on exams or assignments
- Use, purchase, or plagiarize the work of any other person with or without the expressed permission of the owner of the work.
- Re-submit work from previous year (s) or subject (s) for credit.

**The academic consequence for participating in copying, cheating and/or plagiarism is an automatic zero on the assignment and/or suspension. Repeated offense may result in expulsion.**

## **J. SCHEDULE & SCHEDULE CHANGES**

A student's course schedule is assigned based on student request, prerequisites, teacher recommendation and schedule permitting. Students complete a course request form in the spring which is reviewed by their counselor. Priority for classes is determined by graduation requirements and university admission criteria.

If a student requests a schedule change after the start of the school year, they must complete a schedule change request form with reason for change and parent signature. Schedule changes at student request must occur within the first two weeks of the semester. **A fee of \$20.00 must be paid with any schedule change request.** Not all requests can be accommodated due to space and class size constraints. Requests must be submitted to the academic counselor.

## **K. REPORT CARDS**

Report cards are issued two times per year, the report card will be mailed home. It is the parent's/guardian's responsibility to note the times of report card mailings on the calendar, and to monitor incoming mail that week. Parents/guardians who do not receive a report card during the scheduled week should call the main office immediately.

## **L. PROGRESS REPORTS & PARENT/ TEACHER CONFERENCE NIGHT:**

Teachers may issue written progress report(s) at any time in addition to the scheduled report card. However, it is the student and parent's/guardian's responsibility to check PowerSchool for up to date progress. Check the calendar for reporting dates. When failure in a class is probable, parents/guardians will be notified via progress reports. **It is the responsibility of the parent/guardian to check the issued progress report(s) and to make sure the student brings back the report signed. The school is not responsible for students who do not deliver progress reports to their parents/guardians.** Parents/guardians should contact the teacher, academic counselor, and Dean of Academics for help. Parents/guardians may also request specific information regarding their student's progress through the counseling office at any time during the school year. Please feel free to contact the academic counselor if there is a concern regarding student achievement.

There will be a scheduled evening where parents come to school to discuss the mid-semester of the first semester progress of their son/daughter with teachers. **It is the responsibility of parents/guardians to attend the parent/teacher conference night in order to be fully informed of their student's progress at the middle of the semester. Parents/guardians who do not attend the conference night will be billed \$50. Because of the parent/teacher conference night, teachers will not be responsible for calling home at the middle of the semester (although regular communication with parents/guardians continues to be the ideal, especially when students are in danger of failing).**

## **M. FINAL EXAMINATIONS**

All students are expected to take final examinations. If a student does not take a final exam, their grade will be calculated with the missing exam recorded as a zero. If the absence is valid (i.e. hospitalization or funeral of a family member), then the student can make arrangements with the Vice Principal to take a makeup exam. Appropriate documentation will be required in order for this to occur.

- **All financial obligations must be met before final exams.**
- Examinations are held at the end of each academic semester, according to the assigned days published on the school calendar.
- All tuition, fees and other financial obligations must be current.
- Students who fail to appear at the designated time and place of an exam, except in the case of medical excuse verified by a doctor's note, forfeit the right to take the exam. Any other exception must be approved by the Vice Principal.
- Students who are late for an exam forfeit the time missed. Teachers may not give individuals or a class extra time for an exam without the prior permission of the Vice Principal. Students must remain in the exam room the entire time of the exam period.
- If a change in exam dates is approved by the Vice Principal, the student must take the missed exams on the day scheduled in the school calendar. There will be mid-semester exams.

## **N. ACADEMIC PROBATION**

Any student with a grade point average below 2.3 at the end of the quarter **and/or** any student receiving one or more semester “F’s” in a scholastic year will be placed on academic probation. Students on Academic Probation are not allowed to participate in extracurricular activities/clubs/sports teams. Any student who receives three or more semester grades of “F” in a single year may be asked to withdraw from Santa Clara. Any student who is placed on academic probation three times may be asked to withdraw from Santa Clara.

### **Requirements for students on Academic Probation**

1. Circulate a Weekly Progress Report completed by all teachers on Monday of each week. It is the student’s responsibility to get a progress report form from the academic counselor each week to be completed by the teacher.
2. Attend tutoring or study hall sessions (except on half days or faculty meeting scheduled days).
3. Meet with teachers for extra help in subjects below a C average and/or request additional assistance in areas of difficulty.
4. Make up all semester fails and D’s prior to the next academic school year.
5. Demonstrate improvement on grade checks

Students will not be allowed to go on and off probation. Any student who is placed on academic probation for having less than a 2.3 grade point average three times, even if the semesters are not consecutive, may be asked to withdraw from Santa Clara High School.

## **O. RECORDS**

It is assumed that parents/guardians of students enrolled in the school implicitly authorize release of non-confidential information such as names of honor roll students, award recipients, and activity participants, unless they inform the school to the contrary. Custodial parents of currently enrolled or former pupils have an absolute right of access to all pupil records related to their children. Non-custodial parents/guardians will be given access to unofficial copies of records and information unless there is a court order to the contrary.

## **P. TRANSCRIPTS OF GRADES**

All transcript matters are handled in the registrar’s office. **It is the parent’s responsibility to request that courses completed at other schools be sent to Santa Clara High School.** Students requesting transcripts to be sent to other schools or colleges must fill out a Transcript Request Form available in the Main Office at least one week in advance of deadline. All transcripts will be mailed. Graduating seniors will work with the college counselor and will have one final transcript sent to the college of his/her choice after graduation.

## **Q. HONOR AND AP COURSES**

Honors and AP courses have specific academic prerequisites. Pre-requisites are listed in the course catalog found on the school website. Pre-requisites include teacher and counselor recommendations

\*Students enrolled in AP courses are required to take the AP Exam at the end of the school year. AP Exam fees are due November 15 of current academic year.

## **R. HOMEWORK**

Homework is a necessary part of learning. Meaningful homework that is related to the class work, emphasizes quality rather than quantity, and is consistent with the grade level and ability of the student. Homework is purposeful when it provides the student with time to complete or expand assignments begun in class, allows students the opportunity to read or review material to prepare for class, develops good work habits, provides opportunities for the student to engage in creative projects, or encourages self-directed study and research.

- Homework time is not limited to written work. It may involve review of material covered in class, reading of material related to current course work, future studies, and/or preparation for a class discussion, quiz, test, or final exam.
- The teacher is responsible to furnish specific, reasonable assignments that are related to class work and to make sure that the student fully understands the assignment.
- The parent/guardian is expected to encourage systematic study, to show interest in the student's work, to commend the student's performance, and to provide home conditions conducive to study.
- Students are responsible to keep an accurate record of assignments.
- Students who have known absences (i.e., for Santa Clara activities) must see their teachers the day before the activity to get their assignments and then turn them in according to the teacher's directives.

#### **Homework Standards:**

- Freshmen – an average of 1-1.5 hours per night
- Sophomores – an average of 2.5 hours per night
- Juniors – an average of 3 hours per night
- Seniors – an average of 3 hours per night
- Students in Honors or AP courses should expect a longer time investment in homework

#### **Late Work:**

- Homework turned in late because of an absence will not be accepted except in the case of an excused absence. Students are allowed to turn in work according to the number of days absent; if the student was absent one day, the student has one day to turn in the assignment when he/she returns.
- Homework turned in late because of the student's negligence may not be accepted according to the directives on the teacher's course syllabus.
- If a student was in class when an assignment was given, a test date announced, he/she is responsible to turn in the assignment/take the test on the date due.
- If a student is a member of a sports team or is participating in any school related activity, he/she is responsible for getting assignments before the absence and fulfilling them according to the teacher's deadline.

## **S. HONOR SOCIETIES**

### **CALIFORNIA SCHOLARSHIP FEDERATION (CSF)**

The California Scholarship Federation (CSF) seeks to recognize students in California who possess high standards in academics. Members of the CSF are eligible for a variety of scholarships available at universities across the state and in select colleges nationwide. members are nominated as Life Members based upon character, leadership abilities and volunteer service. The organization promotes the education of academically motivated students, encouraging them to get involved in their communities through volunteer service.

Application for membership in CSF must be made at the beginning of each semester for the previous semester. To be eligible for membership, a student must accumulate ten points from no more than five classes in a semester. A grade of "A" equals 3 points; "B" equals 1 point; except in an honors class or an Advanced Placement class, where a grade of "B" equals 2 points. A grade of "C" equals 0 points. A "D" or "F" in any subject debars a student from membership for that semester. **It is the responsibility of the student to apply for CSF each semester, and to pay the dues of \$4.00 per**

**semester due at the time of application. Students are reminded of deadlines for several weeks.**  
Contact the CSF Moderator if you have any questions.

### **NATIONAL HONOR SOCIETY (NHS)**

The National Honor Society (NHS) is a nationwide organization in the United States in which selection may be based on four criteria: scholarship, leadership, service, and character. The NHS requires service to the community, school, or other organizations. Members of the NHS are commonly active in community service activities both in the community and at Santa Clara High School. Time spent working on these projects contributes towards the monthly service hour requirement.

### **SPANISH NATIONAL HONORS SOCIETY (SNHS)**

The Spanish National Honor Society is an academic honor society focused on Spanish language excellence in secondary education and promotes a continuity of interest in Spanish studies. Each society member must have taken three semesters of Spanish. He/she is required to maintain a high GPA, which correlates with the Society's mission of high academic achievement.

## **T. STUDENT PUBLICATIONS**

The principal is the publisher and has the legal responsibility for all student and school-related publications. The principal may appoint moderators who review all materials. **No material contrary to the teaching of the Catholic Church or offensive to Christian values and sensitivity may be published.**

## **U. SUMMER READING ASSIGNMENT**

Several Departments may designate one to three books for each class level that are to be read over summer vacation. A journal or assignment for each of the novels is turned in to the teacher on the first day of class. There may be additional assignments based on summer reading after school begins.

## **V. SUMMER SCHOOL**

**(either at SCHS or another pre-approved school)**

A student who fails any semester course (F) must make up the course by attending summer school. Consult with the academic, guidance or college counselor for information about summer school. It is recommended that students also retake any course in which they received a grade of 'D'. Summer school provides students an opportunity to make up credit deficiencies for graduation and college admission. Students who want to expand their education may also take summer school courses.

**All F's must be made up in summer school before the student may return to Santa Clara. ALL grades are recorded on the high school transcript and calculated into the GPA.**

## IV. GRADUATION REQUIREMENTS

A student of Santa Clara High School must meet the following requirements for graduation.

- Student must complete a minimum of 240 total units. They must also complete a minimum number of units per subject area. Each semester course completed with a passing grade is equivalent to 5 units.
- Student must take one English and one Religion class each semester.
- Student must complete SAT and ACT exams before March of senior year. A score report for each must be turned into the college counselor before May 2.
- Each student must complete Christian Service hours under the direction of the Campus Ministry/Christian Service director and submit a Christian Service Reflection Paper by the first Friday of May.

### A. UNITS REQUIRED FOR GRADUATION

Religion	4 years	40 units
English	4 years	40 units
Mathematics	3 years	30 units
Social Science	3 years	30 units
Science	2 years	20 units
Foreign Language	2 years	20 units
P.E./Health	1 year	10 units
Fine Arts	1 year	10 units
Electives	4 years	<u>40 units</u>
		240 units

NOTE: Participation in the graduation ceremony and receipt of a diploma are privileges, not rights. The school reserves the right to deny participation in graduation and to deny a diploma. Any student subject to such penalties will be granted a transcript, in accordance with the requirements of California law.

Extracurricular and additional elective courses are graded on a credit/no credit basis and must be passed to receive credit.

**Any student who is missing one class (five units)** of required course work at the time of graduation, will be allowed to participate in the graduation ceremony, but **will not receive a diploma** until documentation is received that the appropriate class has been successfully completed. This class must be pre approved by the counselor or the Vice Principal.

**Any student who is missing two or more classes (ten credits)** of required course work will not be allowed to participate in the Graduation Ceremony, the Baccalaureate Mass, Grad Nite, or rehearsals. Attendance at Prom or Grad Nite is a privilege that can be taken away.

### B. VALEDICTORIAN AND SALUTATORIAN SELECTION PROCESS

The Valedictorian is that student who has achieved the highest cumulative weighted GPA at the end of the first semester of senior year. The Salutarian is that student who has achieved the second highest cumulative GPA at the end of the first semester of senior year.

### C. GRADUATION WITH HONORS:

Summa Cum Laude: Students maintain an academic grade point average of 4.00 or higher

Magna Cum Laude: Students maintain an academic grade point average of to 3.75 to 3.99

Cum Laude: Students maintain an academic grade point average of 3.5 to 3.74

### D. HONOR ROLL:

Honor Roll status is based on the previous semester's grades.

Principal's Honor Roll: Full-time students earning a 4.0 GPA

Santa Clara Honor Roll: Full-time students earning between 3.50 and 3.99 GPA

## **V. COUNSELING DEPARTMENT**

Our team of academic, guidance, and college counselors work closely with students in an effort to promote the personal, educational, social, and spiritual well being of each student. We provide classroom and individual appointments with students, and both informal coffees and evening presentations for parents.

### **A. ACADEMIC COUNSELING**

The counselor monitors the academic progress of students, providing information about courses and graduation requirements as well as coursework for college admissions. The counselor works closely with teachers and parents when students are experiencing academic difficulty. The counselor will meet with students and parents to discuss learning needs, concerns, and difficulties and advise on course placement, summer school and monitor progress in credit recovery courses.

### **B. GUIDANCE COUNSELING**

The guidance counselor provides general, supportive counseling within the context of an academic environment. The guidance counselor works with students requesting classroom or testing accommodations. The guidance counselor is not a therapist, but can discuss, assess and advise students on personal matters that may affect their well-being, from peer issues to time management and study skills. Students may request an appointment with the guidance counselor or be referred from a faculty or staff member or from his/her parents. If the guidance counselor determines that the student needs further counseling, the parents will be informed to follow up with off-campus resources as appropriate.

### **C. COLLEGE COUNSELING**

As a college preparatory school, our goal is to help prepare our students for admission to colleges and universities that best fit their academic and career interests, as well as social, extracurricular, and athletic interests.

The college counselor works with students in all grade levels. College preparation and planning begins in the freshman year and progresses through each grade level with in-depth and personalized counseling appointments in junior and senior year. Classroom presentations, evening presentations and individual meetings introduce students to college and career options, college entrance requirements, standardized testing, personal statements and the financial aid process. All students and parents will have access to Naviance, a comprehensive college and career readiness platform to help optimize student success.

## VI. DISCIPLINE

“Real love is demanding. I would fail in my mission if I did not clearly tell you so. For it was Jesus – our Jesus Himself – who said, “You are my friends if you do what I command you” (Jn 15:14). Love demands effort and a personal commitment to the will of God. It means discipline and sacrifice, but it also means joy and human fulfillment.”

(Pope John Paul’s address at Boston,  
October 1979)

Discipline in the Catholic School is to be considered an aspect of moral guidance, and not simply a form of punishment. The purpose of discipline is to promote genuine pupil development; to increase respect for duly constituted authority, to assist in the growth of deeper motives for self-discipline and to provide a classroom situation conducive to learning. The behavior of Santa Clara High School students is expected to be exemplary at all times, particularly on campus and at school-sponsored events. When concern arises about a student’s behavior either within or outside the classroom, the citizenship process involves cooperation among parents, faculty, counselors, administrators, and students. Through this collaboration, we expect that the student will recognize and modify the behavior that needs changing. However, student conduct not in conformity with the school’s moral code, **evident lack of parental cooperation**, or conduct detrimental to the reputation of the school may result in dismissal or a request for the withdrawal of the student. All students will be required to sign an Honor Code contract at the beginning of each school year.

### A. GENERAL BEHAVIOR

It is expected that all students conduct themselves in a manner consistent with the accepted norms of Christian values on and off campus and at all school activities. Respect and love of others should be a pervasive theme guiding all student interactions. Students should address faculty, staff and other students politely, courteously and respectfully in a spirit of friendliness and in an atmosphere of cooperation essential to an educational community. Repeated negative attitudes and behavior destructive to the community will not be tolerated and will result in immediate action or remediation. Such action can include but is not limited to: teacher conference, professional counseling at parent’s expense, probation, suspension or expulsion.

When a student enrolls at Santa Clara High School, it is understood that the individual and the family agree to comply with the school rules, regulations, policies and procedures.

At the end of each semester, each student’s discipline file will be reviewed by the Dean of Students, Vice Principal and Principal. Santa Clara High School reserves the right to ask any student not to return to Santa Clara High School if that student has failed to follow the rules of the school and its attempts to correct negative behavior.

### B. CLASSROOM BEHAVIOR

The usual rules of common politeness are to be observed in dealing with teachers and other students. Behavior which disrupts or in any way hampers class progress is unacceptable.

1. Students are to enter the classroom and be seated promptly. Students should not be opening or closing windows, blinds or walking around. Students will be in their seat and on task when the bell begins to ring, otherwise unexcused tardy. Students will have their materials in class when the bell rings. (**they may not leave class to get materials**).
2. Students who are detained by another teacher must bring a late slip from that teacher. If the student remains to speak with a teacher who has not initiated the conference, that student will be marked an unexcused tardy.
3. All classes will begin with a prayer. Students will be held accountable for respectful silence during prayer and announcements.
4. Students may not engage in any activity, which prevents the teacher from teaching or another student from learning.

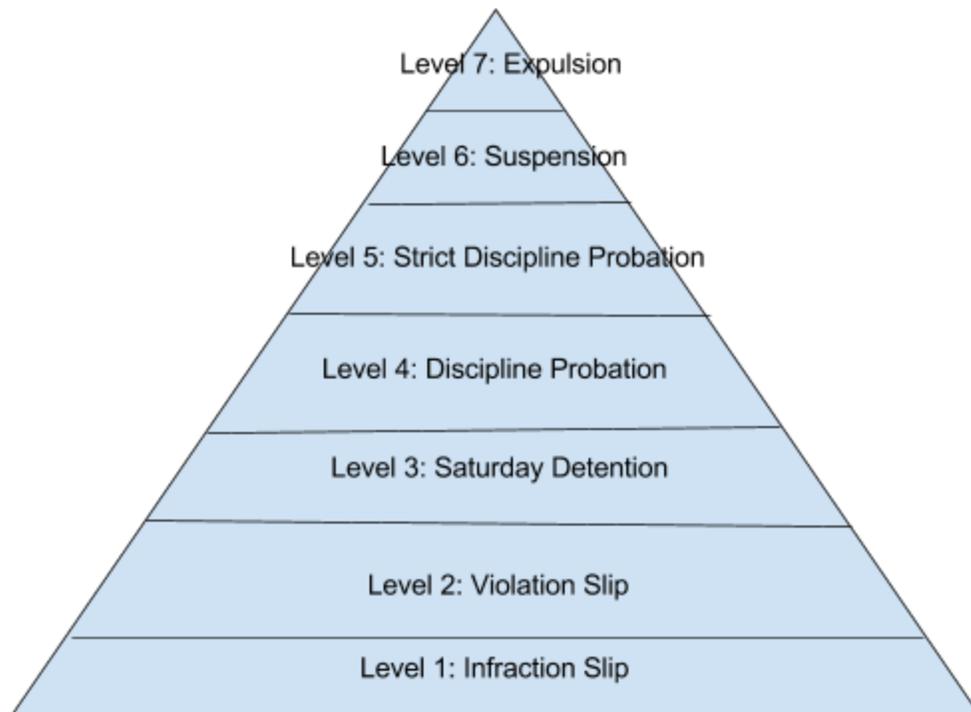
5. Homework assignments must be ready to be handed in at the beginning of class. Students may not complete unfinished assignments during class time unless the teacher so advises.
6. No food, drink, or gum in the classroom (except for curricular related events approved in advance by appropriate administrator). No parties during class time ever. No gum chewing, no reminders.
7. All uniform regulations will be enforced. No grooming in class.
8. Students may only leave class for emergency and then only one at a time and with hall pass.
9. No disrespect, foul language or violent behavior will be tolerated.
10. Students will not be allowed to leave trash on the floor.
11. Vandalism and graffiti will not be tolerated.
12. The school's policy on cheating will be consistently enforced at all times.
13. Students will not sit on top of desks, tables or put their feet on desks or seats.
14. Articles on or near the teacher's desk are not to be touched or removed without permission.

### **C. HALLWAY BEHAVIOR**

1. No bouncing or throwing of balls or other objects.
2. No food, drink, or gum.
3. No loud talking or screaming.
4. No pushing, shoving, running or jumping.
5. No slamming of lockers.
6. Stay to the right when possible.
7. NO use of headphones and/or cell phones
8. Always use good judgement

### **D. LEVELS OF DISCIPLINARY ACTION:**

There are various levels of disciplinary action that can be taken by the school to address disciplinary problems. The Dean of Students and the Principal reserve the right to determine the level of disciplinary action taken by the school in dealing with disciplinary matters.



## 1. DETENTIONS

Detentions may be issued by administrators, faculty, staff, or coaches for any misconduct or breaking of school or class rules or regulations. Students who are issued a detention will be assigned a specific detention date and time by the teacher or the Dean of Students. Students may not accumulate detention hours. Failure to serve an assigned detention will be considered serious and may result in further consequences. All detention slips must be returned signed by the parent/guardian and turned in at the time the student serves the detention. Parents will be notified through PowerSchool of a detention and will receive a phone call if a detention slip is not returned signed. All detentions will be served within two weeks of the detention notice.

### A. Infraction Slip (Level 1 Detention):

An infraction slip may be issued by teachers or administrators for any minor infraction of school rules. If a student receives an infraction slip by a teacher, that teacher will be responsible for holding the student accountable by giving the student an after-school teacher-led detention. The time and location will be given by the teacher, and he/she will be responsible to notify the student and parent/guardian of the infraction slip. The teacher will provide the Dean with a copy of the infraction to be filed by the Dean.

**Causes for receiving an infraction slip/detention from the Teacher include but are *not limited to*:**

- Dress code violations
- Disruptive behavior
- Misuse of iPad
- Unexcused tardies to class
- Eating, chewing gum or drinking in class
- Unprepared for class
- Littering in class or on campus
- Public display of affection
- Being in unauthorized area of campus
- Inappropriate language
- Gang or “tagger” style writing on school work, books or property. Possession of permanent marking materials is not allowed without school permission.
- Student out of class without permission or a pass.
- Cell phone use in class or on campus **\*Use of cell phones will not be permitted between 7:30am-2:35pm, this includes during break and lunch, as well as in classrooms and hallways. I pads will be used in class, only when instructed by the teacher.**

### B. Violation Slip (Level 2 Detention):

A violation slip will be issued by the Dean of Students. A student may be issued an after school detention, morning detention, or saturday detention by the Dean for repeated violations of school rules (i.e. excessive teacher infraction slips). A dean’s detention is viewed as the continuation of the instructional day and therefore takes precedence over transportation concerns, student jobs, athletics, and all co-curricular activities, etc. Failure to report to a dean’s detention is considered serious and the student will automatically be assigned a Saturday detention.

**Causes for receiving a detention from the Dean include but are *not limited to*:**

- a. Eating or drinking indoors and in areas designated for this purpose
- b. Chewing gum or eating sunflower seeds on school premises.
- c. Students inside the school buildings during lunch without teacher’s permission.
- d. Littering the campus.
- e. Student out of class without permission or a pass.
- f. Possession of personal audio or visual equipment on campus.

- g. Gang or “tagger” style writing on school work, books or property. Possession of permanent marking materials is not allowed without school permission.
- h. Excessive tardiness to school and/or class or truancy
- i. Excessive dress code violations.
- j. Use of cellular phones during school hours
- k. Distribution or posting of flyers, pamphlets or any material not approved by the activities director.
- l. Presence in an unauthorized area at an unauthorized time.
- m. Unauthorized fundraising or selling of products on campus or at off campus school activities.
- N. Insubordination.
- o. Damaging school property
- p. Stealing
- q. Forging signatures on academic or behavioral logs
- r. Public display of affection

**c. Saturday Detentions (Level 3 Detention):**

Serious or repeated violations of school rules and/or policies or failure to appear to a teacher or dean’s detention will result in a Saturday morning detention (8-11am). Students serving Saturday detention must arrive on time and be dressed in SC spirit wear. Failure to report to a Saturday detention is a very serious matter in which the Dean of Students can exercise further action which may include immediate suspension and/or disciplinary probation.

**2. REFERRALS:**

A student whose conduct is not corrected by parent-teacher efforts will be referred to the Dean of Students. Any serious violation will result in possible detention, suspension or expulsion. Causes for receiving a referral include those listed above for detentions, which go uncorrected, and any other violation considered sufficiently serious by the Dean.

**3. REPEATED MINOR INFRACTIONS:**

A student who accumulates minor infractions without showing signs of improvement contributes to the overall erosion of discipline and the lack of an educational environment truly conducive to building community and learning. Students who receive more than five violations in a given semester will be liable to serious disciplinary action by the Dean (usually a suspension, parent conference, probation, or even expulsion).

**4. DISCIPLINARY PROBATION (CONTRACT--Level 4):**

Disciplinary Probation is a restriction from participation in school activities and privileges based on a student Contract. The Dean of Students determines the extent to which the probated student may participate in any school activity or privilege. Students may be restricted from holding and/or participating in ASB offices, sports, cheer, and from any clubs and/or activities, normally for one to four weeks or even longer. If a student is on disciplinary probation twice during the school year, the student’s enrollment status for the next school year will be evaluated regardless of whether or not the terms of the probation are violated. **Violation of disciplinary probation contract may lead to strict probation, withdrawal or expulsion.**

**Causes for disciplinary probation include but are not limited to the following:**

- a. Lying.
- b. Cheating/Plagiarism.
- c. Insubordination.
- d. First truancy or “ditching”
- e. Ineligible extra-curricular attendance.
- f. Possession of morally offensive material.
- g. Inappropriate public displays of affection.
- h. Excessive detentions and/or repeated offenses, even of a less serious nature.
- i. Harassment

- j. Lack of respectful and dignified conduct at religious services.
- k. Use of profanity or vulgarity.
- l. Any other action not listed above considered sufficiently serious by the Dean of Students.
- m. Third detention given for unexcused tardies in a given semester.
- n. Third violation of the appearance/dress code in a given year.
- o. Two U's or a combination of three N's or U's in a single grading period automatically results in disciplinary probation. If this occurs again, the student will be automatically placed on strict probation and also becomes ineligible for athletics or other extra-curricular activities. During the summer school grading period one "U" or one "N" will be treated as two "U's", three "N's" or a combination of three "N's" and "U's" for probation purposes. (N-Needs Improvement U- Unsatisfactory Behavior)

#### **5. STRICT PROBATION (CONTRACT--Level 5):**

Strict probation is a more serious form of disciplinary action imposed by the school. Strict probation indicates that the Santa Clara community will no longer tolerate a student's behavior and that one more offense or dean's detention may result in the student's expulsion. Students on strict probation may NOT hold an ASB office position, class/club offices or participate in any extracurricular activities, including sports, drama or yearbook production, etc. and may have other privileges denied as specified by the Dean. The type and length of probation is determined by the gravity of the offense. When a student is placed on strict probation a conference with the student, parents and Dean is required or a letter is sent certified mail. Parents and students may be asked to sign all strict probation agreements if they wish the student to remain in school. **Violations of the terms of strict probation may result in withdrawal or expulsion. If a student is on strict probation one or more times during a school year, the student's enrollment status for the next school year will be evaluated regardless of whether or not the terms of the strict probation are violated.**

#### **Causes for Strict Probation include but are not limited to the following:**

- a. Violation of conditions of disciplinary probation.
- b. Second truancy in one year.
- c. Defiance of school personnel. Disrespect for faculty, staff, students or others.
- d. Forging or using forged notes, or any school form.
- e. Possession of tobacco on the school premises or at a school-related event.
- f. Stealing.
- g. Participating in a food fight.
- h. Fighting.
- i. Use of extreme profanity or vulgarity.
- j. Second harassment
- k. Sixth detention for unexcused tardies in a given semester.
- l. Sixth violation of the appearance/dress code in a given year.
- m. Two U's or a combination of three N's or U's in two consecutive or non-consecutive grading periods.
- n. Two U's or a combination of three N's or U's while on disciplinary probation.
- o. Any action not listed above considered sufficiently serious by the Administration.

#### **6. SUSPENSION (Level 6):**

Suspension is the denial of the right of class attendance for a stated period of time. A conference with the dean, student and parent(s) is mandatory and all suspended students must sign a disciplinary agreement before the suspension is lifted. A period of probation, established by the Dean of Students, will follow a suspension. Suspensions cannot be appealed.

**Causes for Suspension include but are not limited to the following:**

- a. Fighting at school or any school event off campus.
- b. Truancy.
- c. Racing or driving cars at excessive speeds in and around the school grounds.
- d. Throwing of food, water balloons, or other objects, or contributing to the disruption of the school's environment.
- e. Use of falsified/forged notes, hall passes, behavior or academic logs or forms, including ID cards.
- f. Possession of pornographic materials.
- g. Cheating.
- h. Tampering with or any misuse of bathrooms or damaging school property.
- i. Harassment
- j. Eight or more detention unexcused tardies in a given semester.
- k. Eight or more violation of the appearance/dress code.
- L. Any violation listed under detentions, probation and strict probation above which the dean feels merits suspension as part of the punishment.

**7. EXPULSION (Level 7):**

Students can be expelled from the school for violating a probation contract, continued non-compliance with school regulations or any infraction listed below:

**Causes for expulsion may include but are not limited to:**

- a. Adopting or professing a morality of lifestyle in conflict with the Catholic philosophy of the school.
- b. Hazing.
- c. Possession of harmful materials such as fireworks or other combustible materials.
- d. Cutting, defacing or otherwise injuring in any way, the property real or personal, belonging to the school, staff or fellow students.
- e. Fighting, or causing physical harm to another or threatening to cause physical harm to another, assault or battery or any threat of force or violence directed toward anyone on or off campus.
- f. Encouragement of illegal and unauthorized demonstrations.
- g. Violation of the conditions of admissions letter, disciplinary probation, strict probation or suspension.
- h. Suspension while on probation.
- i. Any activity on or off campus injurious to the good name and reputation of Santa Clara High School.**
- j. Gang's: Membership or involvement in, or association with, a gang or group that is responsible for coercive or violent activity is grounds for expulsion.
- k. Graffiti: Defacing school property with graffiti anywhere on campus is grounds for expulsion. l. Any words or actions of a racist nature.
- m. Arriving at school or any school function having previously used drugs or alcohol or in a manner that indicates prior use of drugs or alcohol.
- n. Possession, consumption or sale of narcotics, alcohol or other intoxicants on campus, at school functions or any event under school supervision.
- o. Possession of harmful weapons on campus or at school related events.
- p. Insult or profanity or vulgarity or assault or battery or threat or force of violence directed toward a teacher or staff member of Santa Clara High School. This includes such action by any student's parent, stepparent, guardian or other family member who insults or abuses a teacher, staff member, administrator or school official.
- q. Theft of school or student property (parents will be held financially responsible).
- r. Theft of or tampering with a teacher's grade or attendance records, keys, test manuals or other belongings.
- s. Tampering with fire alarms or extinguishers, or setting fires of any kind.
- t. Chronic truancy. (Third truancy or more in one year)
- u. Chronic tardiness. (Ninth or more detention for unexcused tardies per semester)
- v. Chronic appearance/dress code violations (Ten or more in one year)

- w. Two U's or a combination of three N's or U's in three consecutive or non-consecutive grading periods.
- x. Two U's or a combination of three N's or U's while on strict probation.
- y. Unauthorized opening, tampering or misuse of any school locker.
- z. Being the means through which violence from outside sources is brought to campus in such a way that it poses an immediate threat to other students.
- aa. Any pattern of harassment of others. Three or more unless first or second are serious enough to warrant expulsion.
- bb. Illegal or unethical use of the Internet through the school computer system.
- cc. Three (3) semesters below 2.0 grade point average (Summer School is considered a semester.)
- dd. Three or more semester F's in a single year.
- ee. By the end of the academic year (June) no more than 2 D's or F's or combinations of the two are in need of being made up.
- ff. Chronic tuition suspension (more than two times in one academic year.)
- gg. Any infraction considered sufficiently serious by the principal.

**NOTE: A student accused of a serious wrongdoing can be placed on a home study program pending the outcome of an investigation.**

### **8. DISCIPLINE BOARD:**

The Discipline Board normally consists of at least 5 voting faculty members and/or administrators. A student who must appear before the Board is immediately suspended and sent home pending the Board meeting (at which at least one parent or guardian must be present). Before the Board takes place, the Dean of Students will make every effort to contact the parent(s) and/or guardian(s) involved and explain the procedures of the Board. Only parents and/or legal guardians may be present before the board. The Board is convened as soon as possible after the infraction at the convenience of the school. This board will recommend what action is to be taken by the school (in serious cases where culpability is clear, this usually means strict probation or immediate expulsion).

During the process of the Board, the school reserves the right to question any students who are involved in or who have knowledge of the specific case under review and the students may be asked to write a statement. Such questioning and/or the writing of a statement can take place without the presence of the student's parents. Only students who are charged with an infraction of school rules have the right to have a parent/guardian present during the discipline board.

#### **Routes to the Discipline Board:**

**Route 1.** Parent appeals decision of Dean and/or Principal to the Board. Parent has forty-eight (48) hours after notification to request appeal.

**Route 2.** Dean and/or Principal send student and case to the Board to consider serious discipline infraction. Board makes recommendation to Principal.

Only expulsions of the Board may be appealed to the Principal who should not be contacted until the Board has made its decision. Parents appealing a Board decision must present concrete, objective reasons for their appeal.

#### **The Discipline Board is composed of the following members:**

1. Dean of Students (Advisor and non-voting)
2. Vice Principal (Chair)
3. Two Faculty Members with votes (chosen by the faculty each year)
4. One Faculty Member with vote (appointed by the Principal)
5. One Faculty Member with vote (elected by the Student Council for the academic year)

**Discipline Board Format:**

1. Overview of Case - by Dean (5 minutes)
2. Questions by Parent(s) (20 minutes)
3. Questions by Committee Members (10 minutes)
4. Parent(s) and student are excused from room.
5. Members consult and vote.
6. Decision mailed to parents.

**Points to be considered when a decision is appealed:**

1. Was the decision or action in accord with the Parent/Student Handbook?
2. Was the decision or action fraudulent?
3. Did the Principal and Dean or Discipline Board act arbitrarily?
  - a. Did the Principal and Dean or Discipline Board have rules and criteria by which it reached its decision?
  - b. Did the Principal and Dean or Discipline Board follow its own rules and criteria?
  - c. Does the action or decision have a basis in reason, or in other words, a reasonable basis?

The test to be employed in the application of this criteria is whether responsible people, acting in a thoughtful manner, could reasonably have reached the same decision and not whether others might personally believe the decision.

**9. SCHOOL'S RIGHT TO SUSPEND OR EXPEL:**

The School's failure to invoke its right of suspension or expulsion on one occasion for the occurrence of a matter constituting a basis for discharge shall not affect the right of the School to invoke discharge when the same or a different basis for suspension or expulsion arises at a later date.

**E. ACTIONS/ATTITUDES OF PARENTS, GUARDIANS, OR OTHERS**

The son or daughter of any parent, guardian, or other person who upbraids, insults, or abuses any student, teacher, staff member or administrator of the school is eligible for withdrawal from the school. If the person is insulted or abused by any person on school premises, in public ways adjacent to the school or at another place where the person is assigned, the abuser's son or daughter is eligible for withdrawal. Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible. Parents whose behavior at school activities (especially athletic activities) is not consistent with the Catholic Christian philosophy of the school may be asked by the principal or another administrator to refrain from such behavior. Repeated refusal to comply with such requests may result in removal of student from school.

**F. ASSAULT, BATTERY OR THREAT**

Assault, battery or any threat of force or violence directed toward any school personnel or student is one of the offenses for which a student may face expulsion or suspension. When we become aware of any threat of force or violence directed toward any school personnel or student, the following steps are observed:

1. Student is removed from the classroom.
2. Parent is notified.
3. Police are notified.
4. Student suspended from school until a decision can be reached.
5. Investigation ensues.
6. Decision is made.

Procedures are followed to insure the safety and welfare of all students and staff. Careless speech in society can be harmful and have significant effects on the speaker and on the listener. All cases of indiscriminate speech involving threats will be treated in a responsible Christian manner with compassionate and just decisions which insure a safe learning environment.

## G. HARASSMENT

In accord with Santa Clara High School's respect for the dignity of each individual, the school is committed to providing a learning environment that is free from harassment in any form. If a student believes he/she has been harassed or is the subject of harassment, he/she should immediately report the facts of the incident and the names of the individual or individuals to the Dean of Students so an investigation and appropriate action may be undertaken. All complaints will be handled in a timely and confidential manner (cf. appendices in the back of this handbook for more information).

## H. STUDENT LOCKERS

At the beginning of the school year, a locker is assigned to each student. Students are required to purchase locks only at Santa Clara High School. Lockers are the property of the school and their use is a privilege granted to the student by the school. It is the proper function of school authorities to inspect lockers at their own discretion. ***Students may not change lockers or use another student's locker without expressed permission of the Dean of Students.*** Lockers must always be neat and in a usable condition. Stickers and decals are not permitted on or in the lockers. Students are held responsible for all damages and defacing of their assigned lockers. No unauthorized locks are permitted on school lockers. School locks must also be used on PE lockers. All other locks will be removed. **Lock lockers securely.** Do not leave locks in set positions. The school is not responsible for missing or damaged items in lockers. All lockers must be cleared out 4 days before the last day of school. Students who do not clear out their locker **will have their property confiscated** by Santa Clara High School Administration.

### Locker Room Policy

The boys and girls locker room will follow this policy:

1. Lockers in the boys and girls locker room can only be used by current PE students or any student-athlete at Santa Clara High School
2. Bags, clothes, and any other personal belonging **MUST** be in a locker and not left on the floor.
3. User must provide their own personal school approved lock
4. Santa Clara High School **IS NOT RESPONSIBLE** for any items stolen or lost from either the boys and girls locker room, from any locker, or from any locker used without a lock.
5. The Santa Clara High School Administration reserves the right to open any locker in the boys or girls locker room.

## I. SCHOOL SEARCHES

To ensure that school campuses remain safe for students searches for drugs and weapons are conducted by necessity without warrants. In the process of teaching and training students, school administrators have a responsibility of protecting the health and safety of pupils and maintaining order on the school premises and at school activities. In discharging this duty it may be necessary for the administrator to conduct searches. The perimeters of the campus extend to student automobiles for search purposes.

The possessions of students in a given classroom or area may be searched when the theft of another student's belongings are reported before the end of a class period.

## **J. CONFISCATION OF STUDENT PROPERTY**

Teachers have the right to confiscate notes and other papers of the student if such papers are interfering with the learning process of the classroom. Teachers may confiscate books and other materials from a student if the student is using them in a way which distracts from the learning process.

All electronic devices, including but not limited to: iPads, iPods, laptops, video cameras, radios, bluetooth speakers, tape players, earphones, cell phones, compact discs, CD players as well as caps, backpacks, bags or notebooks with gang-like writing on them, clothing items in violation of dress code will be confiscated by a staff member, faculty member, or administrator and held for a certain period of time determined by the Dean. Students may retrieve confiscated item(s) from the Dean, when determined by the Dean. Any item not retrieved will be given away to charity.

The following items are subject to immediate confiscation by a teacher or administrator: matches, markers, water guns, dice, pornography, firecrackers, objects that may produce any loud noise or foul smell, alcohol, fake weapons, laser scopes, and illegal substances and weapons. (The latter three may be given to the police.)

## **K. CELL PHONE/IPAD POLICY**

Use of cell phones will not be permitted between 7:30am- 2:35pm, this includes during break and lunch, as well as in classrooms and hallways. Ipads will be used in class, only when instructed by the teacher. Excessive offenses can result in a \$25 return fee per occurrence.

1. Cell Phones must be kept in the OFF position and out of public view during instructional/classroom hours of 7:30am-2:35pm.
2. No cell phones may be used for taking pictures or video taking.
3. No harassment or threatening of persons via the cellphone is permitted.
4. Cell phones may not be used for game playing, Internet or e-mail access, gambling or making purchases of any kind.
5. Cell phones may not be used inside any classroom and/or school buildings at any time.
6. Cell phones must be in student's backpack during school hours. They may be confiscated if visible at any time.
7. When these devices disrupt classroom instruction time and the culprit does not admit guilt or is not detected by the teacher, the Dean can confiscate the cell phones of all students in the vicinity of the disruption even though their phones may have been hidden and turned off.
8. Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.

### Consequences:

1st offense = given a warning and phone may be picked up by the student at the Dean's office at the end of the day.

2nd offense= given a detention and phone may be picked up by the student at the Dean's office at the end of the day.

3rd offense = given a detention, parent/guardian contacted, and phone may be picked up by parent/guardian at the end of the day with a \$25 fee assessed.

4th offense = given a Morning detention, parent/guardian contacted, and phone will be returned at the end of the day when the Morning detention is served with a \$25 fee assessed.

5th offense = given a Saturday detention, parent/guardian contacted, and phone will be returned at the end of the Saturday detention with a \$25 fee assessed.

6th offense = suspension on having the device at school and a \$25 fee assessed.

**IPAD POLICY:**

- iPads are for educational purposes only and only as permitted/instructed by the teacher.
- Students who play games, text, or access social media networks, or disruptive applications during class time will be held accountable with appropriate consequences enforced.
- Users are responsible for all activities conducted when using personal accounts..
- Santa Clara High School retains the right to collect and/or inspect, alter or delete installed apps or content.
- Santa Clara will not provide “charging stations”. Each device’s battery charge should be sufficient for use throughout the day.
- Use good judgment and avoid violating the rules pertaining these items.
- All iPad wallpaper and backgrounds must be school appropriate.
- Students may not use any means to access restricted sites, such as but not limited to: proxy sites, anonymizer sites, and apps.
- Parents/guardians are the primary caregivers for their children and ultimately responsible for their technological communications and usage.

\*Those who violate any of the rules regarding cell phones and iPads will earn consequences. These may include but are not limited to: disciplinary action, restricted use, or confiscation of the iPad.

**Consequences:**

1st offense = given a warning and iPad may be picked up at the end of the day in the Dean’s office.

2nd offense = given a detention and the iPad may be picked up at the end of the day in the Dean’s office.

3rd offense = given a morning detention, parent/guardian contacted, and the iPad may be picked up at the end of the day by a parent/guardian with a \$25 fee assessed.

4th offense = given a Saturday detention, parent/guardian contacted, placed on probation, and iPad will be returned to the parent/guardian with a \$25 fee assessed.

5th offense = suspension on using the device with a \$25 fee assessed.

**L. SCHOOL-WIDE SMOKING POLICY**

Santa Clara High School is a smoke-free campus in the following sense: students are not permitted to smoke on the school grounds or at school-sponsored events off campus including, but not limited to, vaping or e-cigarettes.

**M. PUBLIC DISPLAYS OF AFFECTION (PDA)**

Public displays of affection (hugging, kissing, cuddling, sitting on laps, etc...) prohibits others from being included in a deeper relationship with God through you. All students are asked to respect and honor each other as brothers and sisters in Christ by abstaining from such displays of affection.

**N. BIRTHDAY PARTIES**

Birthday parties on campus are not permitted. Any gifts, balloons, flowers, edibles, etc. that are delivered to the school for a student or presented to a student while the student is entering campus will be held in the main office until the end of the school day at which time the student may claim his/her items and take them home.

**O. EXTENDED SCHOOL DAY**

The school reserves the right to extend the school day for necessary reasons. Examples may be an emergency situation, certain disciplinary reasons, an unclean campus, etc. With student cooperation, such extensions of the school day should be minimal.

**P. STOLEN PROPERTY**

The school is not responsible for stolen or lost property.

**Q. AFTER SCHOOL AND OFF CAMPUS**

The school does not and cannot supervise students after school off campus (local parks, Center Point Mall, etc.). On-campus supervision ends at 3:15pm.

While we cannot supervise off campus after school non-official activities, students are still held accountable for any misbehavior that may occur (e.g. drinking, fighting, smoking, etc.).

**R. SENIOR PRIVILEGES**

Privileges are earned not by age or status but by leadership and exemplary behavior. Privileges may be taken away from individuals because of disciplinary infractions. A class “ditch day” will result in the loss of some or most privileges for the whole class. Seniors will present a list to the principal for approval of privileges, and the principal reserves the right to amend the list. The principal will convey to the senior class the accepted privileges within a week.

## VII. DRESS CODE

### A. PHILOSOPHY

A dress code is a preparation for many facets of life, including awareness of appropriate dress in various settings, specifically a Catholic Christian setting. Santa Clara High School considers the dress of its students a significant factor in their educational experience as we prepare them for college and careers. The dress code is based on modesty, decency, cleanliness and commonly accepted norms of good taste as is seen in most professional settings. The dress code is also intended to help students avoid excessive concern about their appearance and keep their focus on the more important aspects of their education. In the specific circumstances of the times in which we live, the value of a uniform dress and appearance code is also widely recognized by educators in both private and public schools as a means of providing a safer learning environment.

**The Administration reserves the right to determine what is appropriate in a student's dress, accessories, hairstyle or general appearance. Further, the Administration reserves the right...**

- **To request that a student change attire**
- **To regulate against certain fashions**
- **To confiscate any objectionable items when they deem necessary. At no time is any bizarre, immodest or oversized type of apparel permitted.**

### B. GENERAL GUIDELINES

#### Regulations concerning student dress before and after school:

- Once students arrive on campus for school, they **MUST** be in their Santa Clara High School uniform.
- After school, students who remain on campus must remain in their uniform or they may change into S.C. athletic practice gear.
- Clothes must be worn appropriately at all times. (No altered or modified styles will be allowed).
- No gang affiliated, visible undergarments or other similar items are deemed inappropriate.

Listed below are specific rules for dress and grooming. These rules are to be observed by all students upon arrival at school, while at school or at any school function, unless otherwise specified by the Administration. If a student is unclear as to the appropriateness of certain attire, the student should refrain from wearing it until he/she checks with the Dean of Students or Vice Principal as to whether or not it's appropriate for school.

Uniform regulations are enforced on all school days, including field trips, unless otherwise authorized by the Administration.

1. A good rule of thumb in any doubtful situation is: "avoid all extremes."
2. All clothing will be clean, neat, modest and in good taste.
3. Students are required to be in proper uniform/dress code at all times on campus and within sight of the school building.
4. All students out of uniform are in violation of the dress code.
5. Admission to school or class may be denied because of dress code violations.
6. The Dean of Students reserves the right to request a student to change attire.
7. Students in violation of the dress code may be held in the office until parents are notified or asked to go home and change.
8. Parent notes will not excuse appearance/dress code violations.
9. The principal, vice principal, and dean are the final interpreter of the dress code.
10. Any alteration of the uniform to give it a "gang-style" look is grounds for expulsion.
11. The Dean of Students reserves the right to regulate against unbecoming fads or fashions.

## C. DRESS CODE

*The following regulations apply to ALL students:*

### **Team/Group Dress**

Some school teams/groups have clothing items made specifically for their group. Team/group clothing that do not conform to administrative guidelines and have not been approved, may not be worn without specific permission from the Vice Principal or the Dean. Santa Clara apparel (letterman jackets, sweaters, t-shirts, cardigans) are allowed.

- **No Pro/Collegiate Team-affiliated clothing may be worn.**

### **Shirts**

#### **Acceptable:**

- **Seniors ONLY**, may wear the Under Armour blue & white polo or gray & white polo from our SCHS Eastbay store with the S.C. logo.
- White, dress collar shirt with SC logo (short or long sleeve) for Grades: 9, 10, 11 from Dennis Uniforms.
- Navy Blue or white Under Armour polo from our SCHS Eastbay store with S.C. logo.
- A plain short sleeve or long sleeve white or blue crew neck t-shirt may be worn under the uniform shirt.

#### **Not Acceptable:**

- No oversized shirts; no shirts that are too tight or form fitting.

#### **Outerwear/Sweatshirts:**

Students may only wear Santa Clara outerwear/sweatshirts or solid blue outerwear/sweatshirts with no logo visible. Santa Clara outerwear/sweatshirts must be purchased from the Dennis Uniform Company, through S.C. Eastbay store., a school team or club. The school polo must be worn under the outerwear/sweatshirt, but outerwear/sweatshirts may not be worn under polos. Sweatshirts can be hooded, zippered or crew neck style. No denim, flannel, leather, plaid or fur is allowed.

### **Pants/Walking Shorts**

#### **Acceptable:**

- Dark Navy blue or Desert sand/khaki twill pants and walking shorts (i.e Dickies, Hollister, or Dennis). No cargo or jogger type.
- Other brands may be worn if they are the same style and color as Dennis Uniform. (Refer to Dennis Uniform catalog)
- Walking shorts - no shorter than 4 inches above the knee or longer than 2 inches below the knee.

#### **Not Acceptable:**

- No denim, lycra, jogger or cargo pants.
- No baggy or uncomfortably tight fitting pants/shorts
- No frayed or cut pants/shorts.

### **Shoes/Socks:**

Shoes must be canvas or leather, athletic style or dress shoe style. They may only be white, black, navy blue, brown, or gray. No other colors are allowed. Shoes **may not** be checkered, plaid, animal print or any unusual pattern. Shoelaces must be white, black or navy blue. Socks must be worn and visible during the school day. Socks must be solid white, black or navy blue.

#### **Acceptable:**

- Dressy Flats, Flat Booties/boots, or ¾ length flat booties/boot in black or brown

#### **Not Acceptable:**

- Moccasins or knee high heeled boots, sandals, heels

### Scarves

#### **Acceptable:**

- Scarves around the neck must be of solid colors: dark blue, black, tan, gold or white or an official S.C. scarf

#### **Not Acceptable:**

- Scarves worn as head covering

### Head Covering/Hats/Bandannas:

Students may only wear SC beanies or hats purchased through the school Eastbay online store. Beanies or hats are only permitted outside of school buildings and not inside hallways or classrooms.

### Tattoos/Piercings/Writing on Skin:

Tattoos, whether temporary or permanent, may not be visible at school or at any school activity. Body piercings (other than the ears for girls) are not allowed. Students should not have writing on their skin. Unacceptable piercings may not be covered by anything (i.e. Band-Aids), they must be removed.

### Accessories/ Jewelry:

Excessive or inappropriate jewelry, wallets on chains, and the like are not permitted. Sunglasses may not be worn in class or in the buildings at any time.

#### **Acceptable:**

- Girls one set of modest earrings (Not excessively large)
- Boys **MAY NOT WEAR EARRINGS!**

#### **Not Acceptable:**

- Excessive earrings, bracelets, or long necklaces
- No ear gauges

### Backpacks/ Book bags:

Writing, drawing, patches of anything inappropriate on backpacks/book bags is not allowed.

## Young Men

*The following regulations apply to young men:*

### Hair:

Hair must be clean and neatly combed. Hair that is below the eyebrows, ears or touching the collar is not permitted. This means that if the hair is combed straight down it cannot touch the eyebrows, collar or fall below the ears. (Students who have curly hair or comb their hair back are not excluded from this rule).

All hair (top and sides) must be at least one-eighth of an inch (1/8 inch). Hair grown “outward” may be no longer than one inch. Sideburns may not extend below mid ear. No shaved heads or exaggerated styles (braids, cornrows, spikes, tails, bangs longer than the rest of the hair, uneven cuts, “Mohawks or Faux Hawks,” carvings, etc.) or excessive use of gels or sprays are not permitted. Hair must be the student’s natural color. Dyed hair, including bleached hair, is not allowed. The Dean must approve all hairstyles. Failure to comply with the guidelines may result in the student being sent home. Students sent home would only be readmitted to school when their hair conforms to the appearance code specific to hair. Violations of the hair code may result in detention. All of the above is subject to the discretion of the dean.

### Grooming:

Faces must be clean-shaven at all times and at all events, including senior activities. Under no circumstance are beards, mustaches or goatees permitted. Students who fail to conform to this policy will be required to shave at school and may receive detention.

### Earrings:

Boys **MAY NOT WEAR EARRINGS**

**Head Bands :**

Head bands are **NOT** allowed.

**Pants/Belts:**

Boys must wear their pants/shorts fitted to the waist, no underwear visible, and with a belt. The belt must be “traditional” black or brown leather/leather-like and be an appropriate length for the student’s waist. Belts with large or “military” style buckles, cloth belts, or belts not consistent with the school’s interpretation of “modest” (i.e., studded belts) are prohibited. Boys may not wear girl’s pants.

**Athletic Tights:**

Athletic tights may not be worn under shorts. This includes sweats or any other clothing that is visible under the uniform shorts.

## **Young Women**

*The following regulations apply to young women*

**Skirts/Skorts:**

Girls may wear a uniform plaid skirt/skort purchased from Dennis Uniforms. It must be worn no more than 4” above the knee and not rolled. The shorts of the skort should not be cut out. Spandex shorts must be worn under the skirt.

**Legwear:**

Girls may wear solid white, navy blue, or black tights. Flesh-colored nylons may only be worn with socks. Leggings, long johns, patterned socks/leggings; thigh-high hosiery of any kind is not permitted. Leg wear must be in good condition without holes or runs.

**Hair:**

Hair must be clean and neatly combed. Hair must be a natural color; no "unnatural" or "two-toned" colors are allowed. No shaved or partially shaved heads are allowed. No extreme uneven length haircuts are allowed.

**Cosmetics:**

Make-up, if worn, must be in good taste. Excessive makeup or extreme colors are not permitted. Refrain from a smokey eye look, bright red lips, and excessively large fake lashes.

**Nails/Nail Color:**

Natural nails may be grown or Acrylic nails may be worn, but cannot be excessive in length. Nails cannot interfere with completion of class expectations. Nail color may be worn in good taste. Modest colors (clear or light shades) are preferable. French Tip nails will be acceptable. The use of poor judgment may result in removal of the privilege.

**Jewelry:**

Earrings must be limited to no more than one per ear. Any type of excessive or inappropriate jewelry is not allowed during school hours.

## **Mass Dress Uniform**

Students will wear dress uniform on all Mass days and for special events/assemblies as designated by the administration. These dates will be published on the school calendar. Mass Dress uniform is defined as follows:

**For Santa Clara Young Men:**

1. Dark Navy Blue or Desert sand/khaki (**no shorts**)
2. White collar shirt (long or short sleeves) from Dennis Uniform.
3. Must wear an S.C. tie from Dennis Uniform.
4. Optional S.C. sweater vest or mass sweater from Dennis Uniform.
5. Belts must be worn in the following colors: brown, tan, blue or black are they allowed to purchase from anywhere or just Dennis Uniform

For Santa Clara Young Women:

1. Skirts, or Dark Navy, Desert sand/ khaki and no shorts
2. White collar blouse (long or short sleeves) from Dennis Uniform.
3. Either S.C. sweater vest OR S.C. sweater from Dennis Uniform.
4. Optional S.C. tie from Dennis Uniform.
5. Socks, tights and leggings must be solid colors (navy, black, tan, white) and un-patterned.

### **First Friday Spirit Dress**

First Friday Spirit dress is a privilege, not a right. The following apply on the First Fridays of the month or special events as scheduled. Spirit Dress **only** falls on a **Friday**, not any other day.

**Acceptable:**

- Blue jean pants **may be** worn in good condition without holes or patches, tatters, fringe, or frayed
- S.C. attire only (i.e. S.C. Athletic shirts, S.C. spirit t-shirt, letterman jackets, Class t-shirt, S.C. Athletic Team sweatpants only).
- Outerwear **must** be Santa Clara clothing such as athletic gear, clubs, or spirit.
- SC hooded sweatshirts may be worn but hoods **must be off during during school**
- Regular school day dress may also be worn

**Not acceptable:**

- No jean shorts, **no** Cargo shorts, **no** jean skirts, no gym shorts, no joggers.

\*\*\*\***Spirit Dress violations will result in loss of future dress privileges**

\*\*\*\***Note: First Friday of every month is Spirit Dress day as stated above, NOT FREE DRESS.**

## **D. SPECIAL DRESS CODE**

### **“THEME”-DRESS DAYS**

At several times during the school year, the school administration approves special dress days (i.e., class T-shirt, red/green dress for Christmas, “Super-hero” dress, etc.). These theme days are strictly voluntary. The administration will specify what constitutes appropriate dress for these days. Students who choose not to participate must be in normal school uniform. Students who do choose to participate must conform to the prescribed dress criteria. Any student, who in the opinion of the Dean, fails to meet the “spirit” of these days, will be barred from attending class until appropriate dress can be arranged and/or detention will be assigned.

### **TESTING DAY DRESS**

Students should be dressed in uniform on all testing days including AP testing days.

### **FIELD TRIP DRESS**

As representatives of Santa Clara High School, it is important that students dress appropriately while they are on a field trip. Ordinarily the school uniform is the appropriate dress for school field trips.

The Principal may approve alternate field trip dress as is necessary. The following items may be worn on field trips when approved by the Principal:

- Shirts: SC collared polo shirt.
- Shorts: Solid color shorts which are not torn or baggy and fit to the waist.
- Pants: Pants, which are not torn or baggy and fit to the waist.
- Socks: Socks or hosiery must be worn at all times and are not permitted to be ripped or contain holes.
- Shoes: Tennis shoes.
- Sweaters: SC sweaters may be worn.
- Sweatshirts: SC sweatshirts may be worn.

- Jackets: The jacket must conform to the normal dress code requirement.
- Dresses and Skirts: Appropriate for the occasion may also be worn.

Any student who is not dressed/groomed appropriately will not be permitted to participate in the field trip, and will be subject to disciplinary action.

### **DRESS CODE FOR OTHER SCHOOL FUNCTIONS**

Attire worn to any Santa Clara High School-sponsored event, any event that includes the Santa Clara Community, or any event in which a student may be representing Santa Clara (whether on or off the Santa Clara campus) must be modest and deemed appropriate by the Administration for the event. This includes dances, awards nights, field trips, games or any other extra-curricular event. Furthermore, school appearance policies covering hair, grooming, tattoos, piercing, cosmetics, and accessories/jewelry are to be followed completely while attending a school-sponsored event. If a student's appearance is deemed to be inappropriate or inconsistent with school policy, the student's parents will be contacted and the student will be required to leave the event or change into clothing appropriate for the event as determined by the school. Students who habitually disregard this policy will be barred from attending Santa Clara activities and may face serious disciplinary action (up to and including dismissal from Santa Clara).

### **E. UNACCEPTABLE AT ANY SCHOOL SPONSORED EVENT**

- Pants/jeans with holes, tears, or frayed edges
- Attire with offensive logos (e.g. alcohol, tobacco, satanic symbols, sexual innuendoes, etc.)
- Form-fitting or clinging tops or skirts
- Revealing clothing (e.g. crop tops, halters, off the shoulder or one shoulder, sheer, low-cut, strapless or spaghetti string tank tops for girls).
- Any shirt or top which does not provide coverage of the cleavage, midriff, and lower back at all times
- Shorts or skirts more than four inches above the top of the knee cap, including mini-skirts
- Pajama pants
- Any oversized, baggy, gang-style or related attire

The Activities Director will publish exceptions to this policy before specified school events

**On school photo day: MASS DRESS IS REQUIRED**

**Violation of the special dress code by a student may result in the loss of the privilege by the student for the rest of the year.**

## VIII. CO-CURRICULAR ACTIVITIES

### A. CO-CURRICULAR & ATHLETIC ACTIVITIES

All such activities are scheduled in the calendar by administration. Each activity is assigned a moderator. All activities and events are opportunities for the school community to apply the teachings of the Church to human relationships. Parents, coaches, and administration will be responsible for promoting the qualities of healthy competition and good sportsmanship, self-discipline, teamwork, emotional control, doing one's best, and good citizenship.

These are not an adjunct to the High School Program, but are an essential part of our educational goals. Regulations for such activities are in accordance with Archdiocesan policies. Proper supervision is provided at all events. Scheduling of practices and events should not interfere with obligations, like family, homework, etc.

### B. ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

1. Students are academically eligible to participate in athletics and extracurricular activities if their quarter GPA is 2.3 or higher per grading period. Students must maintain a 2.3 to remain eligible. Eligibility is determined at the end of each quarter.
2. If a student is academically ineligible to participate in athletics or extracurricular activities, she/he will be screened on dates designated on the calendar for grades and disciplinary status for the quarter. At each screening, the student may be eligible if the student achieves a 2.3 GPA or higher and has achieved satisfactory discipline—this will allow the student to participate until the next screening. If a student is ineligible based on the screening, they will have to wait until the next date and are not permitted to participate in any practices, games, or travel for these activities.
3. If at the end of the next quarter the student's grades are still below 2.3 GPA, the student remains on academic probation and continues the process outlined above and is ineligible for activities/athletics depending on the screening dates.
4. NO APPEALS WILL BE ACCEPTED!
5. CIF eligibility for sports is based on the last two grading periods. Each student will be allowed 2 CIF probation periods per year.
6. No coach or activity moderator is permitted to allow an ineligible student to practice or participate in any activity without written notification from the Vice Principal or Principal.
7. Santa Clara High School follows the policies of the State C.I.F., the Southern Section and the C.A.A. with respect to the open enrollment transfer rule.

#### NOTE:

- Ineligibility begins on the day that report cards are distributed. The student will remain ineligible for the entire quarter.
- A student who is declared ineligible at the end of the year may be placed on probation and have his/her eligibility reinstated for the fall semester if the student attends summer school and raises his/her semester GPA to at least a 2.3.
- The athletic director or activities director, after consulting with the Vice Principal at the close of each grading period, will notify the head coaches or activity coordinators of those students who have become ineligible or have regained eligibility. Coaches or activity coordinators are not to approach teachers regarding student's course work, grades

and eligibility. Coaches or activity coordinators are to direct any questions to the administration.

### **C. FIELD TRIPS AND EXCURSIONS**

The curriculum may incorporate excursions and field trips for students in good standing with a minimum of a 2.3 GPA, no excessive absences and no disciplinary issues. The field trips must be educational in nature and related to the curriculum and content of the course of study.

The school provides supervision and all school rules are enforced on such trips. The school uniform must be worn on all field trips. Please note that participation in a field trip is a privilege not a right. The school may withdraw this privilege.

### **D. RETREATS**

Students are required to attend a class retreat each school year. These mandatory retreats will be coordinated by the Campus Ministry Director and will be supervised by faculty members and additional adults as needed. Prior to each retreat, an application, payment, and behavior contract must be completed and turned in to the Main Office.

### **E. DANCES**

The rules governing dances are:

#### **1. ADMISSION**

- A. Dances are school-sponsored activities at which all-relevant school regulations are applicable.
- B. Dances are scheduled between 7 and 10:00 PM.
- C. Doors close at 7:45 PM and open again at 9:30 PM
- D. All Santa Clara dances are closed dances unless otherwise publicized.
  - All guests must have a signed contract turned into the main office with fee.
  - Approved guests must be 9th grade through 12th.
  - Students must accompany their guest through the entrance to the dance.
  - All guests must have school ID (picture) and must follow all school rules.
  - Guests are the responsibility of the Santa Clara student.
  - Parents must make sure to pick up their child on time. **Supervision will be available until 10:30PM.**

#### **2. SCHOOL ATTENDANCE:**

Students absent from school (for whatever reason) on the day of a dance or the day before a dance will not be admitted.

#### **3. DRESS CODE:**

“Special Dress” is usually the dress code for campus dances. Winter Semi-Formal dress code is found in Parent/Student Handbook Appendix. Students and parents are reminded that students found in noncompliance of the dress code will be asked to leave the dance and their money will not be refunded.

#### **4. SUSPENSIONS**

The Santa Clara handbook and state law requires that the following be adhered to regarding grounds for suspension from this school function: "While on school grounds or elsewhere when under the authority or direct supervision of school personnel or when such conduct is otherwise related to school activities or attendance, a pupil shall refrain from any and all of the following acts: immorality, profanity, the use or possession of tobacco, liquor, or other hallucinogenic or dangerous substances."

**5. UNACCEPTABLE DANCING:**

Activities that may cause injury to oneself or others and gestures or simulation of immoral activity are strictly prohibited. "Freaking" is banned at Santa Clara dances. Any student who participates in "freaking" or "slam dancing" will be removed immediately from the dance and detained. The student will be suspended from school pending a meeting with the dean, parent/guardian and the student. Consequences for such behavior will include exclusion from future dances and probationary status for a specified time.

**6. ALCOHOL/NARCOTICS/TOBACCO:**

Being under the influence of alcohol or drinking alcohol at school-related activities are causes for expulsion or withdrawal from Santa Clara. The implication of this policy is that there will be a **ZERO TOLERANCE** of alcohol, drugs, and/or narcotic possession or consumption before, during and after any school-related activity.

If a student is thought to have violated any of the zero tolerance policy, the student will be removed from the dance area and an administrator will contact the parents and arrangements will be made for the parent to pick up his/her child. The student will then be suspended from school and further actions may be determined pending a meeting of the dean, parents and the student.

**7. SIGNATURES:**

All event contracts must be properly signed. Santa Clara High School reserves the right to deny permission for a person to attend a Santa Clara High School function. No student may substitute a guest for one whose name appears on the original dance contract without completing a new contract with the approval of the Dean.

## **IX. ATHLETIC PROGRAM**

## **A. PHILOSOPHY**

By participating in the Athletic Program of Santa Clara High School, a student becomes a member of an ambitious and energetic group of young men and women. In addition to the responsibilities a student-athlete bears as a member of the Santa Clara High School student body, he or she accepts an entirely new set of additional responsibilities. The student-athlete establishes himself or herself as a model for all students in self-discipline, scholarship and leadership. In return, the rewards are great: the accolades of peers and the community, the pleasure of teamwork, the enjoyment of competition and the self-satisfaction that comes from being looked upon as an outstanding citizen. Athletics means, therefore, much more than just participating in a game. In athletics, an understanding and appreciation of teamwork will be gained as will the value of fair play and sportsmanship. Perhaps most importantly, the student-athlete will learn that in athletics as well as other things in life, hard work will bring success.

**1. GENERAL BACKGROUND:** For many years Santa Clara High School has contributed to the spirit and pride of the area through excellence in athletics and the consistent fielding of highly competitive teams. This quality athletic program is a natural outgrowth of the Catholic Christian philosophy of Santa Clara which seeks to develop all aspects of the human person. The primary goal of the athletic program is to build physical strength, self-discipline, and the team spirit in an atmosphere permeated with idealism, energy, and the values proclaimed to us by Christ.

**2. STUDENT ATHLETES:** To be part of this program is not the right of any student, but rather a privilege which demands a commitment to strive for excellence in all other areas of school life: spirituality, academics, school government, social activities, and discipline. Perhaps in no aspect of school life is the individual called upon to represent Santa Clara in such a public forum as in the athletic arena. Student athletes must therefore be made aware of their constant privilege and responsibility to represent Santa Clara and Christian values to the world. The true Santa Clara athlete wins respect by playing hard and demonstrating the highest degree of sportsmanship at all times. This sportsmanship is especially demonstrated in showing fraternal respect to members of opposing teams and schools. This sportsmanship is also demonstrated in obedience to coaches, appreciation for the talents of other team members, respect for racial diversity in all circumstances, use of acceptable language and an overall attitude of respect and involvement in the life of the school community.

**3. COACHES:** Coaches play a highly significant role in Santa Clara's athletic program. They are the natural role models who guide young athletes by their living example to the realization of all the goals of the athletic program. In order to be such a role model, coaches need to be completely imbued with the athletic philosophy of Santa Clara. Coaches exercise their leadership from the perspective of faith. Outside the athletic arena, they continue to lead their teams by prayer, support and the example of a Christian lifestyle. Whenever exercising their authority, coaches demonstrate respect for the dignity of every player entrusted to their care and thus win for themselves the true respect of their athletes. Coaches also deal with parents, opposing coaches, administrators and other adults in a highly professional and Christian manner. A true Santa Clara coach represents the ideals and values of the athletic program with dignity, pride, confident leadership and self-discipline.

**4. PARENTS:** Parents are the primary educators of their student athletes. Santa Clara parents are therefore called to teach by word and example the values of the school's philosophy and athletic code. Parents are strongly encouraged to support their daughters/sons during team competition with their presence and positive school spirit. Parents also need to be aware that they represent the school in a special way during all athletic contests. Parents and members of the opposing teams are always treated with cordial respect. The same is true of those officiating in the game. Parents should especially realize that their support of the Santa Clara coaching staff, both on and off the field, is a highly significant factor in the achievement of an effective team spirit.

Santa Clara parents represent the ideals of Santa Clara both in the home as well as at all athletic events.

**5. SCHOOL COMMUNITY:** The Santa Clara school community, including students, faculty, staff and administration, show their support of the athletic program by being present to witness and celebrate the talents of student athletes. Their support of Santa Clara teams is marked by energy, enthusiasm and a positive attitude that flow from the school's commitment to Christ and His way of life. In a special way, the school community demonstrates its Santa Clara spirit by offering warm and friendly hospitality to all visiting teams, their families, schools and fans.

## **B. REQUIREMENTS FOR PARTICIPATION**

### **1. PARENT MEETING**

A mandatory parent meeting will be held by the Head Coach at the beginning of the sport season to go over policies of the Athletic Department. A parent/guardian will be required to sign in to prove attendance. If a parent/guardian does not attend, the student will not be able to participate in athletics until the parent/guardian has a one on one meeting with the Athletic Director.

### **2. ATHLETIC CLEARANCE PACKET AND PHYSICAL EXAMINATION**

A yearly athletic clearance packet and physical examination is required. The standard physical form must be completed and submitted to the athletic department prior to participation. The examination covers all sports for the entire school year. The form will be kept in the Athletic Department.

### **3. EMERGENCY CONTACT FORM**

Each Athlete's parent(s) / guardian shall complete an Emergency Contact Form attached to the physical form, giving permission for treatment by a physician or hospital when the parents(s) / guardian is not available. This form must be completed prior to participation.

### **5. ATHLETIC SPORTS FEE**

The required athletic fee for each sport (which varies from sport to sport) during the school year must be paid for the student to participate in that sport. This fee does not include any required fundraising activities that may occur for the sport. Sports Fees will be due on the following dates: Fall Sports-August 15th, Winter Sports-November 15th, Spring Sports-February 15th. ***The student MAY NOT participate in any competitions/practices until fees are paid. If fees are not paid by the specific date it will be billed to their SMART Tuition Account with a \$50 late fee assessment per sport. The fees are non-refundable.***

### **6. ATHLETIC SPIRIT PACK FEE**

The spirit pack fee is an additional fee that varies by sport team and season. This fee covers any team apparel that must be purchased by the athlete through Eastbay.

### **Athletic Department Fundraising**

Each year the Athletic Department will conduct a fundraiser to help defer cost entailed by the Athletic Department. These costs may include CIF-SS dues, CIF-State dues, TCAA League Fees, Sports Patches, Referee/Officials fees, etc. The main Athletic Department fundraiser is Casino Night which is held in the spring. Each athlete will be responsible to sell a minimum of two (2) reservations to the event no matter the amount of sports played during the school year. If the student does not sell the two (2) reservations, their Smart Tuition account will be billed the minimum amount of the cost of two (2) reservations for the event. The Athletic Department may also have optional fundraisers to help students raise money for their sports fees. More information

on these types of fundraisers will be announced by the Athletic Director when the fundraising period begins.

### **C. ATHLETIC POLICIES**

A firm and fair policy of enforcement is necessary to uphold regulations and standards of the Santa Clara High School athletic program. Participation on an athletic team is a privilege provided to students involving discipline and a willingness to make sacrifices. For these reasons those who wish to participate in an interscholastic sport at Santa Clara High School must adhere to these policies.

Discipline in the athletic program is considered an aspect of moral guidance and not simply a form of punishment. The purpose of discipline is to promote genuine development, to increase respect for authority, to assist in the growth of deeper motives of self-discipline and to provide a team situation conducive to winning. An athlete's discipline in a sport should be matched by his/her ability to abide by the school discipline code.

#### **1. PRINCIPAL'S RIGHT TO AMEND**

The principal reserves the right to amend the athletic policies and rules as necessary during the school year. Parents will receive written notice of any such amendments.

#### **2. ELIGIBILITY**

All incoming freshman are eligible to participate in the athletic program during their first semester at Santa Clara. Returning students who are academically eligible (GPA 2.3) and not on disciplinary probation are eligible to participate.

Transfer students must first consult with the Athletic Director concerning their eligibility before beginning any conditioning or practice with any team. The Athletic Director will file the appropriate paperwork with the CIF-Southern Section office. The CIF- Southern Section will make the final determination concerning the eligibility of transfer students.

#### **3. ATTENDANCE**

Athletes who do not report to school for at least two full periods without prior clearance may not participate in after school sporting events. (An athlete must report to school for at least four full periods on Friday in order to participate in weekend activities.)

Athletes are expected to be punctual. Tardiness will result in a loss of playing time. Tardiness to more than three practices, meetings or games will result in an unexcused absence.

Athletes must attend all practices and games. This includes the summer conditioning program. Three unexcused absences or any unexcused absence from a contest will disqualify an athlete from participation in the athletic program. Serving detention will be counted as an unexcused absence from practices or meetings. If you are injured you must attend all practices and meetings unless cleared by a coach.

Absences may be excused for the following reasons only:

- a. Medical illness
- b. Death of a family member
- c. Court Appearances
- d. Quarantine

In all instances parents/guardians must inform the head coach whenever an athlete will be absent. Athletes will not be penalized by coaches for excused absences.

#### **4. EXPULSION / WITHDRAWAL FROM A SPORT**

The Administration feels that team members have made a commitment to the school, fellow teammates and coach. An athlete has a grace period of 7 practices/events from the first official practice of the season to decide if they would like to participate in the sport. If the athlete quits the sport after the 7 practices/events, the athlete is banned from playing another sport for 1 sport season.

The student-athlete will receive a “withdrawal” mark on the official transcript if that athlete quits or is expelled from a specific team.

#### **5. PARTICIPATION IN AN OUTSIDE ATHLETIC TEAM IN THE SAME SPORT DURING THE SCHOOL ATHLETIC SEASON**

This is specifically forbidden by C.I.F. Rules. The Athletic Director and Head Coach of the individual sport must approve all personal trainers and / or coaches, participation on club and travel teams. Any athlete, who does so, must be withdrawn from the team and all games, which he/she has participated in, must be forfeited. A season of sport is defined as beginning with the first day of official practice and ending with the last possible day for a contest.

#### **5b. PARTICIPATION IN AN OUTSIDE ATHLETIC TEAM IN A DIFFERENT SPORT DURING THE SCHOOL ATHLETIC SEASON**

It is in the best interest of the student-athlete to participate only on the team in the high school season of sport. The potential for fatigue, injuries, conflict of commitments and academic pressures may adversely affect the team performance.

If the head coach feels that it is in the best interest of the high school and its athletic program, the coach may restrict student-athletes from participation in the high school team if they play on an outside team during the season of competition.

#### **6. LOCKER ROOM USE**

Student-athletes are responsible for the cleanliness of the locker room and for any damage that might occur. Athletes are not to use athletic facilities unattended at any time for any exception.

#### **7. EQUIPMENT AND FACILITIES USE**

Athletes and their parents/guardians are financially responsible for any equipment or uniforms that are issued to the student-athlete during the sport season. Before awards are received, or a new sport is begun, the athlete must return or pay for the equipment that has been checked out. No uniforms will be issued if a player has equipment from another sport still due. All items will be billed and up to \$500.00 may be billed to recover lost or unreturned equipment.

No equipment or uniforms may be used for personal use outside practice or games.

#### **8. EARLY DISMISSAL AND DEPARTURE**

Because of the nature of athletics and the travel involved, it is often necessary for student-athletes to be released from class. This in no way releases the student-athlete from academic responsibility, including in class assignments, quizzes, tests and homework. Athletes are expected to notify their teachers prior to leaving and arrange to make up all assignments, quizzes or tests, and obtain homework.

#### **9. TRANSPORTATION AND TRAVEL**

When outside transportation is provided for a team, all members of the team will ride in the van/bus provided to and from the event. The exception to the rule is given when a specific

written permission in advance (2 days before competition) is received and approved by the Head Coach and the Athletic Director.

A student-athlete with a valid California driver's license may drive him or herself to practice, otherwise, all students are expected to travel with their season sports team. Athletes may not drive themselves or other students to home and away games.

#### **10. LETTERING**

The awarding of an athletic letter at Santa Clara High School is an acknowledgement of excellence and achievement. In order to receive a letter, an athlete must abide by the policies and rules of the Athletic Handbook, and in the opinion of the Head Coach, be deserving of such a letter.

To letter in Varsity, there is a minimum requirement for each sport, but a coach may waive it and award a letter because of injury, superior effort, inspiration or leadership.

#### **11. ADDITIONAL POLICIES SPECIFIC TO A PARTICULAR SPORT**

Because of the uniqueness of each sport and difference in coaches' philosophies, some coaches may wish to augment this policy with rules that pertain only to that sport. This would be in addition to the Athletic Policy. Additional rules and policies will be distributed by the Head Coach to team members before the beginning of each sport season.

### **D. BEHAVIORAL EXPECTATIONS**

#### **1. ATHLETES**

Being a member of a Santa Clara athletic team carries with it the responsibility of maintaining our athletic tradition while conducting oneself in a manner consistent with Christian values. Athletes should address coaches and other team members politely, courteously, and respectfully in a spirit of friendliness and in an atmosphere of cooperation essential to a team. Any questionable behavior by an athlete will not be tolerated. Acts of unacceptable conduct include, but are not limited to: insubordination, theft, vandalism, use of tobacco, alcoholic beverages or drugs, infractions of school rules, violation of the law, or immorality. These tarnish the reputation of Santa Clara High School and its athletic program and will not be tolerated.

#### **2. PARENTS / GUARDIANS**

Parents/guardians are expected to support the school's athletic philosophy as detailed in this Handbook. Failure on the part of parents/guardians to do so will result in the removal of their son/daughter from the athletic program. Parents/guardians must support the decisions of the Athletic Department and coaching staff in the presence of their child even if they personally do not agree with the decisions.

Parents/guardians whose behavior at athletic events is not consistent with Christian philosophy may be asked by the Principal or another administrator to refrain from such behavior. Repeated refusal to comply with such requests may result in the removal of the parent/guardian from the athletic contest and/or future athletic contests and may also result in the removal of the student from the school.

#### **It is inappropriate to discuss with the coach the following:**

- playing time
- team strategy or play calling
- other student-athletes

If a parent or guardian has a concern to discuss with a coach, the following procedure must be followed:

1. The student-athlete must speak with the coach first regarding the issue.

2. After this has occurred, the parent or guardian may make an appointment with the coach.
3. The parent or guardian may not contact a coach before, during or after a contest. These can be busy or emotional times for both the parent and the coach.
4. If the coach cannot be reached, call the Athletic Director to set up an appointment with the coach.
5. If the parent or guardian feels a satisfactory solution has not been reached with the head coach, the parent or guardian may schedule an appointment with the Athletic Director.
6. There is no appeal beyond the Athletic Director regarding playing time or team membership non-selection.

## **E. GUIDELINES FOR SPECTATORS AT ATHLETIC EVENTS**

### **Guidelines for Spectators at Athletic Events**

In the light of growing violence associated with high school athletics, the C.I.F. Southern Section has issued the following guidelines for spectators at athletic events. These guidelines are an invitation to put into practice the ideals of sportsmanship, which can truly make high school athletics a positive experience for all involved.

1. Remember that school athletics are learning experiences for students and mistakes will be made. You would not jeer a student who makes a mistake in the classroom. An athlete should not be an exception.
2. A ticket is a privilege to observe a contest, not a license to verbally assault others and be generally obnoxious.
3. Learn the rules of the game so that you may understand and appreciate why certain situations take place.
4. Show respect for the opposing team players, coaches, spectators and support groups. Treat them as you would treat a guest in your own home.
5. Respect the integrity and judgment of game officials. Do not question an official's call.
6. Recognize and show appreciation for an outstanding play by either team.
7. Refrain from the use of any controlled substances (alcohol, drugs, etc.) before and during games and afterwards on or near the site of the event (i.e., tailgating).
8. Refrain from cheers which downplay the opponent or which use profane or abusive language.

## **x. CONTROVERSIAL ISSUES**

The school adheres to archdiocesan guidelines in handling these issues.

## **A. PREGNANCY**

In the event of a pregnancy, the Principal must be informed immediately and, abiding by Archdiocesan Policy, will use discretion. If the student chooses to remain in school, the Principal and guidance counselor will assist the student in understanding her responsibilities and implement planning to insure her emotional and physical health. Santa Clara High School remains supportive of students during the pregnancy and in the months to follow. For the integrity of the student and the student body as a whole, it is inappropriate to bring the child to school-sponsored events. This policy is applicable to both female and male students.

## **B. ABORTION**

The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings, the reverence and respect owed to each person including those conceived and not yet born, and the morally indefensible procurement of abortion. Abortion disregards fundamental teaching of the Church, the mission of the Catholic school and the values that ought to permeate Catholic education. (*Gaudium et Spes*, 51; Code of Canon Law, 1398)

If it becomes known to any member of the school community that a student is contemplating or planning an abortion, that member is to advise the student to contact the Principal or guidance counselor designated for the purpose of facilitating pregnancy counseling. All reasonable encouragement should be given to the student to save the life of her unborn child. In all circumstances, the mother of the unborn is to be treated with compassion and respect.

If the student intends to proceed with the abortion, does proceed with the abortion, or makes known that she has undergone an abortion, or that he or she assisted in procuring an abortion, the teacher, counselor, faculty or staff member must report this to the Principal who will determine whether the student is to withdraw from school.

## **C. CHILD ABUSE**

Child abuse includes physical injury which is inflicted on a child by other than accidental means, sexual exploitation or assault and child neglect. Out of concern for abused children and their families, California State Law requires that known or reasonable suspected incidents of child abuse must be reported immediately, or as soon as practically possible by telephone to a child protective agency. After the initial report by telephone, a written report must be sent to the child protective agency within thirty-six hours of receiving information concerning the incident. For the purpose of the reporting statute, "child" means a person under the age of eighteen years.

## **D. STUDENTS WITH AIDS/ HIV**

The Archdiocese of Los Angeles has accepted the United States Bishop's statement "The Many Faces of AIDS: A Gospel Response," as adapted for use within the archdiocese. The document states:

Infection with AIDS in and of itself should not be a reason to exclude students from any Catholic elementary or secondary school, religious education program, or institution of higher learning. However, alternate educational and catechetical arrangements may be made for infected students whose behavior has been shown to be a danger to others.

## **E. VERBAL/WRITTEN CONFIDENCES**

Teachers, Counselors, Retreat Leaders and other school personnel will respect the verbal or written confidences of students, except in cases where the health or safety of the student or others is involved.

## **E. Release of a Minor to a Peace Officer**

Peace officers have the right, during the school day, to interview students who are suspects or witnesses. School officials may not hinder the release of a student for this purpose, or any legitimate law enforcement purpose. A proper standard of care will be used if the student is taken from the school grounds.

When a student is taken into police custody and removed from the school during school hours, school personnel will inform the parents/guardians and will maintain a record of the circumstances. In the case of suspected child abuse, parental notification is the responsibility of the police.

## **XI. HELPFUL INFORMATION**

### **A. WHAT TO DO, WHERE TO GO IF YOU...**

Have been absent	Main Office
Have an accident	Main Office
Want college/career information	College Counselor
Academic concerns	Academic Counselor
Personal/peer issues	Guidance Counselor/Dean
Want club/activities information	Activities Director
Need to see your counselor	Counseling Office
Become ill	Main Office
Need to leave campus	Main Office
Need information about insurance	Main Office
Have locker trouble	Dean of Students
Have lost books or other items	Dean of Students
Move to a new address	Main Office
Need to buy raffle/event tickets	Main Office
Need to have transcripts sent	Registrar
Pay tuition and fees/tuition assistance	Main Office
Need a guest pass	Activities Director
Need a work permit	Registrar
Want to make a donation to the school	Development Director
Academic/Athletic Eligibility	Athletic Director
Student ID/ASB Cards	Registrar
Change of class schedule	Counselors/Vice Principal
Registration Information	Registrar

### **B. LIBRARY**

The Library is open for students with staff supervision. Food and drinks are not allowed in library.

### **C. ELECTRONIC COMMUNICATIONS POLICY**

#### **1. Systems, Devices and Materials**

- a. Electronic communications systems include, but are not limited to, electronic mail, voice mail, fax machines, stand-alone or networked computers, intranets, the Internet/World Wide Web and any other communications systems that may be created in the future.
- b. Electronic communications devices include, but are not limited to, regular and mobile telephones, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, and other wireless equipment.
- c. Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, audio and visual broadcasts, computer operating systems,

software programs, electronically stored data and text files, computer applications, e-mails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.

## **2. Electronic Communications Systems, Devices and Materials and Users Covered**

- a. All electronic communications systems, devices and materials whether in a parish, school, or archdiocesan department or office
- b. All electronic communications devices and materials taken from parish, school or archdiocesan office for use at home or on the road
- c. All personal devices and materials brought from home and used on parish, school or archdiocesan premises during regular business hours
- d. All personal devices and materials, regardless of location, that are used in such a manner that the parish, school or archdiocese may be implicated in their use.
- e. All users of electronic communications systems, devices and materials, including, but not limited to, students, employees, staff, contractors, volunteers, clergy and religious, and their families.

## **3. Ownership and Control of Communications**

- a. All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices and materials are to be used primarily to conduct official parish, school or archdiocesan business, not personal business.
- b. With permission from the pastor, principal or other person in charge, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.
- c. Parish, school and archdiocesan systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the pastor, principal or other person in charge at the parish, school or archdiocesan department.
- d. Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography or materials that are otherwise harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are "ON."
- e. Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the parish or school.
- f. All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the parish, school or archdiocesan department.
- g. Parishes, schools and the archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

#### **4. Guidelines for E-mail correspondence and other electronic communications**

- a. All users of parish, school or archdiocesan communications systems and devices should use care in creating e-mail, text, instant or voice mail messages. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of e-mail and text messages are the same as other written documentation and cannot be considered private or confidential.
- b. E-mail and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to "All Employees," "All Parents" "All Parishioners" and the like on intranets or the Internet or the World Wide Web must be approved by the pastor, principal or other person in charge at the parish, school or archdiocesan department before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

#### **5. Prohibited Practices:**

Users of parish, school or archdiocesan electronic communication systems, devices or materials and users of personal devices and materials on parish, school or archdiocesan premises, during normal business hours or under circumstances when the parish, school or archdiocese may become implicated in the use, may not:

- a. Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.
- b. Post or distribute personal contact information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal contact information includes names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLS) of social networking sites or blogs.
- c. Post or distribute communications or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- d. Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents' approval and the presence of a parent at any meeting.
- e. Engage in pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- f. Post chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.
- g. Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.
- h. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment.
- i. Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal or other person in charge.

- j. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files.
- k. Give unauthorized persons access to parish, school or archdiocesan systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- l. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible person.
- m. Introduce a virus, attempt to breach system security or tamper with a system.
- n. Alter, without authorization, a start up screen or the desktop, or install applications that will subvert these functions.
- o. Allow any minor to access the Internet on school communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- p. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.

#### **6. Consequences of violations of electronic communications policy**

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, or other appropriate disciplinary action.

#### **7. Local policies for parishes and schools**

Parishes and schools should create their own policies addressing the use of electronic communications devices in classrooms or other parish or school-related settings to suit their local needs. Such policies may not deviate from this Electronic Communications Policy in any material way. Parishes and schools should incorporate paragraphs 1 through 6 of this policy in parish and parent/student handbooks in addition to local policies. The parish and school created policies should address:

- where students and staff may use electronic communications devices
- when electronic communications devices may be used
- where such devices will be stored when they are not in use (backpack, locker, elsewhere);
- extent to which the parish and school will communicate through email and the reasonable amount of time within which responses may be expected;
- appropriate language for email response to email or text messages that raise questions or concerns

Sample: "Thank you for sharing your concern/question with us. Because of the informal and insecure nature of electronic messaging and our inability to confirm who the senders and intended recipients of the messages are, we suggest you contact the parish or school by telephone or by regular mailed correspondence."

## **D. EMERGENCY PROCEDURES**

### **Fire Drills**

Periodically, fire drills are held under the supervision of the Principal, Director of Activities, Vice Principal or the Fire Department. Diagrams of exits are posted in each classroom. During the fire drill, all are expected to observe silence, and move quickly and in an orderly fashion to the assigned area.

## **Earthquake**

In the event of an earthquake, the students will be given the DROP command. Inside the school building a protective position should be taken under desks or tables with backs toward windows. All should drop to their knees, grab hold of a table or desk leg, close their eyes, bury heads into arms, and thus make their bodies as small an object as possible.

In the event of a serious quake causing major damage to buildings, roads and utilities, students will remain on campus and be kept in a safe area at the school until picked up by their parents/guardians or some other adult listed on the student's Emergency Form. The pick-up point will be located at the football field gate on "C" Street near the corner of "C" and Laurel Streets.

## **E. TRANSPORTATION**

### **Parking Lot**

The following rules are always in effect pertaining to the school parking lots:

- The speed limit in the parking lots is 5 MPH and 25 MPH on the adjoining streets. Parents and students are expected to obey these speed limits.
- Once a student-driver arrives on campus he/she is expected to exit the car and go immediately into the school.
- Likewise, at dismissal students may not go to their cars until they are ready to leave.
- The parking lot is off-limits to **all** students during school hours except when permission is given by an Administrator.
- Lingering in the parking lots after the Warning Bell in the morning is not allowed.
- Parking in an unauthorized area is prohibited at all times. Unauthorized areas are: unmarked parking spaces, handicapped spaces, and the area in front of the Pavilion.
- The area in front of the orange cones is for drop-off and pick-up only.
- **Violation of these rules will result in disciplinary measures and/or loss of a student's parking lot privileges.**

Santa Clara High School is not responsible for any theft, damage or vandalism of cars in the parking lots.

### **PARKING PERMITS**

All students who drive a car to school must request a student parking permit from the Vice Principal.

- A valid California Driver's License and proof of insurance must be presented to obtain the parking pass.
- Only those students who have submitted all documentation and have an S.C. parking decal are permitted to drive to school.
- Parking Permits **must** be displayed on the dashboard or rearview mirror at all times while vehicles are in the school parking lot.
- Replacement of a lost permit is \$10.00.

### **Student Drivers and Carpooling**

California Vehicle Code 12814.6, requires that a driver, under the age of 18, may not transport passengers under age 20, unless accompanied by a parent or guardian, a licensed driver 25 years of age or older, or a licensed or certified driving instructor for the period of one year. This law affects every provisional driver issued a driver license after January 1, 2005. Drivers who are 18 years old or whose restrictions began

more than 12 months ago may transport passengers. **Santa Clara High School requires full compliance with this law.**

### **Skateboards/Skates/Bicycles**

Skateboards, skates, bicycles, etc. may be ridden to school.

- Students are expected to carry, not ride, skateboards once they arrive on the campus parking lot
- Skateboards, skates, bikes are not to be ridden on campus at anytime. If ridden on campus the item will be confiscated and must be picked up by a parent or guardian

### **F. FIRST AID**

Only minor and very basic first aid may be administered to students. No secondary treatment, such as changing or removing bandages, may be administered. Parents/guardians must be contacted immediately if there is any question regarding the seriousness of or complications arising from any injury. A complete and current emergency card is to be available for each student so that if he/she becomes ill or meets with an accident, the parent or guardian can be contacted immediately. Parents/guardians must inform the school office regarding any special medical need or needs for medication regarding their student.

### **G. MEDICATION DISPENSING POLICY**

1. The only students who have an absolute right to the administration of medication are those who have serious chronic and/or life-threatening illnesses.
2. Students must be allowed to carry medication for life-threatening attacks. Asthma is one condition that may give no warning; if an inhaler is not immediately available; the student could be severely harmed.
3. While appropriately trained school personnel may legally administer medication or supervise students who self-administer, they typically may not dispense such nonprescription items as aspirin, antacid or vitamins. High school students may be allowed to carry and monitor their own nonprescription medications.
4. Written authorizations with regard to the needs of students who need to take prescribed medication during the school day must be on file. Authorizations from parents and physicians should be updated annually or whenever a student's medications are modified or changed. These authorizations should be kept up-to-date, even if a prescribed medication is to be self-administered. Further, the physician's authorization is needed in order to verify that the medication was, in fact, prescribed.
5. The individual(s) responsible for dispensing medication must be properly trained regarding proper dispensation, the effects of the specific drugs in use, and appropriate techniques in the handling of such potentially dangerous items as needles and syringes. Adults who administer medication must place their whole attention on the task. The proper paperwork should be present, e.g., a prescription label in the student's name, a doctor's note of authorization and a parent's written permission.
6. Students who are permitted to self-administer their prescribed medication should do so only in the presence of trained personnel. In order to protect their privacy, children are not permitted to self-administer in front of other students. Personnel who dispense medication or who supervise students who self-administer should ensure that all medication has been consumed before leaving the area.
7. Students should not be permitted to carry their medication to and from school. All medication should be delivered to school officials with labels intact. Each label should include a student's name, the medication's date of expiration and directions for use (such as dosage; when it should be consumed; what, if anything, should be eaten or drunk when consuming).

8. A description of any probable reactions or side effects to the medication and an explanation of emergency care also should be kept on file. This information is now commonly available from pharmacies. For security purposes, school personnel file all medication in locked compartments or storage areas.
9. Home and/or emergency phone numbers for students are kept handy along with storage instructions for the medications (i.e. avoid sunlight, store between 35 and 60 degrees), the names and phone numbers of the physician(s) and pharmacist(s), and the name, strength and serial number of all medications. In order to protect the privacy rights of students, these files are kept confidential, with access limited to school personnel with a legitimate need to know.
10. Student files should include notations of the receipt, use, return and disposal of drugs, syringes and needles. Records are maintained regarding observations of what are considered to be unforeseen medication-related charges in a student's behavior.

## **H. INSURANCE**

The Student Accident Insurance Program is provided for all students in Archdiocesan and parish high schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school, or while participating in a solely school-sponsored and supervised activity.

## **I. STUDENT WITHDRAWAL PROCEDURES**

(There are four types of student withdrawal):

### **1. PARENT WITHDRAWAL:**

A student transferring to another school must bring to the Counseling Office a note from his/her parents requesting the transfer. After a conference with the parents is held, the Counseling Office will issue an official transfer paper, containing the appropriate signatures to be signed and returned to the Registrar in the Main Office. Failure to comply with this process will delay the issuance of transcripts to the receiving school.

### **2. DISCIPLINARY WITHDRAWAL:**

Upon the recommendation of the Discipline Board, the Discipline office will inform parents and students of the school's decision for withdrawal. The Dean's Office will also inform the Counseling Office and Business Office of the withdrawal. The Dean's Office will try to give the Counseling Office 48 hours notice to complete transfer forms. However, situations may arise when the parents may request the forms immediately. The Counseling Office will inform teachers, at least 24 hours in advance of the withdrawal, so that transfer papers may be completed. Completed transfer papers will be turned in to the Registrar in the Main Office. The Counseling Office will issue the release of information form to the parents. The Dean's Office will assist the counselor if necessary.

### **3. ACADEMIC WITHDRAWAL:**

A student receiving three or more "F's" at the end of the semester may be asked to withdraw from the school. The Counseling Office will follow the same procedures as in the disciplinary withdrawal.

### **4. CONFIDENTIAL WITHDRAWAL:**

In special cases of confidentiality, the Administrator to whom the case is referred will handle the transfer forms. The Counseling Office will be informed of the withdrawal.

## **XII. PARENT LIFE**

### **Parent Service Hours**

#### **Purpose:**

To involve parents and guardians in their children's school by volunteering their time and talents in support of the fundraising, social, and co-curricular programs of the school.

#### **Operation:**

Parents or guardians contribute general hours of service from July 1st to April 1st of each year. In addition, parents or guardians are required to work on Fiesta day. If a family does not complete their general service hours, they will be charged \$20 per hour not completed. In addition, all families must work 6 hours on Fiesta day or pay \$300. (Parents or guardians may work 3 hours each or one parent or guardian may work 6 hours.)

#### **Features:**

Service is contributed at various events and activities on time-in/time-out basis, verified by a Parent Teacher Organization appointed chairperson or delegate.

It is the responsibility of the parent or guardian to sign in and sign out at the event for which they are volunteering.

Hours will be assigned for hand-made, non-food donations only, at the discretion of the Parent Teacher Organization. No home prepared food may be accepted at any time.

**Parents or guardians only may qualify for service hours.** Other relatives are welcome to volunteer, but hours for their service will only be assigned at the discretion of the PTO, for valid reason. Volunteers must be over the age of 21. Prior written application must be submitted to the Parent Teacher Organization for approval. **Parent hours are not transferable from year to year.**

Parents/ Guardians will be billed by May 15th each year for incomplete service hours at the rate of \$20 per hour. Any amount owing becomes part of second semester financial obligations and must be paid for a student to take exams.

Hours will not be assigned if accumulated in a task for which the school pays a person any kind of financial compensation.

The following are the approved opportunities for service:

Bingo

Hospitality

Security

Dinner Auction Committee or Worker

Fiesta – Planning Committee

Fiesta Booth Chair

Fiesta Worker (additional hours over requirement)

Athletics–(snack bar, taking tickets, program sales, etc.)

Chaperone Student Activities

Casino Night

Other–With prior approval of the administration

If parents or guardians sign up to work an event, they are expected to keep in touch with the chairperson or Board member to ensure that their services are used. Parents or guardians may not always be called as a reminder to work an event. It is the sole responsibility of the parents or guardians to ensure that hours are completed.

Any request for a change in Service Program status must be directed, in writing, to the administration for approval. Submit your written request to the Main Office, attention Service Hours. Any such request must have the written approval of the Principal before being implemented.

### **Parent Teacher Organization**

All parents are members of the Parent Teacher Organization.

The Parent Teacher Organization Board is composed of parents interested in various aspects of school life. The Board generally meets on the first Monday of each month.

# APPENDIX A

## FINANCIAL POLICIES

**TUITION:** Tuition for the year is divided into up to twelve equal payments via Smart Tuition Management Program. Tuition coupon books are provided by the school to assist parents in reconciling their monthly payments. Coupon books only reflect the cost of tuition. Other fees (tutorial, sports, band, etc.) are billed separately in the month when they are due. Payments are due on the tenth of the month from July 10th through June 10th. **Only cash, credit card, cashiers check, or money order will be taken for any payment after May 20.** While the school may provide coupon books and invoices, it is the parent's responsibility to keep tuition payment up to date.

**MAKING PAYMENTS:**

Payments can be made in the main office using cash, check, cashier's check, money order, Visa, MasterCard, AMEX, or Discover. Payments can also be made online through the school website. Parents should save all receipts. A drop box is also located at the front of the school for non-cash payments.

**LATE CHARGE:** A \$25 late charge will be assessed on any account that has a balance after the due date each month. The late charge applies to tuition, fundraising, service hours, athletic fees, and all other fees.

**RETURNED CHECKS:** Any check returned for nonsufficient funds will result in a \$30 NSF check fee charged to the student's account. All subsequent payments to SCHS must be made in cash, cashier's checks, money orders, or credit card.

**FUNDRAISING:** **None of the tuition rate plans cover the cost of educating a student at Santa Clara High School—it only covers 70% of the annual budget.** An annual archdiocesan subsidy, foundation grants and mandatory parent fund raising help to balance the annual school budget. **Without these fundraisers, the tuition would be much higher.** Students and their families must participate in fundraising. No student/family is exempt from this obligation.

**Mandatory School-wide Fundraisers (Count toward fundraising obligation):**

Students and their families must participate in the three mandatory school fundraisers and are strongly encouraged to support two additional fundraisers throughout the school year. No student/family is exempt from this obligation unless they are on Plan C tuition.

**Optional Specific Fundraisers (do not count toward fundraising obligation in yearly agreement):**

**Annual Appeal Campaign:** The Annual Appeal Campaign is a yearlong (January-December) fund raising program that raises money for the following departments: Academics; Art, Music, Drama; Spiritual Enrichment; New Media & Technology; Sports, and Unrestricted areas of giving. A recommended donation of \$25 per student to any category of choice helps to support our teaching and coaching staff with their programs. Go online to [www.santaclarahighschool.com](http://www.santaclarahighschool.com) for more information on the Annual Appeal campaign.

**Other:** Clubs, activities and sport teams may also have fundraisers in which families are asked to participate. Other various fundraisers will take place throughout the school year in order to raise money for special events and programs since they are not budgeted items. See the school calendar for additional information regarding these fund raising campaigns and events.

**Donations:** When making a donation please make your check out to:

**Santa Clara High School**

(Please note in the memo which program you wish to support)

**DELINQUENT TUITION:**

1. Tuition and fees are due on the tenth of each month. A late fee is charged for all outstanding balances.
2. If tuition or fees are more than one month in arrears, the school reserves the right to suspend the student from school, and/or withhold the student's privilege to attend any bid dance including homecoming, winter formal, senior prom or grad -nite.
3. If tuition is two months in arrears the student may be asked to withdraw and the delinquent account referred to a collection agency.

4. Accounts must be made current by 3:00pm on the 20th of each month in order to avoid tuition suspension. If the 20th falls on a weekend or holiday, payments must be received by 3:00pm on the last business day before the 20th to avoid tuition suspension.
5. All past due fees will be added to tuition account.
6. Students are not allowed to take mid-terms and semester finals unless tuition payments, fundraising, service hours, and all fees are current. Graduation gowns, yearbooks, grad-nite tickets, transcripts, diplomas and grades are withheld.
7. A student will not be allowed to return to school in the fall if there is an outstanding balance of any amount previous year(s).

**REFUNDS:** If a student pays a fee to participate in or attend an extracurricular event and then is unable to attend due to personal, health, academic, or disciplinary reasons, no refund of the fee will be made.

**FINANCIAL ASSISTANCE:** Since the school depends upon tuition as the primary source of income, everyone is expected to meet the prescribed financial obligations. A limited amount of assistance is available through the Archdiocesan Education Foundation, other foundations and through the school. Details and applications are available in the main office. Application deadlines are in February and May.

**BROKEN OR DAMAGED SCHOOL PROPERTY:** Students or adults responsible for breaking or damaging school property (even by accident) are to pay for the repair or replacement of said property. Assistant Principal of Student Services determines fine based on school vendors or maintenance staff. Students who intentionally damage school property also face disciplinary action by the dean.

**THANK YOU:** The school is grateful to all parents who take their financial obligations seriously and meet them in a timely manner.

# APPENDIX B

## GUIDELINES FOR PARENT VOLUNTEER SERVICE HOURS

### PURPOSE:

These service hours are a vital part of school life. They help build community and parent involvement - two cornerstones of Catholic education. They also offset some expenses. It is part of your child's Catholic education to participate in school activities and to meet all obligations.

### WHO MAY WORK:

Parents of the child enrolled in the school and siblings who are 21 years or older may work. For single parent families or those in need, a designated alternate may be used. The alternate must be named in writing to the main office by October so that we may note it on your file. If anyone other than parents or siblings' work, those hours will not be counted. Parents or guardians contribute hours of service from July 1st to April 1st of each year. In addition, parents or guardians are required to work on Fiesta day.

### TIMES:

The time allotted for these service hours is from July 1 to April 1. If you do not complete your hours within this time period you will be charged \$20.00 per hour. The amount owed will be included in the final billing for the school year.

Parents/ Guardians will be billed by May 15th each year for incomplete service hours at the rate of \$20 per hour. Any amount owing becomes part of second semester financial obligations and must be paid for a student to take exams.

Hours will not be assigned if accumulated in a task for which the school pays a person any kind of financial compensation.

### TIME SHEETS:

Be sure to save your signed receipt in case there is a discrepancy in your end of year total hours. Service is contributed at various events and activities on time-in/time-out basis, verified by a PTO appointed chairperson or delegate. It is the responsibility of the parent or guardian to sign in and sign out at the event for which they are volunteering.

### WHAT EVENTS:

You may only work at those events that are authorized by the school. Service hours are not granted for purchased or donated goods. Hours will be assigned for hand-made, non-food donations only, at the discretion of the PTO. No home-prepared food may be accepted at any time. Hours can be earned as follows: **Hospitality**-Actual time at event: Set-up, clean-up, serving refreshments at various hosted events or meetings; **Chaperones**-Actual time at event: School dances and field trips; **Physical Activities**-Actual time spent plus receipt for cost of materials: Building props, field maintenance, etc.; **Administrative Support**-Actual time spent: Student physicals, newsletter, office help, etc.; **Sports Events**-Actual time spent: Ticket sales, snack bar, security, statisticians, timers, etc.; **Snacks/Dinners**-Actual cost of snack or meal: Snacks and refreshments for team sports, team or cast dinners; **Attendance/Participation**-1 hour per parent: Parent Board Meeting, Booster Meeting. (NOTE: Attending games, plays, etc. do not constitute volunteer hours.)

### AUTHORIZED SIGNATURES FOR SERVICE HOUR RECEIPTS:

Only the following may sign off on service hour receipts: Principal, Vice Principal, Dean, Activities Director, Athletic Director, Campus Ministry Director, PTO President, and Plant Manager.

**WHO TO CONTACT:**

If you have any questions regarding your hours, please contact the main office. If you haven't been called for an event you volunteered for, please contact a board member or a chairperson. Please do not wait until the end of the year to resolve the problem. It is your responsibility to complete this obligation.

These hours are not transferable, nor may they be carried over to the following school year. If you are in a position that requires more than your hours, you must remain in that position, e.g. - parent board member, chairpersons, coordinators, etc. for the entire school year.

# APPENDIX C

## STATE IMMUNIZATION REQUIREMENTS

WRITTEN DOCUMENTATION MUST BE PROVIDED. PARENT RECALL IS NO LONGER ACCEPTED.\*

### ALL ENTERING STUDENTS (K-12)

---

#### TRIVALENT POLIO

3 DOSES One more dose if last dose before age 2. Last dose should be at least 6 months after previous dose. Exceptions should be referred to the school nurse.

#### I.V.P. AND/OR ANY COMBINATION

4 DOSES

---

#### DIPHTHERIA, PERTUSSIS\*\* AND TETANUS

##### DPT AND/OR ANY COMBINATION

4 DOSES One more dose if last dose before age 2. Last dose should be at least 6 months after previous dose. Exceptions should be referred to the school nurse.

TD or DT 3 DOSES

---

#### MEASLES VACCINE

1 DOSE Must be repeated if given before first birthday.

---

FIRST TIME ENTRANTS TO A CALIFORNIA SCHOOL MUST PRESENT WRITTEN EVIDENCE OF A MANTOUX TB SKIN TEST.

KINDERGARTEN AND FIRST GRADE - TEST MUST HAVE BEEN GIVEN WITHIN PREVIOUS YEAR.  
ALL OTHERS - TEST PERFORMED AT ANY PREVIOUS TIME.

---

ALL STUDENTS ENTERING 7TH AND 9TH GRADE (in addition to above):

#### RUBELLA\*\*\*

1 DOSE Must be repeated if given before first birthday.

---

ALL STUDENTS ENTERING KINDERGARTEN (in addition to above):

#### MUMPS\*\*

1 DOSE Must be repeated if given before first birthday.

#### RUBELLA

1 DOSE Must be repeated if given before first birthday.

\* The school nurse may review the immunization history with the parent and provide the written documentation as appropriate.

\*\* Mumps and Pertussis are not required for school entry for any children past their seventh birthday.

\*\*\* All entering students from outside California must comply to Rubella requirement.

# DEPARTMENT OF HEALTH SERVICES PUBLIC HEALTH PROGRAMS

## TB TEST REQUIREMENTS

### WHO NEEDS A SKIN TEST?

STUDENTS WHO HAVE NEVER ATTENDED A CALIFORNIA SCHOOL MUST PRESENT WRITTEN EVIDENCE OF A MANTOUX (PPD) SKIN TEST. **MULTIPLE PUNCTURE TESTS ARE NOT ACCEPTABLE.**

ALL KINDERGARTEN AND 1ST GRADE STUDENTS WHO NEVER ATTENDED KINDERGARTEN ANYWHERE (PRESCHOOL DOESN'T COUNT). THIS TEST MUST BE GIVEN WITHIN ONE YEAR PRIOR TO REGISTRATION.

ALL OTHERS WHO NEVER ATTENDED ANY SCHOOL IN CALIFORNIA. THIS TEST COULD HAVE BEEN PERFORMED AT ANY PREVIOUS TIME.

### WHAT DOES THE STUDENT BRING TO SCHOOL?

A FORM FROM THE PHYSICIAN OR HEALTH FACILITY WITH THE FOLLOWING:

TYPE OF TEST -- MANTOUX (PPD) ONLY. MULTIPLE PUNCTURE NOT ACCEPTABLE.

SKIN TEST READING (NEGATIVE IS ACCEPTABLE IF LESS THAN 10 mm).

DATE OF TEST AND DATE OF READING.

SIGNATURE OF PHYSICIAN OR DESIGNEE.

IF SKIN TEST RESULT IS 10mm OR MORE OR INDURATION (POSITIVE): DATE OF CHEST X-RAY AND STATEMENT THAT CHILD IS FREE OF COMMUNICABLE TB MUST BE PRESENT.

**\*THE NEW CALIFORNIA STATE IMMUNIZATION RECORD CONTAINS ALL OF THE ABOVE INFORMATION.**

#### NOTE:

A CHEST X-RAY INSTEAD OF A SKIN TEST IS NOT ACCEPTABLE UNLESS THE PHYSICIAN MEDICALLY WAIVES SKIN TEST.

PRIOR BCG VACCINATION IS NOT ACCEPTABLE AS A MEDICAL WAIVER.

A CHILD AGE 12 OR OLDER MAY SIGN CONSENT FOR TB SKIN TEST OR X-RAY.

THE MANTOUX TEST SHOULD BE GIVEN PRIOR TO, OR SIMULTANEOUSLY WITH, A LIVE VIRUS VACCINE (MEASLES OR POLIO). IF THE LIVE VIRUS HAS ALREADY BEEN GIVEN, THE MANTOUX SHOULD BE DEFERRED FOR 1 MONTH AS THIS MAY CAUSE A FALSE NEGATIVE RESULT.

**FOR QUESTIONS, PLEASE CALL TB CONTROL**

# APPENDIX D

## HARASSMENT POLICY FOR STUDENTS IN CATHOLIC SCHOOLS IN THE ARCHDIOCESE OF LOS ANGELES

Santa Clara High School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee religious or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school related activities. It includes, but is not limited to, any or all of the following:

**VERBAL HARASSMENT:** Derogatory comments and jokes; threatening word spoken to another person;

**PHYSICAL HARASSMENT:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

**VISUAL HARASSMENT:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures; and

**SEXUAL HARASSMENT:** Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student status or progress;
2. Submission to or rejection of such conduct is used as a basis of academic decisions affecting the individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment.

**Specific examples of sexual harassment include, but are not limited to:**

1. Making unsolicited sexual advances and propositions;
2. Using sexually degrading words to describe an individual or an individual's body;
3. Displaying sexually offensive objects or pictures;
4. Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

**It is the responsibility of Santa Clara High School to:**

1. Implement this policy through regular meetings with all administrators ensuring that they understand the policy and its importance;
2. Make all faculty, staff, student, and parents aware of this policy and the commitment of the school toward its strict enforcement;
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment;
4. Establish practices designed to create a school environment free from intimidation, discrimination or harassment.

**It is the student's responsibility to:**

1. Conduct him or herself in a manner which contributes to a positive school environment;
2. Avoid any activity which may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him or her that his or her behavior is offensive and unwelcome;
4. Report all incidents of discrimination or harassment to the principal;
5. If informed he or she is engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

**COMPLAINT FILING AND INVESTIGATION PROCESS:**

The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her behavior must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the principal, or to a teacher who will report it to the principal, or to the Assistant Superintendent if the principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex, and administrator if he/she prefers to do so.
2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the principal, in consultation with the Assistant Superintendent will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination.
5. If the complaint is against a non-employee or a non-student, such as a parent, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

# APPENDIX E

## Santa Clara High School

### Christian Service Contract

PRINT STUDENT'S FULL NAME \_\_\_\_\_ Grade \_\_\_\_

Agency/Organization \_\_\_\_\_

Address \_\_\_\_\_

On-site Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Briefly describe the type of service to be done, specifics of schedule (days and times), and requirements of student volunteer.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Student Agreement

I understand that as Christians and good citizens of the world we are called to give of ourselves to those who are in need.

I understand that I am not to be compensated monetarily for this service. I understand that this is not to be primarily clerical or maintenance work but it is to be person-to-person service to those in need: the poor, the elderly, the young, the handicapped, and/or the sick.

I understand that this is a serious commitment to the agency/organization for which I will be working. I will cooperate fully with the regulations and policies of this agency/organization as long as I am there, and will fulfill my responsibilities to the best of my ability.

I will work according to the schedule of the agency, including times when Santa Clara is on vacation, unless otherwise arranged through my supervisor. I will notify the supervisor, in advance, if I will be unable to be present for my service at the scheduled time.

I enter into this contract with full knowledge of the provision that successful completion of the service is required to obtain the hours necessary towards the completion of my Christian service requirement.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Supervisor Agreement

I will verify the student's service by signing her/his Time and Activity Summary form. I will provide her/him with directions and supervision to the degree necessary. If any questions arise, I will notify the school's Campus Ministry Director.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

# SANTA CLARA HIGH SCHOOL

## CHRISTIAN SERVICE PROGRAM

### Purpose

The primary purpose of Santa Clara High School is to challenge young men and young women to develop themselves as whole persons-spiritually, intellectually, and physically. Each student is challenged to develop his/her unique gifts so that he/she can offer them in service toward the building up of the Kingdom of God on earth. In this spirit, the Christian Service Program has been integrated into our curriculum to provide a hands-on experience for our students to answer the needs of our community and enable them to live up to the call of Christ to be his witnesses to the world.

### Philosophy

The Christian Service Program at Santa Clara High School is charged with the development of its students' compassion and understanding of, and love for others through the promotion of selfless works, prayer, and living an actively Christian lifestyle. The program requires a graduated number of hours, requiring that the student develop both in commitment and depth of their service to others throughout their tenure at Santa Clara.

### Goals

1. To enable the student to mature in his/her faith and personal development.
2. To develop in the student sensitivity to the People of God in the spirit of Jesus.
3. To broaden the perspective of each student in his/her relationship with God, neighbor, and self.
4. To afford the student an opportunity to share his/her gifts, talents and those things which he/she has learned with those in need.

### Hour Requirements

Each student will be required to complete at least a specified number of hours of service. This requirement is set at graduated levels:

Freshmen - 10 hours	Juniors - 20 hours
Sophomores - 15 hours	Seniors - 25 hours

### Development of Service Section in Religion Notebook

1. The student will submit a signed Service Contract.
2. Each new service organization that the student serves will require a new contract.
3. This Contract is due to the Christian Service Director **by September 30th of the new school year.**
4. Each semester, the student will need to complete a reflection questionnaire designed to direct the students in their review and reflection of their service in their project.
5. Each of these questionnaires or papers will need to be submitted to the religion teacher **at the end of each semester along with a timesheet.** These papers will be kept in the student's religion notebook.
6. The students will be required to show signed confirmation of 50% of their hourly requirement by the **end of the first semester.** If this is not submitted, complete, and on time, the student's first semester religion grade will be in jeopardy.
7. During the final semester, the student will be wrapping up their hourly requirement and preparing for their final paper. The student's final paper is due the first Friday of May.
8. The paper must be typed, double-spaced, and will be graded on form, content, and grammar. This paper will also be graded by their second semester religion teacher as a required assignment for completion of their second semester religion class.
9. This paper will be submitted as the last installment in the students' Christian Service section of the religion notebook.
10. The final satisfaction of the student's service requirement will include:
  - a. All completed assignments
  - b. Minimum hourly requirement

- c. All paperwork completed and signed
  - d. Final reflection paper
11. Incompletion of any aspect of this project will result in a failing grade (F) in the student's second semester religion class.

**Final Paper Format**

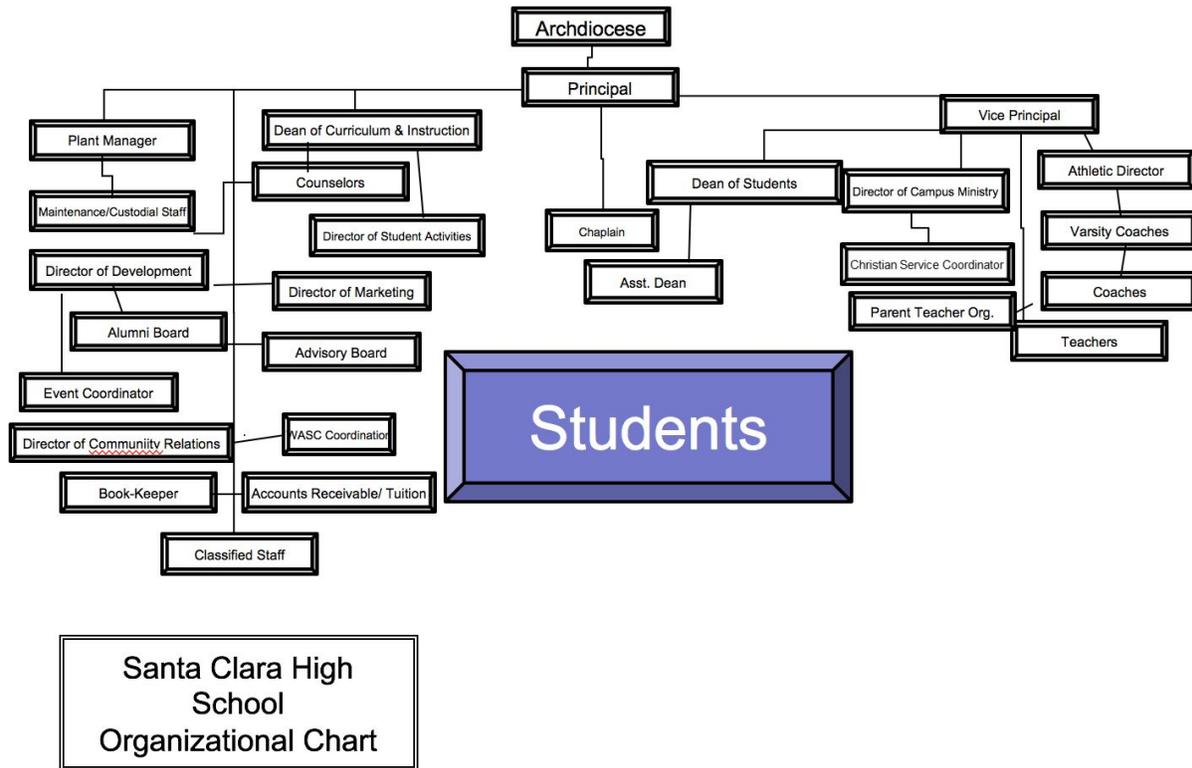
1. Incorporate the following questions into one succinct essay:
  - a. Briefly relate your experience in the particular service(s) in which you participated.
  - b. How has this experience helped you to increase your faith and aid in your personal development as a Christian.
  - c. What encounters with other people in this program have enriched your life? (Other people could pertain to staff members, other volunteers, or someone who has benefited by your service.)
  - d. What two scriptural passages reflect Christ's words on our common mission to serve the poor, needy and outcast? (Briefly give the scriptural passage and apply it to your specific service experience.)
2. This paper must be typed and at least 500 words (about two double-spaced typed pages.) Proofread your paper for mistakes and clarity before you hand in your paper to your religion teacher.
3. Make a copy of your paper for yourself because the original may be filed in the campus ministry office.

**Service Organizations**

The philosophy of the service program is developed so that the students will "ask more of themselves" as their experience allows for their greater commitment and depth. The service must directly or indirectly benefit people in the community. The service project will be performed on a strictly volunteer basis, must be separate from the student's normal responsibilities and completed outside of class time. The student MAY NOT be paid for the work they are performing. The following is a partial list of venues for each grade level. If a student is in doubt as to whether a particular site is appropriate for their grade level, the student MUST gain approval from the Campus Ministry Director BEFORE THE SERVICE IS DONE.

# APPENDIX F

## ADDITIONAL SCHOOL INFORMATION



### HOW TO REQUEST A MINOR ADJUSTMENT PURSUANT TO SECTION 504 OF THE REHABILITATION ACT OF 1973

If you feel that your disabled child needs a minor adjustment to enable him/her to participate in the general education curriculum of the School, please talk to your child's teacher and/or the Principal of the School. Be prepared to submit medical documentation to verify both your child's disability and the nature and extent of the requested minor adjustment.

### DISABILITY DISCRIMINATION COMPLAINT AND REVIEW PROCESS FOR STUDENTS AND THEIR PARENTS OR GUARDIANS

Section 504 of the Rehabilitation Act of 1973 is a Federal statute that prohibits discrimination on the basis of disability. The purpose of this Complaint and Review Process is to provide a structure for bringing about resolution and reconciliation when disagreements arise between a school family and the school arising out of a student's physical or mental impairment or disability.

Everyone involved in the Complaint and Review Process is to be free from restraint, coercion, discrimination or retaliation in any form. You should use the Complaint and Review Process when issues arise at the School relating to your child's disability that have a significant impact on your child and you have been unable to reach a resolution with your child's teachers or other members of the School staff.

### **Initial Complaint Process:**

1. If you have a complaint or disagreement regarding your child's disability, you should first try to resolve your complaint by discussing it promptly with the person(s) directly involved.

2. If you cannot reach a resolution or you are not comfortable with discussing the issue with the person(s) directly involved, you may bring the matter to the Principal of the School, in writing, within 15 days of the event which is the subject of your complaint. You should also send your complaint to the Archdiocesan Compliance Officer, who is charged with monitoring such complaints at:

Archdiocesan Compliance Officer  
Department of Catholic Schools  
3424 Wilshire Blvd.  
Los Angeles, CA 900107 9/2009

If you do not submit a written complaint to the Principal of the School within the 15 day period it will be considered untimely.

3. The Principal will conduct an investigation as promptly as possible. The scope and nature of the investigation will depend on the nature of the issue presented. The goal is to achieve a just resolution and reconciliation with everyone concerned. The parties are advised to maintain confidentiality. The Principal will advise you in writing of the outcome of the investigation and his or her decision within 20 days of submission of your written complaint.

### **Review level:**

1. If you disagree with the decision of the Principal, you may appeal the decision in writing to the next level for review. The request for review must be submitted within 10 days of the Principal's written decision or it will be considered untimely. The request for review must be sent to the Supervisor at the Department of Catholic Schools assigned to this School. The Supervisor can be reached at: (213) 637-7313. The School Supervisor, with the assistance of the Archdiocesan Compliance Officer, will conduct the review of your complaint.

2. The School Supervisor will set the date, time and location for the review and will facilitate the review process. Your review may be conducted by a single person or by a representative committee, including the Archdiocesan Compliance Officer, as the case warrants. All persons involved in the complaint may select someone to help in preparations for the review, to attend the hearing, and to provide support during the process. No attorneys are allowed to appear at or participate in the hearing. The hearing will be set within 10 to 15 days after receipt of your request for review, giving consideration to the schedules of all persons involved.

3. At the Review Hearing:

1. You explain your complaint, present relevant documentation, and answer questions the reviewer(s) may have.
2. The reviewer(s) interview(s) other parties involved in the case, giving each an opportunity to respond to the complaint and present relevant facts and documentation.
3. The reviewer(s) will encourage the parties to reconcile their differences and come to a mutual agreement on some or all issues.
4. If the complaint cannot be resolved at the review hearing, the reviewer(s) will prepare a final, binding decision, which will be communicated to all parties, in writing, within 10 days of the hearing.

Your participation in this Complaint and Review Process does not prevent you from making a complaint to an applicable government agency. For complaints about discrimination, you can go to: 8/9/2009

U.S. Department of Agriculture, Office of Assistant Secretary for Civil Rights

[http://www.ascr.usda.gov/complaint\\_filing.html](http://www.ascr.usda.gov/complaint_filing.html)[http://www.ascr.usda.gov/complaint\\_filing.html](http://www.ascr.usda.gov/complaint_filing.html)  
[http://www.ascr.usda.gov/complaint\\_filing.html](http://www.ascr.usda.gov/complaint_filing.html)

The addresses of the government offices closest to you can be found in the front of your telephone book.

# APPENDIX G

## Santa Clara High School

### SENIOR CITIZENSHIP CONTRACT

**PRINT STUDENT'S FULL NAME** \_\_\_\_\_

**REASON FOR CONTRACT:** \_\_\_\_\_

1. I understand that I am on (circle) Disciplinary Probation or Strict Probation until the last day of the senior year.
2. I may not hold any office or position or represent Santa Clara in any capacity while I am on strict probation.
3. If I receive a referral while on disciplinary probation I will be put on strict probation.
4. If I receive a referral while on strict probation my strict probation will be extended to June and each referral will incur additional loss of privileges.
5. I may begin this contract with the loss of the first privilege below at the discretion of the dean.
  - 1st referral:** loss of Senior Privileges and overnight Senior Retreat
  - 2nd referral:** loss of privilege of attending the Prom
  - 3rd referral:** loss of privilege of attending Senior year-end activities such as Grad Night
  - 4th referral:** loss of privilege of participating in the Graduation ceremony
  - 5th referral:** home suspension for the remainder of the year.
6. I understand that two "N's" or one "U" on a report card for classroom behavior will count as a referral and will incur the appropriate loss of privileges.
7. I understand that two U's or a combination of three N's or U's while on strict probation will result in expulsion.
8. I understand that my failure to attend assigned teacher, dean or Saturday detentions will count as a referral and will incur loss of privileges.
9. I understand that home suspension may occur at any time if the Administration judges that my behavior is such that it would be better for me and/or the school for me to complete my studies at home for the duration of the school year.

Other conditions include:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I fully understand the conditions of the contract and intend to comply in every way.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parents/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Dean's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# APPENDIX H

## DRESS CODE FOR SEMI-FORMAL AND PROM:

PLEASE REMEMBER TO KEEP IN MIND THE PRINCIPLES OF NEATNESS, MODESTY, CLEANLINESS AND GOOD TASTE

### BOYS:

#### PROM (Formal Dress):

Must wear tux or formal suit

#### SEMI-FORMAL (Semi-Formal Dress):

Must wear dress slacks, dress shirt with collar and a tie.

Suit or sport coat is encouraged but optional. No pullovers.

#### PROM AND SEMI-FORMAL:

No oversized clothing (no gang-related attire or accessories)

Dress slacks means no jeans, cargo, denim, sweat pants, cords, etc.

Shirts must be buttoned and tucked in.

Dress shirts mean no polo collar, athletic jerseys, etc.

One earring only is permissible

Dress shoes only (no tennis shoes, sandals, etc.)(appropriate tennis shoes okay)

Dressy hats may be worn at discretion of administration

Must wear belts or suspenders

No sunglasses

Braids permitted

### GIRLS:

#### PROM (Formal Dress):

Dresses must be long (ankle length)

#### SEMI-FORMAL (Semi-Formal Dress):

Dresses must be no shorter than 4 inches above the knee (No Mini-Skirts or pants)

#### PROM AND SEMI-FORMAL:

No tight fitting clothing

No cleavage display (when in doubt, bring a sweater, shawl or jacket along)

Dress slits cannot go higher than the knee

Dressy hats may be worn

No sunglasses

No exposed midriffs or halters

No backless display below the waist

***THE DRESS CODE APPLIES TO ALL GUESTS OF SANTA CLARA STUDENTS.***

The Administration reserves the right to make the final decision on the dress code. Students not properly attired will be asked to leave. No refunds will be given to those asked to leave. Questions? See the Dean well in advance.

# APPENDIX I

## SANTA CLARA HIGH SCHOOL

### PROM CONTRACT

Dear Parent and Student:

**Please read the following, fill out, sign, and return before picking up prom bid.**

1. **DAY/DATE:**

**LOCATION:**

**SCHEDULE:**

6:00pm Doors open

7:00pm Dinner served and doors close (Late arrivals must be cleared by a school administrator who may make parental contact before admittance.)

9:30pm Prom Court presentation

11:00pm Prom concludes. No students may leave before 10:30pm.

All students/guests must leave by 11:30pm.

2. **DRESS:**

The prom is formal. Male guests must wear tuxedos. Ties and dress shoes are required. Female guests must wear ankle length evening gowns that reflect modesty and good taste. No low cut dresses or exposed midriffs. Dress slits cannot go higher than the knee. No inappropriate, revealing wear is acceptable. See Appendix for more details. *The school reserves the right to refuse admittance to any person not properly attired. The location requires that shoes remain on at all times while on the premises.*

Any student, who alters his/her clothing after being admitted to the prom and then takes photos wearing clothes out of compliance with the dress code, will not receive his/her pictures, nor will he/she receive a refund. No exceptions.

3. **FOOD:**

Dinner will be served.

4. **ID's:**

All students must present their current student ID card as well as their bid for admittance. Students without ID cards may be refused admittance. All non-Santa Clara guests must present a current school picture ID card or driver's license for admittance.

5. **GUESTS:**

All guests, regardless of age, must adhere to the rules and regulations expected of Santa Clara students. Guests must be of the opposite sex. Guests cannot be below the eleventh grade (a sophomore is okay if asked by a junior/senior) or older than 21. Guests must present school ID and college-age guests must present photo ID confirming birth date prior to admittance. Former students who have been asked to leave or expelled from Santa Clara High School may not attend the prom.

6. **SCHOOL ATTENDANCE:**

Students absent from school (for whatever reason) on the day prior to the prom or official free day will not be admitted.

**7. SUSPENSIONS:**

The Santa Clara handbook and state law requires that the following be adhered to regarding grounds for suspension from this school function:

"While on school grounds or elsewhere when under the authority or direct supervision of school personnel or when such conduct is otherwise related to school activities or attendance, a pupil shall refrain from any and all of the following acts: immorality, profanity, the use or possession of tobacco, liquor, or other hallucinogenic or dangerous substances."

**8. MISCONDUCT:**

All the rules and regulations of Santa Clara High School apply to this event. Misconduct and activities which may cause injury to oneself or others and gestures or dances that simulate sexual activity are strictly prohibited. Any student who participates in any misconduct will be removed immediately and an administrator will contact the parent/guardian so that the person may be picked up. The student will be suspended from school pending a meeting with the dean, parent/guardian and the student.

**9. ALCOHOL/NARCOTICS/TOBACCO:**

Being under the influence of alcohol or drinking alcohol at school-related activities are causes for expulsion or withdrawal from Santa Clara. The implication of this policy is that there will be a ZERO TOLERANCE of alcohol, drugs, and/or narcotic possession or consumption before, during and after any school-related activity.

If a student is thought to have violated any of the zero tolerance policy, the student will be removed from the prom area and the parents will be contacted by an administrator, and arrangements will be made for the parent to pick up his/her child. The student will then be suspended from school and further actions may be determined pending a meeting of the dean, parents and the child.

The student may be subject to non-participation in future senior activities including graduation. Santa Clara High School will not hesitate to withhold a student's diploma until punitive measures are met or even ask for a senior's withdrawal for actions that diminish the importance and dignity of the prom.

**10. POST - PROMS AND RENTING OF HOTEL ROOMS:**

The school does not sponsor or take responsibility for a pre- or post- prom. The school does not condone or allow the renting of hotel rooms or other facilities by students or their parents for pre- or post-prom activities, dances or other school related activities. The school does not assume responsibility or liability for damages, loss of property, or injury caused when such rental agreements are incurred by students or their parent(s). Parents are cautioned that THEY assume liability if they authorize, condone, or arrange any of the above.

**11. SIGNATURES:**

All Prom Contracts must be properly signed as stated below. Santa Clara High School reserves the right to deny permission for a person to attend a Santa Clara High School function. No student may substitute a guest for one whose name appears on the original prom contract without completing a new contract with the approval of the Dean of Discipline.

**Parents: please retain this contract at home for your reference.**

## SANTA CLARA PROM CONTRACT SIGNATURES

I have read the attached prom contract and understand the rules and consequences outlined. I agree to all clauses of the dance contract.

X \_\_\_\_\_  
Student's signature                      Student's name printed              Grade              Date

On the evening of the prom, I (parent/guardian) can be reached at (\_\_\_\_) \_\_\_\_\_  
from 6:00pm to 11:30pm.

X \_\_\_\_\_  
Parent/guardian signature                      Parent's name printed              Relationship              Date

## GUEST ACKNOWLEDGMENT

I have read the attached dance contract and understand the rules and consequences outlined. I agree to all clauses of the dance contract.

X \_\_\_\_\_  
Guest's signature                      Guest's name printed              School              Date

On the evening of the dance, I (parent/guardian of the guest) can be reached at  
(\_\_\_\_) \_\_\_\_\_ from 6:00pm to 11:30pm. \*\*

X \_\_\_\_\_  
Parent/guardian signature                      Parent's name printed              Relationship              Date

\*\* Guests 18 or older must have signature of the parent or guardian of the Santa Clara student.

# APPENDIX J

## Santa Clara High School

### GRADUATION AGREEMENT

Dear Parents/Guardians and Graduating Senior:

Please review the following procedures and regulations for Commencement Exercises (Baccalaureate Mass and Graduation), then sign and return before receiving cap and gown. You must return the last page of this agreement, signed by both parent/guardian and student, to reserve the student's place in the Commencement exercises.

#### PROCEDURES AND REGULATIONS:

1. The Baccalaureate Mass and Awards Ceremony is on \_\_\_\_\_ at 1:30 p.m. at Santa Clara Church. The Graduation Ceremony is on \_\_\_\_\_, **June \_\_\_\_\_ at 6:00pm in the Pavilion**
2. Admission to the gym on \_\_\_\_\_ is first come, first served through the main entrance. No ticket is needed. Gates will open at approximately 5:00pm.
3. Seating and programs are on a first come, first served basis. Except for graduating Seniors, there are no reserved seats. **Saving seats for others in your party is not permissible**, so please arrive together to assure that you can sit together. One program will be saved per student.
4. Pictures and/or videotapes may be taken from the seats only. No person may leave the seats and move into the aisle during the ceremonies.
5. Graduating Seniors **MUST** attend graduation and Baccalaureate practice. These practices will be held:

Baccalaureate practice: Wednesday, May 23rd, 3:00-5:00 pm at Santa Clara Parish

Graduation practice Friday: May 25th 12:00-2:00pm at Santa Clara High School

Graduation practice: Wednesday, May 30th, 12:00-2:00 pm at Santa Clara High School

Baccalaureate practice: Tuesday, May 29th 12:00-2:00 pm at Santa Clara Parish

Thursday, May 31st 11:45- 1:45 pm at Santa Clara High School

**No excuse will be accepted for not attending ALL practices. Those missing practice will not be able to participate in either event. NO EXCEPTIONS WILL BE MADE.**

6. Seniors must report on \_\_\_\_\_, June \_\_\_\_\_ to the church by 1:00 p.m. and to the quad by 5:00pm. Caps and gowns are to be worn for Commencement and only gowns for Baccalaureate Mass. Both the Baccalaureate Mass and Commencement (graduation) exercises are formal occasions and we must insist that students dress and act in an appropriate manner. Both females and males must wear appropriate dress clothing and footwear. When in doubt, clear with the Dean of Students prior to rehearsals. Jeans, sandals, shorts and tennis shoes are not permitted. Haircuts will be to the school standard. The school standard of neat, clean and tasteful attire will apply to all students. Flowers and balloons are not appropriate for students in either ceremony. Students dressed or behaving inappropriately will be removed from the ceremonies. Students showing evidence of prior use of alcohol or drugs will be removed from the ceremonies.

7. All school fees (tuition, service hours, etc.) must be paid before student can take final exams, walk in graduation ceremony, or receive diploma.
8. Santa Clara High School has no role in the planning or hosting of any post graduation travel experience(e.g. Cancun). Students who plan or participate in these activities do so at their own risk. The school is not responsible for any injury or death that may occur at such an event.
9. Attendance at Grad Nite is a privilege that can be taken away. Those who attend Grad Nite and have inappropriate behavior or do not follow the guidelines will not be allowed to participate in the Graduation ceremony.

Commencement Day and related events are occasions of great anticipation and joy for all concerned. We require reverent, respectful, and dignified behavior and attitudes from students, graduates, parents, and guests so that our Seniors may experience their special day in the atmosphere it deserves. We ask all to be aware of the importance of appropriate behavior and decorum. There will be no food or drink allowed in the gym. We all thank you in advance for making the Commencement memorable, dignified and successful.

**GRADUATION CONTRACT DUE FRIDAY, \_\_\_\_\_**

- I wish to participate in the Commencement Exercises. I understand that signing this contract reserves my place among the Senior Class for Commencement Day and that, in order to participate in the Graduation ceremony, I must also participate in the Baccalaureate Mass. I understand that participation in both Baccalaureate Mass and Graduation is a privilege and not a right, and that receiving a diploma is also a privilege. We agree to conduct ourselves in accord with the above rules and procedures in a manner befitting the dignity of the occasion.

I understand that admission to the Baccalaureate Mass and Commencement Ceremony is by **first come, first served**. I will have approximately \_\_\_\_\_ guests. This allows the school to prepare the gym with an appropriate number of seats. Please remember these are not reserved seats.

- I do not wish to participate in the Commencement Exercises.

**STUDENT NAME (Please print)**\_\_\_\_\_

**STUDENT SIGNATURE**\_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE**\_\_\_\_\_

**DATE**\_\_\_\_\_

# APPENDIX K

## Santa Clara High School SUMMER SCHOOL PROCEDURES

### Daily Bell Schedule (Monday through Friday)

**First Bell**      7:55 AM  
**Session**        8:00 AM - 12:15 PM

### Attendance/Tardy Policies

Course credit during summer session is issued on the basis of daily attendance and work completed/objectives mastered. Any student who misses more than two (2) days of class for any reason will not receive credit and will automatically be withdrawn from the course. A grade of “F” will be recorded on the student’s transcripts. Two (2) tardies equal one (1) absence. No refund of tuition will be given to those failing due to absences. The attendance policy will be strictly enforced.

### Discipline/Removal

Discipline problems are not expected during the summer session nor will they be tolerated. Students who exhibit disciplinary problems will be asked to leave the program with no refund of tuition.

All students should leave campus if their class day has finished and they are not waiting for another class to begin. Otherwise, they remain on campus for the duration of their school day.

Students are to remain on campus from 8am-12:15pm. Students are allowed in the Quad area during break, but not to be in any other area on campus (i.e. the main office area, inside buildings, on the athletic field or bleachers, in the student parking lot, etc.). Only students waiting for rides may stand or sit on the front porch or steps.

No student is permitted to have visitors on the campus during class time.

### Food

Students must bring their own snacks or lunch to school. Lunch service is not provided and students are not allowed to leave campus for food.

### Dress Code

Students are not required to wear the Santa Clara uniform. However, the following attire is prohibited.

- Pants/jeans with holes, tears, or frayed edges
- Attire with offensive logos (e.g. alcohol, tobacco, satanic symbols, sexual innuendoes, etc.)
- Form-fitting or clinging tops or skirts

- Revealing clothing (e.g. crop tops, halters, off the shoulder or one shoulder, sheer, low-cut, strapless or spaghetti string tank tops for girls).
- Any shirt or top which does not provide coverage of the cleavage, midriff, and lower back at all times
- Shorts or skirts more than four inches above the top of the knee cap, including mini-skirts
- Pajama pants
- Any oversized, baggy, gang-style or related attire
- No earrings for young men and no more than one pair of earrings for young ladies.

Students who violate the dress code will not be permitted to attend class and will be sent home. Such an absence counts toward the two (2) absence limit of our attendance policy. Shoes and socks must be worn on campus.

**Ipad/Textbooks**

Students are required to bring an iPad to school in order to login to their class(es) on apexvs.com. Class textbooks are included in the materials provided by the Apex learning program.

**Final Exams and Grades**

Final exams are required in all courses. They will be administered on the final day of the summer session. Other tests and quizzes must be completed before the last day of the course.

Final grades will be mailed to the student’s parent/guardian two weeks following the end of the summer session. Academic progress reports will be issued midway through the summer session for any student receiving a “D” or an “F” in any course.

**Withdrawal Policy**

Once officially registered, a student’s name remains on the class list to receive a grade at the end of the term. A mark of “W” will be given for the course if the withdrawal is done within the first three days of the summer session. There is no refund for withdrawals.

Schedule

Student: \_\_\_\_\_

Period 1: \_\_\_\_\_ Room: \_\_\_\_\_

Period 2: \_\_\_\_\_ Room: \_\_\_\_\_

-----tear-off-----

To: Dean of Academics

I have read the summer school guidelines and agree to the rules and procedures.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DUE FIRST FRIDAY OF SUMMER SCHOOL**

# APPENDIX L

## SCHOOL MAP



**Santa Clara High School**  
Main Upper Campus Map

Offices: Huber,  
Mullen, Mr.

Mr. Barahona

TBA <b>18</b>	ELD <b>16</b>	Mr. Jackson <b>14</b>	Ms. Mullen <b>12</b>	COPY ROOM	Mr. Lanza <b>10</b>	Palmisano (1), Guzman (5), <b>8</b>	Barahona (2,3), Mrs. Barahona (5) <b>6</b>	↓	AD	↑	Library Ms. Carranza
Long Hall: Math/ Sciences/ Languages/ Religion											Main Office & Business
Mr. Allison <b>17</b>	Mrs. McCarthy <b>15</b>	MEDIA LAB <b>13</b>	COMPUTER LAB Rannev (5,6) <b>13</b>		SCIENCE LAB LAB Mrs. Alcalá <b>9</b>	SCIENCE LAB Mrs. Barahona (1), Mr. Guzman(4), Mrs. Schock (5, 6) <b>7</b>	X				Office: Dr. Marasco
											Staff Room/ Copier
											Offices: Mr. Guzman & Dr. Miranda
											Ms. Panapa <b>5</b>
											Mrs. Dekker <b>4</b>
											Mr. Laubacher <b>3</b>
											Mrs. Mack <b>1</b>
											Short Hall: Social Studies/ Religion/ Art

Saviers Rd

Academic Offices	Campus Ministry
	Coffee Shop
	Chapel

**APPENDIX M**  
**SANTA CLARA HIGH SCHOOL**  
**PARENT RESOURCE FORM**

PRINT STUDENT'S FULL NAME \_\_\_\_\_ Class \_\_\_\_\_

PRINT PARENT'S FULL NAME \_\_\_\_\_

Address \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Occupation \_\_\_\_\_

Work (check) \_\_\_\_\_ days \_\_\_\_\_ nights

Position/Title \_\_\_\_\_

Employer \_\_\_\_\_

Marital Status \_\_\_\_\_ \ \_\_\_\_\_ Spouse's Name \_\_\_\_\_

Schooling Since H.S. Graduation \_\_\_\_\_

Degree(s) Earned \_\_\_\_\_

Civil/Professional Organization(s) \_\_\_\_\_

Hobbies, Area of

Interest \_\_\_\_\_

I can/would like to use my service hours by helping with:

- \_\_\_\_\_ Annual Career Day - **TBA**
- \_\_\_\_\_ Football, Snack Bar, Basketball or Dance Supervision
- \_\_\_\_\_ Regular Campus Clean Up
- \_\_\_\_\_ Occasional Campus Clean Up
- \_\_\_\_\_ Electrical
- \_\_\_\_\_ Plumbing
- \_\_\_\_\_ Painting
- \_\_\_\_\_ Office/Clerical Work (Computer Skills Required)
- \_\_\_\_\_ Grant Writing (Experience Required)
- \_\_\_\_\_ Other

Please list background experience, qualifications, etc., that would help you in helping us in the areas you have checked:

Further comments: \_\_\_\_\_



# APPENDIX O

## SANTA CLARA HIGH SCHOOL

### Computer Access Release Form

There are multiple computers in Santa Clara High school's library/media center, computer lab and classrooms available for student use in both instructional and less supervised settings. Also, the students bring iPads and other devices to the school for instructional purposes. Some of these computers have access to a wide range of educational materials by means of computer networks or online services. As the parent/guardian(s) of the student listed below, I understand and accept that the school staff cannot individually monitor all of the information that my student is able to access, download or transmit at these computers. I also accept that it is impossible for the school staff to completely prevent access to inappropriate or controversial materials.

My student and I have discussed this topic, read the acceptable use policies in the Student-Parent Handbook, and understand that the accessing, saving or distribution of any inappropriate or controversial materials will not be tolerated. The accessing, saving or distribution of such material may result in my student's loss of computer use at school and may also result in other disciplinary action by the school in accord with the policies and procedures contained in the Student Parent Handbook.

**Please complete and sign this form and return it to Santa Clara High School Dean of Students by the second Friday of the school year.**

\_\_\_\_\_ I give permission to my son/daughter to use the computer to access network or online services while he/she is enrolled at Santa Clara High School

\_\_\_\_\_ I do not give permission to my son/daughter to use the computer to access network or online services  
Since the school cannot always prevent student access to such services, I have directed my son/daughter not to access network or online services. This may result in dismissal of the student.

I release and hold the teachers, staff members, Santa Clara High School, and the Archdiocese of Los Angeles harmless and not legally liable for the use of computers or for materials distributed to or acquired from the school's computers or devices.

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Parent's Permission**  
**For the Publication of Student Work/Pictures**

(Only Return if you do not want to be included)

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server. Student projects, photographs, and other work posted on the Internet will include only the student's first name's initial and last name.

I specifically acknowledge that the school's web site content is not private and can be reviewed, copied, downloaded and transmitted by anyone with access to the Internet and that the school has no control over this. I hereby waive, release, and forever discharge any and all claims, demands or causes of action against the school and its faculty, staff, employees, agents, contractors and any other person, organization or entity assisting them in connection with the posting of information on the website for damages or injuries in any way related to, connected to or arising from the publishing or posting of information on the school's Internet web site or the use of that information and expressly assume the risk of any injury or damage resulting from said posting of information on the web site.

I further understand and agree that this authorization remains in effect until such time as it is withdrawn in writing. I understand that if I change my mind relating to this authorization, that I will submit another authorization form to the school.

Please check:

\_\_\_\_\_ I do not want my child's work or photograph to be published on the Internet.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# **PARENT/STUDENT SIGNED AGREEMENT**

*Please read handbook and this agreement carefully before signing!*

**PRINT STUDENT'S FULL NAME** \_\_\_\_\_

**FLEX Teacher** \_\_\_\_\_ **DATE** \_\_\_\_\_

We, the undersigned, have read and understood the contents of this handbook and the Parent and Student Pledges. We understand that the Administration of Santa Clara High School is the sole arbiter and interpreter of these rules and any other policies and procedures which may be instituted from time to time. We agree to support and abide by all the policies outlined and explained in this handbook. We understand that:

1. One 3-unit community college class taken in the summer is acceptable for completion of the visual and performing arts requirement for high school applicants
2. The SAT Preparation requirement must be completed prior to the start of senior year.
3. All "D" grades must be made up before the start of senior year.

We also understand that the above named student will be asked to withdraw if this agreement is not signed and filed with the dean's office (it should be handed to the homeroom teacher in person by the deadline listed below in order to avoid possible penalties).

**PARENT / GUARDIAN SIGNATURE** \_\_\_\_\_

**PARENT / GUARDIAN SIGNATURE** \_\_\_\_\_

**STUDENT SIGNATURE** \_\_\_\_\_

**Please sign and return to your Period 1 Teacher by the second Friday of the school year.  
Failure to do so may result in the suspension of the student.**

# EMERGENCY CARD

Print Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Name of Siblings	Grade	Name of Siblings	Grade
1. _____	_____	3. _____	_____

2. _____	_____	4. _____	_____
----------	-------	----------	-------

Parent/Guardian Name \_\_\_\_\_ Cell Phone (\_\_\_\_)

Home Address \_\_\_\_\_ Home Phone (\_\_\_\_)

City \_\_\_\_\_ Zip \_\_\_\_\_ EMail \_\_\_\_\_

Father's Business Phone (\_\_\_\_) \_\_\_\_\_ Mother's Business Phone (\_\_\_\_) \_\_\_\_\_

List three (3) adults you authorize to pick up your child in the event of an emergency:

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relation \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relation \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relation \_\_\_\_\_

**MEDICAL CONDITION and/or ALLERGIES:**

\_\_\_\_\_

\_\_\_\_\_

I authorize Santa Clara High School to provide medical services for my child/children in the event of an emergency.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Family Physician \_\_\_\_\_ Phone \_\_\_\_\_

**APPENDIX P**  
**STUDENT COURSE CHANGE REQUEST**

Submitting this request does not guarantee a change in course(s). All requests must be approved by the Dean of Academics or the Vice Principal. A formal meeting with the College counselor must take place before any approval is granted, if it is to be granted.

STUDENT'S FULL NAME \_\_\_\_\_

DATE: \_\_\_\_\_

COURSE(S) REQUESTING TO BE CHANGED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR REQUEST:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_

Parent's Full Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

\_\_\_\_\_  
Dean of Academics/Vice Principal Signature