

# CANTWELL-SACRED HEART OF MARY HIGH SCHOOL PHILOSOPHY

Cantwell-Sacred Heart of Mary College Preparatory High School located in Montebello, California, is an Archdiocesan high school for young men and women.

Every aspect of the school program is based on the foundation of *To Teach As Jesus Did*, bringing Christ and His message into the educational experience, collaborating with parents as the primary educators to develop “young men and women of character.”

The school provides an atmosphere of learning which develops an awareness of self-worth, respect and responsibility toward others, thereby fostering an appreciation of cultural and ethnic diversity.

All students are challenged to utilize their unique gifts to promote the common good and the glory of God.

Cantwell-Sacred Heart of Mary High School offers curricular and co-curricular activities providing all students with opportunities to pursue their interests in a supportive learning environment.

The curriculum prepares students to accept future educational and career challenges. The co-curricular program encourages students to develop mental and physical skills, a healthy competitive spirit, teamwork, and self-discipline.

Cantwell-Sacred Heart of Mary High School practices its philosophy in the realm of the acclaimed Integral Student Outcomes (ISOs):

Christian Values,  
Social Justice Awareness,  
Healthy Living, and  
Multiple Academic Skills.

**Cantwell-Sacred Heart of Mary High School**  
**329 North Garfield Avenue**  
**Montebello, California 90640**  
**(323) 887-2066 -- www.cshm.org**

On behalf of the faculty and staff of Cantwell-Sacred Heart of Mary High School, we are pleased to introduce to you the expectations, policies, and procedures outlined in this handbook. The primary objective of the handbook is to assist students and their families to better understand that Cantwell-Sacred Heart of Mary is their school community. We request that each student and parent read this handbook carefully. We ask that reasonable consideration be given to the inherent values implied in the expectations, policies, and procedures stated herein. In this way, all of us associated with CSHM High School will continue to take satisfaction in our common pursuit of the ideals found within the mission and philosophy of Cantwell-Sacred Heart of Mary High School.

Cantwell-Sacred Heart of Mary High School is a Catholic college preparatory high school owned and operated by the Archdiocese of Los Angeles. Cantwell-Sacred Heart of Mary is fully accredited by the Western Association of Schools and Colleges and The Western Catholic Education Association.

Cantwell-Sacred Heart of Mary High School, mindful of its mission to be a witness to the love of Christ, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made to students at the school. Cantwell-Sacred Heart of Mary High School does not discriminate on the basis of race, color, and national and/or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs and athletic or other school-administered programs. Cantwell-Sacred Heart of Mary High School does not discriminate against any applicant because of gender in admission, educational programs, or activities.

Cantwell-Sacred Heart of Mary High School parents should feel free to voice their concerns about any aspect of school life at CSHM High School. As a matter of policy, it is expected that the caller or writer will identify himself or herself and state the nature of their concern. CSHM High School is a community of faith. Remaining anonymous out of a fear of reprisal is not consistent with the Christian spirit we insist upon from our faculty and staff.

It is also good policy to deal first with the person immediately involved in a situation, be it a teacher, coach, moderator or administrator. When parents or students have a concern or a complaint about a particular class or teacher, it is appropriate to first consult with the teacher. This may be done either during a report card night or by calling and making an appointment to see the faculty member. If the matter has not been resolved, it is then appropriate to call the Vice Principal or the Head Guidance Counselor. Only after following this process is it appropriate to call the Principal. For matters of serious consequence, of course, you may appeal directly to the Principal.

When you fail to observe these recommended procedures, you also exhaust your appeal. This principle of subsidiarity, i.e. first communicating and addressing the issue at the appropriate level, often resolves difficulties amicably. In the spirit of the Mission Statement which speaks of a CSHM education as a collaboration between parents and the school, you should always expect to receive a courteous hearing of your concerns.

Robert Fraley, Principal

### **Principal's Right to Amend**

The Principal has the right to amend this handbook at any time and will give parents advance notice if at all possible. The Principal is the final recourse in all disciplinary matters and may waive any or all regulations for just cause at his or her discretion.

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## MISSION STATEMENT

Cantwell-Sacred Heart of Mary High School, a Catholic college preparatory high school owned and operated by the Archdiocese of Los Angeles and inspired by the educational and spiritual traditions of the Religious of the Sacred Heart of Mary, is committed to the highest quality of Catholic education and provides a nurturing, Catholic educational environment which

...inspires students to know and to celebrate God's love and to make that love known to others;

...celebrates global and individual diversity;

...calls forth the best in each student;

...develops responsibility, accountability, self-worth, respect for others; and

...challenges students to share their gifts to frame a just and

peaceful society so that all may have life

## INTEGRAL STUDENT OUTCOMES

**Cantwell-Sacred Heart of Mary High School graduates are young men and women of**

**Catholic Character and Christian Values who...**

Practice the teachings and tenets of the Catholic faith

Embrace the dignity of life by accepting others with love, respect, honesty, and mercy

**Social Justice Awareness who...**

Commit to a relationship with God and empathy for others through a life of service

Celebrate personal heritage, respect cultural diversity, and recognize the value of collaboration

**Harmonious Healthy Living who...**

Live a healthy lifestyle that nurtures the mind, body, and soul

Maintain stewardship of the environment

**Multiple Academic Skills who...**

Affect intellectual curiosity, creativity, critical thinking, problem solving, and academic integrity

Communicate effectively and develop proficiency in research, organization, technology, and the arts.

# HISTORY OF CANTWELL - SACRED HEART OF MARY

The name of this school, Cantwell-Sacred Heart of Mary, perpetuates the names of two educational traditions long associated with the San Gabriel Valley. In 1946, the Most Reverend John J. Cantwell-Archbishop of Los Angeles, established Cantwell High School. The school was temporarily located at St. Alphonsus Grade School. On October 23, 1946, the high school relocated to the spacious seventeen acre campus it now occupies. With great respect for their teaching ability, the archbishop invited the Christian Brothers of Ireland to staff the school. The school was dedicated by Archbishop Cantwell on April 13, 1947.

Since its inception the Irish Christian Brothers dedicated their lives to educating future leaders. It was through their hard work that Cantwell produced the quality education and exceptional young men for which the school is known. The Administrative responsibility for the school passed to religious and lay leadership with religious and lay faculty in 1990.

Sacred Heart of Mary High School for young women was founded in 1942 by the Religious of the Sacred Heart of Mary, an international apostolic institute of religious women. The spirit of faith and zeal which characterizes this religious congregation urged the Sisters to establish the school as an expression of their mission to make God known and loved. Through their emphasis on the liberal arts education and respect for all cultures, the Sisters worked to promote the growth of the human person and created an environment which enabled the young women to work for their own spiritual, educational, and personal development.

In July, 1991, these two traditions came together to form Cantwell-Sacred Heart of Mary High School. This new endeavor has incorporated the best of these educational traditions.

Cantwell-Sacred Heart of Mary is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges.

## **ALMA MATER**

Our Guiding Light is burning bright  
at Cantwell-Sacred Heart.  
The light refines us, keeps us, binds us  
when at length we part.

In Cardinal pride and unity  
Our life to Christ we hold.  
We promise to stay true to you,  
Our colors red, blue and gold.

## **Patrons**

St. Philip of Jesus  
Feast Day - February 5th.  
Sacred Heart of Mary, Mother of Jesus  
Feast Day - Saturday after Feast of Sacred Heart.

## **School Seal**

The Cantwell-Sacred Heart of Mary High School seal incorporates the emblems of both  
Cantwell High School and Sacred Heart of Mary High School.

## **Motto**

Age Cum Anima Christi

## **Colors**

Cardinal, Navy and Gold

## **Mascot**

The Cardinal

# T E L E P H O N E   A N D   A S S I S T A N C E   D I R E C T O R Y

**School Office Number (323) 887-2066 \* Fax Number (323) 724-4332**

**Office Hours: Monday - Thursday 7:30-4:00 -- Friday 7:30-2:30**

**www.cshm.org**

<b>NEEDS</b>	<b>PERSON RESPONSIBLE</b>	<b>EXTENSION</b>
Absence Notes	Attendance--Mrs. Inatomi	Ext. 515
Absence For an Extended Period	Vice-Principal--Mrs. Chambers	Ext. 520
Academics	Vice-Principal -- Mrs. Chambers	Ext. 520
Academic Probation	Vice-Principal--Mrs. Chambers	Ext. 520
Athletics	Athletic Director --Mr. Villalta	Ext. 533/538
Appointment with Principal	Principal's Assistant—Mr. Garcia	Ext. 519
Cafeteria	Cafeteria--Mr. Zaven	Ext. 530
Campus Ministry	Campus Minister--Mr. Metoyer	Ext. 544
Campus Operations	Director of Campus Operations--Mr. Arkenberg	Ext. 510
Class Schedules & Grades	Vice-Principal --Mrs. Chambers	Ext. 520
College/Career Information	Guidance Department-- Mrs. Chan	Ext. 524
Guidance Counseling	Guidance Department-- Ms. Rossi	Ext. 529
Concern Counseling	Guidance Department	Ext. 545
Development/Alumni	Director of Development--Mrs. Garcia	Ext. 517
Discipline	Dean of Students--Ms. Gutierrez	Ext. 523
Discipline/Attendance Probation	Dean of Students--Ms. Gutierrez	Ext. 523
Emergency Messages	Main Office--Mrs. Blanco	Ext. 510
Enrollment	Registrar--Mrs. Blanco	Ext. 510
Game Schedules	Athletic Director-- Mr. Villalta	Ext. 538
Insurance Forms	Main Office-- Mrs. Blanco	Ext. 510
Liturgies/Retreats	Campus Minister--Mr. Metoyer	Ext. 544
Lockers	Dean of Students--Ms. Gutierrez	Ext. 523
Maintenance	Director of Campus Operations-- Mr. Arkenberg	Ext. 510
Medical Excuses	Attendance-- Mrs. Mercuri	Ext. 514
Parking	Dean of Students--Ms. Gutierrez	Ext. 523
Pictures/ID	Dean of Students--Ms. Gutierrez	Ext. 523
Schedule Changes	Guidance Department-- Ms. Rossi	Ext. 520
Student Guest Passes (Dance)	Dean of Students--Ms. Gutierrez	Ext. 523
Student Government	ASB Moderator--Main Office	Ext. 510
Tardy Slip	Attendance-- Mrs. Mercuri/ Mrs. Inatomi	Ext. 525
Transcripts	Registrar-- Mrs. Blanco	Ext. 510
Tuition /Financial Aid	Bookkeeper—Mr. Castillo	Ext. 512
Tuition Payments	Director of Office Operations--Mrs. Mercuri	Ext. 514
Visitor Sign-in	Main Office-- Mrs. Blanco	Ext. 510

# FINANCIAL POLICIES

## **Registration**

Students will register for classes for the following school year in the spring, on dates to be announced by the Administration.

The Registration Fee must be paid for each student before that student will be scheduled for classes. The registration fee is **NON-REFUNDABLE**.

## **Tuition Payment Policy**

Cantwell-Sacred Heart of Mary High School is an Archdiocesan High School is privately financed and responsible for all expenses of administering a school. Tuition and fees provide a limited percentage of the total cost of operating the school. In order to operate in a financially sound manner, all parents/guardians are expected to pay their child's tuition as agreed. The amount owed is considered part of the financial contract each parent/guardian makes with the school and is identified in the Parent Contract.

Tuition collection will be managed through FACTS TUITION MANAGEMENT COMPANY. FACTS is a management plan used by many Catholic schools in this area, as well as throughout the country. It utilizes an AUTOMATIC BANK PAYMENT as authorized by you, the parents, from your bank account. This process may be made from a checking account or savings account.

The FACTS plan, for those selecting to pay on a monthly basis is an automatic cash transfer plan. Families have the option to pay their school bill in one of the following ways:

**OPTION 1 Full payment may be paid directly to CSHM by July 6, 2017** Families who choose this option will receive a \$100 discount. This does not apply to families receiving financial aid.

**OPTION 2 Two-payment plan with one-half of the total amount paid by July 5, 2017 and the remaining balance paid by December 5, 2017.** Payments are through FACTS (direct bank payment).

An **annual \$10** fee is paid to FACTS by direct withdrawal when this option is chosen. This fee is not part of the tuition and fee figures.

**OPTION 3 Payments budgeted over 12 months, from June 2017 through May 2018.** Payments are through FACTS (direct bank payment) on the 5th or 20th of the month. An **annual \$45** fee is paid to FACTS by direct withdrawal when this option is chosen. This fee is not part of the monthly tuition and fee figures.

If you choose to pay your tuition with OPTION 2 or 3, you will be required to sign a form directing your bank to transfer your payment either on the 5th or the 20th of each month. Please be assured that neither the school nor FACTS will have access to, or any knowledge about the status of your bank account. Your bank makes the tuition payment for you on the day you authorize.

## **Tuition Assistance**

Applications for tuition assistance are available in the front office or online at various times throughout the school year.

## **Additional Information**

- All families must be current on their tuition payments in order to start their children on the first day of school.
- Tri-term and final examinations will not be given to any student whose financial account is not current.
- Prom bids and/or grad night tickets may not be purchased if all financial obligations are not met.
- A family whose tuition is not collected by FACTS after 2 attempts will be asked to keep their student(s) at home until the payment is made. Missed tuition payments made in the office will incur a \$50 processing fee from the school.

### **Returned Check Fee**

All returned checks will incur a \$25 returned check fee. Any student with two returned checks will be required to pay in cash, money order or credit card for all future payments made at CSHM.

### **Graduation Fee**

All seniors are required to pay the **non-refundable Graduation fee of \$300.00** by **July 7, 2017**. A late fee of \$ 25.00 will be incurred after this date. (Note: Grad Nite is not included in this fee)

### **Fundraisers**

The following parental financial obligations ARE NOT INCLUDED in the tuition cost. These fundraisers allow CSHM to keep its tuition low while providing the highest quality education.

- o Raffle Tickets - \$200 per family.
- o Cardinal Field Day - \$100 per student (\$150/family).
- o Casino Night - \$60 per family.

### **Parent Service Hours**

All families of CSHM are required to serve 30 hours per year. This equates to \$450.00. Each hour served by the parent at any event equals \$15.00 per hour. Selling Avon will help in the accumulation of hours (\$30.00 equates to 1 hour of service). Parent Service Hours are not transferable and cannot be carried forward to the following school year. ***All hours must be served or paid by May 3rd, 2017.*** Please remember to always sign in on the CSHM Parent Hour tracking form each time you donate an item or work a particular event at the school. A letter is mailed out in December and again in May detailing the hours completed by family.

### **Start of Tri-term Exams/ Semestet Finals**

1st Tri-term	September 19, 2017
<i>Report Card Night - October 10, 2017</i>	
2nd Tri-term	November 01, 2017
3rd Tri-term/Fall Semester	December 19, 2017
4th Tri-term	February 13, 2017
5th Tri-term	April 11, 2017
6th Tri-term/Spring Semester	June 05, 2017



# A D M I S S I O N S

Educating the student is the shared responsibility of the parents and the school. Every effort is made to keep parents informed of the purpose, policies and programs of the school. Parents are asked to familiarize themselves with the school regulations, especially those concerning regular attendance and home study. When a parent has a concern, a conference should be arranged by the parent with the teacher.

## Admissions

Admission to Cantwell-Sacred Heart of Mary High School is based on student interview, intellectual ability, character, willingness to study, past performance, good discipline, record of regular attendance, and the recommendation of former teacher or principal. All new students are accepted on a probationary basis.

Prospective students for the ninth grade take a placement test to determine ability. Transfer students are accepted at the discretion of the school administration. Transfer students are expected to have a minimum 2.0 G.P.A. and to be able to meet the school's graduation requirements in the normal sequence of courses. Three recommendation forms are required from an English teacher, math teacher and administrator. Students with outstanding F's on their transcripts will not be accepted. Cantwell-Sacred Heart of Mary High School has established open enrollment policies in concert with the California Interscholastic Federation State Rule 222 with the following conditions:

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

## Immunizations

State law requires immunization against polio, measles, diphtheria-tetanus for admission to any California School. Students entering a California school for the first time must also have a tuberculosis test. Students entering from another California school must have the California immunization record forwarded to Cantwell-Sacred Heart of Mary High School. Students will be excluded from classes if immunization records are incomplete.

## Transfers

Transfers from Cantwell-Sacred Heart of Mary to other schools are issued only at the request of the parents or guardians.

Transcripts will not be issued until all school obligations have been fulfilled. The receiving school must request an official transcript by mail.

# G R A D U A T I O N R E Q U I R E M E N T S

CSHM offers courses to prepare the student for admission to any university, college or community college. These courses satisfy the graduation requirements of the State of California, the Archdiocese of Los Angeles, and Cantwell-Sacred Heart of Mary. The minimum number of credits required for graduation from Cantwell-Sacred Heart of Mary High School is 240. In order to graduate from Cantwell-Sacred Heart of Mary, a student must have successfully completed the following:

Religion	40 credits
English	40 credits
Mathematics	30 credits
Social Studies	30 credits
Science	20 credits
Foreign Language	20 credits
Physical Education	05 credits
Health Science	05 credits
Fine Arts	10 credits
Electives	<u>40 credits</u>
Total	240 credits

## Notes for Seniors

Graduation is a privilege, not a right. Seniors must meet all academic, financial, disciplinary and service hour requirements for graduation to be eligible to participate in the formal commencement exercises. Evidence of successful completion of a failed course must be submitted to the Vice Principal by the assigned date.

# ACADEMIC POLICY AND GUIDELINES

## **Excursions and Field Trips**

The curriculum may incorporate excursions and field trips. Students will always be under the supervision of a faculty/staff person. A Field Trip release form is required of every student on every trip. No student may participate if the Parent/Guardian has not signed the release form beforehand. Parents/Guardians should make sure the school is aware of particular student emergency information, e.g. allergies, etc. School rules are always in force on all excursions and field trips. Students will be informed ahead of time whether or not the school dress code will be in effect.

## **Changes in Schedule**

Changing a class requires completing an application signed by parent, student, and teacher. Change of program may be made only with the permission of the Guidance Director. **No change may be made after the date specified on the Change of Schedule form** unless specifically recommended by the teacher and then only for the most serious reasons.

## **Class and Homework Policy**

Twenty to thirty minutes of homework is assigned in each class. It must be understood that not all assignments are written, nor are long term projects expected to be accomplished in one evening. Students must learn to pace their efforts on long term assignments.

## **Make Up Work**

If a student is absent it is the absentee's responsibility to get assignments from the teacher(s). Students should see the teacher outside of the class time. If the absence is anticipated, the student should inquire about assignments ahead of time.

## **Tutoring Program**

Peer tutoring and/or teacher tutoring is offered as an after school service. If a student requires private tutoring or parents/guardians wish to have a student tutored in school subjects, the parents/guardians 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, but with prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents/guardians.

A school may arrange with independent contractors or entities not employed as teachers or staff at the school to provide tutoring on a fee basis. For individuals hired by the school as tutors, the Professional Services Agreement may be used; for tutoring companies, the Independent Contractor Agreement is appropriate. To use archdiocesan facilities, the independent contractors or entities must have appropriate licenses, sign agreements to use the premises, and obtain liability insurance.

All tutors and entities must comply with the procedures and policies of the extended school day program and the safe environment policies and vendor policies of the archdiocese.

## **Cheating Policy**

Cheating on a test or plagiarizing the work of others is a serious breach of the students' honor code. Plagiarism is the act of taking and passing off as one's own the ideas, writings, etc. of another. Consequences for cheating or plagiarizing may include: receiving a failing grade on the test or assignment; a phone call to parents; a parent-teacher conference; a disciplinary referral; a detention.

The use of the Internet for research is both a blessing and a source of ethical concern. Plagiarism, while always an issue, is made particularly acute in light of the ease of access to documents not the original work of the student. So that Internet citations may be tracked and enforced, CSHM has implemented a program in which some or all coursework will be turned in via an academic website. Learning what is and is not plagiarism is an important and sometimes subtle distinction that is imperative for students to grasp while at CSHM.

## **Examination Policy**

Tri-term and semester exams are administered in each course. No student is exempt from exams. The only valid reason for missing an exam is illness. Make up exams are administered at a designated time and place. If an exam is not taken, an Incomplete grade is issued. **To sit for exams, students must be cleared from all financial obligations.**

## FRESHMAN CURRICULUM

	<u>Course Title</u>	<u>Options</u>
<b>Religion</b>	Scriptures/Christology	
<b>English</b>	Introduction to Literature	Honors Introduction to Literature Literature and Communication I
<b>Mathematics</b>	Algebra I	Algebra I, IA, II, Honors Geometry & Geometry
<b>Foreign Lang.</b>	Spanish I	Spanish Speakers I and II Honors Spanish II
<b>Social Studies</b>	World History & Geography	Honors World History & Geography
<b>Fine Arts</b>	Studio Art	Drama, Jazz/Improv & Concert Bands Honors Drama

## SOPHOMORE CURRICULUM

	<u>Course Title</u>	<u>Options</u>
<b>Religion</b>	The Paschal Mystery/Ecclesiology	Honors Survey of Literature
<b>English</b>	Survey of Literature	Literature and Communication II Honors Geometry, Algebra I, IB, II
<b>Mathematics</b>	Geometry	Honors Algebra II, Pre-Calculus, Honors Pre-Calculus
<b>Foreign Lang.</b>	Spanish II	Span. I, Span. III, A.P. Spanish Lang. Spanish Speakers II
<b>Physical Ed.</b>	Physical Education/Health	
<b>Science</b>	Biology	Honors Biology

## JUNIOR CURRICULUM

	<u>Course Title</u>	<u>Options</u>
<b>Religion</b>	History of Christianity I&II	Honors American Literature, AP English
<b>English</b>	American Literature	Hon. Algebra II, Geometry, Algebra I-B,
<b>Mathematics</b>	Algebra II	Honors Pre-Calculus Pre-Calculus, AP Calculus AB, BC
<b>Social Studies</b>	U.S. History	Honors U.S. History
<b>Science</b>	Chemistry	Honors Chemistry, Fundamentals of Chemistry
<b>Elective (1)</b>	<i>See list below</i>	

## SENIOR CURRICULUM

	<u>Course Title</u>	<u>Options</u>
<b>Religion</b>	Christian Ethics/Social Justice	
<b>English</b>	English Literature	Honors English Lit, AP English Literature
<b>Social Studies</b>	Government/Economics	Honors Government/Economics
<b>Elective (3)</b>	<i>See list below</i>	
<b>English</b>	Speech; Yearbook; Newspaper	
<b>Mathematics</b>	Pre- Calculus, Honors Pre-Calculus; AP Calculus AB, AP Calculus BC, Honors Pre-Calculus	
<b>Foreign Lang.</b>	Spanish III & IV, AP Spanish Language & Culture, AP Spanish Literature	
<b>Social Studies</b>	Psychology I & II; Child Psychology and Development	
<b>Business &amp; Comp.</b>	Multimedia Design & Development; Accounting	
<b>Fine Arts</b>	Film I, Honors Film; Drawing I & II; Drama I & II; Honors Drama; Jazz Band; AP Studio Art; Photography I; T.V. Production; Technical Theater; Musical Theater; Chorus	
<b>Science</b>	Physics; Chemistry; Anatomy; Honors Chemistry; Sports Medicine; Honors Biology AP Biology, Physical Education.	

*\*Because minimum enrollments must be met for each class, not all proposed courses may be offered in a given year.*

# GRADING PROCEDURES AND GUIDELINES

## Grading System

A+	(100-98%)	.....Superior work; Excels in quality and quantity.
A	(97-93%)	.....Outstanding work; Does more than required; Shows creativity.
A-	(92-90%)	.....Excellent work; Surpasses expectations.
B+	(89-88%)	.....Shows above average interest and initiative.
B	(87-83%)	.....Sometimes does more than required.
B-	(82-80%)	.....Above average in required work.
C+	(79-78%)	.....Does assigned work with initiative and interest.
C	(77-73%)	.....Does what is expected with some interest.
C-	(72-70%)	.....Completes most expected work; some inconsistencies in work habits.
D+	(69-68%)	.....Does not complete all work.
D	(67-63%)	.....Level of learning sufficient to pass.
D-	(62-60%)	.....Meets minimum standards for passing.
F	(below 60%)	.....Does not complete minimum requirements.

The grade given during a marking period is derived from a variety of sources including but not limited to: scores on daily quizzes, reports, class participation, and tests. SEMESTER GRADES are a cumulative average of the entire semester including the final exam grade and are recorded on the permanent transcript.

An "I" (Incomplete) is assigned when there has been an excused absence and the required work has not been completed or the examination has not been taken. .

## Report Card Comments

In addition to grading, teachers are encouraged to select comments which reflect student performance in that course. *The student:*

- a. *is to be commended for his/her work.*
- b. *assumes responsibility for learning.*
- c. *pays attention in class.*
- d. *completes assignments.*
- e. *shows respect for rules and regulations.*
- f. *has positive study habits.*
- g. *performs well on tests.*
- h. *is missing or has late assignments.*
- i. *is achieving below ability.*
- j. *needs to participate in class more.*
- k. *needs to improve study at home.*
- l. *performs poorly on tests.*
- m. *talks excessively in class.*
- n. *does not bring books or materials to class.*
- o. *needs to pay attention in class.*
- p. *has poor attendance in class.*
- q. *has excessive tardies in class.*
- r. *is missing term paper or major assignment.*
- s. *failed quarter/final exam.*
- t. *contact teacher.*

## Grade Point Average

The student earns quality points as follows: A = 4; B = 3; C = 2; D = 1; F = 0. If the class is listed as AP or Honors, an additional point is added to the A, B, and C grades. Grade point average is calculated by taking the quality points and dividing by the total number of courses.

## Grading/Progress Reports

The teacher of the course determines the grade each student receives for any course of study. Except in the case of clerical or mechanical error, the determination of the grade is final.

# HONOR ROLL AND AWARD GUIDELINES

In order to be eligible for the school Honor Roll, a student must:

- a. Earn a total GPA of 3.00 and above for fall or spring semesters.
- b. Have no "D's" or "F's" or Incompletes on the report card.
- c. Academic Honors Certificates are presented to students twice each school year.

## **Academic Awards**

Academic awards are given to students who maintain honor roll status.

Summa Cum Laude	3.85 through 4.0+ G.P.A
Magna Cum Laude	3.50 through 3.84 G.P.A
Cum Laude	3.00 through 3.49 G.P.A

## **National Honor Society**

The purpose of the National Honor Society (NHS) is to create enthusiasm for scholarship, to render service, to promote leadership, and to develop character. Candidates for the society must be members of the sophomore, junior, or senior class and have a 3.3 grade point average for two consecutive semesters.

## **California Scholarship Federation**

The purpose of the California Scholarship Federation (CSF) is to foster high standards of scholarship, service, and citizenship. Students who are outstanding in scholarship and service may earn membership in the CSF. Membership in the California Scholarship Federation is earned by students achieving a 3.3 grade point average in college prep courses.

## **Privileges Attendant Upon Honors**

Academic privileges are granted to those students who are eligible for the school Honor Roll:

- a) Seniors who have achieved honors for the first seven consecutive semesters are awarded an honors stole at graduation.
- b) The valedictorian and salutatorian will be those students who have achieved, after the first seven consecutive semesters, the highest class ranking as determined by cumulative grade point average.

**NOTE:** The valedictorian and salutatorian of Cantwell-Sacred Heart of Mary are based solely upon Cantwell-Sacred Heart of Mary's fall and spring semester grades. Courses taken outside Cantwell-Sacred Heart of Mary High School, after school and/or during summer school do not count towards valedictory and salutatory rankings.

# ACADEMIC GUIDANCE AND COUNSELING

The guidance program at CSHM encompasses the spiritual, personal, academic, career, and college instruction of students. The mission and purpose of CSHM is education. The school does not assume the responsibility for psychological counseling or therapy.

The guidance program at CSHM includes: *College Counseling, Academic Counseling, Career Counseling, Outreach Concern*

In addition to providing classroom instruction, CSHM incorporates the following counseling activities:

- Advice and counseling regarding academic subjects, class selection, and progress in school
- Limited guidance to students who present with non-academic personal issues or situations
- Referrals to marriage and family therapists, child psychologists, licensed educational psychologists, psychiatrists, and similar professionals for diagnosis and treatment; referrals to parents/guardians, with three names of qualified people or entities
- Career counseling and periodic career days or career sessions during which students meet representatives of different professions
- College counseling, sharing information with parents/guardians and students about application procedures, entrance exams, scholarships, and financial aid; schools may also provide catalogs and information sessions

### **Academic Probation/ Student Success Program**

Students with one or more failing grades at the Semester grading period(s) are placed on Academic Probation. Students on Academic Probation are considered ineligible and are required to attend the Student Success Program (SSP). SSP is designed to address students' academic needs and allows students the opportunity to receive assistance and tutoring in a variety of subjects. Students will be assigned to the SSP if they are:

- On academic probation
- Referred by Teachers and/or Parents

Students who fail to attend SSP may be suspended and may not return to school until after a parent meeting. Students who fail three or more classes during any single year may be asked to withdraw from Cantwell-Sacred Heart of Mary High School. Parents may appeal to the Academic Board for continued enrollment if extenuating circumstances or health issues were the cause of the academic problem.

### **Academic Dismissal**

Students may be dismissed by the Academic Board in the following circumstances:

- Excessive failures in one semester
- Semester failures not made up in summer school
- Excessive absences and/or tardiness
- Not adhering to the guidelines of academic probation
- Being on academic probation for two successive semesters

The purpose of the Academic Review Board is to furnish Cantwell-Sacred Heart of Mary High School with a system of "Due Process" in which the rights of both the school and the individual student are respected and treated justly when dismissal for academic failure is a possibility.

### **Failures**

All failures must be made up before or during summer recess as a condition for continuing studies at CSHM.

**NOTE:** Students who are deficient 15 or more credits may not be able to return to CSHM.

### **Summer School and Repeated Courses**

Summer school at CSHM remains under the direction of the Principal or appointed administrator.

Courses designed to prepare incoming freshmen for high school studies do not qualify for academic credit. Freshmen summer school courses are used to properly place students in their fall classes.

If a student is asked to leave for any attendance or disciplinary reasons summer tuition will not be refunded.

### **Make-up Courses**

Courses taken to make up academic deficiency (a grade of F or D) will be indicated clearly on the transcript with an "r". The grade of F or D will remain on the transcript but will not be used in calculating the GPA. Make-up courses must be approved by the designated administrator.

### **Enrichment Courses**

Enrichment courses may be taken for 10 academic credits in mathematics and science. Two grades will be recorded on the transcript: one for the first semester and one for the second semester. Students must meet the required pre-requisites and obtain all necessary signatures in order to qualify for an enrichment class.

Academic credit cannot be earned twice for the same course even though a second grade is issued based on repeating the course for review or to gain a higher level of mastery. Both grades will be recorded on the transcript but the GPA will be calculated using the higher grade.

CSHM students may take summer courses at other accredited educational institutions (high schools, adult schools, colleges, including community colleges) either to make up deficiencies or for enrichment with approval of the administration. All rules and regulations that are enforced during the regular school year will continue to apply during summer school.

### **Procedure for Handling Academic Concerns:**

At Cantwell-Sacred Heart of Mary High School, we honor the principal of *subsidiarity*:

The following steps are to be followed before an academic concern may be resolved:

First: Speak to the teacher

Second: Make an appointment with the Vice Principal by calling the front office at ext: 510.

Third: Make an appointment with the Principal by calling ext: 519.

## **A C T I V I T I E S**

### **Public Address Announcements**

Public address announcements are to be submitted in writing by 8:00 AM. All such announcements must be approved and signed by the appropriate moderator. Announcements will be distributed, announced and posted on school bulletin board.

### **Organizations and Activities**

Organizations, clubs, activities and athletics are an essential part of education. Such activities are moderated by faculty members. Participation in all extracurricular activities including athletics is dependent upon maintenance of a 2.00 or higher G.P.A.

### **Student Council**

The Student Council, composed of the Associated Student Body Officers (ASB) represents the students in offering suggestions to the school administration. It coordinates all school activities and projects; ASB works to develop leadership, initiative, high standards of conduct, and a spirit of service among the students.

### **Elections**

Students who are elected to serve as officers of the Student Body must maintain at least a 2.5 G.P.A., receive faculty approval, and fulfill all reasonable conditions adopted by the Student Council and/or School Administration.

### **Clubs and Activities**

Art Club	Campus Ministry	Cardinal Band	National Honors Society
CA Scholarship Federation	Cheerleaders	Student Council (ASB)	Music Production Club
Computer Club	Drama Club	Photography Club	Chess Club
International Club	Faith, Hope and Love Club	Speech Club	Yearbook
Science Club	Spanish Club	School of Rock	Film Club
Girls in Athletics	Varsity Club	Chess Club	Environmental Club
Engineering Club	Justice and Peace Club	Unicef Club	Cardinal Representatives

**Policies for Student Dances and "Grad Nite"**--Dancing must be respectful at all times. Dancing in a suggestive or explicit manner will not be tolerated. Dancing styles that involve intimate touching or resemble sexual activity are NOT allowed. Students seen dancing inappropriately will be directed to leave the dance floor immediately. If inappropriate dancing continues, students may be asked to leave the dance and their parent or guardian will be notified.

- A. All dances at Cantwell-Sacred Heart of Mary are closed dances.
- B. CSHM students must show their current ID to be admitted to any CSHM dance.
- C. Non CSHM students currently enrolled at local high schools may be admitted with a valid I.D. (Student body card or driver's license with photo).
- D. Dances end at 11:30pm. Students are supervised up to 12:00 a.m.
- E. Students must enter the dance or leave the premises. No one is admitted to CSHM dances after 10:00 p.m.
- F. Students may not leave the dance before 10:30 p.m. Once they leave, students will not be allowed to return.
- G. Students may not congregate in the parking lot during the dance.
- H. The dean has the right to determine appropriate dress for any occasion and to refuse admission to anyone inappropriately dressed.
- I. Only CSHM juniors and seniors may purchase prom bids; however, they may request permission to bring an underclassman as a date.
- J. School personnel have the right to refuse admission to anyone.
- K. It is the parents' responsibility to see that their son/daughter is picked up immediately after the conclusion of the dance. Students not picked up within a reasonable time will not be allowed to attend school dances for the remainder of the school year.
- L. Only CSHM seniors may attend or participate in "Grad Nite."

# A T H L E T I C   P R O G R A M S

## **Interscholastic Athletic Program**

The interscholastic athletic program is an integral part of the curriculum and holds many educational advantages for all students. Competition and cooperation are prized in our culture and both are fostered in well-conducted athletic games. The self-discipline required and stress met in interscholastic competition provides training opportunities.

All interscholastic activities of the Athletic Department will maintain in practice as well as in spirit, the ideals and standards that are the policy of the administration of Cantwell-Sacred Heart of Mary, the Catholic Athletic Association (CAA), and the California Interscholastic Federation (CIF). No change in rules, policy, etc. will be made by any coach that does not agree with the above.

## **Student participation in athletics**

1. Athletics should contribute to the overall education of the student. Varied experiences in different sports will help the student.
2. It is the basic policy at Cantwell-Sacred Heart of Mary that every student may freely choose to participate in any sport which interests him/her and for which he/she is qualified.
3. A fundamental concept should be that the sport exists for the benefit of the student; not vice versa.
4. No student should be put into the position of having to “choose” between two sports which normally do not conflict.
5. No student may participate in more than one sport in a season. No student may drop one sport in favor of another sport of the same season without approval of both coaches.
6. No student should be allowed to switch from one sport to another overlapping sport without approval of both coaches.
7. No student is permitted to participate in an athletic event if he/she has been absent from more than two periods on the day of the event.
8. It is the philosophy of the Cantwell-Sacred Heart of Mary High School Athletic Department that joining an athletic team represents a commitment to that team for the entire season. Therefore, an athlete will not be allowed to quit one athletic team to go out for another school team until the regular season of the original sport is completed. Students who quit a team without a valid reason will not be allowed to participate in the following season of sport. In the case of extenuating circumstances, the varsity Head Coaches of the programs involved and the Athletic Director may agree to waive this policy and grant immediate eligibility to the athlete in the new sport. This policy also includes those athletes who have been dropped because of disciplinary reasons. Any player who fails to complete the season for any reason other than an injury or an illness will not be awarded a team letter. The athlete will also be subject to a one year ineligibility upon review of the case by the Athletic Director and an Athletic Board. Participation on an outside athletic team in the same sport during the athlete's school season is forbidden. This is specifically forbidden by CIF rules. Athletes who do so must be dropped from the team and all games in which they participated must be forfeited.
9. Participants in tackle football must carry an additional insurance rider available through the school office.
10. Students may not participate as cheerleaders, pep squad members, or drill team members at other high schools.

## **CIF Eligibility**

All CIF Southern Section eligibility rules apply in all games including practice, inter-school scrimmage, league tournament and play-off games. In order to participate in interscholastic athletics a student must:

1. Be under nineteen years of age. (Article VIII)
2. Meet the attendance requirements. (Article IX)
3. Be eligible scholastically (2.00 G.P.A.). (Article X)
4. Have met the residence requirements. (Article XI)
5. Meet citizenship requirements. (Article XI)
6. Not participate in any tryout for a professional or collegiate team. (Article XIII)
7. Be an amateur. (Article XVI)
8. Not compete or practice with outside teams. (Article XV)
9. Have an annual physical examination. (Article XVIII)



## **CSHM Eligibility**

Students, whether involved in athletics or any other co-curricular activity, must complete an eligibility form and meet the eligibility requirements of Cantwell-Sacred Heart of Mary High School. Character must be within the appropriate standards. Students whose conduct, attendance, or appearance is not up to standard shall be declared ineligible by the Principal, Moderator, or Athletic Director for the period of time they see fit. This rule applies also to conduct outside the school if, in the opinion of the Principal, such conduct reflects poorly on the school.

1. To participate unconditionally in co-curricular activities, students must earn a grade point average of 2.00 or higher every grading period.
2. Students on disciplinary, attendance or academic probation are considered ineligible.
3. The Principal reserves final judgment on all decisions.

## **CSHM Sporting Events**

<b>SEASON</b>	<b>GIRLS</b>	<b>BOYS</b>
FALL	Volleyball Cross Country	Football Cross Country
WINTER	Basketball Soccer	Basketball Soccer
SPRING	Softball Track Swimming	Baseball Track Golf Swimming

## **Fans/Sportsmanship And Conduct At Games**

By definition, sportsmanship relates to a person who can take a loss or defeat without complaint, or a victory without gloating; one who treats the opponent with fairness, courtesy, and respect. The conduct of coaches, players, Spiritleaders and fans generally sets the tone for all games. They will be expected to maintain the highest level of decorum at all athletic games. At all extracurricular activities, The Dean reserves the right of discretion involving appropriate student dress or appearance. Students inappropriately dressed shall be asked to change or be sent home. In order that the school sports program continues to be an educational tool, fans (spectators), like other groups, need to be cognizant of the necessity for good sportsmanship and the means by which it is attained. There is absolutely no place in high school athletics for the use of alcoholic beverages or chemical substances.

All fans viewing high school sports should continually be reminded of the following points:

- a) Show respect for the opponent at all times.
- b) Show respect for the officials.
- c) Know, understand and appreciate the rules of the contest.
- d) Maintain self-control at all times.

# STUDENT DISCIPLINE PROGRAM

## **Code of Behavior**

Responsibility of carrying out the code of behavior is shared by parents, students, and faculty. School rules are in effect and are enforced at all school functions, on or off campus.

## *PHILOSOPHY AND PURPOSE*

School discipline is an important part of the success of CSHM. Discipline in the Catholic school is considered an aspect of moral guidance and not the form of punishment. The purpose of discipline is to provide a school climate that is conducive to learning and promotes character development and the common good.

Discipline is maintained in a classroom or school when students work cooperatively with administration, teachers, and classmates towards class and school objectives. Its purpose is to promote genuine growth, to increase respect for authority, to foster development of Gospel Values, and to provide an atmosphere conducive to learning. However, the legitimate interest of the school extends beyond the school day and hours.

Early in the year the administration schedules times to instruct the students in their responsibilities and privileges in the classroom, on school grounds and at school sponsored functions.

Unacceptable behavior or violation of school policies may result in detention, referral, suspension, appearance before the Discipline Review Board, dismissal, or a request for the student's withdrawal from the school.

## *POSITIVE VIRTUES*

Practicing positive virtues is the best way to avoid problems with disciplinary infractions. The Christian message of "Love one another" is a solid foundation for human behavior. Students must observe the virtues of respect, honesty, responsibility, acceptance, and integrity: to live the CSHM motto, *Age Cum Anima Christi (Act With The Character of Christ)*.

## **Harassment, Bullying and Hazing Policy**

Cantwell-Sacred Heart of Mary is committed to providing 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, school volunteer, or parent/guardian 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/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 who file false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in transitional kindergarten through third grade, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in fourth through twelfth grades, the disciplinary action may include suspension or dismissal.

## **Harassment**

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:

### Verbal Harassment

- Derogatory comments and jokes; threatening words spoken to another person

### Physical Harassment

- Unwanted physical touching, contact, or assault; deliberate impeding or blocking of another's movements; any intimidating interference with normal work or movement

### Visual Harassment

- Derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images, and photos

\*Visual harassment can be communicated in person, in hard copy, or electronically (including on social media)

### Sexual Harassment

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

### Bullying

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.

Cyberbullying occurs when students bully each other using the Internet on computers, mobile phones, or other electronic devices. This can include but is not limited to:

- Sending inappropriate texts, emails, or instant messages
- Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites
- Using someone else's username to spread rumors or lies about another person

### Hazing

Hazing is any method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to any student or other person.

### Responsibilities of the School and Students

It is the responsibility of the school to:

- Establish a policy, provide staff development training, and provide age-appropriate information to students that is designed to create a school environment free from discrimination, intimidation, and harassment
- Make all faculty, staff, students, parents/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

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](#)
- Inform the other person if possible that the behavior is offensive and unwelcome
- Report all incidents that may be considered discriminatory, intimidating, [harassing, bullying, or hazing](#) to the principal or teacher
- Complete a formal written complaint (as appropriate and if asked) that the school will investigate thoroughly and will involve only the necessary parties; the schools will maintain confidentiality as much as possible

## **Student Threats**

CSHM will take all student threats seriously, including those from students that threaten to inflict serious harm to themselves or others or to destroy property. Whoever hears or becomes aware of any threat made by a student should immediately report it to the principal, or a teacher. The principal should notify the police and the Department of Catholic Schools immediately.

The student who has made the threat should be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat will be notified by the school. Any student or adult who has been identified as a 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 police and school investigation has been completed, and at that time the student may face other disciplinary sanctions, up to and including removal from school.

The school will take all actions of a threatening nature seriously, including practical jokes or offhand comments, and the school will investigate them. The school may suspend or remove a student from school while the investigation is pending. On a case-by-case basis, the principal will make any decision to re-admit a student who has made a threat.

This student threat policy shall be communicated clearly to students, parents/guardians, faculty, staff, and volunteers.

## **Complaint Filing And Investigation Procedures**

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

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

## **Student Identification Cards**

An identification card is issued to each student at Cantwell-Sacred Heart of Mary High School. It serves for student identification, for student discounts, admission to school social functions, etc. It facilitates office procedures which require student identification. Replacement of a lost or mutilated student I. D. card is \$10.00. Identification cards remain the property of the school and are surrendered upon withdrawal. School identification cards are to be carried at all times and must be presented to school officials upon request. Failure of a CSHM student to present a school I.D. card upon the request of a school official is a disciplinary violation.

## **Closed Campus**

To preserve the academic environment and school security, archdiocesan schools are designated as “closed campuses.” No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office if they are seeking information or have business to conduct with the school. CSHM is a closed campus. When arriving on campus visitors must wear a badge identifying themselves. Students **must** carry their student ID **at all times** on campus and at school events.

Parents have a reasonable expectation that once a student sets foot on campus that they are under the supervision of the school. For that reason, students may not leave campus after arriving at the school without specific permission from the school administration. Such permission is granted prior to the school dismissal time only with signed authorization from the parent/guardian of the student. Supervision of students does not extend beyond the grounds of the school. Twenty (20) minutes after dismissal there is no direct supervision of students on campus unless there is a scheduled, moderated event or activity. Students are expected to leave the campus within twenty (20) minutes after the dismissal bell unless participating in a moderated and supervised activity or event or engaged in watching a sporting event.

### **School Searches**

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the school's obligation to maintain discipline and provide a safe environment for the school community. School officials may conduct a search of a student's person and personal effects only upon a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

If school officials have a reasonable suspicion that the student has violated or is violating the law or a school rule, school officials do not need a warrant or permission from parents/guardians to conduct the search.

A "reasonable suspicion" may be established in many ways, including but not limited to personal observations, information provided by third parties or other students, or tips provided by law enforcement. An alert from a trained and certified detection dog is sufficient to establish a reasonable suspicion and serve as the basis for a warrantless search of the student's person, locker, car, or personal property and effects.

Whenever a school official conducts a search of a student's person or personal effects, an adult witness should be present. The school should notify the student's parents/guardians of any search of a student's person or personal effects.

A student does not own a locker or other school property. The school makes lockers available to the student. The student does have some expectation of privacy in his or her locker from other students. However, a student does not have a high expectation of privacy in his or her locker from the school and may not prevent school officials from searching the locker if the school official has a reasonable suspicion that the student has violated or is violating a law or school rule.

A student has a greater expectation of privacy regarding his or her person and personal effects. A school official who conducts a search of a student's backpack, purse, clothing, cell phone, or other personal effects must have a reasonable suspicion that the student has violated or is violating a law or school rule. Strip searches or searches that include a student's underwear may only be conducted by law enforcement and may not be conducted by a school official.

Every student is subject to the Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP") and Archdiocese of Los Angeles Privacy Policy of the archdiocese and school; these types of policies concern cell phones and other electronic devices, whether the devices belong to the student or the school.

If a student refuses to cooperate in a reasonable search of school or student property (including electronic devices), the school may call the student's parents/guardians and/or the police for assistance or referral.

If any of the student's items are confiscated, the person in charge should document the confiscation 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.

### **Non-permitted Items**

CSHM reserves the right to confiscate any items or possessions which a student may bring to school which violate the school dress code, school rules, or in the view of the administration, pose a threat to the health or safety of the student body or staff. Said items or possessions will only be returned to the parent of that student. Parents are expected to make an appointment with the Dean of Students to retrieve confiscated items. The school is not responsible for articles left over ten (10) days.

## **Electronic Devices**

Cell Phones may only be used before the first bell (7:50 am) and after the final bell (2:30pm) at the end of the day. Cell phones are to be kept in backpacks not in students' pockets. If an emergency occurs, students may ask to use the front office phone to get in touch with their parent or guardian. Any other electronic device (e.g. iPods, mp3 players, video games, digital recorders, portable speakers, etc.) may not be brought to school. Any electronic device (with the exception of iPads) that is seen or used during school hours will be confiscated and given to the Dean. A ten (\$10) dollar fine will be imposed for the first violation; a twenty five (\$25) dollar fine will be imposed for each additional violation. Only a parent or guardian may make an appointment and retrieve confiscated electronic device(s) with the Dean of Students. CSHM is **NOT** responsible for items left after ten (10) days.

CSHM is committed to assisting students in becoming responsible digital citizens. Schools can do so by giving students authentic experiences that build their skills in collaboration, creativity, communication, and critical thinking and that prepare them for their current and future educational experiences and careers. The archdiocesan Bring Your Own Device (BYOD) Policy is designed to meet this objective for students who bring or use their own electronic devices in school or as part of their student life.

Students may bring personal electronic devices to school for educational purposes with the approval of the school administration. While at school, students are required to connect to the school's filtered network connection.

### **Responsibility for Devices and Their Use**

- All students and their families are required to follow the Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP"), whether the device is provided by the student or the school.
- Students are solely responsible for their own personal devices and are to permanently label devices with identifying information.
- The school assumes no financial responsibility for personal devices if they are lost, loaned, damaged, or stolen.
- Personal devices are subject to investigation in accordance with the Archdiocesan AUP and the archdiocesan Administrative Handbook (see School Searches).
- Students are expected to keep their devices secure at all times and not loan them to others unless required to do so for an educational assignment.
- Students are expected to protect their devices by bringing them to school in a case or cover to avoid damage.
- If a student uses a personal or school device or any of its functions in a manner that intentionally violates the school's policies or the Archdiocesan AUP, the student will be subject to consequences in accordance with the school's disciplinary policies and procedures.
- Students are encouraged to install and set up the "*Find My Ipad*" application in order to further protect their device.
- Electronic devices should always be secured in a locker during physical education classes and/or sports activities.

Each school may develop its own additional BYOD guidelines to accommodate its individual situation, but all guidelines must be consistent with the policies in Communications Policies and Students and Families. Parents/guardians must sign the Bring Your Own Device Policy Acknowledgement Form indicating their agreement.

### **Attitude of Parent or Guardian**

A parent, guardian, or other individual who upbraids, insults, or abuses any teacher or administrator of the school, in the presence or hearing of a pupil, is guilty of a misdemeanor. (Education Code: 13559)

If the teacher is "insulted or abused" by any person in the presence of other school personnel on school premises, on public ways adjacent to the school or at another place where the teacher is assigned, that person is also guilty of a misdemeanor. (Education Code: 13559, 13560)

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents. It is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible. When the basic spirit of trust, honesty and cooperation between the school and parent(s) has been lost this would be the case.

## **Definitions In Discipline Procedures**

A Detention Notice is a warning of unacceptable behavior and may be given to students by a member of the faculty or staff any time an infraction occurs.

Detention is the established measure for student violation of school regulations. Detention is given on the recommendation of the proper person in authority. Students serve detention after school the day following the issue of the Detention Notice. Students and parents may be asked to sign Detention Notices as a record that they have received the notice. Students who fail to serve an assigned detention without the expressed approval of the Dean of Students will be assigned an additional hour of detention. Students may not attend or participate in any school event or activity if they have accumulated unserved detention hours.

When a student has received five (5) detentions for any combination of offenses, the student will be given a Discipline Referral by the Dean of Students. A Discipline Referral can be given by a teacher or administrator without previous detentions for more serious infractions. Generally, Discipline Referrals are mailed to parents to be signed and returned as notification that a more serious problem may be developing, or the Dean may schedule a conference with the parents.

No student shall be required to remain in the classroom during any recess or lunchtime; all students shall be required to leave the school rooms at recess and lunchtime, unless it would endanger student health. Detention before or after school hours is considered an appropriate means of discipline. A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day.

The school must give a notice of the detention to the parents/guardians verbally by phone, in writing (hard copy or electronic), or in person during a conference. Under no circumstances shall a student be detained at school without the knowledge and consent of the parents/guardians, who should also be informed of the reason for detention and the exact time the period of detention will begin and end.

Weekday Detentions are served on Monday through Friday beginning ten minutes after dismissal of the last class for the day. If student is late for any reason, he or she will not be admitted.

Suspension is the removal of the student from attendance in the school and may be imposed in serious matters, or when other means of correction fail to bring about proper conduct. Only the principal, or principal's designee may suspend a student from school. The length of the suspension is determined by appropriate school personnel. When a student is suspended from a class or from school, the parents are notified and arrangements for a conference with the appropriate school personnel are made.

The purpose of the Disciplinary Review Board is to furnish Cantwell-Sacred Heart of Mary High School with a system of "Christian due process", in which the rights of both the school and the individual student are respected and treated justly when dismissal for disciplinary reasons is a possibility. The Disciplinary Review Board is a standing committee consisting of five members of the faculty. The student may choose a member as his/her representative. The Dean of Students attends as a non-voting member and presents all documentation on the student for the Board to make a recommendation to the Principal regarding the student's continued enrollment at CSHM. Legal council is not allowed to be present at the meeting of the school's Disciplinary Review Board. Only parents or guardians are to accompany students at a Disciplinary Review Board.

Expulsion is the permanent exclusion of a student from the school. In cases which might result in expulsion, the principal or principal's designee contacts the parents or guardians of the student. A conference is scheduled during which the nature of the offense and the consequences of the offense as well as the school's policies governing student conduct and discipline are reviewed. If a student is expelled, the Department of Catholic Schools and the local school district are notified.

Students accused of a serious wrong can be placed on home study pending the outcome, adjudication, completion of an investigation, or until a court decision is made and as determined by the Principal.

## **Disciplinary Infractions**

The following is a partial listing of possible disciplinary infractions. With the diversity of the student body and backgrounds it is impossible to list all such infractions and penalties. The Principal reserves the right to make final determination of infractions and appropriate penalties in matters not explicitly stated as well as the seriousness of the penalty depending on circumstances in matters stated. A teacher may give a detention with one day's notice for any infraction listed here or any other class rules infraction.

*A DETENTION will be issued for the following :*

1. Non conformity of uniform (see dress and grooming regulations).
2. Locker or telephone violation.
3. Gum chewing on campus and/or eating in classrooms or hallways.
4. Excessive makeup or jewelry.
5. Loitering in hallways or out of bounds areas during break or lunch.
6. Disturbing class or other pupils.
7. Profanity or vulgarity.
8. Tardy in between classes.
9. Not following the directives of a teacher or staff member.
10. Littering the campus.
11. Unauthorized possession and/or use of iPods, cellular phones, CD, tape, or digital players, radios, video games, recording Devices, or portable speakers on campus.
12. Any other infractions deemed inappropriate by the Dean of Students.

*A DISCIPLINARY REFERRAL will be issued for the following infractions:*

1. Hostility or rudeness toward a teacher, administrator, staff member or student.
2. Plagiarism and/or cheating.
3. Defacing of school property or that of other students (liable to immediate dismissal).
4. Parking lot violation.
5. Insolence or disrespect.
6. Five detentions.
7. Harassment, sexual or otherwise, of another student (can be liable to immediate dismissal).
8. Unexcused absence from class or school (liable to attendance probation).
9. Excessive display of affection.
10. Any other infractions deemed appropriate by the Dean of Students.

### *Excessive Display of Affection*

As a Catholic, Christian school, CSHM insists upon appropriate moral behavior by its students at all times. Excessive and inappropriate displays of affection are never acceptable on campus or at school events and go to the root of our school's reputation and values. This would include kissing, inappropriate hugging, or other displays of affection inappropriate to the school environment as determined by the administration, faculty, and/or staff member witnessing the behavior. Because we consider this to be a violation of not only school rules, but also a violation of the foundational values of our school, serious consequences up to and including dismissal from school may apply.

*In addition to receiving detention hours, the student who receives a Disciplinary referral will have the referral sent home to his/her parents.*

1. 1st or 2nd Referral may result in a Parent-Dean Conference.
2. 3rd Referral within a 20 week period will result in student being placed on disciplinary probation.
3. 4th infraction while a student is on probation will result in a Parent-Dean conference and the student is liable to be brought before the Disciplinary Review Board and may be asked to withdraw from the school.

## **Disciplinary Probation Procedures**

### ***Placement on Disciplinary Probation***

1. Student receives three disciplinary referrals within a 20 week period.
2. A student commits a more serious offense (see below).



3. A student may be placed on probation when basic classroom behavior does not improve over consecutive report card periods.
4. Other action as determined by the Principal or Disciplinary Review Board.

#### ***Activities While on Disciplinary Probation***

1. When placed on Disciplinary Probation student and his/her parents are required to meet with the Dean of Students.
2. The student will be placed on Disciplinary Probation for a period of time warranted by the seriousness of the offense.
3. While on probation a student's participation in activities or athletics will be restricted for a period of time.
4. Additional infractions committed while on probation subject the student to suspension.
5. Following suspension, an additional offense requires a Disciplinary Review Board for continued enrollment at CSHM.
6. While on probation a student may be required to complete one hour of community service to the school each week.

A school may decide to place an enrolled student on probation as a disciplinary matter. Disciplinary probation occurs when student's behavior has reached a point where a more serious response from the school is required. If the student's behavior does not improve while on probation, the disciplinary process may lead to suspension and/or expulsion. Typically, disciplinary probation requires the suspension of activities and athletics so that the student must focus solely on his or her academic work and behavior.

If a school decides to place a student on disciplinary probation, it must insure that the seriousness of this status is communicated to the student's parents/guardians. Due to the great variety of student offenses that can result in disciplinary probation, a school has many options in determining the extent of a student's probation (limiting activities, no athletics, community service, etc.). A *Disciplinary Probation Agreement* must be completed and signed by parents/guardian.

### **Expulsion/Suspension**

Any of the listed reasons for expulsion with mitigating circumstances are adequate cause for suspending a student. No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation.

The school must give a notice of the suspension to the parents/guardians verbally by phone, in writing (hard copy or electronic), or in person during a conference.

The person in charge shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension, especially the means by which the parents/guardians and school can cooperatively encourage the student to improve his or her behavior. The suspended student may be present at the conference.

In no case will a teacher on his or her own authority suspend a student.

**A student will be suspended from school for any action or behavior which, in the opinion of the Dean, warrants the attention of the parents.**

#### ***Liable to Suspension and immediate placement on Disciplinary Probation:***

The following actions may be cause for referral, probation, suspension or expulsion:

1. Demonstrations: encouragement/ participation in illegal or unauthorized demonstrations.
2. Disruption of school activities.
3. Willful defiance of valid authority of supervisors or administrators.
4. Forging or using forged notes/excuses.
5. Gambling on school grounds.
6. Use or possession of tobacco at school.
7. Truancy.
8. Missing detention without the permission of the Dean of Students.
9. Attending a fight as a spectator on or off campus.

Reasons for expulsion include but are not limited to the following offenses:

- Actions that are gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery, or any threat of force or violence directed toward any student or school personnel
- Harassing, bullying, or hazing other students or school personnel

- Open, persistent defiance of the teacher's authority
- Continued willful disobedience
- Use, sale, distribution, or possession of narcotics, drugs, or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or possession of tobacco
- Theft
- Forgery of signatures
- Cheating or plagiarism
- Willful defacement or damage of school property, real or personal
- Habitual truancy
- Possession of harmful weapons (e.g., knives or guns) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school that are detrimental to the school's reputation
- Violations of the electronic acceptable use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school
- Violation of any civil or criminal law

### *Additional Notes*

1. Students asked to leave or are withdrawn voluntarily for disciplinary reasons from CSHM may not attend any CSHM function.
2. Students that have been asked to withdraw may not return to CSHM for one full calendar year.
3. Students that have been escorted by police off CSHM campus for any reason may not return.

Except in cases involving grave offenses, the school must take the following steps to expel a student:

- The principal, teacher, parents/guardians, and student must attend a conference. The principal will advise the family that the student could be expelled unless there is immediate improvement in the student's behavior.
- If the student's behavior does not improve, the final decision will be communicated at a second conference attended by the principal, teacher, parents/guardians, and pastor (if applicable). If the parents/guardians fail, without cause, to attend the conference, the final decision will still apply and the parents/guardians will be notified. In a parish school, the final decision rests with the principal.
- In no case will a teacher on his or her own authority expel a student.
- The school will give full credit for all work the student accomplished up to the moment of expulsion.
- In high schools, the Disciplinary Review Board listens to the facts of the case, discusses the matter, and makes a recommendation to the principal.

The school must keep on file a written record of the steps leading to an expulsion, with copies of all communications and reports. This record should be maintained for one year following the expulsion.

### **Cases Involving Grave Offenses**

In a case involving a grave offense, which may include a violation of law or actions so outrageous as to shock the conscience of the community, the student is immediately suspended and there is no requirement to hold the initial conference. The school should follow this procedure when the continued presence of the student at school (even for a short period of time) will pose, in the reasonable judgment of the principal, a serious threat to the health and welfare of students, faculty, or staff.

When a student is immediately suspended and expulsion is probable, the school should clearly explain the rules and consequences of the violation to the student and his or her parents/guardians while the case is being investigated.

A school may immediately expel a student if the reasons are urgent. Only in exceptional cases shall a school be allowed to expel a graduating student who has been in the school one or more years.

If an expulsion happens during the last semester in the case of a graduating student, the school needs prior approval of the Department of Catholic Schools before the expulsion can take effect. It is recommended that high schools consult with the Department of Catholic Schools before expelling a graduating student.

Even if they occur at the end of the school year, all expulsions are to be reported by phone to the assistant superintendent at the Department of Catholic Schools within 24 hours and subsequently submitted in writing.

The principal retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests. The school shall immediately notify the county office of education of expulsions.

Certain circumstances may dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. The school may give students tests, etc., outside school hours so that grades can be reported. A student placed on home study is expected to pay full tuition. Parents/guardians are responsible for supervising a student on home study.

At the discretion of the principal, any student who is accused of a felony may be placed on home study until the case is resolved.

### **Persons Allowed to Remove a Student from School**

No agency, organization, or person other than a parent or guardian who has custody or a delegated school employee shall be allowed to take a student from the school premises during school hours or immediately before or after school.

Exceptions to this role may be made only:

- By the parent or guardian, when properly identified
- Upon the written request of the parent or guardian after proper verification
- By properly identified law enforcement officers when an arrest is made
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer. However, the principal of the school should also immediately inform the student's parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

### **Interview and Removal from School of Students by Police Officers**

In performing their official duties and upon presenting proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and Child Protective Services shall be allowed to interview students in those cases where an interview outside of school hours is impossible or impractical or would duly interfere with the enforcement of law. Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.

Before releasing a student for an interview, the person in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties. In the archdiocese it is the policy that the person in charge should inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason to not inform the parents/guardians. In all events, it is the policy of the archdiocese that an adult, either a parent/guardian or a school staff member, will be present for any interview unless the student being interviewed elects otherwise.

While it is primarily the role of the law enforcement officer to notify the parents/guardians that a student has been taken into custody, the person in charge shall also take immediate steps to notify the parents/guardians about the release of the student to the officer and where the student has reportedly been taken. However, the person in charge shall not notify the parents/guardians when a student has been removed from school as a victim of suspected child abuse or the officer has specifically requested that the student's parents/guardians not be notified. In the case of suspected child abuse, the officer will determine whether to notify the parents/guardians that the student has been removed from school. The person in charge shall provide the officer with the address and phone number of the student's parents/guardians.

The person in charge should always obtain the following information:

- The name of the law enforcement officer or Child Protective Services representative
- The officer's badge or ID number
- The phone number of the police station
- Instructions from the officer regarding parent/guardian inquiries concerning the whereabouts of the student

When they are investigating matters involving child abuse or neglect, law enforcement and child protective agencies are entitled under law to interview students and other minors at school or during parish activities. The person in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification and must also confirm that the interview is being conducted as part of his or her professional duties.

In the archdiocese it is the policy to inform parents/guardians that such an interview will take place except when law enforcement or the agency has a specific reason to not inform the parents/guardians. In all events it is the policy of the archdiocese that an adult, either a parent/guardian or school or parish staff member, will be present for any interview unless the minor being interviewed elects otherwise.

### **Interview of a Student During School Hours by a Police Officer**

In performing their official duties and upon presenting proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and Child Protective Services shall be allowed to interview students in those cases where an interview outside of school hours is impossible or impractical or would duly interfere with the enforcement of law.

Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.

Before releasing a student for an interview, the person in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties.

In the archdiocese it is the policy that the person in charge should inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason to not inform the parents/guardians. In all events, it is the policy of the archdiocese that an adult, either a parent/guardian or a school staff member, will be present for any interview unless the student being interviewed elects otherwise.

### **Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer**

While it is the duty of the police officer to notify the parent or guardian of the person taken into custody or placed in detention, the school principal shall take immediate steps to notify the parent or guardian of the minor regarding the release of the student to the officer and regarding the place to which the student is reportedly being taken, except when a student has been taken into custody as a victim of suspected child abuse. The principal shall provide the police officer with the address and telephone number of the student's parent or guardian.

Even in the case of child abuse it is the Child Protective Agency's duty to notify the parent or guardian, but the principal should obtain the following information:

- The name of the police officer or Child Protective Agency representative
- The telephone number of the police station
- The officer's badge or ID number
- Instructions from the officer regarding parental inquiries concerning the whereabouts of the student

### **Disapproved Disciplinary Measures**

The following disciplinary measures are disapproved:

- All corporal punishment, including shaking and slapping
- Language that is sarcastic or ridicules a student, his or her parents/guardians, or his or her family background
- Using religious exercises or important class assignments as punitive measures
- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision

# STUDENT DRESS CODE

## **Dress and Grooming Regulations**

Dress and grooming appropriate for students at a Catholic high school is expected of all students at all school activities or events whether on or off campus. The school administration reserves the right to correct students deemed inappropriately dressed for the occasion and administer disciplinary consequences.

### **Parental Responsibility:**

Since the parent is the primary educator of the student, it is strictly the parents' responsibility to ensure that his/her student is in correct dress on a daily basis while on the campus of Cantwell-Sacred Heart of Mary High School.

When a student is found to be out of school dress, that student may be suspended. His/her parent may be asked to come immediately to the school, and to remove his/her student until the next school day. The student will then serve detention time. The record of a student who persists in this behavior will be reviewed by the Disciplinary Review Board which will make a recommendation to the Principal for further action.

### **Uniform Policy**

The designated uniform is to be worn properly every day, including all exam days. Certain days, such as liturgical events, will be designated as formal uniform days. On these days white polo shirts or blouses may be worn with khaki or navy pants or skirts.

### **Women and Men Uniform**

- a) Shirts are to be worn tucked in at all times.
- b) Belts (black, blue and brown with no decoration) are to be worn with pants and are to be visible at all times.

### **Shirts or Blouse**

Long or short sleeve collared Oxford white shirt. Short sleeve white, burgundy or navy knit collared polo shirt with the official CSHM logo sold by School Uniformity, CKW Uniform, Premiere Custom, and online at [www.bsnteamssports.com](http://www.bsnteamssports.com). Only white short sleeved undershirts are permitted to be worn under shirts or blouses. Thermal underwear may be worn only under a long sleeve shirt or blouse of the same color.

### **Pants**

Navy or khaki. Corduroys and Ben Davis brand are not permitted. Pants are to be relaxed fit. Tight fitting pants, jeans, "leggings" or "Cargo" pants are not permitted. Pants may not be oversized, cut, or frayed. All freshmen, sophomores, juniors and transfers may only wear CSHM logo pants purchased at School Uniformity and Premiere Custom.

### **Shorts**

Navy or Khaki with the official school logo sold by School Uniformity, CKW Uniform, and Premiere Custom.

### **Skirt/Skort (Women)**

Pleated, or 4-pleated plaid; Skirts must be worn no shorter than slightly above the knee.

### **Socks**

Burgundy, white, grey, or navy socks, knee highs or tights may be worn; knee high socks are never to be worn over the knee.

### **Shoes**

Closed dress or athletic shoes in black, brown, blue, burgundy, or white. Boots may be worn only under long pants/slacks. Shoes must be tied or connected at all times and must be free of any writing.

### **Sweater**

Burgundy or navy pullover or V-neck sweater, navy or burgundy class sweater; Varsity letter sweater.

### **Sweatshirts/Jackets**

Only CSHM sweatshirts with screened or embroidered official logos approved by the Dean will be allowed. Any club, activity, or sport CSHM sweatshirt or T-shirt must be approved by the Dean of Students. Non-CSHM clothing is not allowed to be worn. No jackets, coats or sweatshirts other than the ones listed above will be allowed. Approved sweatshirts, hoodies, and pullovers available at School Uniformity and online at [www.bsnteamssports.com](http://www.bsnteamssports.com).

### **Non-Uniform Day and Dances**

At certain times in the school year students are permitted to wear non-uniform clothes to school. The guidelines for these non-uniform dress days:

1. Jeans and walking shorts that are **not** torn, tight fitting, faded, or oversized may be worn.
2. Pant leggings and yoga pants may not be worn.
3. Undershirts or shirts with vulgar, alcohol, drug, gang related, or inappropriate (as determined by the Dean) imprints are not allowed.
4. Sleeveless blouses, midriffs, spaghetti strap blouses, miniskirts, cutoff shorts, short shorts or sandals without back straps are not allowed.
5. Bandanas are not allowed.
6. Fishnet or torn stockings are not allowed.
7. Students must be modestly dressed in every way.

A monthly non-uniform day has been scheduled for seniors. Students violating these guidelines will lose future privileges and face disciplinary action. School wide non-uniform days for fundraising are limited to one per month and must be cleared by the Dean of Students in advance.

### **Formal Uniform Day**

Girls: White Blouse or Polo Shirt w/ school logo Blue or Khaki logo pants/ skirt	Boys: White Polo Shirt w/ school logo Blue or Khaki logo pants
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Students may wear a school sweater or vest, no sweatshirts may be worn.

### **Game Day Uniform**

Individual sports may adopt a unique game day athletic dress to encourage team unity and pride in participation. Where possible, a special school sweater is worn with a collared shirt and tie. This game athletic dress must be approved by the Dean of Students or may result in loss of privileges.

### **Personal Grooming & Accessories**

- a) Hair must be neat, clean and of the student's natural color (*determined by the Dean of Students*).
- b) Hair styles must be appropriate for school and all school related events, on or off campus. Extreme styles are not acceptable and shall be determined by the Dean of Students.  
*For example, hair may not be styled:  
to have designs and "spiked."  
to have streaks or highlights.  
to have sideburns extending beyond the bottom of the ear or flared.  
Hair may not extend below the middle of the ear.  
Hair also may not extend below the top of the collar.  
Hair may not be shaved or be less than #3 razor on top and #1 on the sides.*
- c) Senior men are allowed to wear mustaches, or neatly trimmed and appropriate (as determined by the Dean) goatees or beards. Senior men must be able to grow a "full" goatee or beard to take advantage of this privilege. All other men are to be clean shaven.
- d) Only official CSHM Caps or Hats may be worn. Caps or hats are never worn in class or in buildings.
- e) Women may wear moderate jewelry. Make-up may be worn in moderation. Earrings that stretch the earlobe hole "gaging", nose studs or rings or other body piercings are not permitted. Placing a piece of tape, band-aid, or any covering over pierced jewelry will not be accepted.
- f) Men may not wear earrings or piercings of any kind. Any pierced jewelry must be removed when on campus or at any event.
- g) Permanent or temporary tattoos, writing or marking on the body are not permitted.
- h) Except for student name, writing of any kind, pins, patches, or anything in violation of the spirit of this regulation, on backpacks is not permitted.

The general spirit of the dress code is that students should be modest and moderate in terms of dress and appearance at school and school functions. Compliance with these regulations is subject to the judgment of the school administration. It is suggested that any questions concerning the appropriateness of any dress/appearance items be referred to the Dean of Students prior to making a styling decision or purchase.

### **Non-Compliance with Dress Code and Events**

Students at sporting events or other school related events are required to comply with dress standards or may be asked to leave the activity. Students may be liable to disciplinary action.

# ATTENDANCE AND TARDIES POLICY

## **Attendance Policies**

Regular school attendance is critical to learning. The staff and administration will work with the parents and students to insure regular attendance. All attendance records are available for viewing on the aeries parent website.

## **Absence Procedures**

If a student is absent because of illness or other valid reasons his/her parents or guardian must phone the attendance office, 323-887-2066 ext. 525, between 7:30 a.m. and 9:30 a.m. each day of the absence. Parents are notified by an electronic voice message that their child is absent.

On the day the student returns to school:

1. The student must submit a note written and signed by a parent/guardian or a medical physician (the note may be written in the parent's native language). Failure to do so may result in a detention.
2. This note must contain the dates of the student's absence, the reason for the absence and a parent or guardian's signature. This note is kept on file.

## **Tardies**

Arriving late to school or class is not responsible student behavior. Punctuality is an essential part of the college preparatory learning experience. All students should arrive at school at least 20 (twenty) minutes before the tardy bell (Monday thru Friday - 7:40 am). A student is tardy for class when not in his/her proper seat at the second bell and is not prepared for the class to begin. Parents are notified by an electronic voice message when their child has been marked tardy for the first period of the day. *Students are allowed 5 excused tardies per semester (Excused tardies are accompanied by a written note from a parent or guardian)* Tardies which occur after first period will result in a detention. Habitually tardy students are liable to suspension, probation, or loss of credit. Excessive tardiness may result in referral of the student's record to the Disciplinary Review Board. Cantwell-Sacred Heart of Mary High School reserves the right not to admit tardy students to class.

## **Early Dismissal**

Early dismissals should be requested only for serious reason. If a student needs to leave school early, the student must bring a signed note from the parent /guardian the day prior to the dismissal if possible but no later than the beginning of the day on which the early dismissal is required. A phone call from a parent/guardian is not sufficient to have the student excused from school. A parent or guardian may appear in person to request dismissal. However, the school reserves the right to ask for proper identification and the parent or guardian must sign their son or daughter out. When a student returns from an early dismissal for a doctor's appointment that student must bring a note from the doctor indicating the time the appointment ended. Only those listed on your child's emergency form will be allowed to sign your child out of school. Exceptions may be made with a written note by the parent/guardian.

Early dismissal for medical or dental appointments shall be granted when the parents/guardians make a request. Parents/guardians shall be urged to keep such requests to a minimum and encouraged to make arrangements for care during vacation periods or after school hours. Early dismissal may not be requested for work, job interviews or DMV appointments. If a student is ill and needs to be sent home early, the parent/guardian listed on the emergency form will be contacted.

## **Absences and Tardy Limits**

1. After ten (10) absences or unexcused tardies in a semester parents will be notified.
2. After fifteen (15) absences or unexcused tardies in one semester a student may be placed on attendance probation.
3. After twenty (20) absences or unexcused tardies a student may be called before the Disciplinary Review Board.
4. After twenty (20) absences in a semester, credit for the course(s) may be withheld. If extenuating circumstances apply, a meeting with the Vice-Principal may be requested by the parents.

## **Truancy**

Truancy automatically places a student on attendance probation. A truant student:

1. *Must make up the hours of class missed in detention;*
2. *Will be suspended from all activities for not less than two weeks;*
3. *Will be placed on attendance probation for not less than 10 weeks*

A student who is absent from school without a valid excuse three full days in one school year or is tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district. Additionally, in the case of international students, their F-1 Student Visa ( I-20) may be cancelled.

In the event that CSHM suspects that a student is truant (absent from school, without a valid excuse), the school administration will first contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year,

without a valid excuse) and all resources at the school level have been exhausted, the school principal may notify the local public Child Welfare and Attendance authorities. A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without a valid excuse, will be reported again as a truant to the attendance office of the local public school district. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies may be notified.

## PARKING AND DRIVING REGULATIONS

### **Student Parking**

Parking on school grounds is a privilege granted to enrolled students. Students wishing to park on school grounds must complete an application through the front office. All applications are subject to the approval of the Dean of Students.

#### **All parking rules for students come under the jurisdiction of the Dean of Students.**

- A permit will be issued which must be displayed on the dashboard or from the rear view mirror while parked in the Repetto Street parking lot.
- There is a \$25 fee for the permit. Parking permit plaque must be returned to the office, *in good condition*, at the end of the school year. Students parked without a displayed permit are subject to having their car towed from the parking lot, referral (if they haven't applied for a permit), and possible loss of parking privileges.
- Any student vandalizing any property, including vehicles, will be responsible for monetary compensation and will be liable to immediate dismissal.
- Students found speeding or driving irresponsibly in the parking lot may lose campus privileges or be issued detentions based on the severity of the offense. The legal speed limit on campus is 5 mph.
- The parking lot is off limits during school hours, including the break and lunch periods.
- Please be considerate when parking on neighborhood streets. Residents when warranted have the right to call the police or a towing agency.

Any damage to cars parked in the CSHM parking lot is not the responsibility of CSHM High School. Students are advised to

## CAMPUS MINISTRY

CSHM's beliefs, values, and goals are reflected every day in the life of our community. Each class, activity, and service builds upon the talents, experiences, spirit, and love we share. These make us who we are.

Guided by the Catholic Church's belief and the school's philosophy *To Teach As Jesus Did*, Cantwell-Sacred Heart of Mary High School's administration, faculty, staff, and student body continually strive to develop and improve their Catholic, academic, spiritual and emotional lives. Students' co-curricular activities are designed to facilitate interaction and growth between the CSHM campus community and the surrounding community.

The spiritual life of every CSHM student is encouraged and enhanced by daily class prayer, and frequent liturgies, directed and prepared by each class which incorporates a specific theme utilizing scripture and music. Selected students, faculty, and staff participate as altar servers, lectors, musicians, and Eucharistic ministers. Every morning the principal welcomes the students and begins the day with a meditation and prayer. Teachers and/or students lead prayers and offer intentions at the start of every class. Many athletic events are preceded by a prayer service in the Chapel led by the Campus Minister. The Campus Minister and team aid classes in planning liturgical events, develops and leads class retreats and prayer services including Memorials, Ash Wednesday, Blessing of the Throats, First Friday Service, Stations of the Cross, and Reconciliation services. The Campus Ministry team attends funerals, confirmation, special liturgies, and other services for members of the community and student body.



## Campus Ministry

The Campus Ministry Program seeks to fulfill its spiritual goals and objectives through:

- a) The liturgical year and significant feasts.
- b) Spiritual counseling for students and their families.
- c) Opportunities for Liturgies and Reconciliation.
- d) Retreats and off-campus retreat programs.
- e) A vocation awareness program.

## Christian Service

The Christian Service Program at Cantwell Sacred Heart Mary High School is a required program for all the students who attend CSHM high school. This program is developed in collaboration with students, faculty members and the school leadership. The Christian Service Program is outlined in our school philosophy: Every aspect of the school program is based on the foundation of “To Teach As Jesus Did,” bringing Christ and His message into the educational experience, collaborating with parents as the primary educators to develop young men and women of character. The Christian Service Program is under the direction of the Campus Ministry Department and is administered through religion classes. It is an academic requirement and a crucial element of our spiritual program. Freshman students are required to complete 25 service hours, Sophomores 25 service hours per school year. Junior students are required to complete 30 community service hours and seniors are required to complete 35 community service hours. Seniors completing the three step criteria outlined below will be rewarded with a white cord of exemplary service to wear at graduation.

Students are given a Christian Service letter/contract at the start of each school year through their religion teacher. This letter/contract is to be read and signed by both student and parent/guardian and return to the religion teacher the next school day. Students are provided with a Christian Service Program Hours Attained Form which must be completed and signed by the student, parent/guardian and supervisor of the organization where the student is volunteering. This form must be turned in to the student religion teacher and the number of hours recorded in on the CSHM class room roll sheet. A copy of the roll sheet is provided to the Campus Minister at the end of each semester. The Campus Minister will log in the current volunteer hours for each student attending CSHM High School on the master ledger after the annual April, deadline date.

### 1. Senior Eligibility for White Cord Criteria

- a. Complete a minimum of 200 Christian Service Hour with-in the four years
- b. Provide proof of service hours in each of the following three venues
  - i. At Cantwell Sacred Heart Mary
  - ii. At the student’s church or parish organization
  - iii. At a community non-profit organization

Note: If a student is a registered member of a volunteer organization, (Church or community group), this is not considered as an automatic duty served for credit hours. Students must actually do volunteer duties. He or she must turn in the Hours Attained Form reflecting the number of hours served to achieve credit for accumulative hours served.

At the completion of the student Junior year the Christian Service Hours will be recorded on the student transcript and therefore become a part of their permanent record.

### **The CSHM requirements for students are as follows:**

12th Grade	35 Hours of Christian Service
11th Grade	30 Hours of Christian Service
10th Grade	25 Hours of Christian Service
9th Grade	25 Hours of Christian Service

# ELECTRONIC COMMUNICATIONS POLICY

## Acceptable Use and Responsibility Policy for Electronic Communications (“Archdiocesan AUP”)

All information created and used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles (“Archdiocese”) or an [archdiocesan school](#), a [parish](#), the [seminary](#), a [cemetery](#), the [Archdiocesan Catholic Center](#), or another archdiocesan department or operating unit (“Location”) is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect its proprietary data. Integral parts of this system are the policies, standards, and procedures designed for users. All users must adhere to these policies, standards, and procedures for the complete system to remain viable.

These policies, standards, and procedures apply to all users of technology, whether adults, children, or youth and whether they are paid or volunteer staff, clergy, or members of religious orders in the Archdiocese or in any Location.

These policies, standards, and procedures include but are not limited to maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential, and privileged data, as well as personally identifiable information.

### Definitions

Electronic communication **systems** include but are not limited to email, telecommunications systems (including telephone, voice mail, and video), stand-alone or networked computers, intranets, the Internet, and any other communication or data transmission systems that may be created in the future.

Electronic communication **devices** include but are not limited to regular and mobile telephones, two-way radios, facsimile machines, computers, laptops, electronic notebooks, tablets, audio and video equipment, flash drives, memory sticks, media players, and other communications equipment that may be created in the future.

Electronic communication **materials** include but are not limited to DVDs, CDs, laser discs, audiotape and videotape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer and web applications, emails, text messages, instant messages, and all other electronic content that is downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored.

**Person in charge** refers to the department head, manager, or supervisor of an archdiocesan department, entity, or corporation; the pastor, parish life director, pastoral associate, or parish business manager; or the superintendents of elementary schools or high schools, a supervisor in the [Department of Catholic Schools](#), a principal, or a president or head of school, as applicable.

**Location** refers to an [archdiocesan school](#), a [parish](#), the [seminary](#), a [cemetery](#), the [Archdiocesan Catholic Center](#), or another archdiocesan department or operating unit.

### Electronic Communication Systems, Devices, and Materials and the Users Covered

Electronic communication systems, devices, and materials and the users covered include:

- All electronic communication systems, devices, and materials in the [schools](#), [parishes](#), [seminary](#), [cemeteries](#), [archdiocesan departments or offices](#), or other archdiocesan operating units (the “Premises”)
- All electronic communication devices and materials taken from the Premises for use at home or on the road
- All personal devices and materials brought from home and used on the Premises during regular business hours
- All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use
- All users of electronic communication systems, devices, and materials, including but not limited to volunteers, clergy and religious, students, employees, staff, or contractors associated with the Archdiocese and/or the Location

### Ownership and Control of Communications

All electronic communication systems, devices, and materials located on archdiocesan premises, and all work performed on them, are

the property of the Location and/or the Archdiocese. These systems, devices, and materials are to be used primarily to conduct official Location and/or Archdiocese business, not personal business.

With permission from the person in charge of the Location, individuals may use archdiocesan systems, devices, and materials to access and use the Internet for personal business and web exploration outside regular business hours or during breaks. All users shall conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

The Archdiocese and Locations, as applicable, reserve the right to monitor, access, retrieve, read, and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices, and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

### **Internet Safety Policy**

Any device accessed or used by minors on the Premises must use functioning and properly configured content filters to preclude access to prohibited content, including obscene, sexually explicit materials; adult or child pornography; and materials including applications that are otherwise harmful to minors or in violation of this Archdiocesan AUP.

Content filters for minors may NOT be disabled or turned off without obtaining prior permission from the archdiocesan [Department of Applied Technology](#) or the person with equivalent authority at the Location.

No unauthorized personal identification information regarding minors may be disclosed, used, or disseminated without proper authorization by a responsible person at the Location.

Minors' use of email, chat rooms, social networks, applications, and other forms of direct electronic communication on electronic devices at the Location must be monitored.

No person may engage in unlawful activities online, including hacking archdiocesan or Location systems or any system while using Archdiocese or Location devices or while on the Premises of any Location.

### **Prohibited Practices**

Users of Archdiocese and or Location electronic communication systems, devices, or materials and users of personal devices and materials on the Premises under circumstances when the Archdiocese and/or the Location may become implicated in the use may NOT:

- Violate any rules of conduct, codes of ethics, or [safe environment](#) or any educational policies, including but not limited to those that apply to communications or the use of information
- Host any website on a domain that is not owned by the Archdiocese or, if the domain is owned by a third party, is not under contract with the Archdiocese
- Use the name, logo, identifying photograph, mission statement, or other singularly identifying information of the Archdiocese or a Location on a website or other social medium in such a manner that readers/viewers are lead to believe that the website or social medium is an official site or medium controlled by the Location itself
- Post or cause distribution of any personally identifying information about the user or others without permission of or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities (personal identifying information includes but is not limited to names or screen names; telephone numbers; work, home, or school addresses; email addresses; or web addresses/URLs of social networking sites or blogs)
- Post or distribute any communications, videos, music, or pictures that a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassment, disruptive, derogatory, or bullying; these include but are 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](#)
- Engage in [cyberbullying](#) or other abusive online behavior
- Engage in pirating or unauthorized copying, acquisition, or distribution of [copyrighted materials, music, videos, or film](#)
- Post or send chain letters or engage in spamming (sending annoying, unnecessary, or unsolicited commercial messages)

- Record any telephone, video, or other conversation or communication without the express permission of the other participants in the conversation or communication, except where allowed by law
- Upload, download, view, or otherwise receive or transmit copyrighted, trademarked, patented, indecent, or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights (regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes; see the [Archdiocese of Los Angeles Copyright and Video Screening Policy](#))
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems (e.g., use another person's passwords; trespass on another person's folders, work, or files; or alter or forward email messages in a manner that misrepresents the original message or message chain)
- Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communication 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 the assignment as given by a responsible adult
- Introduce or install any unauthorized software, virus, malware, tracking devices, or recording devices onto any system
- Bypass (via proxy servers or other means), defeat, or otherwise render inoperative any network security systems, firewalls, or content filters
- Allow any minor to access the Internet on Archdiocese or Location communication devices without active, monitored filtering of prohibited materials
- Allow any minor to use email, chat rooms, social networking sites, applications, or other forms of direct communications at the Location without monitoring
- Use electronic communication devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the [Federal Communications Commission](#) (FCC) or that would violate FCC rules or policies
- Access or manipulate services, networks, or hardware without express authority
- Violate any other applicable federal, state, or local laws or regulations

### **Consequences of Violations of the 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, [expulsion from school](#), canonical review, referral to local or other law enforcement, and other appropriate disciplinary action.

### **Guidelines for Email Correspondence, Cloud-Based Services, and Other Electronic Communications**

All users of Archdiocese and Location communication systems and devices should use care in creating email, text, video, still images, instant or voice mail messages, or any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system; it may be restored, downloaded, recorded, or printed; or it may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.

Email, texts, 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. See [Document Retention](#).

Postings to "All Employees," "All Parents/Guardians," "All Seminarians," "All Parishioners," and the like on intranets or the Internet must be approved by the person in charge of the Location before the postings are sent out.

Use of personal electronic communication devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

Archdiocese and Location systems, devices, and materials are not private and security cannot be guaranteed. User IDs and passwords are intended to enhance system security, not to provide users with personal privacy. User account passwords for systems that are not controlled by a centralized user directory or authentication system must be on record with the person in charge of the Location.

User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students, or volunteers. User accounts are intended to be used only by the assigned party.

Passwords to user accounts, be they Archdiocesan or other service provider, should be changed regularly. Avoid using the same password for user accounts with different providers.

All information systems that create, store, transmit, or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.

All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with current virus detection software. Immediately report any viruses, tampering, or other system breaches to the person in charge of the Location.

Critical information should be periodically copied onto backup storage. Information that is backed up should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location's information systems, a detailed disaster recovery plan may need to be developed.

Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.

Information systems hardware should be secured against unauthorized physical access.

The use of any email services, file storage/file-sharing services, or other communications and collaboration services that has not been explicitly approved and contracted by the Archdiocese or Location for official communications is prohibited. All electronic work product and official correspondence must use services either owned by the Archdiocese or Location or explicitly contracted by the same to provide services. Do not use your personal email accounts to conduct business in the name of the Archdiocese.

All hosted services that provide line-of-business support to the Archdiocese or Locations or that publish publicly-accessible information on the Internet must be approved and under contract by the Archdiocese or Location.

Domain name registrations must be in the name of the Archdiocese or the Location. The registrant and administrative contacts for all domain names must use an official business street address and the phone number and email address of a person authorized to manage domain name registrations. The archdiocesan administrative offices offer Locations delegated domain management services for free

## **A D D I T I O N A L P O L I C I E S A N D P R O C E D U R E S**

### **Transcripts**

When a student transfers, the transcript is forwarded upon the request of the receiving school. Seniors should request transcripts to colleges early in the second semester. A release of information must be signed by the student or parent/guardian of the student under the age of 18. Former graduates or students are charged a \$5 fee for each transcript requested.

### **Use of School Grounds**

All use of school property requires permission of the principal.

### **Care of School Property**

Students are expected to identify their books, P.E. clothes, and other belongings by clearly printing their name and grade on them. It is recommended that all students install the *Find My iPad App* on their electronic devices in case of loss.

### **Food on campus/classroom**

Eating is not permitted in buildings. Gum chewing is not allowed on campus. Outside food with the exception of a sack lunch may not be brought on campus, without the permission of the administration.

## **Lockers**

One locker is assigned to each student. Lockers are to remain locked at all times. Only school supplied locks may be used. Sharing lockers and lock combinations is not permitted. Students are responsible for assigned locker and its appropriate use.

## **Medication**

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

- The Medication Authorization and Permission Form must be provided. This form, which states the nature of the medication, must be signed and dated by the doctor and the parents/guardians.
- Medication administered at school must be in the original container and labeled. The day's dosage must be sealed, be labeled, and have the student's name attached. It shall be in an appropriate container and be kept in the school office or nurse's office.
- The student shall come to the office for medication.
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. If a student is seriously at risk without an EpiPen or inhaler on his or her person, the student may receive special consideration.
- A student may not be given medicine prescribed for family members.
- These medication regulations apply to both prescription and non-prescription medications.
- A student who is diabetic is allowed to test his or her blood sugar at school in the health room or office and self-administer medication as necessary. If a student is too young or otherwise unable to self-test his or her blood sugar, a location may make arrangements with the student's family to assist with testing. All medications must be kept in the school office or nurse's office and appropriately labeled as described above. School employees may not administer injections to a diabetic student except in emergencies, unless other arrangements are made in advance.

If parents/guardians do not complete the Medication and Authorization Form by indicating the student's prescribed medication, the parents/guardians will have to come to school and personally administer that medication.

## **Emergency Information Form**

The Emergency Card for each student shall be complete and current, must be readily available to authorized employees, and shall indicate whether or not the parents/guardians have given the school permission to choose a physician in an emergency.

At the beginning of each school year as well as mid-year, the Emergency Card for each student should be completed by the parents/guardians. Subsequently, the parents/guardians must inform the school when there are changes to key information, including addresses for home or work, numbers for cell or work phones, names of persons to notify in case of an emergency, or medication prescriptions for the student.

In case of an emergency, the Emergency Card should be shown to the paramedics or emergency room staff in order to authorize treatment and advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the Emergency Card information be accurate, complete, and current. Parents/guardians are required to update information about any medication the student takes on a regular basis.

When a student becomes ill or injured, the parents/guardians must be contacted immediately. If the parents/guardians cannot be reached, the school shall contact another person listed on the Emergency Card.

## **Policies Applicable to All Field Trips, Excursions, and Activities**

The policies listed below apply to all excursions, including but not limited to trips for [parish religious education](#), [youth ministry](#) and youth groups, traditional class field trips, travel for specific group events (e.g., choir, adult retreats and outings, science fairs, and academic decathlon), graduation and other celebratory trips, [athletic games and practices](#), and certain ministerial and extracurricular activities held at locations. Contracts for field trips, excursions, and activities must follow the rules on [signing authority](#).

Locations may, at their option, plan trips and activities for one or more days, including overnight field trips, retreats, and other excursions. All excursions, whether day or overnight, must comply with the following requirements:

- The excursion must be approved in advance by the person in charge or, if cosponsored or sponsored by an outside entity, by the regional bishop's office or the [Department of Catholic Schools](#), as applicable.
- Traditional field trips for elementary school and high school classes must have specific educational goals for students.

- For excursions outside a 100-mile radius of the location, in which the participants are students or youth, the person in charge should consider the budgetary constraints of parents/guardians, the excursion's financial impact on other fund-raising activities, and class work that students will miss.
- The person in charge should have a detailed itinerary of any field trip or excursion that involves travel and hotel accommodations, including contact information for all transportation and lodging vendors, coordinators, and sponsors.
- On field trips, excursions, or activities with participants who are minors, the supervising adult must have in his or her possession a signed and dated Student and Youth Activity Permission Form ([English version](#) and [Spanish version](#)) for each minor.
- On field trips, excursions, or activities with participants who are minors who take medication, the supervising adult must have in his or her possession a signed and dated [Medication Authorization and Permission Form](#) for each minor who takes [medication](#). During the excursion, the supervising adult also must have any necessary medications in his or her possession.
- All participants—adults and minors—must have appropriate identification and, as necessary, travel documents.
- All chaperones and any vendors who both provide the trip and have contact with minors must follow archdiocesan safe environment policies, including [fingerprinting requirements and background checks](#). No chaperone should ever be alone with a minor who is not his or her own child.
- The supervising adult or adult group leader must have immediate access to a [first aid kit](#). First aid kits must be in all vehicles that transport participants to and from activities.
- In any area where there may be poisonous snakes, the group must have a [snake bite kit](#).
- Vehicles used to transport participants must adhere to the rules on transportation for parishes and schools set forth in [Transportation for Parishes and Schools](#).
- The supervising adult on field trips, excursions, or activities involving minors must have immediate access to [student emergency information](#).
- At least one adult chaperone for field trips, excursions, or activities involving minors shall be in possession of a cell phone.
- Chaperones driving minors should be at least 25 years old. Non-driving chaperones should be at least 21 years old.
- Both male and female chaperones must supervise coed events.
- There should be at least two chaperones on every trip and two chaperones of each sex on every coed trip, so that no chaperone is alone with a minor. The number of chaperones who must be present to supervise minors should be decided on a case-by-case basis, giving consideration to the age of the participants and the nature of the activity. Locations with any questions should contact the [Department of Catholic Schools](#) or the [Office of Religious Education](#).
- Clergy/staff members/faculty/volunteers who supervise minors or young adults, or who are group leaders of parish- or school-sponsored activities, may not be under the influence of alcohol or any substance that can cause impairment and may not offer alcohol or any controlled substance (except [medication](#) that is prescribed for a minor or young adult) to anyone under age 21.
- Adult participants should fill out and sign the [Archdiocese of Los Angeles Adult Consent and Release Form](#)

### **Illness/Accident Procedures**

Unusual illness or accidents occurring at school must be reported immediately to the school office. A written report of the circumstances and witnesses should be made and filed.

### **Controversial Issues**

Issues of a religious, moral, socio-political or scientific nature which hold definite but differing opinions among recognized theologians, moralists, social scientists, and/or scientists are considered to be controversial. Such issues are to be dealt with in a manner suited to the range of knowledge, maturity, and competency of the students. The principal is to be kept fully informed of the treatment and reaction to such issues. As a non-profit institution the school may not be used for support of a partisan candidate for political office. Ballot issues are to be discussed in a bipartisan, educational manner.

### **AIDS Guidelines**

The Archdiocese of Los Angeles has accepted the U.S. Bishops' statement concerning AIDS. Infection with AIDS in and of itself should not be reason to exclude students from any Catholic elementary or secondary school, religious education program or institution of higher learning. However, alternate educational and catechetical arrangements may be made for infected children whose behavior has been shown to be a danger to others

### **Pregnancy Policy**

Should a pregnancy occur involving a student or other minor, the entire school should offer Christian support to the mother and father to assure appropriate prenatal medical and counseling care so that the pregnancy can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God. In such circumstances, the principal and other appropriate staff should meet with the pregnant couple and their parents/guardians to plan for the pregnancy, including discussing alternatives to school and religious education arrangements that are appropriate for the needs, health, and safety of the child in the womb, the pregnant couple, and the school or parish community. In schools, the principal, in consultation with the Department of Catholic Schools and the pastor (for elementary schools and parish high schools), shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.

In cases of pregnancy, the father (if known) and mother of the child should be encouraged and assisted to obtain professional medical care and counseling consistent with Catholic teachings, including teachings on the immorality of abortion. The Department of Catholic Schools can assist in the process and serve as a resource for services and referrals

### **Abortion**

The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings, the reverence and respect owed to each person including those conceived and not yet born, and the morally indefensible procurement of abortion. Abortion which disregards innocent human life is incompatible with and contrary to the fundamental teachings of the Church, the mission of the Catholic school and the values that ought to permeate education. Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school.

### **Married Students Policy**

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

### **Policy on Students No Longer Living With Their Parent/Guardian**

Central to the philosophy of CSHM High School is the belief that parents are the primary educators of their children. In support of this, the school and the parent 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 CSHM High School.

### **Safety and Security Procedures**

State and federal laws require employers, schools, and places of public assembly to provide an environment that is healthy and safe for all. The archdiocese is committed to ensuring that all staff, parishioners, students, and guests can work, worship, learn, and visit without encountering known health hazards or dangerous conditions. As ministers and the faithful, every clergy member, employee, and volunteer in our parishes and schools shall place the safety and welfare of the young and vulnerable above their own safety. Due to the multifaceted services the archdiocese offers in different locations, and in deference to the canonical principle of subsidiarity, as a matter of archdiocesan policy each location is separately responsible for providing a safe, secure, and healthy environment for all.

Each location must follow the programs, policies, and procedures of the archdiocese as distributed or posted by the archdiocese. Everyone at each location is responsible for maintaining overall environmental health and safety. However, certain persons are charged with specific responsibilities in this regard:

- The person in charge at every location must, in consultation and collaboration with others, develop and implement emergency programs and plans, risk management procedures, and injury and illness prevention programs.
- Staff members should be trained to observe their surroundings and inform the person in charge of potential hazards, dangerous conditions, and people who may need attention.
- Students and other participants in school and parish programs should be taught the elements of safe conduct and environmental awareness.



### **Fire Drills**

The Fire Department requires that every school conduct regularly scheduled fire drills. Students not in complete compliance with the seriousness of the drills are subject to disciplinary action.

### **Earthquake Emergencies**

CSHM has established an earthquake emergency system pursuant to AB 2786. This plan includes the roles, responsibilities, policies and procedures for students and staff in order to maintain safety and care for all. Basic evacuation drills are conducted semi-annually. The school is prepared to care for students up to 72 hours following a major earthquake emergency. These provisions are collected and stored in a secure location on campus. Earthquake kits are available through the school.

### **Reporting to Parents**

CSHM High School regularly informs parents about the educational and behavioral progress of their children. All parents/guardians have access to the AERIES network. Parents/guardians are encouraged to check student progress regularly.

### **Release of Students**

Annually parents complete a form which indicates their wishes concerning the release of students following a major earthquake or local emergency requiring the closure of school. In the event of a major disaster requiring care over several days, plans are to evacuate students to the local Montebello Evacuation Center at the end of the first day.

### **Student Insurance**

The Student Accident Insurance Program is provided for all full-time students in archdiocesan and parish schools. This program supplements other health insurance maintained by the family and assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school, or while participating in school-sponsored and school-supervised activities, including school-sponsored sports, field trips, and extended school day programs. Information concerning the Student Accident Insurance Program should be provided to parents/guardians by each school.

In the event of a school-related injury, the archdiocese accident claim form should be used to make a claim under the Student Accident Insurance Program. See the Myers-Stevens Student Insurance Claim Form and the Archdiocese of Los Angeles Incident/Accident Report (Non-Automobile). Myers-Stevens offers other insurance that school parents/guardians are not obliged to purchase.

### **Parent/Guardian Support**

All parents and guardians are members of the Parents' Association. Parents are expected to attend Report Card/Conference Nights and parent/teacher meetings. Parents are encouraged to be active chairpersons or members of activities to support the school.

Parent organizations:

- Are advisory in nature
  - Have no legal status apart from the school and therefore may not be separately incorporated
  - Function in accordance with a written constitution and bylaws that comply with all current provisions of archdiocesan policy that govern the structure and operation of such an organization
  - Are subject to all Department of Catholic Schools regulations and policies
- The principal shall have the right to approve officers and other members of the executive committee during the nomination process. The principal shall be an ex officio member of the executive committee.

### **Examinations & Inoculations**

Every school must comply with all department of public health requirements. Every school shall have on file a health record for each student enrolled in the school. Upon a student's transfer, student health records are forwarded with the student transcript to the receiving school. Schools shall comply with all **Family Educational Rights and Privacy Act** rules as applicable.

The California Health and Safety Code requires students to provide proof of immunization for school entry and also requires schools with kindergarten or seventh grade to assess and report annually on the immunization status of students in these grades. Schools may report online at Shots for School. Issued annually by the State of California, all directives regarding immunization shall be implemented.

Up-to-date information on immunization requirements can be found at Shots for School, the County of Los Angeles Department of Public Health, and the California Code of Regulations section on immunization.

School procedures pertaining to the health of students must be communicated in writing to parents/guardians, generally in the parent/student handbook. Students, with the permission of the parents/guardians, may be subject to routine examinations in school, including hearing, vision, dental, head lice, and scoliosis.

## **Communicable Diseases**

When communicable diseases are identified at a location, the person in charge shall immediately refer to the reporting requirements of the county health department in accordance with local requirements.

Los Angeles County Department of Public Health  
Santa Barbara County Public Health Department  
Ventura County Communicable Disease Office

If the location is unsure of the reporting responsibilities or needs guidance in responding to a public health hazard, contact the Office of the Legal Counsel or the Department of Catholic Schools at the archdiocese.

The person in charge shall cooperate with the local health officer on necessary measures to prevent and control communicable diseases. A reported communicable disease may cause a staff member to miss work or a student to miss school. Before the staff member can return to the workplace or the student can return to school, he or she must have appropriate permission issued by the department of public health, a physician, or a nurse

## **Complaint Review Procedure**

The purpose of the Archdiocesan Complaint Review Process is to provide a structure for bringing about resolution and reconciliation. This is done in an atmosphere of mutual understanding with respect for the dignity and work of all parties. Because the desired result is reconciliation, legal representation is not permitted at any stage of the Complaint Review Process. The person bringing the complaint is encouraged to resolve the complaint by discussing it with the Responsible Official and/or the persons involved. The Responsible Official who reviews the facts is ordinarily the principal.

## **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. Students who are legally emancipated (other than students who have been in a foster home or guardian arrangement) and are not living in the home of parents/guardians may be precluded from continuing to attend CSHM.

## **Work Permits**

Federal and state laws restrict child labor, regulating the number of hours worked as well as the working conditions. Any employer who hires a minor (under 18 years old) must keep a copy of the minor's work permit on file. Employers must require minors to present a work permit before allowing the minor to work. Students can obtain work permits from the local school district (for public school students) or their archdiocesan or parish school (for Catholic school students). However, a minor who is 16 or 17 years old and has graduated from high school is not required to show a work permit and may be employed for the same hours as adults; evidence of high school graduation must be kept on file.

A minor can work only a restricted number of hours outside of school. A minor can work for no more than four hours in any day on which the minor is required to attend school. A minor who is at least 16 years old may work up to eight hours on a day that precedes a non-school day. Minors may not work more than eight hours in a day or more than 48 hours in six days in a week. They may not work before 5:00 a.m. or after 10:00 p.m. on an evening preceding a school day. A minor can work until 12:30 a.m. during any evening preceding a non-school day.

Employers may not hire children under 14 years except in some agricultural jobs. It is permissible to hire 14-year-old and 15-year-old minors. However, there are some special restrictions for this age group. Minors aged 14 and 15 may not work more than three hours on any day in which the minor is required to attend school, more than eight hours on a non-school day, more than 18 hours in a school week, or more than 40 hours in a non-school week. They may work only between 7:00 a.m. and 7:00 p.m. except during the summer (June 1 to Labor Day) when they are permitted to work until 9:00 p.m.

California law requires minors to be paid the state minimum wage unless they qualify as learners, who are defined as "employees during their first 160 hours of employment working in occupations in which they have no previous similar or related experience. A learner may be of any age."

## **Withdrawal of Students**

The school grants full credit for all work a student accomplishes up to the time of transfer. Principal will follow the directives of the local County Superintendent of Schools regarding student attendance.

## **Non-custodial Parent**

Parents/guardians are responsible for providing any custody orders or other legal documents to the school that they wish the school to follow. Schools should take all reasonable steps to comply with these orders and are advised to ask the parents/guardians to provide

the underlying agreements for these matters. The archdiocesan Office of the Legal Counsel is available to advise on how to handle these matters. The parent/guardian who has custody should be encouraged to present legal evidence to the school regarding the extent of the visitation rights of the other parent/guardian.

If a parent/guardian does not have legal custody of his or her child but has visitation rights, that parent/guardian may visit the child (subject to the school's visitation policy and if the school does not have a legal order prohibiting such a visit). Prior to taking action, the principal must identify the parent/guardian and determine if he or she has visitation rights.

Visitation rights are usually limited by the court to specified days and hours. The principal must be aware of these restrictions. If a parent/guardian without visitation rights attempts to visit a student at school, the principal shall inform the custodial parent/guardian.

Schools may not provide legal analysis of custody orders or advise parents/guardians on the interpretation of custody orders. If parents/guardians disagree on the meaning of a custody order, the parents/guardians must consult legal counsel or come to an agreement on its meaning and provide the school with written documentation of their decision. Schools do not guarantee enforcement of custody orders. If a parent/guardian violates a custody order, schools should call the other parent/guardian, the police, or both for assistance.

### **International Students**

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community. Any student admitted must be age appropriate to the grade enrolled.

All international students who do not live with a relative must live with host families who are identified on the student's I-20 forms. Student apartments, dormitory-style living, and unsupervised living are not permitted, even if students are 18 years or older.

The school is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves host family and place of residence is required.

The parents/guardians, host family, and/or ISEVPO, if used, shall notify the school immediately if there is any change in the student's host family or residence. It is the responsibility of the parents, guardians, and students to notify the Immigration and Naturalization Service of any change.

Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians.

Host families are required to meet with the school for orientations and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not required contractually to attend safe environment training are nevertheless encouraged to do so.

All international students are required to be enrolled in a religion course for a grade/credit each semester (Knowledge of Faith). The international student will be required to participate, as appropriate, in all religious functions and events.

All CSHM Attendance and Tardy policies apply. International students who are absent for three or more consecutive days without properly notifying the CSHM attendance office may be subject to cancellation of their F-1 Student Visa (I-20).

## **SCHOOL STUDENT 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.

## **DOCUMENTATION OF NON-DISCRIMINATION**

The Internal Revenue Service requires non-public schools to maintain a School Student Non-Discrimination Policy so those schools are recognized as tax exempt. Archdiocesan schools must demonstrate this policy by annually publishing the School Student 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, national origin, 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, medical condition, 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 and some archdiocesan schools operate as single-sex schools.

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

## **INCLUSION**

Archdiocesan schools do 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. However, certain schools in the archdiocese are operated as single gender.

While schools do 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.

Parents/guardians must be informed that they may request a minor adjustment for students with a disability and of the appropriate procedure to address any complaints of disability discrimination. These procedures are located in the Resources and must be included in the parent/student handbook.

The Support Team Education Plan (STEP) is a collaborative process that brings together students, parents/students, teachers, and administrators to seek positive solutions based on a student's strengths and special needs to help that student benefit from his or her education and to facilitate participation in the Catholic school curriculum. The Guidance Counselor acts as the administrator in charge of the STEP process.

## **FOREIGN STUDENTS/ I20 FORMS**

CSHM admits non-immigrant students with a qualifying visa if they have been approved by the U. S. Department of Homeland Security and the U. S. Immigration and Customs Enforcement (ICE). Principals may obtain current I-20 forms directly from the Department of Catholic Schools.

Before providing a parent or guardian with an I-20 application, a non-immigrant student must be accepted for admission in the school. Before accepting non-immigrant foreign students, CSHM will evaluate the student's application, transcripts, or other records of courses taken to determine the likelihood for academic success within the school's program. Measures of English language proficiency such as the Test of English as Foreign Language (TOEFL) or the Test of Written English (TWE) may be required as part of a student's evaluation for admission. Proof of financial responsibility also must be evaluated. This information must be received at the school prior to the execution of the I-20 form.

The I-20 form requires the principal to state that the student's qualifications meet all standards for admission to the school and that the student will be required to pursue a full course of studies. Any student admitted to CSHM must be age appropriate to the grade to which he or she is enrolled. When students are accepted, principals send the I-20 forms to the Department of Catholic Schools for the signature of approved personnel.

All evidence that shows the scholastic ability and financial status on which admission is based will be on file at the school until the student's termination of studies has been reported to the U.S. Department of Homeland Security and the U. S. Immigration and Customs Enforcement (ICE)

# **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS**

Students can best receive a quality, morally based education if students, parents/guardians, and school officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

As an express condition of enrollment, students and parents/guardians shall follow 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 the school's parent/student handbook.

These Christian principles include but are not limited to:

- Parents/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/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.
- In a place where a school employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.
- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the principal or any teacher in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the principal or teacher is required to be there in connection with assigned school activities.

These expectations for students and parents/guardians include but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, and field trips).

The school reserves the right to determine, in its discretion, when conduct is severe enough 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/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 their child's continuation in the school.

Any parent/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/attitudes of parents; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parent/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.

A statement concerning parental attitude and behavior and their consequences should be included in the parent-student handbook.

# C O N F I D E N T I A L I T Y   A N D   P R I V A C Y

## **Privacy and Access to Records**

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents/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.

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 of 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 email 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 email addresses, unless the parents or legal guardians consent to broader access.

Parent rosters, class lists, telephone numbers, email 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**

Students or parents/guardians may provide confidential information to school employees in many ways. Students may communicate verbally or in writing, such as using a note or writing/journal assignment.

All school employees must respect the verbal or written confidences of students and adults, except in cases that involve the health or safety of students or others. If the confidence relates to a health or safety issue, the school must promptly notify the pastor, principal, other person in charge, or appropriate authorities, keeping in mind the privacy rights that apply. The school must follow the archdiocesan policy on reporting suspected abuse of children or vulnerable

## **Administrative Procedures for Handling Confidential Information**

In all situations where confidential information is shared, the principal shall implement practices and procedures to ensure students’ academic, personal, psychological, health, and spiritual information remains confidential. Without parent/guardian consent, no information on confidential matters should be shared or discussed with anyone, including school employees not directly and necessarily involved. No one should discuss specific student problems in the staff room or any place where people who are not directly involved in the matters may overhear.

Only the principal, teachers, or administrators charged with pupil oversight may initiate a call to parents/guardians. Other staff members must have prior administrative consent. If parents/guardians have questions, teacher aides and other staff members should refer them to the principal or the appropriate teachers or administrators.

School employees may not agree to provide a parent/guardian or another person with a voluntary written or oral statement or any documents in a family or custody dispute without first obtaining permission from the person in charge, in consultation with the Office of the Legal Counsel. Employees should not volunteer to appear in any judicial proceeding. If parents/guardians are engaged in a dispute or violating a custody order, call the Office of the Legal Counsel for advice or call the police if safety is an issue. In ordinary situations, pupil records are to be handled as provided in Pupil Records.

### **Cumulative Pupil Record**

On the official archdiocesan Cumulative Pupil Record form for each student, the school enters full and accurate records, including standardized test results.

Cumulative Pupil Record forms should include only the following information:

- Personal and family data: Name, date of birth, and place of birth of the student, and the name and address of the custodial parent/guardian
- Standardized test results
- A transcript of classes
- Attendance information
- A record of withdrawal or graduation and the location that receives a copy of the record
- Verification of or exemption from required immunization (recorded through high school graduation)

Cumulative Pupil Record forms are kept on file permanently as hard copies in secure fireproof containers or as electronic copies (see "Student Cumulative Records" in the Record Retention Schedule, sorted by category and record type). Only authorized personnel may have access to these records. The school must maintain health records in a separate file for four years.

### **Student Transfers, Withdrawals**

Whenever a student transfers, the former school shall provide a copy of the Cumulative Pupil Record form and the original health records to the intended school when the intended school requests the information and the student's parents/guardians submit a release. The original Cumulative Pupil Record form will remain at the school.

On the original Cumulative Pupil Record form and in the attendance register, the former school shall record the transfer, reason for the transfer, and name of the school where the student is transferring or entering after graduation. A school will not give official transcripts to students or parents/guardians. Principals may be required by the county office of education to report the transfer, withdrawal, or expulsion of any student. CSHM grants full credit for all work a student accomplishes up to the time of transfer, withdrawal, or expulsion.

### **Withholding of Records**

Under California law, a private school cannot refuse to provide student records to a requesting elementary school or high school because of any outstanding charges, including tuition or fees that the student or parents/guardians owe. However, in accordance with school policy, the school may withhold from parents/guardians the grades, diploma, or transcripts of a student pending the payment of certain amounts for damaged property, the return of loaned property, or unpaid tuition or fees.

### **Transfer of Records at School Consolidation/Closure**

The following general norms will be employed in case of school consolidation or closure:

- If some classes are discontinued in such a way that part of the school remains, all records are handled as in the case of a student transfer
- If one school survives, all records are transferred to the surviving school. A notation of this move and the location of records are sent to the rectory of the parish in which the school closed and to the Department of Catholic Schools
- If a school closes without consolidation, the records are kept in the parish rectory if the school is a parish school. In the case of a non parish school, the Department of Catholic Schools will designate an appropriate location. The Department of Catholic Schools maintains a master list of location of records for all schools which have been closed or consolidated
- If a private school closes without consolidation, the responsible body designates the location of records in consultation with the Department of Catholic Schools
- In the case of a parish and school closure, all records are handled as in the case of a private school

## **Transportation**

Transportation may include personal motor vehicles, on-demand transportation services, vans, buses, boats, or airplanes.

### **Personal Motor Vehicles**

Although this is discouraged, employees and volunteers (including teachers, religious education instructors, and coaches) may use their personal motor vehicle to drive two or more minors to and from athletic, youth, and other trips or events. Employees and volunteers may not be alone in a vehicle with a single minor who is not their own child.

School staff, parish staff, parents/guardians, and volunteers who drive students in their own vehicles must be at least 25 years old, have a clean driving record for the past three years, possess a valid Class C driver license, and have current and valid California automobile insurance. The school must keep on file a copy of that driver license and proof of current insurance.

### **On-Demand Transportation Services**

Parents/guardians who wish to use an on-demand transportation service to transport their child(ren) are solely responsible for determining if the service allows its drivers to transport unaccompanied minors. Note that, for example, currently neither Uber nor Lyft permits drivers to pick up children under the age of 18 unless accompanied by an adult account holder.

If the location restricts the release of minors from its custody only to certain authorized individuals, parents/guardians must sign the [Minor Pickup Permission Form and Release for Parishes and Schools](#), giving permission for their child(ren) to be picked up by a transportation service and absolving the location and the archdiocese of any liability. These forms must be kept on file by the location. Licensed day care centers and preschools are required to maintain these documents by state regulation.

Parents/guardians who have submitted a signed permission form must call the location each day of pickup and inform the location that the transportation service is picking up the child(ren). If possible, the parents/guardians must give the name of the driver who will be picking up the child(ren).

At time of release, the transportation service driver must identify himself or herself to the person in charge, showing a valid driver license and proof of his or her relationship to the transportation service. The driver must sign the child(ren) out. Drivers must be instructed by the parents/guardians that transportation service drivers may not pick up students in the car line of the location.

The child(ren) are then released to the driver.

### **Vans**

Schools and parishes may transport students in vans or other vehicles designed for 10 passengers or fewer, including the driver. Vehicles designed for more than 10 passengers may not be reconfigured to seat only 10 passengers, including the driver.

A driver of a vehicle designed for 10 passengers or fewer does not need a commercial driver license.

### **Youth Buses**

Schools and parishes may use vehicles designed for 15 persons or fewer to transport students within 25 miles of the school or parish. Individuals who drive these vehicles must have a commercial driver license with a youth bus certificate. Every youth bus must have on the front and rear a plainly visible sign with the words "YOUTH BUS" in letters at least eight inches high.

A school may not use a youth bus without the consent of the [Department of Catholic Schools](#).

### **School Pupil Activities Bus**

A school pupil activities bus (SPAB) is any motor vehicle other than a school bus that is operated by a common carrier for the purpose of transporting K–12 pupils to or from a school activity. SPAB drivers are subject to the school bus regulations promulgated by the California Highway Patrol, except that SPAB drivers do not have to take first aid courses and are not allowed to drive school buses.

### **Commercial or School Buses**

Locations may only hire buses, vans, or other passenger carriers from transportation companies that have valid permits, licenses, or charters approved by the State of California and that maintain current insurance on their vehicles. Locations must verify this information through the [California Public Utilities Commission](#) and its list of passenger carriers.

Locations should further make sure that drivers of commercial or school buses that are transporting K–12 students inside the State of California have the appropriate driving certificate, which must be an SPAB driver's certificate or a school bus driver's certificate issued by the California Highway Patrol.

Prior to signing any contracts with bus companies or other transportation vendors, locations must submit the contracts to the archdiocesan [Office of the Legal Counsel](#) for review.



# P A R E N T / S T U D E N T C O M P L A I N T R E V I E W P R O C E S S

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.

Conflicts may occur among students, parents/guardians, and school staff, and 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 complaint review process for additional assistance. All those participating in the complaint review process are responsible for striving toward reconciliation and acting 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. The complaint review process must be included in the parent/student handbook.

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the people who are directly involved at the school. If the complaint is not resolved, the person bringing the complaint should discuss it with the principal (or the pastor, if the principal is the subject of the complaint).

For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.

After reviewing the facts and facilitating discussion of the problem, the principal or pastor will respond to the person bringing the complaint.

If the complaint is not resolved at the local 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 the parties cannot reach an agreement, the assistant superintendent will apply the policies and/or regulations of the archdiocese and school to make a final and binding determination, and then communicate that determination in writing to all parties.

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

Revised 8/2007 ~1/27/10 ~Revised 6/8/2010 ~ Revised 2/2015

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 also accountable to follow all policies contained in any other 'Handbooks' that the parish/school may use' (i.e.: Catholic Schools Handbook, Parish ministry handbook, etc.). 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. Clergy/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:

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Name (please print legibly): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **ARCHDIOCESE OF LOS ANGELES GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS Revised 2/2015**

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. Clergy/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. Please review the following guidelines and sign the “Acknowledgement of Receipt” for the file at the parish or school where you work or volunteer.

Clergy/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 clergy/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. • Clergy/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. • Clergy/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 clergy/staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are unlawful. • Communications with minors (e.g., notes, letters, 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. • Clergy/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 clergy/staff member/faculty/volunteer has an obligation to notify the proper authorities. • When clergy/staff members/faculty/volunteers are supervising minors or young adults at parish or 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 clergy/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. • Clergy/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. • Clergy/staff members/faculty/volunteers planning parish/school events in their homes with minors must have the permission of the parish/school administration. In addition, clergy/staff members/faculty/volunteers may not have any minors in their homes without the knowledge of the minor’s parent or guardian. • Clergy/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/guardian written permission is required for the publication of a picture of a minor. • Adults are permitted to interact alone with minor/minors 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 met those requirements.

## **Guidelines for High School Youth Working or Volunteering with Children or Youth**

**Archdiocese of Los Angeles Boundary Guidelines and Code of Conduct for Middle and High School Youth Working or Volunteering with Children or Youth Revised: 1/12/06 ~ 8/20/07 ~ 10/17/11** To ensure the safety of the children and youth in the Archdiocese of Los Angeles, all youth volunteers – Middle 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 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 if my actions are inconsistent with this Code of Conduct or if I fail to take action mandated by the Code, I may be removed from my volunteer or work assignment. As a student volunteer, I will: • Understand, respect and support the values of Christian charity and tolerance. • Model, teach and promote behavior in conformity with the teachings of the Roman Catholic Church. • Treat everyone with whom I interact with respect, loyalty, patience, integrity, courtesy and dignity. • Safeguard at all times children or other youth entrusted to my care. • Avoid situations where I am alone with a child/youth. • Take care to be positive, supportive and caring in my speaking, writing and actions with the children/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 supervisor aware of it so that the matter can be resolved, including by 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: • Commit an illegal or immoral act. • Smoke or use tobacco products. • Use, possess or be under the influence of alcohol or illegal drugs. • 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. • 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 anyone towards a child/youth. • Fraternalize inappropriately with children/youth through electronic communications, social networks, media, over the internet or through other forms of communication.

Every year, the Archdiocese of Los Angeles Boundary Guidelines and Code of Conduct for Middle and High School Youth Working or Volunteering with Children or Youth ([English version](#) and [Spanish version](#)) must be distributed to, reviewed by, and signed by all youth volunteers (junior high and high school students, including students who are already 18 years old) who work or volunteer with children or youth. The location must provide annual training on these boundaries. Concern for the dignity and rights of each person is intrinsic to the Church's mission as a true witness to the spirit of the Gospel. The form's signed acknowledgment of receipt must be on file at the school (see "Safe Environment Training Documents" in the Record Retention Schedule, sorted by category and record type).

### **Safe Environment Training for Children and Youth**

Each elementary school, high school, religious education program, confirmation program, and youth ministry program must offer an annual VIRTUS® Touching Safety Program for Children. Each location must provide home-based materials to all parents/guardians to help them understand and support their children's education regarding child sexual abuse prevention. All junior high and high school students should recognize that while they are engaged in service or activities that involve children or youth, they are role models who are called to treat each child or youth with respect and care.

Student workers and volunteers:

- Are required to observe all rules and regulations established by their school and by the school or agency they are serving
- May not associate with or be present with children or youth or be party to activities that violate civil law and/or school rules
- Should exercise caution in all interactions with children, including verbal, written, and electronic communications
- Games or sports with children should be engaged in only in the presence of adults, or in a place openly accessible and visible to adults
- Should keep the door open or be visible through door windows while in a room with children or youth
- Should not discuss topics or use vocabulary with children or youth that could not be comfortably used in the presence of parents/guardians or the school principal
- Should never give gifts or mementos to individual children or youth unless this is authorized by the principal
- Must respect the physical boundaries of children and youth; children and youth must never be touched punitively, nor should they be touched in any way that could be construed as inappropriately affectionate

All high schools implement safe environment Criteria and Outcomes for High Schools.

## **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, other pastoral ministries, or in any other assignment when such an individual has 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/she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

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." Should you become aware that a registered sex offender or any person subject to the "Zero Tolerance Policy" is in your parish or school community, it is important that you immediately contact your pastor, school principal, work supervisor or the chairperson of your volunteer group, as applicable, to assure that appropriate action can be taken.

Thank you for all you are doing to safeguard those under your care.

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## **Human Sexuality**

The following guidelines of the [Archdiocese of Los Angeles](#) call upon clergy, religious educators, teachers, youth ministers, young adult ministers, family life ministers, parents/guardians, and Church leaders to collaborate in fostering among all age groups a healthy and holistic Christian attitude toward human sexuality.

### **Catholic Vision of Human Sexuality**

Human sexuality and sexual morality are studied within the context of moral formation in Christ. The [Catechism of the Catholic Church](#) and the [U.S. Conference of Catholic Bishops' National Directory for Catechesis](#), [Doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age](#), and Catechetical Formation in Chaste Living: Guidelines for Curriculum Design and Publication provide authors of textbooks and teachers with a holistic view of moral formation and formation in sexual morality.

A positive and balanced Catholic view of sexuality begins with the premise that human sexuality is a gift from God in whose image human beings are created. Human sexuality should be viewed as a gift possessing inherent goodness and properly placed within a faithful, fruitful, and lifelong marriage (National Directory for Catechesis, 45.F).

A primary purpose of Catholic education in a school, religious education program, or another parish program, whether for youth, adults, staff, or clergy, is to guide all persons in the growth and formation of Christian values and moral conduct, including Catholic teachings on the sanctity of all human and family life and a recognition that the sanctity of family life is enhanced by a loving, permanent, and mature commitment in marriage.

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age-appropriate expressions of affection, friendship, and love. Parents/guardians are expected to love and respect each other and their children. To their children, they are to be the principal role models, examples, and educators of these teachings. All faithful are called to continue their formation and serve as examples for others throughout their life. Those who are not married should reserve for marriage the expressions of affection that belong to married love.

"All the baptized are called to chastity. The Christian has 'put on Christ,' (Gal 3:27) the model for all chastity. All Christ's faithful are called to lead a chaste life in keeping with their particular states of life. At the moment of his Baptism, the Christian is pledged to lead his affective life in chastity" ([Catechism of the Catholic Church, 2348](#)). Chastity is not limited to sexual conduct, but includes moral decision-making and mutual respect for people, through interactions with others and respect for one's own body. Accordingly, whether in thoughts or acts, lust, masturbation, fornication, adultery, prostitution, pornography, and rape involve a disregard for the call to chastity.

Pornography and sexting immerse all who are involved in the illusion of a fantasy world. They offend against chastity because they pervert sexual acts. They do grave injury to the dignity of participants: actors, vendors, the public (see [Catechism of the Catholic Church, 2354](#)).

"Homosexual persons are called to chastity. By the virtues of self-mastery that teach them inner freedom, at times by the support of disinterested friendship, by prayer and sacramental grace, they can and should gradually and resolutely approach Christian perfection" ([Catechism of the Catholic Church, 2359](#)).

Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person, not only violates these moral teachings but also may be unlawful under civil law. Misconduct, whether it occurs in the school, church, home, or elsewhere, may be subject to [mandatory reporting laws](#) and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual, must be reported and can have criminal implications if one of the participants is not yet 18. For more information, see [Safe Environment](#).

### **Education in Human Sexuality**

Education in sexuality is a continual process, an invitation for people to grow and develop as morally mature sexual beings, regardless of age or calling in life. Parents/guardians are the first educators of their offspring. In our Catholic tradition, education in human sexuality begins with them as parents/guardians and educators imparting understanding and knowledge in the context of Catholic teachings and its vision of the development of morally mature sexual beings. A Catholic vision of human sexuality, from childhood through adulthood, affirms that:

- All human life is created in God's image and has inestimable value.
- All persons are challenged to develop moral decision-making skills that would enable them to make responsible choices in human sexuality.
- All persons, while recognizing that weakness and sinfulness are part of the human condition, are called to respond with compassion and understanding to those who misuse the gift of human sexuality. Interior transformation in light of the Paschal Mystery and the role of grace, virtue, formation of conscience, and sin are foundational themes that pave the way for a balanced approach to human sexuality.

The ultimate objective of education in human sexuality is the personal realization of total sexual identity and the effective maturation of the person. The purpose of education in human sexuality, whether formal or informal, is threefold:

- To give each person an understanding of the nature and importance of sexuality as a divine gift, a fundamental component of personality, and an enrichment of the whole person
- To give each person an understanding of chastity as a key virtue that develops a person's authentic maturity and makes one capable of guiding the sexual powers in the service of love and integrating it into psychological and spiritual development
- To give each person an appreciation that sexuality is intended to express and to lead all to a knowledge of, respect for, and sincere personal adherence to the moral norms regarding sexuality that are taught by the Church

### **Educational Framework for Human Sexuality**

Programs and courses in human sexuality must be holistic, positive in their approach, and based on the fundamental truth that all human life is created in God's image and has inestimable value. "Sexuality affects all aspects of the human person in the unity of his body and soul. It especially concerns affectivity, the capacity to love and to procreate, and in a more general way the aptitude for forming bonds of communion with others" ([Catechism of the Catholic Church, 2332](#)). Education in human sexuality must be designed to assist each person in the Catholic Christian community to form a correct and informed conscience in order to be morally responsible. Persons given the responsibility of assisting others in their sexual formation should be:

- Committed to their own growth in sexual development
- Accurately informed with the necessary knowledge to discuss sexual issues
- Able and willing to follow and communicate authentic Church teaching regarding sexual morality "with authority, candor, sound reasoning and fidelity" (Human Sexuality: A Catholic Perspective for Education and Lifelong Learning, p. 25)

Those engaged in human sexuality education and formation must demonstrate, in word and attitude, a sensitivity to gender issues by presenting the equality of the sexes as designed by the Creator and discourage stereotyping and/or exploitation of the sexes.

Curriculum content and concepts must be introduced at maturity levels according to the emotional, intellectual, and physical development of the person. Programs and courses in human sexuality formation require ongoing collaboration and evaluation involving those affected by the process. The decision to implement programs and courses in human sexuality education must involve parents/guardians, pastors, teachers, catechists, and other leaders in catechetical ministry. Parent/guardian representation is important in setting goals and selecting programs and courses for children and youth. All parents/guardians should be given reasonable opportunity to preview the selected materials. Having studied a program, they have the right to remove their children from any human sexuality course. In addition to formal instruction, consideration should be given to providing informal opportunities to address these issues, including activities such as retreats and other programs.

The content of the instruction and the textbooks and supplementary materials must conform to the authentic teachings of the Church as proposed in the [Catechism of the Catholic Church](#). The promotion of Catholic Christian values in the midst of the pervasive influence of media (advertising, books, films, magazines, music, radio, television, videos, and the Internet) requires that:

- Media be considered a valuable and effective educational tool
- Care be taken to provide the learner with the skills of discernment in the use and evaluation of all forms of media, particularly the media of the Internet
- Prudent judgment be exercised in the selection and use of all media for human sexuality programs and courses.

## TESTING AND RESEARCH IN SCHOOLS

The Department of Catholic Schools has established procedures for approving and conducting research programs by its own employees, outside agencies, graduate students, and universities.

The Department of Catholic Schools is responsible for reviewing all proposals for human subject research projects to be conducted in the elementary schools and high schools in the archdiocese. Approval of any such proposal shall be contingent upon protecting the rights of the students, parents/guardians, and other parties, as specified by this policy and the law. Prior to approving any proposals, the Department of Catholic Schools will submit them to the archdiocesan Office of the Legal Counsel for review.

A prospective researcher must provide:

- A cover letter that includes the researcher's name, university or institution affiliation, and university or institution address
- An approval document from the researcher's Institutional Review Board
- A statement of the purpose of the study
- The potential usefulness of the research to education or other use
- The population that is the direct subject of the study and the impact, if any, of the study on those not directly involved in the study
- The procedures for conducting the research project, including the nature and degree of the school's involvement
- The projected time frame
- Copies of tests, questionnaires, oral interview questions, and any other research materials ("Research Materials") to be used
- A sample disclosure letter to be sent to parents/guardians, if applicable
- The provisions and assurances to preserve privacy rights and confidentiality regarding data collecting procedures and data reporting
- Information concerning any known risks and benefits the research might have for participants
- Compensation to the research subjects, if applicable
- Subject's Bill of Rights
- Informed Consent Forms, including a sample minor's assent to participate in research form, if applicable
- Appropriate educational activities for students who may be part of a control group
- If a student submits a research proposal, a statement from the faculty advisor or committee endorsing the study as educationally worthwhile
- An undertaking that all who will be in contact with minors shall meet all legal and archdiocesan requirements for fingerprinting, background checks, and similar measures intended to safeguard children

Permission to contact the schools directly will be given to the researcher only if written approval for the research project has already been given by the Department of Catholic Schools and the school principal.

An abstract and final report must be forwarded to the participating school(s) and the Department of Catholic Schools. Depending on the circumstances and nature of the study, the Department of Catholic Schools may require negotiations as to assignment of intellectual property rights arising out of the study and any future use of the research study results.

The Department of Catholic Schools will review the written request to conduct research in Catholic schools. Consultation with experts in the field, when appropriate, will be undertaken in evaluating research proposals using the following criteria:

- The potential educational merit of the study
- Evidence of bona fide university or institutional affiliation
- Appropriate supervision of the researcher, if the researcher is a student
- Minimum disruption to the school schedule
- Adherence to standard, ethical research guidelines; applicable Institutional Review Board (IRB) requirements; and Roman Catholic norms

Except for narrowly tailored academic or diagnostic testing by licensed educational psychologists retained by individual schools, no research or testing project may be conducted at any archdiocesan school without prior written permission from the Department of Catholic Schools and the Office of the Legal Counsel. Principals or other administrators who receive a request to conduct research from any person, whether or not that person is currently employed by or affiliated with the archdiocese must refer the request to the pertinent superintendent of elementary schools or high schools. The Department of Catholic Schools will provide the requestor with a copy of this Testing and Research in Schools Policy and evaluate the proposed project accordingly.

Notification that the research proposal is approved or not approved will be given in writing to the researcher and, where applicable, to the IRB by the Department of Catholic Schools. The Department of Catholic Schools reserves the right to terminate any research project involving Catholic schools in the archdiocese with or without cause at any time.

Although a research project may have received prior approval from the Department of Catholic Schools, the principal, in consultation with the pastor, is responsible for determining whether to participate in the research project and for communicating that decision to the researcher.

The researcher must provide the participating principal with a copy of the approval letter from the Department of Catholic Schools; a copy of any communication to teachers, parents/guardians, etc.; and a copy of all materials and/or instruments to be used.

The school and researcher must make every effort to minimize disruption to the daily school schedule.

If the subjects involved are students, permission for their participation must be obtained in writing from parents/guardians and Informed Consent Forms and Subject's Bill of Rights forms ("Disclosure Materials") must be provided to students and parents/guardians.

Informed consent requires that parents/guardians are given sufficient information about the research, prior to granting permission, for their child's participation in the research project. Informed consent also implies that parents/guardians, upon written request to the school and to the researcher, may preview the Research Materials at the school. Except where the school is informed that the Institutional Review Board has waived the requirement, minor students who participate in the research project must give their assent.

If requested, all Disclosure Materials and, where possible, all Research Materials must be provided to the students and parents/guardians in the language with which they are most familiar.

Disclosure and Research Materials must be carefully supervised by the principal or the researcher, since appropriate ethical and professional standards must be observed in the use of copyrighted materials, such as test instruments. (Some tests are protected under copyright laws and ethical guidelines prohibiting prior review by test subjects must be observed.)

Appropriate educational activities for children in control groups or for children not participating in the research project should be considered and provided, if necessary.

Communication to parents/guardians about research projects should be handled in collaboration with the principal. The names and addresses of students or parents/guardians should not be given to the researcher without the prior consent of the parents/guardians.

The local school administrator, in consultation with the Department of Catholic Schools, retains the right to withdraw from participation in a research project.

Parents/guardians must be informed if a research project involving their child is to be conducted at the school and they must be provided with sufficient information about the research to enable them to give informed consent. Parents/guardians have the right to withhold permission allowing their child to participate in research studies. Parents/guardians have the right to withdraw their child at any time from a research project without reprisal.

Parents/guardians have the right to request to preview the materials to be used in a research study that involves their child. Requests to review the Research Materials should be made with appropriate written advance notification to the school and to the researcher.

Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the right to withhold their assent and have the right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

# PARENT'S AUTHORIZATION TO USE CHILD'S IMAGE, NAME, VOICE AND/OR

## WORK FOR NON-COMMERCIAL PURPOSES

Without the written permission of the parents/guardians of a student or minor, a location may not publish or use for noncommercial purposes the image, name, voice, or work of the student or minor. This policy includes but is not limited to publicity, exhibits, printed or electronic media broadcasts, student publications, marketing, or research. The location must obtain the signature of the parents/guardians on the Parent/Guardian Release for Student or Minor (Noncommercial) ([English version](#) and [Spanish version](#)) before any such publication or use.

## PARENT/GUARDIAN RELEASE FOR STUDENT OR MINOR (NONCOMMERCIAL)

This section to be completed by the Archdiocesan entity (school/parish/ACC) sponsoring the activity ("Location"): Name of Location: \_\_\_\_\_ The Location intends to use your child's image, name, voice and/or work for noncommercial purposes relating to the event(s) or activity(ies) identified below. Description of events/activities to which this Release applies: \_\_\_\_\_

\_\_\_\_\_  
Duration of Release: from \_\_\_\_\_ [insert date] to \_\_\_\_\_ [insert date] This section to be completed by Parent/Guardian: I, \_\_\_\_\_ am the parent/guardian of \_\_\_\_\_, a minor. I hereby authorize the Location to use the following personal information about my child: (Please initial the applicable boxes) Image: yes no Voice: yes no Name: yes no Work: yes no I understand and agree that my child's image, voice, name and/or work ("Personal Information") relating to the events or activities described above will be used for noncommercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that my child's Personal Information may be copied, edited and distributed by the Location in publications, catalogues, brochures, books, yearbooks, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed ("Materials"). The Location 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 Location 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. In exchange for the opportunity given to my child by the Location to participate in the activity, I agree that neither I, nor my child, will receive monetary compensation, royalties or credit. I understand and agree that the Location shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Location 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. Page 2 of 2 Copyright © 2017 Roman Catholic Archbishop of Los Angeles, a corporation sole. All rights reserved.

I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Location and its affiliated entities, 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 Location. However, my new authorization will not have the effect of revoking this Authorization, and the Location 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell phone/Email: \_\_\_\_\_  
Name of Child: \_\_\_\_\_ Age: \_\_\_\_\_



**CANTWELL - SACRED HEART OF MARY  
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2017-2018**

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