

ST. BERNARD HIGH SCHOOL

2017-2018



STUDENT - PARENT HANDBOOK

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History And Tradition

Plans for St. Bernard High School were begun in 1955 in response to the need for high schools in the Westchester-Playa del Rey area. St. Bernard was founded as a four year, co-instructional school located at St. Anastasia School where classes were held for one year prior to the completion of the present campus. On December 4, 1957, the present land site was blessed at a simple ceremony. During 1957-1958 the Pioneer Class chose the school colors: blue, signifying loyalty; white, purity; and gold, nobility; their motto *Noverim Te, Noverim Me*; and their school mascot: *Vikings*. The first principal, Reverend Francis J. Cahill, headed the faculty consisting of the Brothers of Saint Patrick, the Sisters of the Holy Names of Jesus and Mary, and the Sisters of St. Joseph of Carondelet. On September 22, 1958, the doors of the new St. Bernard High School opened for the first time. Joining the original faculty, replacing the Brothers of St. Patrick, were the Piarist Fathers and the Daughters of Mary and Joseph. On May 24, 1958, the original building was solemnly dedicated. September 10, 1957 is observed as Founders Day.

MISSION – VISION – PHILOSOPHY

Mission

St. Bernard High School inspires students to be faith-filled disciples, passionate learners, dynamic leaders, innovative thinkers, and honorable citizens. We anchor this college preparatory education in Roman Catholic tradition and a diverse, faith-based community.

Vision

In a global society where values and a sense of community are being challenged daily, it has never been more imperative to educate our youth to be the future leaders, inventors, thinkers, professionals, creators, and philanthropists of the 21st century. St. Bernard High School is moving to the forefront of education as it takes its place as a progressive, competitive, multicultural and God-valued institution of learning. St. Bernard High School strives to be the school of choice for Catholic students in the Los Angeles area by providing a complete educational experience immersed in the Roman Catholic tradition and excelling in both academic and co-curricular programs. Students graduating from the school will have the motivation and expertise necessary to pursue their aspirations for higher learning and lead lives as faith-filled and responsible citizens.

Philosophy

In harmony with the school's mission, the philosophy of St. Bernard High School is driven by the message of Jesus Christ and the mission of the Roman Catholic Church.

- We recognize parents as the primary educators of their children and understand that our role is to assist parents in accomplishing this task by acting as facilitators to the learning and personal growth of the child.
- We strive to equip students with the skills they need to live faith-filled, dynamic, honorable and productive lives in the image of Christ.

- We believe in providing a challenging academic curriculum rich in student-centered learning opportunities designed to promote analytical thinking and to develop life-long learning skills.
- We believe in a Christ-centered, holistic approach to education that supplies students with an outstanding college preparatory foundation and nurtures the spiritual, intellectual, social, cultural, physical, and artistic facets of the individual.
- We believe each student is called in a unique way to develop the talents and potentials necessary for assuming roles of Christian leadership in our world.

As educators of St. Bernard High School, we embrace and adhere to the five-fold purpose of Catholic education:

The Teaching of Doctrine

- We believe our commitment to the Catholic faith is the fundamental principle that must permeate our instruction, school activities and every aspect of our daily life.
- We believe in the dignity and importance of each person and seek to help our students come to the same recognition. We cherish our diversity and promote a school environment based on respect and tolerance.
- We believe in guiding students to achieve a greater degree of self-realization and a heightened awareness of their obligations to God and to their fellow human beings.

The Call to Worship

- We believe in the importance of personal and communal daily prayer and encourage our students to glorify God throughout their lives.
- We believe in providing a liturgical environment where students can worship together at monthly Mass and prayer services and can nurture their relationship with God through prayer, the Sacrament of Reconciliation and retreat experiences.
- We believe in welcoming all students, regardless of their religious affiliation, to be an active part of our Catholic faith community by including them in Christian leadership opportunities, music ministry, and by encouraging their participation in Mass and Catholic religious customs and traditions.

The Promotion of Scholastic Excellence

- We believe in providing a challenging academic curriculum rich in student-centered learning opportunities that is designed to promote analytical thinking and to develop life-long learning skills.
- We believe in a Christ-centered, holistic approach to education that not only supplies students with an outstanding college preparatory foundation, but also nurtures the spiritual, intellectual, social, cultural, physical, and artistic facets of the individual.
- We believe that a complete education is more than academic and therefore encourage and support students as they cultivate their God-given talents through participation in co-curricular activities such as athletics, music, dance, theatre, leadership and service.

The Building Of Community

- We believe in the individuality of each student, the strength of community, in collaborating with parents and in supporting one another to foster a spirit of family.
- We believe in celebrating our diverse school community by promoting an appreciation and respect for all humanity regardless of race, ethnicity, gender, religious affiliation, economic status or sexuality.
- We believe that achievement of the school's mission depends on administrators, teachers, parents, community members and students all working together toward the common goal of student success.

The Fostering Of Service

- We believe each student is called in a unique way to develop the talents and potentials necessary for assuming roles of Christian leadership in our world.
- We believe in preparing our students to consider Christian service as a normal, vital part of their lives as adult Christians.
- We believe that each student possesses the ability to assume the role of Christian leadership by following the example of Jesus Christ through concrete forms of service to their brothers and sisters.

ESLRS: Core Values and the Graduate at Graduation

As we strive to hold true to our Mission and Philosophy and strive to attain our Vision, St. Bernard adheres to five important tenets, our *Core Values*. These Core Values further define and describes what the St. Bernard graduate attains over his or her four years as a Viking. These school-wide learning results for the graduates of the school are the schools ESLRs

- † **Witnessed in Faith, St. Bernard graduates are Faith-filled Disciples who**
 - incorporate Christ in their daily lives
 - participates in active social justice service to those less fortunate, to charitable organizations and throughout the SBHS community
 - lead and actively participate in faith-based activities
 - appreciate, understand and respect Catholicism, the sacraments, and the beliefs and teachings of the Catholic church
- † **Empowered with Knowledge, St. Bernard graduates are Passionate Learners who**
 - assume responsibility for and actively participate in the learning process
 - apply themselves to perform at the highest levels of their ability
 - are compelled to seek out clarification and more information when learning
 - seek out, consider and critically evaluate opposing opinions or the points of view of others
- † **Inspired by Discovery, St. Bernard graduates are Innovative Thinkers who**
 - apply novel concepts to real work situations
 - create unique solutions to problems across multiple disciplines
 - analyze facts and decipher relevant information to effectively solve problems
- † **Enlivened with Possibility, St. Bernard graduates are Courageous Leaders who**
 - lead by example and model personal accountability
 - embolden others to take action
 - act decisively with confidence and intention
 - assume and embrace leadership roles in the classroom and school, in co-curricular activities, and in the greater community.
- † **Called to Glory, St. Bernard graduates are Honorable Citizens who**
 - demonstrate a respect of self, the school, the environment and others
 - exhibit high levels of personal integrity, Christian ethical/moral behavior and global social and community citizenship
 - respond to the call to walk in Christ's footsteps and do as He did

Non-Discrimination Policy

The 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, 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.

St. Bernard of Clairvaux

Bernard, the founding abbot of Clairvaux Abbey in Burgundy, was one of the most commanding Church leaders in the first half of the twelfth century as well as one of the greatest spiritual masters of all times and the most powerful propagator of the Cistercian reform. He was born in Fontaines-les-Dijon in 1090 and entered the Abbey of Citeaux in 1112, bringing thirty of his relatives with him, including five of his brothers – his youngest brother and his widowed father followed later. After receiving a monastic formation he was sent in 1115 to begin a new monastery near Aube: Clairvaux, the Valley of Light. As a young abbot he published a series of sermons on the Annunciation.

Bernard's spiritual writing as well as his extraordinary personal magnetism began to attract many to Clairvaux and the other Cistercian monasteries, leading to many new foundations. Bernard's dynamism soon reached far beyond monastic circles. He was sought as an advisor and mediator by the ruling powers of his age. More than any other he helped to bring about the healing of the papal schism which arose in 1130 with the election of the antipope Anacletus II. At the same time he labored for peace and reconciliation between England and France and among many lesser nobles. Bernard died at Clairvaux on the 20th of August in 1153. He was canonized by Pope Alexander III on the 18th of January in 1174. Pope Pius VII declared him a Doctor of the Church in 1830.

Crest, Motto, School Prayer, and Alma Mater

Patron: **St. Bernard of Clairvaux**
 Motto: **Noverim Te, Noverim Me**
"By knowing Him, I know myself."
 Crest: **Three miters, a book and the school prayer**

Alma Mater:
 Loyal Sons and Daughters,
 St. Bernard High to you,
 Pledge fore'er allegiance,
 Loyalty strong and true.
 Mary, our Queen leads us onward 'neath gold, white,
 and blue.
 Alma Mater, great St. Bernard
 Hail, all hail, to you!

The school crest represents attributes of the school patron, St. Bernard. The miters symbolize his position as Abbot and recall his sanctity. The book signifies his vast knowledge, love of learning, and his valuable contribution to the theology of the Church. *Memorare Maria* recalls the opening words of the prayer to Our Lady attributed to St. Bernard.



Prayer: Memorare (Maria)
 Remember, O Most Gracious Virgin Mary, that never was it known that anyone who fled to Your protection, implored Your help, or sought Your intercession, was left unaided. Inspired by this confidence, I fly to You, O Virgin of Virgins, my Mother! To You I come; before You I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but, in Your mercy, hear and answer me. Amen.

Tuition and Fees Policy – 2017-2018

<p>Registration Fee – \$600 Non Refundable Mandatory for all students annually. Includes school technology access, PSAT testing, lab/class fees, classroom supplies, student insurance, emergency packs, personal counseling service, before/after school tutoring, security service.</p>	<p>New Students: Paid at registration Returning Students: (Due by April 1 – \$100 Late fee after June 15)</p>
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Tuition Plans – Single payment plan - 5% Discount, Two payment plan - 3% discount, or Monthly plan with FACTS. All families paying monthly must set up an account with FACTS Tuition Management Service. \$51 service fee to set-up account			
Families choose the tuition plan that is best for them.	Date Due All due the 10 th of each month	Each Catholic Student Annual Tuition \$9,175	Each Non-Catholic Student Annual Tuition \$9,675
Option 1 FACTS Monthly Payments	11 month beginning July 10	\$834.09 Monthly July 10 – May 10	\$879.55 Monthly July 10 – May 10
	10 month beginning August 10	\$917.50 Monthly August 10 – May 10	\$967.50 Monthly August 10 – May 10
Option 2 Prepayment for tuition and student activity and co-curricular fees. This discount only applies to FULL PAY families.			
Single Payment 5% Discount	August 1	\$8,716.25	\$9,191.50
Two Payments 3% Discount applied to 2 nd semester payment	August 1	\$4,587.50	\$4,837.50
	January 8	\$4,312.25	\$4,547.25
Student Activity and Co-Curricular Fees are included in bundled tuition.			
		Amount	
Parent Association Membership		\$25	
Student Activities/Campus Ministry		\$250	
Fall Fundraising		\$300	
Spring Fundraising		\$200	
Yearbook		\$60	
Parent Hours (serve 25 hours by May 1 or \$20 per hour for unserved hours – up to \$500 per family)			
Additional Special Class and Extracurricular Fees: Additional fees may apply to students involved in athletics/cheer and some co-curricular activities for transportation, equipment, insurance, and administrative costs associated with involvement in these special, voluntary programs or specialized classes. <i>This information is for reference only and is not intended to be all inclusive.</i>			
School Uniforms (Michael's Uniform Company)		\$200-\$300	
Textbook/Supplies		Estimated \$200-\$500	
Technology Fee		\$300	
School Lock		\$12	
AP Exam Fees (students in AP classes only)		Approximately \$95 per exam	
After School Performing Arts Fee (eg. Costume rental, ticket sales, etc.)		Varies \$100-\$200	
Senior Graduation Fee		\$250	
SAT Preparation Fee (11 th grade only)		\$50	
Class Ring, Letterman's jacket		Varies	
Field Trips, College Trips, Grad Nite, Prom, Homecoming, banquet tickets		Varies	
Athletics/Cheer – Co-curricular activities are offered in addition to the regular school program. Costs vary by sport and are detailed by the athletics department prior to the start of each season. Charges will include fees to cover travel and transportation, uniforms, warm-ups, tournament fees, banquet, awards, supplemental insurance, equipment, team meals and other administrative costs specifically associated with that sport. In addition, most teams require 'spirit pack' purchases.		Vary by sport and level and range from \$250 to \$800. Exact charge detailed by athletic department prior to the season.	

Tuition Assistance

The school offers a limited amount of need-based *tuition assistance for families in financial need*. Distribution amounts vary each year and **families must reapply** for funding each school year. Because family need changes from year to year, **tuition assistance awards are valid for one year only and do NOT roll over from year to year**. Any family requesting consideration for tuition assistance **MUST** apply. Receipt of and amount of tuition assistance is not guaranteed each year. In addition, the school is supported with limited funding grants through the generosity of the Catholic Education Foundation, as well as with merit, leadership and other scholarship funding through various other foundations, alumni and friends. All families requesting any type of need-based assistance must submit the FACTS financial aid application form.

Families should begin the financial aid process early. The FACTS form is used to evaluate, rank, and award applicants according to financial need of the applicants who submit their applications by the deadlines listed on the form. Once the financial aid funds have been exhausted, no more financial aid is disbursed.

To apply for tuition assistance, applicants must submit a FACTS Financial Aid Application, previous year's complete federal tax return and W-2s as requested by FACTS. Financial aid application for the next school year will become available in December. Please follow and adhere closely to all instructions and deadlines. Tuition assistance is very limited and award distribution for the following school year begins in March.

Returning students who apply for financial aid must pay the next year registration fee by April 1 of the preceding school year. All families who submit a financial aid request will be notified of their award prior to the appropriate registration due date. All registration deposits are non-refundable. All financial aid students are required to maintain a 2.0 total GPA with no "F". Failure to successfully complete either of these two requirements could lead to elimination of financial aid.

Families with great financial need (50% or more) *must* also complete the CEF (Catholic Education Foundation) funding application. CEF Applications for the next school year are due in November or December of each school year – the specific date is determined by CEF. Families will be notified when the CEF applications are available and the deadline that they are due.

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 Archdiocesan Catholic Education Foundation and through various foundations. The Main Office can make available upon request further details. ***FAMILIES NEED TO REAPPLY EACH YEAR FOR CONTINUED ASSISTANCE.***

The financial aid committee considers the following criteria when determining assistance awards:

- Financial need
- Faithful adherence to the Parent/Student Contract
- "C" (2.0) grade point average; No "F"s on the semester report card
- "S" satisfactory citizenship and effort
- Student involvement in the school community (clubs, teams, student leadership, performing arts, etc.)
- 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.

FINANCIAL POLICIES

St. Bernard High School runs on a very tight budget. The school spends more per pupil than it charges for tuition. Payment of tuition and fees and meeting financial obligations cannot be taken lightly. Failure to pay tuition and fees on time jeopardizes the program for all of students and faculty. Parents and guardians are requested to 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 or make a mutually acceptable arrangement. **Tuition is due on dates as published.**

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 St. Bernard to a school district within the state, St. Bernard 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, final transcripts or disallow the taking of quarter or final exams until the financial obligations of the pupil have been met.*

CATHOLIC TUITION RATE

There is a difference in tuition for Catholics and Non-Catholics because the Archdiocese subsidizes the tuition of its Catholic students through receipts collected at Mass. For students to be eligible for the Catholic tuition rate, they must have an original copy of the student's **Baptism** certificate with parish seal on file in the school office.

DELINQUENT TUITION

1. Tuition and fees are due as published each month. A late fee is charged for all outstanding balances each month.
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, etc.
3. If tuition is two months in arrears the student may be asked to withdraw and the delinquent account may be referred to a collection agency.
4. All past due fees and mandatory fundraising will be added to tuition account.
5. Students are not allowed to take quarter and semester finals unless tuition payments, fundraising, service hours, and all fees are current. Graduation gowns, yearbooks, transcripts, diplomas and grades may be withheld pending financial clearance.
6. A student will not be allowed to return to school in the fall if there is an outstanding balance of any amount from previous year(s).

REFUNDS

The annual registration fee is non-refundable. If a student withdraws at any time during a month, that month's tuition is non-refundable. If a student withdraws at the end of the first semester, half of the annual tuition will be charged, as well as half of parent volunteer fees and the full amount of any other fees that were due during the semester. If a student pays a fee to participate in or attend an extra-curricular event and then is unable to attend due to personal, health, academic, or disciplinary reasons, no refund of the fee will be made.

St. Bernard Graduation Requirements/College Admission Requirements

SUBJECT AREA	St. Bernard Requirement	UC Requirement	CSU Requirement
Religious Studies	4 years/40 credits		
English	4 years/40 credits	4 years	4 years
Social Studies World History US History US Government Economics	3 years/ 30 credits 10 credits 10 credits 5 credits 5 credits	2 years 1 year of World History/ Cultures/Geography and 1 year of US History or 1 semester each of US History and Civics/ US Government	2 years 1 year of Social Studies and either 1 year of US History or 1 semester each of US History and Civics/ US Government
Foreign Language	2 years/20 credits Same Language 3 years recommended	2 years Same Language *3 years recommended	2 years Same Language
Math	3 years/30 credits Algebra I, Geometry and Algebra II or higher	3 years Algebra I and above *4 years recommended	3 years Algebra I and above *4 years recommended
Lab Science	2 years/20 credits 1 year Biology 1 year Chemistry or other Physical Science	2 years Biology, Chemistry or Physics *3 years recommended	2 years Biology, Chemistry or Physics
Visual and Performing Arts	1 year/ 10 credits 2 consecutive semesters	2 consecutive semesters	2 consecutive semesters
Physical Education	1 year/ 10 credits or Two full seasons of a SBHS team sport		
Health	½ semester		
Writing Across the Disciplines	1 semester/ 5 credits		
Electives	30 credits	1 year	1 year College Prep

Christian Service Policy

The 80 hours of Christian Service graduation requirement is in support of the school AVEs and is based on the belief that a well-rounded Christian young man or woman must learn to serve the Lord. In practicing

Christian service the student has the opportunity to understand what Jesus said, "Whatsoever you do to the least of these, that you do unto me." The Christian Service program is designed to supplement a student's in-class religious education.. Some guidelines for the choice of service projects are as follows:

1. The service must help others at a non-profit agency.
2. The service must be performed on a volunteer basis; no payment can be accepted.
3. The service must be performed to serve others besides family, neighbors and friends.

Academic Honor Code

1. St. Bernard High School is a Catholic institution dedicated to the intellectual, moral, and spiritual development of the student. The school expects that its students will strive to meet their individual potentials and, upon graduation, become citizens who incorporate high ethical standards and Christian values into their daily lives. The school strives to develop, promote and maintain moral structure and honesty among all members of its community. Commitment to truth and academic integrity is imperative to this goal.
2. Adherence to the Academic Honor Code promotes the level of academic integrity required within the school and assures that student work is judged fairly when evaluated against curricular standards and the work of others. It also insures that each student will demonstrate honesty and integrity in their assignments, testing, and participation in their learning process. This Code defines the behaviors which violate the principle of academic integrity and the methods for promoting academic integrity on campus.
3. Academic integrity will be emphasized throughout the student's career at St. Bernard. Student and parent, at the beginning of each school year, must sign the Honor Code Agreement.

The *Honor Pledge* must be signed by students on assignments and exams as required by any instructor:

ON MY HONOR, I PLEDGE THAT I HAVE NOT VIOLATED ANY OF THE PROVISIONS OF THE ST. BERNARD HIGH SCHOOL ACADEMIC HONOR CODE.

HONOR CODE AGREEMENT

Each year, students shall be required to sign the following Honor Code Agreement, which will be kept in the student's academic file.

1. As a student at St. Bernard High School, I _____, will conduct myself in an honest and academically ethical manner and will comply with the provisions of the St. Bernard High School Honor Code.
2. I understand that I must write and sign the following Honor Pledge on tests and work whenever required by an instructor: *On my honor, I pledge that I have not violated any of the provisions of the St. Bernard High School Academic Honor Code.*
3. I understand that, if I do not include this pledge, as required by the instructor, with my signature, the instructor will not grade my work. In those instances where there is an unintentional omission, I will be given an opportunity to correct it by signing the Pledge.
4. I understand that the Academic Honor Code applies to all work submitted, whether or not the signed Honor Pledge is required by the instructor, and that I am expected to submit only my own work at all times.
5. I have read and understand my responsibilities as defined by the St. Bernard High School Academic Honor Code, and will, to the best of my ability, comply with those responsibilities.

Violations of the Academic Honor Code

Violation of the Academic Honor Code includes, ***but is not limited to:***

1. Giving or receiving answers to quizzes, tests, examinations or any assignments the student is expected to submit as his/her own work.
2. Loaning or copying homework in or out of class.
3. Plagiarism or copying the work of another and submitting it as one's own work.

4. Plagiarism of information from the Internet or other electronic source.
5. Improper use or improper citing of resources may also constitute plagiarism or honor code violation.
6. Using unauthorized aids in doing course work or in testing.
7. Altering graded work and resubmitting it for grading.
8. Fabricating data, references or other information and including it in an assignment as if it were fact.
9. Forging the signature of a parent on an assignment, test paper, report card or other official school document of communication from the teacher or school to the parent.
10. Using the computer to unethically send or receive work.
11. Obtaining or sharing a copy of a test prior to the testing period.
12. Removing a test from the classroom unless specifically authorized to do so by the instructor.

Disciplinary Actions for Violation of the Academic Honor Code

Academic integrity is essential to the fair assessment and evaluation of the student and to the very mission of Catholic education and the school. Violations of the Honor Code may be cumulative in nature over the four years the student is at St. Bernard. Depending on the severity of a violation, as determined by the Dean of Character Formation and/or administration, violation of the Academic Honor Code may result in the following:

A student who steals or purchases a copy of a test, the teacher's edition of a book, test bank, or the teacher's Grade Book or who alters a teacher's computer grade book is liable for immediate dismissal from school.

First Violation:

1. The student may, in the presence of the Dean of Students, be required to call his/her parent(s) and inform them of the incident.
2. The teacher will notify the parent and the student may receive a zero for the work or test.
3. Depending on the severity of the infraction defined by the Dean, membership in any Academic, Service or Leadership organization may be suspended for at least one semester. These organizations could include, but may not be limited to, Athletic Teams, National Honor Society, California Scholarship Federation (CSF), Student Council/Class Office/ASB, Campus Ministry Leadership, and Viking Ambassador, etc.
4. The student may be ineligible for Honor Roll honors for the semester the infraction occurs. Depending on the severity of the violation and at the Dean of Students' discretion.
5. Senior students with an Honor Code Violation during their senior year are automatically ineligible for Graduation with Honors status, regardless of their Cumulative Grade Point Average. In addition, these students may not compete for Valedictorian or Salutatorian honors, depending on the severity of the incident.

Depending on the nature of the infraction and the student's disciplinary history, further disciplinary action, including probation, suspension and expulsion may be taken.

Second Violation:

1. Students involved in a second incidence of Honor Code Violation during the same year in the same or different class **will be placed on a Strict Academic/Behavior Probation Contract for the remainder of the year.**
2. Membership in any Academic, Service or Leadership organization will be suspended for at least one semester, at Dean of Students discretion. These organizations could include, but may not be limited to, Athletic Teams, National Honor Society, California Scholarship Federation (CSF), Student

Council/Class Office/ASB, Campus Ministry Leadership, and Viking Ambassador, etc. The student will also be suspended from any athletic team participation.

Third Violation:

1. A student allowed to continue at St. Bernard High School after a 2nd violation of the Academic Honor Code can be asked to withdraw upon a 3rd violation

Academic Course Load

All students are required to be enrolled in courses for each of the six periods of the day. All students must have their own textbooks, novels and other necessary supplies with them in class. Students who register for a "Zero" period or 7th period class do so in addition to the regular course load.

Student Registration and Course Selection

The Assistant Principal organizes the registration process to include a comprehensive guidance program designed to assist the student and parent in selecting the courses which meet graduation requirements and college entrance goals. Parents must assist their child in selecting an appropriate course to study. The course catalog will be located on the school website under Academia. Families will be informed when course requests are made available.

Prerequisites/Course Commitment Forms

For some classes, students must meet prerequisites defined in the course catalog in order to take the course. Students requesting upper division, AP and Honors courses must complete Course Commitment Forms in order to take the class.

- Students who earn second semester grades which render them ineligible for a class may have their course request pulled for the class.
- Students not eligible to take a course may attend SBHS summer school or a summer school program approved by the Assistant Principal to review material in order to improve the grade and become eligible to take the course.
- Students who achieve the minimum requirement at the end of summer school will be only be placed in the course - *space and schedule permitting*.

Course Request Updates

- At the time of registration, students and parents must thoughtfully select courses for the entire school year. Both the students and the parent must sign the course request and any necessary Commitment Contracts.
- Students must also select alternate courses to be used in the event a course is not offered due to low enrollment or a scheduling conflict prevents enrollment in a class. *Failure to select alternate courses as instructed on the course request may result in being scheduled in any available class.*
- Students may request updates to their course request through July 1. **After July 1, student initiated changes in the course request cannot be made.**
- Students who do not properly complete the course request or do not list alternate choices will be placed by the counselor or administrator in any class that is available. In this case changes will not be made.

Schedule Correction

Once the final schedule is created after July 1, student-initiated changes are not made unless the school has made an error. If a course is on the course request is scheduled, the course **will not be changed** unless an error was made or the student no longer meets prerequisite requirements for the course.

- Schedules are created for the entire year. Full-year classes cannot be dropped at the end of the semester.
- Schedules are never changed for period or teacher preference.
- For single semester classes, students may not choose the semester the class is to be taken.

Grading Policies

The primary purpose of assessment and evaluation is to determine the extent to which a student has achieved success in terms of course objectives and accepted content standards. This level of achievement is to be determined by a systematic process and conveyed to the student and his/her parent in the form of a letter grade. Grades are further used by teachers and administrators to determine a student's eligibility for the next level of study and for placement in future classes. Colleges use grades to determine eligibility for admission.

Grading Procedure

- The final grade earned at the end of each semester is posted on the permanent academic transcript.
- Teachers will give written statements of grading policies to each student during the first week of instruction. The policy statement will include the method of determining grades and the teacher's policy regarding homework and the make-up of assignments and tests/quizzes missed when a student is absent.
- In accordance with the course grading policy, teachers will average all grades earned during the semester in determining the semester grade.
- A teacher assigns a grade on the basis of a student's academic achievement. *Citizenship grades, participation, work habits, and attendance can be computed into the academic grade.*
- Attendance is a factor in assigning grades.
 - No student should be absent more than 10 days (excused or unexcused) in any class in any semester.
 - A teacher reserves the right to lower a student's class grade by 1% point for each absence over 10 in the same class. *For the purposes of grade calculation, 3 Class Tardies may be considered equivalent to 1 Unexcused Class Absence.*
 - The school reserves the right to deny credit for a class in which a student has been absent more than 10 days during the semester.

Grading Scale

Superior		<i>Uses time well, is self-motivated, works independently, exhibits mastery of content with high degree of understanding of the subject matter and application of the knowledge; is able to apply learning to other subjects, life needs and interests.</i>
A+	100-97	
A	96-93	
A-	92-90	
Above Average		<i>Shows consistent interest and maintains a respectable standard of understanding and proficiency in the subject matter.</i>
B+	89-87	
B	86-83	
B-	82-80	
Average		<i>Does satisfactory work, but may requires direction and academic stimulation or guidance from the teacher. Shows a reasonable proficiency in understanding the subject.</i>
C+	79-77	
C	76-73	
C-	72-70	
Below Avg. Passing		<i>Frequently fails to do satisfactory work and understands only minimal amount of the subject.</i>
D+	69-67	
D	66-63	
D-	62-60	

Failing No credit	<i>Consistently fails to meet the requirements of the course, shows little interest, and demonstrates little understanding of the subject. Late and remiss in completing work, fails to meet minimum standards.</i>
F	59 - 0
I Incomplete	<i>Student failed to complete all requirements of the course. Students who do not take midterm or final exams receive an Incomplete. An "I" will become an "F" after two weeks if the work is not complete. A student with an outstanding tuition balance who is rendered ineligible to take exams will retain the Incomplete until that the student is cleared by the Finance Office for testing.</i>

Grade Point Average

Only the *cumulative* GPA, weighted and unweighted is recorded on the student's permanent record. The St. Bernard GPA includes all coursework taken. For the purposes of Honor Roll, Valedictorian and Salutatorian selection, and Graduation with Honors, the weighted GPA is used. **Colleges and universities generally recalculate the GPA based on their admissions criteria. Consult the specific college admissions information for details on calculating the college entrance GPA.**

Numerical Values for Letter Grades: A = 4, B = 3, C = 2, D = 1, and F = 0

(a plus or minus after a letter grade does not affect the numerical value of the grade)

Honors and Advanced Placement Courses earn an extra grade point and are weighted as:

A = 5 points, B = 4 points, C = 3 points. Grades of "D" or "F" in an Honors or A.P. class are *not given* additional weighted points. Note: The University of California and many other competitive universities limit the courses and the number of courses eligible for weighted points.

Semester Examinations

Semester examinations are mandatory in all classes and are given at the end of each semester. Semester examinations are comprehensive in scope and will last ninety minutes. Students with unexcused absences on the day of the semester exam will not be allowed to make up the exam. He/she will receive no credit for the exam. *Students must have the clearance of the Business Office in order to take Semester Exams.*

Midterm Exams

Midterm examinations are mandatory in all classes and comprehensive in scope and are given at the mid point of each semester. Midterm exams are 75 minutes in length. Students with unexcused absences on the day of the semester exam will not be allowed to make up the exam and will not receive credit for the exam. *Students must have the clearance of the Business Office in order to take Midterm Exams.*

Grade Reports

It is the responsibility of parents to check the school calendar, website, e-mail and VTW for report card dates and confirm that all report cards and progress reports issued have been received.

- Grade reports are issued twice per semester – at the quarter and at the end of the semester.
- The first report card is a quarter report and indicates academic progress to that point in the semester. Quarter grades do not become part of the student's permanent record. They do, however, affect a student's eligibility to participate in extra-curricular and co-curricular activities (*see eligibility for participation in activities*).
- The grades issued in January and June are final grades for the semester. These grades become part of the student's permanent record.
- Official semester grades will be both sent by e-mailed and mailed via U.S. mail home to the parent as indicated on the school calendar.
- Parents and Students are responsible for checking grades posted to *PowerSchool* throughout the semester.

Make-up of Semester Fails

An "F" received for a semester grade must be made up during the summer immediately following the earned Fail. The student may not be readmitted unless all fails have been made-up. Courses may be made up according to the following conditions:

1. All graduation and college entrance requirements must be made up at St. Bernard during the summer session. If the course failed or an equivalent is not offered at St. Bernard, the student must get

permission in writing from the Assistant Principal to take the course for high school credit at a community college or another Catholic high school.

2. If a Senior fails the first semester of a course, efforts will be made by the Counselor, Assistant Principal, and Vice Principal to arrange for coursework that will allow him/her to make the course and credits up during the second semester. *If a Senior fails a second semester course, the diploma will be withheld pending make-up of the course and/or required credits. The student will not walk in the graduation ceremony.*
3. If a student fails or gets a “D” grade in a required subject, he/she must retake the semester failed “D” of that subject.
4. If a student fails an elective course, he/she may make up the credits by retaking the class or by enrolling in an academic elective course of comparable quality. The Assistant Principal must approve academic elective coursework prior to enrollment in the course.
5. During the ordinary school year, a student may not retake a failed course. Exceptions may be made for first semester seniors or when a required course cannot be found in Summer School. In this case the missing credits must be made up during summer and the course repeated during the school year.
6. No failing grade may be made up through credits earned in courses taken prior to earning the failing grade. This also applies to Seniors who fail second semester classes.
7. PE courses may not be used to make up a Fail earned in an academic subject.

Summer School

All graduation requirements and college entrance requirements must be taken at St. Bernard during the regular school year except for Computer Studies, Fine Arts, and Health/PE. Computer and Fine Arts courses taken at a Community College must be approved in writing by the Vice Principal prior to enrollment in the course. Summer school may be used for:

1. Make up of failed “D” courses. Students making up fail “D” grades must take the course at St. Bernard if it is offered at St. Bernard. If the course is not offered at St. Bernard, the student must receive the written permission of the Guidance Counselor or Vice Principal to attend a community college or other Catholic high school.
2. Review of courses in order to prepare or qualify for the next level or to improve upon a “D” grade (**See Repeating a Course below**). Note: Only grades of “D” can be retaken for credit.
3. Classes in math taken for full credit in order to advance to a higher level of math the following year.
4. Enrichment – Credits earned depend on course taken and situation. Students are encouraged to do enrichment classes at the community college level to earn college credits and to experience college level coursework.
5. Meet graduation requirements in Computer Studies, Visual and Performing Arts, PE or Health. *All other graduation requirements must be taken at St. Bernard during the regular school year.*

Repeating a Course

- Although not required for a high school diploma, the St. Bernard Counseling Department recommends that students who have earned a “D” or an “F” in a **college preparatory or required course** repeat the coursework in summer school. Students wishing to repeat a course in summer school due to a low grade (“D+” or lower) should carefully consider the following:
- The original grade will not be deleted from the transcript. Both grades will show on the transcript, however no additional credits will be earned for the repeated course. Courses repeated **at St. Bernard and pre-approved institutions only** (college or other Catholic High School) will be included in the student’s cumulative GPA.
- Courses taken at schools other than college or approved Catholic High School are *enrichment only, no credit* and will NOT be included in the student’s cumulative grade point average. In this case, the grade for the repeated course is not added to the St. Bernard transcript and it is up to the student to provide the grade earned to any requesting institution.

Community College Coursework

Students wishing to take community college courses in order to qualify for the next level of math, for enrichment, to review a course, or to meet graduation requirements in Computer Studies or Fine Arts

must get the written permission of the Assistant Principal.. The student may earn “dual” credits (college and high school) credits for these courses. **Students will receive credit towards graduation for a required math class taken at a community college only if the next level of math is taken by the student at St. Bernard the following year.** Students taking community college courses must provide an official transcript of the grade earned to receive high school credit for the class.

Academic Probation

Any student who receives two “Fs” on a semester report card will be placed on Academic Probation for the semester following the Fail. Students on academic probation will be required to adhere to the stipulations outlined in their individual Academic Probation contract. Failure to uphold these conditions may result in academic dismissal from school.

A student may also be placed on Academic Probation by the , Assistant Principal if the student’s GPA falls below a 2.0 or if the student consistently exhibits poor academic progress and motivation and fails to show improvement.

7th Period Mandatory Tutoring

Students on Academic Probation or those earning grades of “D” or “F” on their quarter or semester report card will be required to attend 7th period Mandatory Tutoring for a minimum of one grading period or until the grades have improved to an acceptable standard. *Failure to regularly attend 7th period may constitute a violation of the Academic Probation contract and may result in dismissal from school.*

Academic Dismissal

A student who earns three fails in a single school year or who has a cumulative academic record below 2.0 may be ineligible to return to school for the following year. In addition, *any student whose record remains more than 15 credits deficient at the end of the academic semester will be asked to withdraw from the school.* Exceptions may be made where serious illness or an accident make it impossible for the student to achieve passing grades.

Graduation with Honors

Summa Cum Laude - Students maintaining a weighted grade point average of 3.80 to 4.0 over the first seven semesters graduate with the highest honors.

Magna Cum Laude - Students maintaining a weighted grade point average of 3.60 to 3.79 over the first seven semesters graduate with great honors.

Cum Laude - Students maintaining a weighted grade point average of 3.40 to 3.59 over the first seven semesters graduate with honors.

Honor Roll

Appointment to the Honor Roll is based on the previous semester’s grades. Students earning a 3.80 GPA (weighted) are placed on the PRINCIPAL’S HONOR ROLL. Students earning between 3.33 and 3.79 GPA (weighted) are placed on the HONOR ROLL. A minimum of 4 academic classes must be taken to qualify for the honor rolls.

Valedictorian And Salutatorian Honors

The Valedictorian and Salutatorian for St. Bernard High School will be the top two academic students based on their weighted GPAs. Only coursework taken at St. Bernard High School will be considered in the GPA calculation. **The Valedictorian and Salutatorian must have been St. Bernard High School students for at least three full years.** Both the Valedictorian and the Salutatorian will give speeches at graduation.

Comitatus Award

St. Bernard presents three *Comitatus Medals* to seniors at graduation and to students in the other grades at their awards ceremony—the gold, the silver and the bronze. The recipients of these awards are determined by the administration based on faculty nominations. Any student receiving one medal is automatically excluded from receiving the other two.

- The Bronze medal is presented to the student who stands out as an example of total involvement in the St. Bernard Family.
- The Silver medal is presented to a top academic student in the class who best achieved the school's ESLR's.
- The Gold medal, St. Bernard's highest award, is presented to the student who best exemplifies our mission as a Catholic high school. This student's commitment to Christian values, academics, and involvement in the school and community is truly outstanding.

Transcripts of Grades

- Transcripts are ordered from the main office. Students requesting transcripts must complete a separate TRANSCRIPT REQUEST FORM for every transcript ordered. Forms are available on the school website (www.stbernardhs.org) or in the Main Office of the school. Completed forms can be either dropped off in the Main Office or returned to the school by mail.
- **Transcript Processing Fees:** Fee must be included with the request and is payable at the time the request is made. Transcripts will not be processed until payment is received. Make all checks payable to St. Bernard High School.
 - \$5.00 per transcript for regular processing, whether official or unofficial. **Allow up to 5 business days for regular transcript processing.**
 - *Note: Official transcripts require imprinting with the official, raised school seal and colored stamps and therefore cannot be Faxed.*
- **Official Transcripts** must be mailed by the school directly to the school/university/or institution requesting the documents. Transcripts are mailed to the exact address indicated on the Transcript Request Form. Please check the desired address for completeness and accuracy. *Official transcripts will not be released as "hand-carry" documents or mailed to personal addresses.*
- For currently enrolled students, regardless of age, parents must sign the authorization form to release the transcripts. Original signature of the adult student is required for the release of all alumni records.
- Currently enrolled students should see their counselor to obtain an unofficial transcript for use in filling out college and scholarship applications. This unofficial transcript may be photocopied and given to teachers writing letters.
 - Seniors must complete a transcript request for the final, official transcript to be sent to a college or other organization and should submit the transcript request prior to graduation. Transcripts are not sent automatically.

Student Withdrawal Procedures

There are four types of student withdrawal:

1. Parent Request

The parent must directly contact the Assistant Principal if they intend to withdraw their child from the school. The Assistant Principal will then set up a conference with the Principal. After a conference with the parents, Assistant Principal, and Dean of Students will initiate the transfer paperwork. Once completed, the parents will be contacted to come to the school and complete the withdrawal

procedure. Failure to comply with this process will delay the issuance of transcripts to the receiving school.

2. Disciplinary Withdrawal

- a. The Dean of Students will inform parents and students of the school's decision for withdrawal.
- b. Once the withdrawal forms have been completed, the parents will be contacted to meet with the Dean of Students to sign the withdrawal forms.
- c. When a student has been asked to withdraw, the student is not permitted on campus or to attend school events without administrator permission.

3. Academic Withdrawal

The same procedure used in a Disciplinary Withdrawal will be used by the Assistant Principal's Office.

4. Confidentiality

In special cases of confidentiality, the Administrator to whom the case is referred will contact the Assistant Principal who will set up a parent conference to process the withdrawal.

Medication At School

Please note that these policies apply to all prescription and non prescription medications - including Tylenol, Ibuprofen, Motrin or over-the-counter allergy medications. These policies are in place for the protection of your child and the rest of the student body.

The school shall not furnish medications. All medications administered at school shall be provided by parents.

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. **See Dean, Assistant Principal or Office Staff to obtain the Medication Authorization and Permission Form.**
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and **kept in the school office**
- The student must come to the office to take all medications. Students may not take medication on their own in the restroom or elsewhere.
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epi-pen or inhaler on his or her person, consideration will be given for a variance upon submission of the signed medication form. (See Medication Authorization Form.)
- Students may not be given medicine prescribed for other family members
- The medication regulations apply to both prescription and non-prescription medications
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self administer medication as necessary. The parent or guardian of a diabetic child must sign the *Diabetic Consent Form* and other appropriate medication permission forms and return them to the school. All medications must be kept in the school office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

No exceptions will be made to the procedure for medication. If parents/guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication. *Students in possession of any type of medication without proper parent authorization and following proper procedure are subject to disciplinary action.*

Attendance Regulations

It is the responsibility of the parent to see that his/her student arrives on time to school prior to the first period bell. Circumstances such as the MTA bus, car problems, traffic, car pool issues **are not** the responsibility of St. Bernard High School and are considered to be unexcused tardies. **Phone calls will not be accepted to excuse a student from detention for being tardy.** The Dean of Students has the final say as to whether or not a tardy is excused.

Absence From School

Regular attendance is an important factor in the mastery of school subjects and in academic success. Students are expected to be in class daily and to be on time for class.

If a student is absent from school, the parents must call the school by 8:00 A.M. each day the student is out to report the absence. In order to return to the classroom, **a note from the parents or a doctor's note must accompany the student when he or she returns to school from an absence.** Any student who returns to school without the proper note is subject to disciplinary action at the end of the day on which they return to school and remain suspended until the parent/guardian calls the attendance office to verify their absence.

The absence note must contain the following:

1. Student's name
2. Date written
3. Date or dates of absence
4. Reason for absence
5. Parent or guardian signature

When parents are going to be out of town, it is their responsibility to inform the school who will be calling in for absences and who to notify in case of an emergency.

Re-Admit Procedures

Upon return after an absence, the student must report to the Main Office prior to first period with a signed absence note from the parent to be readmitted. Students may be considered Truant and subject to disciplinary action unless the readmit procedure has been properly completed.

Excused Absence

A student will receive an "excused absence" when he/she has been out of school due to illness, and the parents have properly notified the school. According to Archdiocesan and school regulations, only the following are considered excused absences:

1. Illness or medical emergency
2. Quarantine directly by a county or city health officer
3. Legal, or court appointment
4. Funeral

In accordance with Archdiocesan regulations, absence from school because help is needed at home or to care for children is not considered sufficient excuse and will not be honored as an "excused absence". Medical, dental, or other appointments, which interfere with class hours, should not be made except in emergencies. Students are not excused from school to take trips with parents, unless there is a justified reason and permission has been secured in advance from the Assistant Principal of Learning. If permission is granted, it is the student's responsible to discuss missed work and assignments in advance with his/her teachers. ***If a student is absent from school for ten days or more in one semester, he/she may become ineligible for academic credit for that semester.***

Unexcused Absence

A student will receive an “unexcused” absence when he/she has been out of school and the parent has failed to properly notify the school, or when the student has been out of school for any reason other than those stated above, even though he/she has the consent of the parents. The student’s attendance record will reflect that the absence was “unexcused”. Absences are not “excused”, even though a student may be out of school with parental consent, except for illness or prior consent obtained from the proper school authority. Involvement in any other school’s co-curricular activities is not an acceptable excuse for absence, tardiness, or otherwise.

Truancy

Truancy is defined as absence from school/class without permission. Cutting a class or school event during the school day constitutes truancy. When a student is absent, he/she is considered truant if the parent/guardian fails to verify the student’s whereabouts. Students who are truant will not be readmitted to class until a conference is held with the student, parents and the Dean of Students. When a student has been truant, the student will not be allowed to make up missed work.

Tardiness

All other tardiness will be considered unexcused. The student will be assigned a 1-hour Dean’s Detention after the **third** tardy and receive a tardy letter. Students may be assigned a Dean’s Detention for each recorded tardy, thereafter. Excessive tardiness will **not** be tolerated. Patterns of tardiness will lead to direct consequences implemented by the Dean of Students that may include:

- 5 late arrivals in a semester - **In-school suspension and parent conference**
- 10 late arrivals in a semester – **In-school suspension, parent conference and a probation contract**
- 10 + late arrivals in a semester - **2 days out-of-school suspension and parent conference and a strict probation contract**
- More than 11 late arrivals in a semester - **parent conference, 2 days out of school suspension and possible dismissal from school**

ALL UNEXCUSED TARDIES ARE INCLUDED, from the first class of the day to the last. This does not just apply to morning tardiness.

Make-up Work

When a student has received an “excused absence”, it is the **student’s responsibility** to make up any missed assignments or tests. Make-up work must be completed **within three (3) school days** or as arranged with the instructor. When a student receives an “unexcused absence”, the teacher is *not* required to allow the student to make up the work. When a student is absent for more than one week, or when a lengthy period of absence due to illness or injury is projected, the parent should call the Assistant Principal to make arrangements for homework. In the case of lengthy illness, verification by a doctor is required. Students with an unexcused absence on the day of a midterm or semester exam will not be allowed to make up the exam. He/she will receive no credit for the exam.

Off-Campus Permits

No student may leave the school premises during the school day without an off-campus permit signed by the school office. When possible, parents should request off-campus permits by telephone the day before the permit is to be issued.

Off-Campus College Visits

Seniors are allowed excused absences for College visits only if pre-approved by the Assistant Principal. The absence will only be excused upon completion of proper paper work from the Assistant Principal's Office.

Illnesses Occurring at School

When a student reports an illness, or is involved in an accident he/she is sent with a pass by the teacher to the Main Office. Parents will then be telephoned immediately to pick up their student since facilities will not allow for students to remain in the office when ill. For this reason, it is necessary that each student has an up-to-date EMERGENCY CARD, fully completed and signed by the parents, on file in the office. In a serious situation, paramedics will be called who may deem it necessary to transport the child to a hospital. Neither the school nor its personnel incurs any type of responsibility for treatment of the student or for emergency transportation.

Deliveries And Messages

The school will not deliver homework, lunch, flowers and balloons or any other personal items for students. In addition, *only* messages considered urgent or of an emergency nature by the administration will be forwarded to the student.

Celebratory Items

Balloons, flowers and other similar items may not be brought to classrooms. If these items are brought school the must be stored in an appropriate place with the approval of the Dean of Students.

Discipline Regulations

Discipline, in relation to the student at St. Bernard High School, is designed to provide moral guidance within the framework of the teachings of the Catholic Church, to provide for the growth of self-discipline based upon Christian values, to promote personal development, to assist in attaining acceptance of legitimately constituted authority, to provide a classroom situation conducive to the learning process, and to provide a safe and secure campus environment. Recognizing that discipline is most effective when there is a reasonable degree of willing acceptance on the part of the student, discipline is not considered to be merely a form of punishment, but rather the application of preventive and/or corrective measures.

The goal is to assist the student in understanding that every decision or choice made in regard to personal conduct, not just while a member of the St. Bernard community but throughout life, will result in some consequences. Hopefully, the student will come to realize that considerable thought must be given to decisions and to themselves and to others.

At St. Bernard High School, certain regulations have been prescribed by state law or policies established by the Administration and faculty. Additional regulations will be clearly announced to the student body. Penalties for violations of the rules and regulations of St. Bernard will be determined by the gravity of the situation. **The administration reserves the right to final interpretation of discipline policies.**

Restorative Practices

Beginning in the fall of 2017, the restorative practice discipline program will begin to be implemented by the Dean of Students. This program will be used school-wide; in classrooms, with athletic teams, in clubs and other extra-curricular programs. A restorative practice program does not eliminate previous school discipline. Rather it brings community building to the forefront of St. Bernard. Our objective is to create better relationships between teachers/students, staff/students, and parents/staff. This practice will also create more student support systems, as well, as student communication being involved in the discipline

process. Overall, with Restorative Practices at SBHS we want to restore relationships that might have been damaged and create a space where we make selfless acts before selfish acts.

Classroom Discipline

Classroom teachers may give Teacher Detentions for infractions of classroom rules. These detentions are served in the teacher's classroom within twenty-four hours of the day the infraction is committed, or at a date convenient for the teacher. **Employment schedules, activities and/or athletics, and/or lack of transportation may not interfere with a student serving a detention.** A student chooses by his/her actions to serve a detention; therefore, failure to appear for a Teacher's Detention will result in a Dean's Detention. The teacher in each class, per semester, will follow the following discipline procedures:

- Violation 1 - Student conference with Teacher
- Violation 2 - Parent communication: Phone call/e-mail
- Violation 3 - Teachers Detention at their own discretion.
- Violation 4- Dean of Students detention/in-school suspension, depending on the severity.
- Violation 5- Teacher/Dean and Parent/Student Conference

Any further violations will result in the student being placed on a Probation Contract. If the student is already on a Probation Contract, he/she may be placed on Strict Probation, or be asked to withdraw from St. Bernard High School.

School Discipline

Dean's Detention

1. The Dean may assign a 1-hour Dean's detention. Detention times are at the Dean's discretion and may be assigned before school, after school or during lunch periods. At least one day's notice of the date/time of the detention will be given to the student.
2. **Students must serve detention when scheduled.** Work, athletics, etc., are unexcused and looked upon as failing to report to an assigned detention. All school rules apply during detention.
3. ***Any missed Dean's Detention may result in a Saturday Detention.***
4. Saturday Detention will be held from 9:00 AM to 11:00 AM.
5. A parent/guardian may submit **in writing** a request to reschedule a Saturday detention for another Saturday if there is a family conflict. The Saturday detention may be rescheduled for another Saturday without penalty to the student **once per semester.**
6. If a student fails to attend a Saturday Detention, parents will be contacted by phone and will be required to attend a conference with the Dean of Students. The student may be placed on probation or if already on probation, will have the severity of the probation increased. If the student is on strict probation at the time of the missed Saturday Detention, he/she may be required to appear before a Board of Discipline.

Dean's Detentions will be issued for violation of any school rule, including, but not limited to the following:

1. Tardy to school or to class
2. Dress Code violation
3. Misuse and/or disrespect of the school chapel or other sacred spaces
4. Misconduct, disruption or insubordination in the classroom
5. Inappropriate behavior in assembly or Mass
6. Having food/drink/gum in the buildings and/or classrooms – including the gym and FAB.
7. Violation of school cell phone/personal electronics policy
8. Campus parking lot violations
9. Inappropriate behavior in lunch lines (e.g., pushing, cutting in line etc.)
10. Trash violations and littering
11. Inappropriate hallway behavior (e.g., shouting, running, roughhousing, etc.)
12. Failure to fulfill a Teacher's Detention

13. Inappropriate language, writing, drawing or action
14. Being in an off-limits area during nutrition and/or lunch
15. Selling unapproved, non school-related items on campus
16. Being in the hall during class time without an approved pass

Causes For Disciplinary Action

The Archdiocese of Los Angeles has determined that the following may cause a student to be subject to expulsion or withdrawal from the school. In some cases, there may be reasons for expulsion without warning. These violations include, but are not limited to the following.

1. Harassment as defined in the Archdiocesan policy.
2. Adopting or professing a moral conduct in conflict with the Catholic philosophy of the school. Scandalous conduct in the area of morality or life-style either in or outside of school, when such conduct would tend to damage the reputation of the school or church.
3. Being under the influence of, using, selling, or possessing narcotics or marijuana or drug paraphernalia.
4. Being under the influence of, using, selling, or possessing alcohol (Non-alcoholic “beers” are also prohibited).
5. Possession of harmful weapons or materials that can be used as weapons.
6. Inappropriate sexual behavior on Campus or at a school sponsored event. (i.e., intimate physical contact, immodest dress, sexually demoralizing language)
7. Having or participating in an abortion.
8. Violations of Federal, County, State or Local Law.
9. Possession or use of pyrotechnic devices, including lighters, matches, firecrackers, fire works, torches.
10. Verbally or physically threatening or intimidating a teacher or student.
11. Assault or battery or any threat of violence directed towards anyone.
12. Racist language or behavior.
13. Profanity/vulgarity in speech, writing, drawing or action.

The Administration of St. Bernard High School has also determined that the following may be cause for probation, strict probation, suspension, or expulsion:

1. Stealing; possession of unauthorized property not belonging to you
2. Smoking or possession of tobacco
3. Open defiance of an administrator or teacher’s authority
4. Truancy
5. Unexcused absence from class
6. Fighting
7. Continuous minor infractions
8. Excessive Dress Code Violations
9. Excessive unexcused tardies
10. Cheating
11. Forging or using forged notes or excuses
12. Hazing/bullying – including cyber bullying and improper or unwanted text or other digital messaging
13. Defacing or destruction school property – including lockers, desks, books, walls.
14. Conduct on buses: Students being transported to and from school or school related events are subject to the authority of the bus driver. Continued misconduct or refusal to obey the bus driver may be cause for Disciplinary Action
15. Misconduct to and from school
16. Involvement in food fights

17. Association with any person or groups that poses any kind of threat to the school community;
18. Recording anything that is deemed by the Administration to be derogatory towards St. Bernard High School, any member of the Administration, Faculty/Staff or student body;
19. Submitting anything that is deemed by the Administration to be derogatory towards St. Bernard High School, any member of the Administration, Faculty/Staff or student body to Internet websites such as YouTube, Facebook, Twitter, Instagram, Snapchat, KIK, text messaging, or other web-based sites or social media sites.
20. Unauthorized posting of school-related photos, video, documents or other postings to Internet web sites.
21. Scandalous, illegal or immoral conduct on or off-campus at any time while student is enrolled in the school.
22. Any student involved in stealing, vandalism, writing on desks or walls, graffiti, tagging, removal or defacing of school or personal property will be required to make full restitution as well as face the possibility of withdrawal or expulsion.
23. Possession or circulation or distribution of any advertisement, invitation, bulletin, literature or other publication NOT approved by the school, on campus or at a related event
24. Encouragement of illegal demonstrations
25. Membership in a secret fraternity, sorority or club or organizing such clubs
26. Falsely pulling a fire alarm
27. Demonstrating, whether by behavior or appearance, membership in a gang, or involvement in gang or gang-like activity, on or off-campus. This includes having gang or graffiti style writings or markings on books, bags, or other personal belongings
28. Possession of any materials used for graffiti or tagging – e.g., markers, spray paint, paint markers, etc.
29. Gambling or possession of gambling materials
30. Taking unauthorized photos, video or sound recording while on the school campus.

Disciplinary Procedures

Student Discipline Reports

Student Discipline Reports are issued by teachers and given to the Dean of Students. They are designed to inform the Dean of ongoing discipline procedures enacted by the teacher and directed towards a student. The Dean will determine further action to be taken in response to a Student Discipline Report.

Disciplinary Probation

Disciplinary Probation indicates that the Dean is seriously dissatisfied with a student's behavior or attitude and that some indication of the student's desire to remain a member of the St. Bernard community is necessary.

Disciplinary Probation is normally accompanied with a requirement to serve a designated number of detention hours and/or a requirement to fulfill a designated community service project. Probation forms will be written by the Dean and signed by parents and/or guardians in a conference with the Dean and the student. The length of probation is determined by the gravity of the situation. The probationary period may last from one to two marking periods depending upon the nature of the offense. During this probationary period, the Dean will review the student's progress. Failure to adhere to the probationary requirements set down in the probationary contract will result in Strict Disciplinary Probation, withdrawal, or expulsion.

Strict Disciplinary Probation

Strict Disciplinary Probation indicates that a student seems unable to act according to the St. Bernard code of behavior - continued disciplinary violations will result in the student's withdrawal or expulsion from school. When a student is placed on Strict Disciplinary Probation, a contract is discussed and signed by the student, parents or guardian, and the Dean of Students. Signing the contract indicates that the parents/guardians agree to withdraw the student from St. Bernard High School if disciplinary violations continue. **Students on Strict Disciplinary Probation may not participate in athletics, student**

leadership and co-curricular activities during the period of Strict Disciplinary Probation. If a student is on a strict disciplinary probation during the school year, the student's enrollment status for the next year will be evaluated regardless of whether or not the terms of probation have been met.

Suspension

A student may be suspended from school for violations of the school rules and regulations at the discretion of the Dean of Students. Students on suspension may not attend school, school activities or be on campus until the suspension has been lifted following a meeting between the Dean and the parents or guardians. In some cases the student may be placed on in-school suspension.

Board of Discipline appeal

In cases where a student has been asked to withdraw from the school for disciplinary reasons, the student has the option of appeal to the Board of Discipline. The Board is comprised of three faculty members: one chosen by the Principal (the Chairperson), one chosen by the faculty, and one chosen by the student. The teacher chosen by the student is not an advocate but votes his/her conscience. Legal counsel or child advocates may not be present at a Board appeal. The Board will meet with the student and parents or legal guardians only, review the appeal and make a recommendation to the Principal who will notify the parents or guardians of the final decision.

Disciplinary Procedures

Misconduct Reports

In cases where a student has violated school rules outside of the classroom, where a teacher is no longer able to handle disruptive behavior by a student within the classroom, a "Report of Misconduct" is written and given to the Dean of Students.

Parking Lot and On-Campus Driving Regulations

If a student is driving to school, the student must fill out a student driver permission slip and get approved by the Dean of Students. A yearly school-parking permit must be purchased for \$10. The permit fee will rise to \$20 if lost.

The following norms of parking and driving behavior must be observed on campus at all times:

1. Speed limit of 5 miles per hour
2. No playing of audio devices that can be heard or felt outside of one's car upon entering the campus gates
3. Adherence to all proper safety and traffic laws of the State of California
4. Parking in designated student areas only, front of the school.
5. Adherence to the school parking contract
6. Students are not allowed at their car anytime during the school day without permission of the Dean
7. Students may not loiter or congregate around or in their cars either before school or after school
8. No horseplay or unauthorized games, throwing/kicking of balls, etc. allowed in the parking lot

Insulting or Abusing a Teacher or School Personnel or Agents of the School

Any parent, guardian, or other person who insults or abuses any teacher, school personnel, or agents of the school (i.e., chaperones, security guards, or parent security) in the presence of other school personnel or pupils and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the teacher is required to be at such other place in connection with assigned school activities is subject to action by the school. (Refer to Calif. Educ. Code 44811)

Responsibility for Property

Any student who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to the school is liable to suspension or expulsion, and the parent or guardian shall be liable for all damages caused by the student. The parent or guardian of a student shall be liable to the school for all property belonging to the school loaned to the student and not returned upon demand of an employee of the school authorized to make the demand. Students should report damage to their desks, lockers, or other school property immediately. Failure to do so results in the student being held responsible. Students or adults responsible for breaking or damaging school property (even by accident) are to pay for the repair or replacement of said property. The Dean/Business Manager/Plant Manager determines fine based on school vendors or maintenance staff. Students who intentionally damage school property also face disciplinary action by the dean.

Chapel And Sacred Space Use Policy: These are not social gathering areas, but spaces reserved for prayerful reflection and community prayer only. Absolutely no food or drink allowed in the chapel. Respectful quiet must be observed at all times.

Student Areas

Students are to eat lunch in the specified areas of the courtyard. Students are not permitted in the hallways, in the parking lot, along the outside walkways, the area along the school fences, the bleachers or the school entry way during lunch. All students must exit the building during lunch unless they have a legitimate reason for being in the building (class meeting, club meeting or tutoring). Students are not allowed to loiter in the school building during Nutrition.

Upon arrival to school, students are to wait in the courtyard or Student Union (subject to Senior privilege). Students are not allowed to wait on the front steps of the school nor in the area surrounding the glass entryways and windows or offices before school. Students may not loiter in the school parking lot. Students waiting to be picked up after school are to wait on the front steps or around the flagpole.

Snack Bar/Lunch/Court Yard Area

Hot lunch items may be purchased each day of the school year from the Snack Bar. The Snack Bar and vending machines are to be used only before school, during nutrition and lunch, and after school. Students are not to use the snack bar or vending machines in between classes or during class time. Acceptable gathering areas for lunch/break are determined by the administration. Students may only gather during break and lunch in the approved areas of the courtyard or other authorized and supervised areas of campus. Students are not allowed to go to their cars during lunch.

Hall Passes

Students may not be out of class without an official hall pass. The hall pass is issued only with the approval of the teacher classroom. Students may not leave class at any time to go to their locker, speak with another student or use their telephone.

School Hours of Supervision

The regular hours of school operation where students are supervised on campus is between 7:30 AM and 3:30 PM – Monday through Thursday and 30 minutes after the dismissal of school on Friday. **The school does not provide before school and after school supervision of students unless they are participating in a specific school-sponsored activity (athletics, drama rehearsal, choir practice, cheerleading, etc.) Extended hours of student supervision - until 5:00 PM – is available Tuesday, Wednesday and Thursday in the Student Union and Library. Students not in these two areas or under the direct supervision of school personnel after 3:30 pm are not allowed in the school building.**

Students who are not involved in such activities are not under direct supervision of school personnel and should not be dropped off prior to 7:30 AM or picked up later than 3:30 P.M. Once a student enters

campus he/she may not leave prior to the end of the school day without parental consent. All calls to the parent must be made in the Main Office. Parents of students who are involved in after school activities must find out from the coach/moderator when the student will be released and make arrangements to pick the student up at that time.

Cell Phones and Personal Electronic Device Policy

Students who bring cell phones; electronic devices, headphones (wireless or wired), smart watches and laptop computers to school do so at their own risk. The school is not responsible for lost or missing personal property. The school will provide no investigation of missing phones and electronic devices.

Cell phones / electronic devices may not be used at any time in the school building. Student's cell phones/electronic devices must be turned off and put away from the time the student walks into the building until the final bell rings, this includes Viking Period. Students may use cell phone/electronic devices **only** if specifically authorized by the instructor, moderator or administrator.

Headphones may **not** be worn in the school building, including the hallways, at any time.

Cell phones and electronic devices must be turned to off and stored away while in class.

The use of electronic devices is not allowed in the hallways, offices, restrooms or other interior locations.

Any visible cell phone, electronic device / headphones, whether in use or not, may be confiscated.

Devices will be confiscated if used in violation of the school policy. Consequences include:

1st violation: cell phone / electronic device confiscated and held until the end of the day

2nd violation: cell phone / electronic device confiscated and held until the end of the school day / Parent conference/ student will be placed on cell phone/ personal device probation.

3rd violation: cell phone / electronic device confiscated and held until the end of the school day / parent conference / \$20 fine to be paid before the cell phone /electronic device is returned and student is placed on a strict cell phone/personal device probation contract.

4th violation: cell phone / electronic device confiscated (length of time to be determined) / parent conference / \$40 fine to be paid before the cell phone / electronic device is returned and student is suspended or student may be dismissed from school.

Unauthorized Student Internet Web Sites

It is unacceptable to use the St. Bernard High School name, initials, logo, or pictures of staff, students, the school or school activities with anything that is degrading, lewd, threatening, or violent or in an unauthorized way. Deliberate publication on the Internet, or anywhere else, of such items may result in serious disciplinary action including expulsion. Students will be required to sign an Acceptable Use Policy prior to each school year.

Student Lockers

At the beginning of each school year, a locker is assigned to each student. **Students may not change lockers or use another locker without the permission of the Dean of Students.** Lockers are the property of the school and use thereof is a privilege granted to the student by the school. It is the proper function of the school authorities to inspect the lockers under their control and to prevent their use in illicit ways or for illegal purposes. (Arch 5F5)

Lockers must always be neat and in usable condition. Stickers or decals are not permitted in or on the lockers. **Students are held responsible for all damages and defacing of their assigned lockers and must report any damage to the Dean immediately. Students will be fined up for damage to lockers and will be subject to disciplinary action, including probation.** All locks, for both hallway and P.E. lockers, must be school locks purchased from the Main Office. Only school locks are allowed on lockers and must be purchased through the school office. All other locks will be removed by school authorities.

Students are responsible for the items they choose to store in their lockers. Valuables should not be brought to school. It is the student's responsibility to check that the locker locks/closes securely and is properly secured with a lock. If the locker or lock is defective, the student should report the defect immediately to the Dean of Students.. Students must protect their locker combination and should not share it with anyone. **The school is NOT RESPONSIBLE for theft from a locker.**

For those students requiring additional space for after school activities, a lock may be purchased in the main office and a second locker will be assigned by the Dean of Students. The locker will be located directly below their regular school locker or in the vicinity of the regular school locker when possible.

Photographs, Video and Audio Recording Policy

Students may not make unauthorized videos, take unauthorized photographs of the school, staff or other students, or make unauthorized audio recordings at any time during the school day or at school events. The publication, on the Internet or anywhere else, of videos, audio or photographs taken at the school or while at a school activity without the expressed authorization of the school is strictly forbidden. It is unacceptable to use the St. Bernard High School name, uniform, initials, logo, or pictures of staff, students, the school or school activities with anything that is degrading, lewd, threatening, or violent. Deliberate publication on the Internet, or anywhere else, of such items may result in serious disciplinary action including expulsion.

Confiscation of Student Property (clothing, papers, etc.)

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

In addition, **non-St. Bernard hats and clothing, sweatshirts, jackets, scarves and other non-uniform items may not be worn on campus and will be confiscated.** Anything that may be interpreted as claiming gang involvement is not permissible and will be confiscated. Students wearing non-uniform items on campus will also receive a Dean's Detention. Items can only be retrieved by the parent. **All confiscated clothing that has not been claimed will be donated to charity.**

Personal Appearance

St. Bernard High School has established a school-wide personal appearance and uniform code that must be adhered to during regular school hours. **Student absences from class because of dress code are unexcused.** The rules of the personal appearance code are expected of all students at all times in the academic areas before, during and after school. **The Administration reserves the right to determine whether a style of dress, a specific item, or a length or style of hair is appropriate and in keeping with the philosophy of St. Bernard High School.**

School Events

St. Bernard High School students are expected to know what to wear at school events. Students are expected to make mature and responsible decisions regarding dress and behavior at all social, athletic and other school events, keeping in mind St. Bernard's high standard of modesty and good taste in the Personal Appearance Code. The Administration reserves the right to deny a student entrance to a school event for dressing contrary to the strict and modest standards of the school.

Uniform Dress Code

Student uniform dress is an important part of the school culture, learning and character development plan of the school. The uniform code is intended to not only standardize SBHS student appearance and minimize distractions to the learning environment, but also serves to insure that the security of the closed campus policy. These uniform regulations are to be observed while at school or school function unless the Administration gives specific alternate regulations. Students attending school events outside the school day are expected to still adhere to appropriate standards of dress outlined in the Casual Dress Code. The school uniform may not be altered or customized in any way. Uniform shirts/blouses, pants, shorts, skirts, ties, sweaters, jackets and PE attire must be purchased from Michael's Uniforms located at 225 S Market Street, Inglewood, CA 90301. **Students are expected to be in complete uniform during the school day. All uniform items must be presentable, the proper fit and in good repair at all times.**

Uniform Policy		
	Boys	Girls
Pants	Michael's Uniform pants. <ul style="list-style-type: none"> Navy or khaki. Pants must be a professional length and fit for the student. No Cargo or Joggers. 	Michael's Uniform pants. <ul style="list-style-type: none"> Navy or khaki. Pants must be a professional length and fit for the student. No leggings or joggers.
Skirts		Michael's Uniform plaid skirts only. <ul style="list-style-type: none"> No shorter than three inches above the top of the knee. Skirts cannot be rolled up. Tights, if worn, must be solid black, navy blue, gray, white with feet. Pants/sweats/leggings/footless tights may not be worn under skirts.
Shorts	Michael's Uniform shorts only. <ul style="list-style-type: none"> No cargo or other style shorts allowed. Navy or khaki. Shorts must be no longer than two inches below the knee. 	Michael's Uniform shorts only. <ul style="list-style-type: none"> Navy or khaki. Shorts are no shorter than 3 inches above the top of the knee and may not be rolled up. Shorts must be no longer than the bottom of the knee. Shorts must fit the student and cannot be oversized or overly tight.
Belt	<ul style="list-style-type: none"> Solid black or brown with a simple buckle. 	<ul style="list-style-type: none"> Optional. If worn, solid black or brown with a simple buckle.
Shirts	Tuesday – Friday:	Tuesday – Friday:

	<p>Michael's Uniform White oxford with school logo or uniform polo. (2017 – new logo)</p> <ul style="list-style-type: none"> • Oxford shirts must be tucked in. • Must always wear collared shirt (oxford or polo) including under sweatshirts, vest, zip-ups, or jackets. • Polo may be worn out if sized properly so it doesn't extend below the hips. <p>Spirit Fridays: SBHS Spirit, club, AP, Campus Ministry, team or other school T-shirt or polo is acceptable.</p>	<p>Michael's Uniform White oxford with school logo or uniform polo. (2017 – new logo)</p> <ul style="list-style-type: none"> • Oxford shirts must be tucked in. • Must always wear collared shirt (oxford or polo) including under sweatshirts, vest, zip-ups, or jackets. • Polo may be worn out if sized properly so it doesn't extend below the hips. <p>Spirit Fridays: SBHS Spirit, club, class, AP, Campus Ministry, team or other school T-shirt or polo is acceptable.</p>
T-shirts/turtlenecks	<ul style="list-style-type: none"> • Undershirts may be white, gray only and must be tucked in. 	<ul style="list-style-type: none"> • Undershirts/turtle necks may be white, gray only and must be tucked in.
Sweater/Sweater Vest	<p>Michael's uniform:</p> <ul style="list-style-type: none"> • With school logo. V-neck pullover or cardigan. • Non-uniform sweaters may not be worn regardless of weather. 	<p>Michael's uniform:</p> <ul style="list-style-type: none"> • With school logo. V-neck pullover or cardigan. • Non-uniform sweaters may not be worn regardless of weather.
Sweatshirts/Zip-Up/Pullover	<ul style="list-style-type: none"> • St. Bernard hoodless sweatshirts only. • Hoods may be worn only with a letter from the family doctor. • Royal Blue Athletic zip-ups or pullovers may be worn only if polo is worn under. 	<ul style="list-style-type: none"> • St. Bernard hoodless sweatshirts only. • Hoods may be worn only with a letter from the family doctor. • Royal Blue Athletic zip-ups or pullovers may be worn only if polo is worn under.
Shoes	<ul style="list-style-type: none"> • Any athletic shoe that is predominantly black, gray, white, brown or navy/Dodger blue with matching laces; black or brown leather or dress shoes. • No overwhelming designs on shoes. • Closed toe and heel only, no boots of any kind, 	<ul style="list-style-type: none"> • Any athletic shoe that is predominantly black, gray, white or blue with matching laces; black or brown leather or dress shoes. • No overwhelming designs on shoes. • Closed toe and heel only. No glitter, sequins or distracting embellishments. No boots of any kind, Timberland, UGG,

	Timberland, UGG, Combat, etc.	Combat, etc.
Socks	<ul style="list-style-type: none"> • Socks must be worn and visible at all times. • Ankle or crew style in solid black, white or navy or royal blue. • No stripes or patterns. 	<ul style="list-style-type: none"> • Socks must be worn and visible at all times. • Ankle, crew or knee highs in solid black, white or navy/royal. • No “thigh highs” or socks over the knees. No stripes or patterns. <p>Tights</p> <ul style="list-style-type: none"> • Only solid black, navy, gray or white tights <i>with feet</i> are acceptable. No joggers or spandex leggings.
Jacket	<p>Michael’s Uniform:</p> <ul style="list-style-type: none"> • St. Bernard jacket, team or letterman jacket. Must be hoodless. • Hoods may not be worn in the building. 	<p>Michael’s Uniform:</p> <ul style="list-style-type: none"> • St. Bernard jacket, team or letterman jacket. Must be hoodless. • Hoods may not be worn in the building.
4-hand neck tie (formal uniform days)	<p>Michael’s Uniform:</p> <ul style="list-style-type: none"> • St. Bernard tie in royal Halo B for formal dress days. (2017 – new royal blue/gold tie) 	<p>Michael’s Uniform:</p> <ul style="list-style-type: none"> • St. Bernard tie in royal Halo B for formal dress days. (2017 – new royal blue/gold tie)
Neck Scarf/Gloves	<ul style="list-style-type: none"> • St. Bernard scarves or <i>solid</i> navy, royal, gray, white or black neck scarves only. • Gloves are not worn inside during school hours. 	<ul style="list-style-type: none"> • St. Bernard scarves or <i>solid</i> navy, royal, gray, white or black neck scarves only. • Gloves are not worn inside during school hours.
St. Bernard Beanies and Hats	<ul style="list-style-type: none"> • Only SBHS hats can only be worn outside the building. 	<ul style="list-style-type: none"> • Only SBHS hats can only be worn outside the building.
Jewelry	<ul style="list-style-type: none"> • Students may wear a simple chain or religious medal inside their shirt. • A watch is acceptable. • Boys may not wear earrings. • Nose rings, studs, plugs, sticks, tongue piercings and facial/body piercings are 	<ul style="list-style-type: none"> • Jewelry must be simple, modest and tasteful. • Girls may wear simple, modest, and tasteful earrings. No multiple, large hoops or Bar Stud earrings. • Students may wear a simple chain or religious medal inside of their shirt/blouse.

	not acceptable.	<ul style="list-style-type: none"> Nose piercings/studs, tongue piercings and facial/body piercings are not acceptable.
Hair/Grooming	<ul style="list-style-type: none"> Hairstyle may be no higher than 2 inches or extend down below the shirt collar. Shaved lines or designs, braids, wild style/uncombed, ponytails, sculpted hairstyles or colors are not acceptable. Twists/dreads have to be maintained and kept at a short length. Boys must be clean-shaven except for neatly trimmed sideburns or mustaches. 	<ul style="list-style-type: none"> Hair that is neat, clean and moderately styled, of the student's natural color. Hair accessories and head bands must be solid colored in black, brown, white or match the uniform plaid. No headscarves, nets, bandanas or other head coverings. No patterned hair accessories. Make-up and fingernails must be simple, modest and tasteful.

Friday SBHS Spirit Dress

The only exception to regular uniform is the shirt that may be worn on Fridays, when approved by Administration.
 Acceptable shirts for Friday Spirit Days include: a Spirit rally shirt, an official team shirt, SBHS club/organization/class shirt, navy SBHS t-shirt, AP T-Shirt, Youth Day T-Shirt, or other booster/spirit shirt with a visible St. Bernard logo. **Regular Uniform "bottoms" (pants, skirts, shorts) must be worn.**

Formal Uniform – All Students

Every Monday(NO EXCEPTIONS), Mass days, certain field trips, when representing the school, and on other occasions to be announced, all students are to wear the **formal school uniform**. In addition to the school uniform pants and skirt, socks, and shoes, this formal uniform consists of a white Oxford shirt/blouse with school emblem and school necktie. Optional school logo V-neck sweaters, vests, cardigans may be worn. *Shorts, polo shirts and sweatshirts of any kind may not be worn on formal dress days.*

Casual Dress Code – All Students

The Administration shall be the final judge of what is considered a casual dress code violation.

The school believes that a person's behavior is affected by his or her dress and therefore adheres closely to standards of dress. Under special circumstances as deemed acceptable by the Principal, regular uniform may be suspended to allow students to attend school in Casual Dress Code. Attire must always be modest, appropriate for school or school event and in good taste and in good repair. Unless otherwise noted, special "dress-up" days denoted for school spirit activities must fall within the general guidelines of casual dress. Students attending school events outside the school day (games, dances, performances, etc.) must attend in acceptable casual dress

- Shorts/skirts/dresses with lengths no more than 3 inches above measured from middle of knee to hemline all the way around.
- Only closed toed and heel shoes during the school day. No sandals/flip flops. Socks must be worn.
- No clothing and/or accessories that advertise alcohol, tobacco, derogatory, or inappropriate wording or pictures.
- Only jeans/pants of proper waist and inseam size, pants length (at ankle or Capri style).
- Jeans/pants/bottoms may not be ripped or have holes. They must not be excessively tight or baggy.
- No leggings, jeggings, lycra dance leggings, tights or similar bottoms.
- No tank tops, camisoles, tube-tops or sleeveless shirts. Shoulders must be covered.
- No excessive skin showing. No low cut tops, bare midriffs, bare backs, excessively short or tight clothing.
- No swim wear/board shorts, pajama bottoms.
- No head covering inside the building – including hats, caps, scarves, beanies, jacket hoods. SBHS Logo caps only on campus outside the building.
- No athletic Jerseys – other than coach-approved SBHS Team wear.
- No logo clothing of other high schools.
- No athletic shorts or tights; sweat/warm-up pants must be properly sized.
- No visible body piercing or tattoos.
- One pair of small stud earrings for girls. Boys may not wear earrings or other items in pierced ears.
- Hair styles neat and moderately styled; Boys must be clean-shaven.

Amended **As of November 1, 2017**

St. Bernard High School – Uniform Violation Infractions

Students are expected to be in complete uniform during the school day. All uniform items must be presentable, the proper fit and in good repair at all times. The Administration reserves the right to determine whether a style of dress, a specific item, or a length or style of hair is appropriate and in keeping with the philosophy of St. Bernard High School.

Violations:

- **1st violation & 2nd violation:** Dress code infraction write up, communicated with student.
- **3rd Violation:** Dean’s Detention.
- **4th Violation:** Parent Contact.
- **5th Violation:** In-school suspension, Parent/Student Conference with Dean of Students.
- **6th Violation:** Out of school suspension and placed on disciplinary probation.
- **Further violations may result in withdrawal or expulsion from St. Bernard High School.**

Cold Weather Attire – All Students

St. Bernard jackets, wool caps, scarves, and mittens or gloves purchased from Michael’s Uniforms, are the only cold weather “accessories” to be worn on campus in addition to approved uniform items. Absolutely no blankets, shawls or other non-uniform wraps may be worn.

Letter Jacket Policy

The school letter jackets are part of the school uniform and must comply with the accepted uniform color, style and tradition. The student that wears these jackets is representing the school as a person who has made the commitment to academics and athletics and successfully completed the requirements for a letter set forth by the school, the Director of Athletics and the varsity coaches.

- To be worn at school, letter jackets must be of the approved color and style. The coach or Athletic Director must have provided the chenille letter “B”. Letters are awarded only to members of varsity athletic teams based on criteria set by the head coach of the team.
- Boy’s jackets are royal blue wool with crème leather sleeves. Girls jackets are royal blue wool with gold lined hoods, crème leather sleeves or wool sleeves. Students may embroider their nicknames on the jacket after obtaining approval from the Dean of Students..
- Students who have earned the right to wear these jackets are encouraged to have their participation record embroidered on the front. Students must submit a design request to the Dean’s office for prior approval.
- No rude or disrespectful or inappropriate words, designs, or nicknames may be affixed to jackets worn on campus. The Administration is final judge of this policy.
- Only school approved letter jackets/sweaters may be worn on campus. Students who have not earned a letter at St. Bernard’s High School may not wear letter jackets. Letter jackets from other schools may not be worn on campus.

Substance Abuse Policy

St. Bernard High School abides by the laws of the United States and the State of California. The School does not condone illegal conduct. It is, therefore, necessary for parents, students, and faculty to have, along with the articulation of the School’s policy regarding alcohol and drugs, an official interpretation of that policy.

Any student showing evidence of having consumed, or of being in the possession of drugs, and/or alcoholic beverages at any time while under the authority of the School is subject to dismissal.

“Showing evidence of” . . . includes any behavior observed by an adult which might be indicative of the use of alcohol and/or drugs.

“In the possession of” . . . includes participation in the use of, or being in the presence of the use or storage of alcohol and/or drugs. This includes the presence of alcohol and/or drugs in automobiles, student rooms or elsewhere on campus.

“Drugs” . . . includes all that is commonly understood in the context of the problem: narcotics, cocaine, hallucinogens, amphetamines, barbiturates, marijuana, federally controlled substances, etc.

“While under the authority of the School” . . means any time when the student is on the school campus for whatever reason or in its immediate vicinity; and whenever he or she is attending, participating in, or being transported to or from a School-sponsored function. Dances, plays, social events, retreats and athletic events held at and/or sponsored by other schools are considered School-sponsored functions. Violators are subject to severe School discipline, including dismissal, and the laws of the State of California.

Realizing the seriousness of the problem of alcohol and drug abuse/misuse, the School will make every effort to assist students involved with the problem. Strict confidentiality will be observed in providing this assistance, and every effort will be made to enable students who are actively seeking help for themselves or others to continue their education at St. Bernard High School.

The School, however, when confronted with observations and/or evidence of alcohol/drug use by a student, will require an alcohol/drug assessment by a School-approved facility.

Parents will be notified when students are required to undergo an alcohol/drug assessment, and the financial cost for this is the parents’ responsibility. Continued enrollment is contingent upon the student’s completing the assessment and recommended follow up care.

The possession, use or distribution of any quantity of illegal drugs or drug paraphernalia is not permissible on School premises, School-use vehicles, or at off site School-sponsored activities. Violators are subject to severe School discipline, including dismissal, and to the laws of the State of California.

General Procedures

Grievance Procedure

Concern for the dignity and rights of each individual is intrinsic to the Church's mission as a true witness to the spirit of the Gospel. When conflict reconciliation at the school level has been impeded, information about a complaint review process can be obtained from the Principal.

Arrests and Court Orders

Students may be arrested or subpoenaed as witnesses without parental knowledge or permission. The school will attempt to contact the parents to inform them of the action and the student's whereabouts.

Directory Information

School authorities will presume permission of the parents to release directory information unless the school is notified in writing to the contrary. Directory information includes honor roll students, academic awards, athletic awards, etc.

Campus Maintenance

Students are expected to keep the campus clean and beautiful. All papers and food, especially in the lunch area and hallways, should be placed in the proper trash receptacles located around the campus.

School Building Access

Students are not permitted in the school building before 7:00 AM; .Students are not allowed in the building after 4:00 PM Monday through Thursday and during Faculty meeting times.

Closed Campus Policy

St. Bernard High School is a closed campus. No student may leave the campus during scheduled school hours without written permission from the Main Office and without individual parental permission. All visitors must check in the main office to obtain a visitor's badge. Students from other schools are not permitted on campus. Only visitors with school business will be permitted on campus.

Damages

Students are financially responsible for damages to school property. Damage caused during a social event is the financial responsibility of the sponsoring group.

Lost Items

Students should not bring valuables to school. The school is not responsible for lost or missing articles. Students who bring cell phones, electronic devices, headphones (wireless or wired) and computers to school do so at their own risk. *No investigation of missing phones and electronic devices will be provided by the school.* Students should keep their book bags and belongings either with them or locked in their locker at all times. Book bags, back packs, and other personal belongings found unattended in the hallways or on school grounds will be deposited in the "Lost and Found" area. The school is not responsible for items put in lost and found.

Student/Parent Services

Computer Regulations

The St. Bernard computer facilities are intended for academic, educational and school use. Student and parent will be required to sign an “Acceptable Use Policy” at the beginning of the school year before the student is allowed to use the school computers.

Students are not allowed to use the computer lab during class time unless a teacher is present. Absolutely no food or drink is allowed in the computer labs at any time.

All school rules for behavior are strictly enforced in the computer lab. In addition, the school reserves the right to define and enforce any additional rules that specifically applies to the use of the school computer facilities. Students, who intentionally damage, destroy, deface, steal, or change the configuration of the school’s computer hardware or software will be held financially liable for damages and may be subject to severe disciplinary action.

Library Hours/Regulations

Students must observe the regulations defined by the teacher/supervisor or will be asked to leave the library. Students must refrain from loud talking, socializing, destruction of books, magazines or furniture. Students who display poor conduct in the library may be refused the use of the library and/or be referred to the Dean of Students.

The Counseling Department at St. Bernard High School provides a full range of counseling services including personal, crisis intervention (e.g., substance dependency or pregnancy), academic guidance, career planning and college advisement.

Academic Guidance Counselor

A student or parent may request to see the counselor at any time. The counselor will also initiate contact with the student throughout the school year. The counselor may meet with the student as an individual or as part of a small group. Additionally, the counselor will do in-class guidance presentations on important concerns such as college admission and financial aid, re-registration and course selection, national test preparation, and interpretation of test scores.

Annual National Test Dates

The Preliminary Scholastic Aptitude Test (PSAT) is given to all underclassmen each October (see the school calendar for this year’s date). This test is a shortened form of the SAT. It helps predict the SAT score and can qualify juniors for the National Merit Scholarship Program, National Achievement Program for Outstanding Black Students, and the National Hispanic Scholarship Program. The PSAT taken in the freshman and sophomore year does not qualify a student to compete for the National Merit Scholarships, but does provide the opportunity to practice for the junior year PSAT.

The Scholastic Assessment Test (SAT) is given nationally in October, November, December, January, March, May and June. This test, for students completing junior year and starting senior year, is part of the admission requirements for most four-year colleges and universities. Students can register online at www.collegeboard.com.

The SAT Subject Test (no longer required by UC beginning with the Class of 2012) is also given nationally in October, November, December, January, March, May, and June. Check with your specific college and major of interest to determine whether subject tests should be taken. California State Universities (CSU) do not require Subject Tests for admissions.

The ACT (with writing) is accepted by many colleges as an alternative to the SAT Reasoning. It is offered nationally in September, October, November, December, February, April, and June. UC requires the ACT with Writing. CSU does not require the writing portion of the test.

The Advanced Placement (AP) Examinations are required for all students enrolled in Advanced Placement classes. College credit may be awarded for work done in those classes along with a satisfactory score on the Advance Placement Test. AP Testing is also available to students who are in the fourth year of foreign language study. AP exams are given in May of each school year and are listed on the school calendar.

The High School Code for St. Bernard High School for the SAT Reasoning, the SAT Subject Tests, the ACT, the AP Exams and for college and financial aid applications is **052487**.

College Admissions

Students planning on attending a four-year college or university need to have a four-year educational plan for high school course work to insure that they will meet the specific requirements of the colleges they are interested in; the counselors will assist in this process. The actual application process is completed during the fall semester of the senior year. It is the student's responsibility to know the eligibility requirements for specific colleges and majors as well as the deadlines for applying; the counselors will work closely with seniors and parents to guide them through the necessary steps.

Guidance For College Financial Aid

Financial aid for college consist of scholarships, grants, loans, and work-study programs. There is one common application form for all of these, called the FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) www.fafsa.edu.gov. Students applying to private schools may also be required to file a second form called the CSS/Financial Aid Profile, (check with your individual college to determine this). Finally, all students applying to California colleges must submit the GPA VERIFICATION FORM for California money (Cal Grants).

GPA Verification Forms will be available in the College Center in December and are to be completed by March. The counselor will assist students and parents with the financial aid process through individual and group guidance sessions, parent nights, and the school website.

Letters of Recommendation

Allow the person writing the recommendation at least fourteen days to complete the recommendation. Teachers, counselors, moderators and administrators reserve the right to decline to write a recommendation if ample notice is not given! Let this person know if you will need more than one copy. Thank the person afterwards. Provide a stamped pre-addressed envelope for each recommendation. Students need to complete a "Brag Sheet" (available in the College Center) and provide it to anyone writing their recommendations. The Brag Sheet includes :

1. Name, Telephone Number and E-mail Address
2. GPA and intended major
3. All clubs, activities, and teams in which you have participated and the offices you have held during high school
4. Awards, honors, clubs, or activities outside of school, community and church involvement or special programs in which you have participated
5. Work experience
6. Has any work or volunteer experience been of significant importance to you? Describe.
7. What has been your most stimulating intellectual experience in recent years?
8. Describe your special talents.
9. Which classes have you enjoyed most? Why?
10. What are your long-term and short-term goals?

Transcripts for Colleges

Read the requirements for each college to which you are applying and their instructions for application carefully. Some (e.g., University of California) do not request transcripts until after graduation; some do not want transcripts until after the first semester of your senior year (e.g., California State University); and some want them to be sent when you apply. Transcripts are ordered in the main office and processed by the Studies Office. Refer to the section on Transcripts for Grades (page 16 of this handbook). Many campuses require your transcripts three times: 1) with your college application in November, 2) 7th semester transcript in January (Mid Year Report), 3) and final transcript in July. You must fill out a new request and pay the \$5.00 processing fee each time you need to send an updated transcript to the college.

UC and CSU Eligibility Requirements

Students may plan early and intelligently to meet college entrance requirements. In addition, the UC, CSU and most private and out-of-state colleges/universities requires all students to take either the SAT Reasoning or the ACT with Writing. All testing **MUST** be completed by December of the senior year. Students are strongly encouraged to take the SAT Reasoning Test during March, May or June of the junior year. CSU applicants must take either the SAT Reasoning Test or the ACT **without** Writing. The SAT Subject Tests *may* be required by a specific university or program. Students applying to private and out-of-state colleges and universities must check the specific requirements for each college.

Activities

ASB Identification Card

Students are to have their ASB ID Cards with them at all times. Student identification cards are school property and must be presented to any school official upon request. There is a \$5.00 replacement fee, payable in the main office, for a lost ASB card. ASB cards are used as admission identification to extracurricular school events.

Masses, Assemblies, and Rallies

School Masses, Assemblies and Rallies are an important part of our educational program and Catholic community. Students will be dismissed as a class prior to the event to proceed quickly and quietly accompanied by their teacher. Students will leave books and backpacks in the classroom and return after the Mass/assembly to collect their belongings. Students are to observe the rules of politeness and courtesy at all Masses/assemblies. Inappropriate behavior at Mass or school assemblies may result in immediate suspension and severe disciplinary action.

Bulletin Boards

Permission from the Principal is required to post notices of events sponsored by organizations outside of school. Posters of school-sponsored activities require the permission of the Assistant Principal. Only Painter's Tape may be used to post on painted surfaces. No scotch tape, duct or masking tape allowed.

Dances

School dances are school-sponsored activities and are subject to all school regulations. Most dances are scheduled on Friday, Saturday, or pre-holiday nights between the hours of 8:00 PM and 11:00 PM. The rules governing dances are:

1. Dances are under the general supervision of the Activities Director.
2. Students must present their current ASB ID card in order to be admitted to the dance.
3. All St. Bernard dances are **closed** dances. If a student wishes to bring a guest to a dance, he/she must have the permission of the Dean of Students. Applications for guest passes may be obtained in the Youth Council Office. Applications must be returned before first period the day prior to the dance.

Guests must accept St. Bernard school regulations and Dress Code regulations regarding dances. ***St. Bernard High School students are responsible for the behavior of their guests.*** Any serious infraction of school regulations will result in serious consequences for St. Bernard students. The guest must leave photo identification with the chaperones of the dance at the check in area before being admitted to the dance.

4. Late Passes: Students will not be admitted to the dance one hour after the dance begins. If a student is going to be late he/she must obtain the permission of the Assistant Principal one day prior to the dance.
5. Seniors may leave the Prom and Homecoming Dances 1 hour before the scheduled end of the dances.
6. Students must be picked up immediately and at the end of the dance.

Dance Guidelines

1. Students are expected to behave and dress in a respectful manner befitting the philosophy of St. Bernard High School.
2. All students are expected to dance appropriately with respect for themselves and their partners. (No suggestive dancing.)
3. Final interpretation of appropriate dance is at the discretion of the administrator in charge. Students will be given one warning and on the next offense will be required to notify parents and to leave the dance.

Absence From School and Participation in Activities

Students must be in attendance for a full school day to participate in or to attend any sporting event or school activity that day (including the Friday prior to a weekend event). This also includes all dances, talent shows, and theatrical and musical performances.

Co-Curricular Eligibility

Co-curricular activities and interscholastic athletics play important roles in the educational environment of St. Bernard High School. Activities and sports teach valuable lessons in self-discipline, teamwork and sportsmanship and are a source of great school unity and pride.

A student who receives multiple disciplinary reports (dress code, tardies, behavior, etc.) or otherwise has a serious infraction of the disciplinary regulations may be ruled ineligible by the Dean of Students for participation in school activities or interscholastic contests. The Dean of Students will determine the length of the suspension.

Student Government

All Student Body Executive officers (President, Vice-President, Secretary and Treasurer) must be seniors. In order to hold these offices a student must have a 2.5 cumulative GPA with no Fs on the previous grading period. Students who do not meet the academic criteria but still wish to run for an ASB Executive Office may appeal directly to the Principal. Students wishing to run for office must follow the procedures and deadlines for following application paperwork and posters as defined by the Assistant Principal of Leadership. Any student placed on disciplinary probation will be suspended from office during the term of probation. Students on strict disciplinary probation will be permanently removed from office.

Class Officers and ASB/CLASS Commissioners

In order to be a class officer or ASB or class commissioner a student must have a 2.5 cumulative GPA with no Fs on the previous grading period. Students who do not meet the academic criteria but still wish to run for an office may appeal directly to the Principal. Students wishing to run for office must follow the procedures and deadlines for following application paperwork and posters as defined by the Assistant

Principal of Leadership. Any student placed on disciplinary probation will be suspended from office during the term of probation. Students on strict disciplinary probation will be permanently removed from office.

Drama Production

In order to audition for a St. Bernard High School play, a student must have a 2.0 GPA with no Fs in the previous grading period and must maintain this GPA in all subsequent grading periods.

Homecoming Court, Prom King and Queen

To be eligible to be on the Homecoming Court, a student must have a 2.5 GPA with no Fs in the previous grading period; must be cleared by the Dean of Students; and may be required to meet other qualifications approved by the Administration.

Athletics

All students, including incoming ninth graders, must have achieved a 2.0 GPA and received no Fs on each report card to maintain eligibility for athletics. Grade checks are done bi-weekly on all students trying out or listed on a roster for any interscholastic teams. If the student falls below the 2.0 GPA or receives an "F" grade, that student becomes academically ineligible for the entire grading period. A student who is academically ineligible may not participate in any interscholastic contests/games. With parental permission, however, academically ineligible students may participate in two practices a week. The coach will submit a schedule of practices to the parents and counselor of an academically ineligible student who wishes to practice. An academically ineligible student may attend but may not participate in games. Under no circumstances may an academically ineligible student miss any classes due to early dismissal for a game.

Transfer students playing Varsity athletics must complete the CIF Transfer Eligibility Form before being allowed to participate. Contact the Director of Athletics.

Probationary Eligibility

If a student on student government, pep squads, drama, or athletic teams becomes ineligible, that student will be notified if he or she can apply for probationary status for one grading period. Upon notification, students have one week to apply for probationary eligibility. Written parent permission is required in order for the student to continue to participate using probationary eligibility. **Students who might qualify for probationary status by whose overall academic future is in jeopardy may be denied probation. The final decision regarding granting of probation is made by the principal.** The Athletic Director or moderator of the activity will inform students of their status.

Probationary eligibility will last only until the next grading period, at which time the student must be fully eligible (2.0 with no Fs) to continue participation. A student may not request probationary eligibility for consecutive grading periods and probationary eligibility will not be granted to students who have been below the eligibility level for consecutive grading periods.

Archdiocesan Policies

Inclusion

As a Catholic school every attempt is made to serve students whose parents 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.

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:

- i. 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.
- ii. 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 90010

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

If the parents/guardians disagree with the decision of the principal, the **parents/guardians** may submit a [Request for Review of the Decision](#) within ten (10) days of the principal's written decision. The request must be sent to the Assistant Superintendent at the Department of Catholic Schools assigned to the school. The **Assistant Superintendent** will set the date, time, and location for the review and, with the assistance of the **Archdiocesan Compliance Officer**, will facilitate the review process of the complaint. The 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 the parent/guardian request for review, giving consideration to the schedules of all persons involved.

- At the Review Hearing:
 - You explain your complaint, present relevant documentation, and answer questions the reviewer(s) may have.
 - 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.
 - The reviewer(s) will encourage the parties to reconcile their differences and come to a mutual agreement on some or all issues.
 - 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:

U.S. Department of Agriculture, Office of Assistant Secretary for Civil Rights
http://www.ascr.usda.gov/complaint_filing.html

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS OR GUARDIANS

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

It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies or procedures set forth in any student/parent handbook of the school.

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

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- Any parent or guardian or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
- Any parent or guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of his or her child in the school.
- These expectations for students and parents or guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

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

DISRUPTION OR DISORDER BY PARENTS, GUARDIANS OR OTHER FAMILY MEMBERS

Any parent, guardian or other person who materially disrupts class work or extracurricular activities in a place where a school employee is required to be in the course of his or her duties may be guilty of a misdemeanor and risks the continuation of their child in the school. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills. Any parent, guardian or other family member who insults or abuses any school personnel risks his/her child's continuation in the school.

Any parent or guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

RECOMMENDED TRANSFER RESULTING FROM PARENTAL ATTITUDE

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions or attitudes of parents; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents or guardians as described above might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible.

In such a case, it is imperative that the opinion of the principal regarding the practical impossibility be sustained from a pastoral point of view by the pastor. The regulations governing recommended transfer would then be applicable.

MARRIED STUDENTS

Central to the philosophy of archdiocesan/parish secondary schools is the belief that parents are the primary educators of their children. In support of this, the school and the parents 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 marries may not be allowed to attend an archdiocesan/parish secondary school. The principal is expected to confer with the Regional Supervisor before making any final decision.

STUDENTS NO LONGER LIVING WITH THEIR PARENTS

Central to the philosophy of archdiocesan/parish secondary schools is the belief that parents are the primary educators of their children. In support of this, the school and the parents work in close collaboration in all aspects of the student's educational process. A student not living in the home of a parent or guardian may not be allowed to attend an archdiocesan/parish secondary school. The principal is expected to confer with the Regional Supervisor before making any final decision.

EMANCIPATED OR EIGHTEEN YEAR OLD STUDENTS

All school regulations apply to students who are emancipated or eighteen years of age as long as they are enrolled in the school.

TUTORING

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.

Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.

A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance. All tutors and entities must comply with the procedures and policies of the extended day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

Electronic Communications Policy

1. Systems, Devices and Materials

- a. **Electronic communications systems** include, but are not limited to, electronic mail, voice mail, facsimile 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, Blackberries, 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, microfiche, 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

- All electronic communications systems, devices and materials whether in a parish, school, or archdiocesan department or office;
- All electronic communications devices and materials taken from parish, school or archdiocesan office for use at home or on the road;
- All personal devices and materials brought from home and used on parish, school or archdiocesan premises during regular business hours;
- 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.

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

- 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.
- 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.
- 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.
- 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."
- 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.

- 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.
- 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

- 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.
- E-mail and other electronic communications are not necessarily secure.
- As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- 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.
- 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:

- Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.
- 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; e-mail addresses and web addresses (URLS) of social networking sites or blogs.
- 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.
- 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.

- 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.
- 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.
- Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.
- 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;
- 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.
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g., use others’ passwords, trespass on others’ folders, work or files.
- 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).
- 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.
- Introduce a virus, attempt to breach system security or tamper with a system.
- Alter, without authorization, a start up screen or the desktop, or install applications that will subvert these functions.
- 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.
- 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 e-mail and the reasonable amount of time within which responses may be expected;
 - appropriate language for e-mail response to e-mail 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."*
- the consequences that will result if the parish or school policy is not followed.

HARASSMENT, BULLYING AND HAZING POLICY

St. Bernard High School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents or guardians, and students.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

HARASSMENT occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- Verbal harassment: Derogatory comments and jokes; threatening words 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, and gestures.
- Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

BULLYING is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students also may be involved in cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages.
- Posting inappropriate pictures or messages about others in blogs or on Web sites.
- Using someone else's user name to spread rumors or lies about someone.

HAZING is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

RESPONSIBILITIES OF THE SCHOOL

It is the responsibility of St Bernard High School to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment
- Make all faculty, staff, students, parents or guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

RESPONSIBILITIES OF THE STUDENT

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- If possible, inform the other person(s) that the behavior is offensive and unwelcome
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher
- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties; confidentiality will be maintained as much as possible

STUDENT THREATS

- All student threats to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal should notify the police immediately. The Department of Catholic Schools should also be notified.
- The student who has made the threat should be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat should be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, should be notified immediately.

- The student who has made the threat, shall be suspended until the investigation by the police and school has been completed.
- The decision to re-admit a student who has made a threat should be made by the principal and pastor on a case-by-case basis.
- Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. These actions may result in suspension or removal of a student from school.
- This policy shall be communicated clearly to faculty, staff, volunteers, parents or guardians, and students.

SCHOOL SEARCHES

- Students' legitimate expectations of privacy in person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.
- School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present. Strip searches may only be conducted by law enforcement and may not be conducted by a school official.
- Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his or her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.
- A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that a law or school rule is being or has been violated. The student's parents should be notified of any such search.
- An alert from trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.
- If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.
- In the event that any items belonging to a student are confiscated, the principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

CONFIDENTIALITY AND PRIVACY

Privacy and Access to Records

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other employees.

Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

Pupil Records

- “Pupil records” means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include “directory information” or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute teacher.
- Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher’s aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.
- Parents and legal guardians of minors have the absolute right to access their child’s pupil records in accordance with the school’s reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

Directory Information

- "Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.
- The school will, to the extent possible, minimize access to student telephone numbers or personal e-mail addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal e-mail addresses, unless the parents or legal guardians consent to broader access.
- Room parent rosters, class lists, telephone numbers, e-mail address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

Verbal/Written Confidences

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

PARENT/STUDENT COMPLAINT REVIEW PROCESS

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

SCHOOL LEVEL

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

DEPARTMENT OF CATHOLIC SCHOOLS LEVEL

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the Assistant Superintendent at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The Assistant Superintendent will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the Assistant Superintendent will make a final determination concerning the resolution of the complaint, based on the application of archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

PARENT'S AUTHORIZATION TO USE CHILD'S IMAGE, NAME, VOICE AND/OR WORK FOR NON-COMMERCIAL PURPOSES

This section to be completed by Archdiocese/School/Parish

Archdiocese/School/Parish:

Class/Activity:

The Archdiocese/School/Parish intends to use your child's image, name, voice and/or work for the following non-commercial purposes:

The following person(s)/entity not connected to the Archdiocese/School/Parish will be involved in the class/activity:

This section to be completed by Parent/Legal Guardian:

I, (name), am the parent or legal guardian of (child's name), a minor. I hereby authorize the Archdiocese/School/Parish to use the following personal information about my child:

Please initial the applicable boxes

Image/visual likeness: yes no

Voice: yes no

Name: yes no

Work: yes no

I understand and agree that my child's image, name, voice and/or work (the "Personal Information") will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, e-mail messages, websites, or any other form now known or later developed (the "Materials").

The Archdiocese/School/Parish may use the Personal Information at its sole discretion, with or without my child's name or with a fictitious name, and with accurate or fictitious biographical material. The Archdiocese/School/Parish will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. While the Archdiocese/School/Parish will take care to maintain the particular intents and purposes of the photographs or electronic recordings, editing may be necessary to obtain the best results. I release and discharge the Archdiocese/School/Parish and its employees and agents from any liability that may arise out of the making or editing of the photographs or electronic recordings, including but not limited to, distortion, blurring, alteration, optical or auditory illusion or use in composite form.

In exchange for the Archdiocese/School/Parish's giving my child an opportunity to participate in the class/activity, I hereby agree that neither I, nor my child, will receive monetary compensation, royalties or credit for use of the photographs or electronic recordings by the Archdiocese/School/Parish. I understand and agree that the Archdiocese/School/Parish shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Archdiocese/School/Parish intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.

I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Archdiocese/School/Parish and its employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.

I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to the Archdiocese/School/Parish. However, my new authorization will not have the effect of revoking this Authorization, and the Archdiocese/School/Parish will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

I represent that I have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.

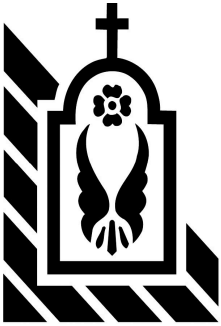
GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. **Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.**

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, e-mail and Internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving

minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.

- Parent or guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.



**ACKNOWLEDGMENT OF RECEIPT
OF
GUIDELINES FOR ADULTS INTERACTING WITH MINORS
AT PARISH/SCHOOL ACTIVITIES OR EVENTS**

I have received and agree to comply with the *Guidelines for Adults Interacting with Minors at Parish, Parish School, Youth Ministry or Religious Education Activities or Events* of the Archdiocese of Los Angeles. As stated in the copy of these guidelines: **“All adults working or volunteering with minors are accountable to follow all policies contained in ministry Handbooks.** All adults acting in a staff, faculty, ministerial or other paid or volunteer* position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations.” These guidelines are part of the commitment of the Archdiocese of Los Angeles to keep children and youth safe and to provide a role model for all minors under our care.

Activity(ies) or Event(s) in which I am involved:

Name (please print legibly): _____

Signature: _____

Date: _____

CODE OF CONDUCT FOR JUNIOR HIGH AND HIGH SCHOOL YOUTH WORKING OR VOLUNTEERING WITH CHILDREN OR YOUTH

Revised August 20, 2007

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign this Code of Conduct form to verify that they understand their obligations.

CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS

I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that any action inconsistent with or failure to take action mandated by this Code of Conduct may result in my removal from my volunteer or work assignment.

As a student volunteer I will:

- Respect the adults and supervisors with whom I interact.
- Safeguard at all times children or other youth entrusted to my care.
- Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity.
- Take care to be positive, supportive and caring in my speaking, writing and actions with the children/youth.
- Avoid situations where I am alone with a child/youth.
- Use positive reinforcement rather than criticism or comparison when working with children/youth.
- Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the principal or pastor at the location.
- Be aware that young people can easily become infatuated with a youth leader or an adult. If I sense that this is happening, I will not encourage it. I will make my administrator aware of it so that the supervisor can resolve the matter, including reassigning me to other activities.
- Maintain appropriate physical and emotional boundaries with the children/youth.
- Dress appropriately and not wear any clothing with offensive messages or pictures.

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church.
- Commit an illegal or immoral act.
- Smoke or use tobacco products.
- Use, possess or be under the influence of alcohol or illegal drugs at anytime while at work or volunteering.
- Verbally threaten or physically abuse anyone.
- Use profanity in the presence of children/youth.
- Use discipline that frightens or humiliates a child/youth.
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner.
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone.
- Place myself in a situation where my interaction with a child/youth cannot be witnessed.
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor.
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor.
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth.

- Fraternize with minors over the Internet or through other forms of communication.

We, the undersigned, have read and understand the Archdiocese of Los Angeles *Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth* and will abide by them at all times. We also understand and agree the parent or guardian will be notified at the time of any infraction requiring dismissal from any work or volunteer assignment at the school or parish or other setting where the student is working or ministering, and that he or she will be sent home at the expense of his or her parent or guardian.

Print Name of Youth: _____
 Work or Volunteer Position: _____
 School or Parish: _____
 Signature of Youth Volunteer: _____ Date: _____

Signature of Parent or guardian: _____ Date: _____

Signature and Title of Witness: _____ Date: _____

"Zero Tolerance Policy"

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

Under the "Zero Tolerance Policy" of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with **a minor under the age of 18:**

- **May not have any paid or volunteer assignment in any "ministry" in the Archdiocese, and**
- **May not volunteer in any "non-ministerial" activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

ST. BERNARD HIGH SCHOOL

STUDENT AND YOUTH ACTIVITY PERMISSION FORM

CHILD'S NAME:				GRADE:	
Activity: Field Trip <input type="checkbox"/>		Other (specify): <input type="checkbox"/>			
Date:			Cost:		
Educational Purpose:					
Description of Activity:					<input type="checkbox"/> See Attached
Mode of Transportation:		Walk <input type="checkbox"/>	Car Pool <input type="checkbox"/>	Bus <input type="checkbox"/>	<input type="checkbox"/> Other (specify):
Teacher/Adult Leader:			Attire:		

- I request that my son/daughter be permitted to participate in the above activity. My child has no medical condition that would render it inappropriate for him or her to participate in this activity. I have returned the Health and Medical Release Form to the school/parish. I agree to direct my child to cooperate and conform to directions and instructions of the parish, school or Archdiocesan personnel responsible for this activity.
- As a condition of participating in this activity, I hereby release and discharge The Roman Catholic Archbishop of Los Angeles, a corporation sole, Archdiocese of Los Angeles Education & Welfare Corporation and the school and parish, their respective employees and any parent/volunteer chaperone, from any and all claims for personal injuries, wrongful death or property damage that my son/daughter may suffer as a result of participation in the activity described above, whether or not such injuries or damage are caused by the negligence (active or passive) of the Archdiocese, the parish, the school or their employees or chaperones.
- Should it be necessary for my son/daughter to have medical treatment while participating in this trip, I hereby give the responsible personnel or chaperones permission to use their judgment in obtaining medical service, and I give permission to the physician selected by the school personnel or chaperone to render medical treatment deemed necessary and appropriate by the physician. I agree to relieve the school and other participating adults from any liability in connection with this request.
- I understand that the insurance benefits through the school or parish, if any, may have limited application, and that I am entirely responsible for the cost of all medical treatment provided to my child. I agree to indemnify and hold the school harmless from the cost of any medical treatment and related expense and cost incurred.

Parent/Guardian			Date
Home Phone	Cell Phone	Cell Phone	Work Phone
Person to Notify in case of Emergency if Parent or Guardian is unavailable			
Name			
Day Phone		Cell Phone	



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St. Bernard High School

Emergency Information Card

ARCHDIOCESE OF LOS ANGELES • DEPARTMENT OF EDUCATION

To the Parent: Please complete and sign at the bottom both sides of this form.

Name (Last) (First) (Middle)		Grade
STREET ADDRESS	CITY	Zip Code
Home Phone Number(s)		Birth date
Father/Male Guardian Name	Employer, Occupation and Location	
MAY WE CALL YOU AT WORK? YES NO	BUSINESS NUMBER	CELL PHONE NUMBER
Mother/Female Guardian Name	Employer, Occupation and Location	
MAY WE CALL YOU AT WORK? YES NO	BUSINESS NUMBER	CELL PHONE NUMBER
<i>In the event of an emergency where neither parent can be reached, who should we call? Please list the Name/Address/Phone of local people who will care for your child in an emergency. Please note: Your child will not be released to anyone who is not listed here without your permission.</i>		
1. Emergency Contact Name		Relationship to Student
Address		Phone Number(s)
2. EMERGENCY CONTACT NAME		RELATIONSHIP TO STUDENT
Address		Phone Number(s)
3. Emergency Contact Name		Relationship to Student
Address		Phone Number(s)
<i>I understand that the school does not assume responsibility for payment of a physician in any case. However, in an emergency, the school may choose a physician. (please circle) Yes No</i>		
My choice of local physician is (Doctor Name):		Doctor Phone Number
Please indicate any health problems, medications the student takes regularly, or other emergency instructions:		

Signature of Parent/Legal Guardian	Date
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Authorization and Consent to the Treatment of a Minor

I (We), the undersigned, parent(s)/legal guardian(s) of _____ a minor, do hereby authorize **St. Bernard High School** as agent for the undersigned to consent to any X-Ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of any physician or surgeon licensed under the provisions of the Medical Practice Act on the medical staff of any accredited hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital. It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of our aforesaid agent to give specific consent to any and all such diagnosis, treatment or hospital care which the aforementioned physician in the exercise of his/her best judgment may deem advisable. This authorization shall remain effective until _____ 20____ unless it is revoked in writing sooner and delivered to said agent.

Parent/Legal Guardian Name	Signature	Date
Parent/Legal Guardian Name	Signature	Date
Witness		Date

St. Bernard High School

Parental Contract

To be read and signed by parent(s) or legal guardian(s) and students. Please read and sign both sides.

Parents are the primary educators of the child. Enrollment in a Catholic school requires their entire support of mission, policy, spiritual growth and financial management of the school. If a Catholic school is to be successful in educating students, parents must manifest a deep interest in the school to which they entrust their children.

As parent or guardian of _____ entering grade _____, I understand and agree to the following:

School Mission The mission of St. Bernard High School is to send forth faith-filled, principled and knowledgeable young men and women by providing an exemplary college preparatory education rooted in Roman Catholic tradition. As a diverse community of Christian believers, we strive to inspire students to embrace the teachings of Jesus Christ and to follow His call to lead, serve and learn.

- I understand and support the Mission of the school and will support its efforts to manage and maintain the school community as followers of the teachings of Jesus Christ.
- I understand the school celebrates its diverse school community and will support its efforts to teach respect and tolerance for all humanity regardless of race, ethnicity, gender, religious affiliation, economic status, or sexual orientation.
- I understand and support the school's holistic approach to education to provide a challenging, academic curriculum designed not only to prepare the student for the demands of college, but to develop and nurture the analytical, organizational, ethical and interpersonal skills necessary for future success as adults and in life-long learning.

Parental Involvement

- To encourage and support my child's Christian ethics and morality, church attendance, use of the Sacraments, and spiritual development.
- To uphold the philosophy and policies of St. Bernard Catholic High School as outlined in the Student Handbook.
- To cooperate to the best of my ability in supporting school functions.
- To cooperate with the efforts of the Parents' Association in support of the school.
- To cooperate with the curriculum standards and guidelines as outlined in the Course Catalog and Parent/Student Handbook.
- To perform twenty-five (25) hours of volunteer service or donate **\$500.00** to the school.

Support of School Policy

- I support the uniform dress and grooming requirements of the school. I realize that St. Bernard's personal appearance code in accordance with Catholic philosophy demands higher standards than the apparent norm of our present society. I will provide the proper uniform items for my child as indicated in the school uniform code.
- I understand that should my child attend school in violation of dress code policy he/she may be suspended from the classroom pending appropriate dress. I also understand that I may be required to pick him/her up from school or bring him/her the necessary items needed to be in proper uniform dress.
- I understand that on various occasions, include school Masses, held throughout the school year, formal uniform dress is mandated. I agree to support and require my child to wear the formal uniform on these occasions.
- I support the school in maintaining good social order as stated in the Parent Student Handbook and will cooperate with all disciplinary regulations.
- I understand that my child may be subject to disciplinary action, including detention, suspension and immediate withdrawal from the school if found in violation of disciplinary policies as outlined in the Parent/Student Handbook.
- I agree to abide by the attendance regulations as defined in the Parent/Student Handbook – including making arrangements to insure my child arrives to school on time each day.

Spiritual Growth

- I agree to support the school's Campus Ministry efforts as it relates to the Catholicity of the school and the spiritual growth, and faith formation of my child. I will support the student retreat program, Christian Service hour programs, Mass and other effort by Campus Ministry to nurture the spirituality of my child.
- I understand that the school is based on the Catholic faith and that these fundamental principles permeate instruction, school activities and every aspect of the school community.

Please sign below. All signatures required

St. Bernard High School

Tuition and Fees Financial Contract

To be read and signed by parent(s) or legal guardian(s). Please read and sign both sides.

St. Bernard High School is a not-for-profit, independent school and meets its annual budget strictly through the receipts of tuitions and fund-raising. It is crucial and vital to the operation of the school and the programs provided to our students that families are responsible with their tuition accounts. *Failure to meet financial obligations to the school in a timely and agreed upon way places an extreme strain on the effective and normal operations of the school.*

Please carefully read the following information regarding the St. Bernard High School finance policy, fill in the information and sign at the bottom of the Tuition Policy Statement.

Student Name _____

Parent/Guardian Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

2017-2018 TUITION POLICY

- I understand that timely payment of tuition, fees, support of school fundraising, and my involvement in the school is my obligation as parent(s) and is essential to the school's and my child's success.
- I understand that monthly tuition payments for the 2017-2018 school year begin in July 2017 and are due the 1st of each month. I agree to pay school tuition and fees in a prompt and timely manner. *If my account is 30 days past due, I understand that my student may be suspended from school until my account is brought up to date.*
- Families opting for Monthly Tuition payment/management must do so through the **FACTs Tuition Management Service**. <http://www.factsmgmt.com>. Parent registration and a set-up fee apply. Prepayment for the entire year or at the first of each semester does not require a FACTs account. Late fees and NSF check fees are applied as necessary.
- I will further support the school's mandatory annual fundraisers of **\$300.00 in the fall and \$200 in the spring**. I understand that the balance of these amounts will be added to my tuition account. I will also support other voluntary fundraising efforts by the school by various clubs, teams and organizations.
- I understand that by registering my child I am committing to his/her enrollment for the year and he/she is included in the planning of the school's annual operating budget. **I understand that the registration fee is nonrefundable.**
- I understand that if a check is returned for non-sufficient funds (NSF), a processing fee of \$45 will be charged. After two returned checks, personal checks will no longer be accepted.

Tuition accounts must be current for a student to attend the prom, Grad Nite or other optional senior events.

Examination/Diploma Policy

- I understand that if my account is not current at the time of exams, my student will be suspended from exams, will not be allowed to take the midterm or final exams and will receive a grade of "Incomplete". Parents must clear or make arrangements to clear the account within 10 days in order for the student to make up the exams and be eligible to receive course credit. Once the account is clear, **the student** must arrange to make-up the missed exams before a final grade in the course(s) will be issued. Failure to do so may result in a final grade of Fail for the course.
- Senior accounts must be clear before receiving the diploma and before official transcripts will be processed. Personal checks are not accepted after May 15th. Students may not participate in the graduation ceremony unless the account is clear.

I have read the above financial policy and agree to abide by the terms stated for the 2013-2014 school year.

Parent/Guardian Name(s)

Parent/Guardian Signature/Date

Father/Legal Guardian Date _____

Mother/Legal Guardian Date _____