

# St. Bonaventure High School

## School Year 2017-2018



Welcome to the 2017/2018 school year.

The official handbook of a private school constitutes a contract between parents/guardians, students and the school. All aspects of school life are presented, reflecting the philosophical and religious goals within the context of the Integral Student Outcomes (see page 6) we have established. ***It is imperative that parents/guardians and students read and become familiar with these provisions and articles each year in order to be fully aware of rights and obligations.***

The Education Code for the State of California is also followed where it applies to private schools, and, where applicable, particular sections of the code are cited. The St. Bonaventure High School Administration and the Los Angeles Archdiocese Department of Catholic Schools reserve the right to interpret and amend the contents/regulations found in this handbook. Parents/guardians and students will be notified of any amendments and will be asked to sign an acknowledgement of receipt of amendments.

It is the responsibility of students and parents/guardians to carefully read the information. The parent/guardian's signature on the annual parent registration and tuition contract indicates understanding and acceptance of the information contained in this handbook.

This Parent-Student Handbook is for use by St. Bonaventure High School parents, faculty, and staff exclusively for school-related functions. It is not to be used for commercial or other purposes.

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# **ST. BONAVENTURE HIGH SCHOOL STUDENT/PARENT HANDBOOK 2017-2018**

## **CHAPTER 1: INTRODUCTION**

### **SAINT BONAVENTURE HIGH SCHOOL: AN OVERVIEW**

St. Bonaventure High School is owned by the Roman Catholic Archdiocese of Los Angeles and is fully accredited by the Western Association of Schools and Colleges. The school is named in honor of the Patron of the San Buenaventura Mission and the City of Ventura. St. Bonaventure, a Franciscan priest, served as General of the Franciscan Friars Minor, Bishop of Albano and Cardinal. His work as a philosopher and theologian during the Middle Ages earned him the title of the Seraphic Doctor, hence the school mascot of Seraph, the highest order of angels.

St. Bonaventure's first student body consisted of 70 freshmen that started classes in partially completed buildings in September of 1963. The teaching staff, headed by Sister Mary St. Lawrence, was composed of five Sisters of Notre Dame, with lay men and women to supplement the faculty as needed. In September of 1966 the Franciscan Brothers were added to the faculty and administration.

In September of 1966, St. Bonaventure became a complete four-year co-educational high school with an enrollment of 264 students. Reverend Thomas Meskill became the new Principal. The school's Alma Mater, composed by Claire Miller of Santa Paula, one of the school's original graduates, was sung for the first time in 1966/67.

In January 1976 Brother Hilarion O'Connor became Principal. The official ground breaking for a long-awaited multi-purpose building took place on February 13, 1979, and the building was dedicated on September 17, 1979.

Brother Thomas Fahey became Principal in September of 1979. The increase in enrollment necessitated the addition of three classrooms in September of 1982.

Brother Paulinus Horkan was named Principal in 1986. Two additional classrooms and offices were built and ready for use in September of 1987. Work on the baseball field in Saticoy was completed in the spring of 1988. December of 1995 saw the dedication of a new foyer for the multi-purpose building and a coeducational fitness center. In April of 2000 another dedication marked the opening of the new administrative offices and classrooms.

In 2006 the field renovation was completed with an artificial playing field, synthetic track and seating for 800.

Mr. Marc Groff was appointed the first lay Principal in the school's history in May 2007.

The 2013/2014 school year marked the 50<sup>th</sup> anniversary of St. Bonaventure High School.

Currently over 650 students from all areas of Ventura County attend St. Bonaventure High School. Working in cooperation with parents, the administration, faculty and staff are committed to drawing out the best in students. Mirrored also in the task are the words of James Francis Cardinal McIntyre . . .

**“ . . . THERE IS NO PERFECTION IN ACADEMIC ACHIEVEMENTS POSSIBLE  
WITHOUT RECOGNIZING THE EXISTENCE OF GOD.”**

*(Dedication of St. Bonaventure High School - January 21, 1968)*

### **PHILOSOPHY AND MISSION STATEMENT**

St. Bonaventure High School is founded on the spiritual ideals of St. Francis of Assisi and the academic fervor of its namesake, St. Bonaventure. The Franciscan order first established roots in the local area through the work of St. Junipero Serra, who established and named the last of his California missions for

the Seraphic Doctor, St. Bonaventure. With the same purpose of nourishing a faith community, St. Bonaventure High School strives to inculcate the values emphasized by St. Francis in an academic setting that prepares and motivates young people to be committed to the Christian way of life.

Primary to our purpose is providing a prayerful Catholic, co-educational environment that focuses on the unique qualities and gifts of each individual and his/her importance as a member of the Body of Christ. Students are the heart of our endeavor. Opportunities to nourish each student are provided through academic classes, extra-curricular activities and religious rites. As parents/guardians are the primary educators of their sons/daughters, the staff of St. Bonaventure High School complements parents in their task not only by direct instruction but by assisting the parents/guardians in meeting individual needs and by being Christian role models in their daily contact with students. It is through these efforts that students will learn to take pride in self, respect others, and offer service to the school, the church and the community in which they live. All being done in accordance with the motto . . .

### **Soli Deo Honor Et Gloria**

*(Only for the Honor and Glory of God)*

St. Bonaventure High School is owned and operated by the Archdiocese of Los Angeles. Located in the City of Ventura, the school serves several communities within a thirty-mile radius and is open to non-Catholic students. The majority of students are committed to educational goals beyond high school.

#### ***Our Mission:***

As a community of faith inspired by Christian values and celebrated in Catholic tradition, St. Bonaventure High School fosters a shared dedication to personal excellence – intellectual, spiritual, moral, social, physical, and creative. We commit to the education of the whole person, entrusting to each student the values, knowledge, and wisdom to witness the call to serve and transform the world.

### ***St. Bonaventure High School - ...forming Christians to make a difference***

*In accordance with the Mission Statement of St. Bonaventure High School, the following Integral Student Outcomes (ISOs) were developed with input from members of the greater St. Bonaventure community.*

Saint Bonaventure High School instills the core values of **Living Faith, Engaging Hearts, Enlightening Minds, Achieving Excellence, and Transforming Lives** so that upon graduation a SBHS Seraph will:

#### Live a Christian Way of Life

- Understand the teaching of the Catholic Church and other Faiths
- Apply Christian values and moral standards of humility, integrity, and justice
- Demonstrate compassion, charity and service

#### Pursue Academic Endeavors

- Develop the skills to think critically and creatively
- Seek knowledge and higher learning
- Achieve success in college preparatory coursework

#### Commit to Personal and Social Excellence

- Establish and accomplish personal goals
- Collaborate to fulfill common goals
- Strive to maintain a healthy lifestyle

## **CHAPTER 2: ADMISSIONS**

### **ADMISSIONS AND REGISTRATION**

Students are eligible for the ninth grade provided they have successfully completed elementary and middle school requirements and have demonstrated the ability to be successful in high school. Prospective ninth graders must take the High School Placement Test. Admission is determined by 8<sup>th</sup> grade report cards, placement test results and recommendation from current middle school principal and teachers. An interview may be scheduled to determine admission. Placement into freshmen honors courses is determined by placement test scores and/or a subject readiness test.

Students who apply for admission into grades 10, 11 or 12 are required to present official transcript and attendance records from the high school previously attended and have a personal interview with the Administration. Admission is determined by transcripts of good academic standing, the parent/student interview, and the student's desire to attend.

### **NON-DISCRIMINATION POLICY**

St. Bonaventure High 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.

St. Bonaventure High 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 and some archdiocesan schools operate as single-sex schools.

While St. Bonaventure High 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. See Chapter on Counseling for more information about services for students with special needs.

### **IMMUNIZATION REQUIREMENTS**

St. Bonaventure High School follows the inoculation requirements of the California Department of Health detailed here:

<http://www.shotsforschool.org/>

### **ADMISSION PROCEDURES FOR INCOMING FRESHMEN**

- High School Information Night - October 12, 2017, 6:30 pm
- Open House 1 - November 19, 2017, 2-4 pm for prospective students
- Open House 2 – January 7, 2018, 1-3 pm for prospective students
- Placement test - January 20, 2018
- Test results and acceptance letters mailed by mid-March
- Registration by end of March
- New Parent Orientation – May 2018

\*\*\*Incoming freshmen must submit June report cards. During the first week of August, all registered students receive a summer letter with necessary information to begin the school year.



## **CHAPTER 3: ATHLETICS**

### **OBJECTIVES**

- To provide a school program in which all students may participate
- To create a sincere school spirit shared by the student body and faculty
- To give an opportunity to every student to develop competitive spirit and physical skills

St. Bonaventure belongs to the Tri-County Athletic Association and is a member of the Southern Section of the California Inter-scholastic Federation (CIF). St. Bonaventure participates in CIF competition in: football, cross country, volleyball, tennis, basketball, soccer, baseball, softball, track, swimming, golf.

### **ELIGIBILITY**

- Athletes must observe all regulations that exist in the current edition of the CIF Blue Book.
- A member of a high school team may not, during his or her season of sport, compete for an outside team in the same sport. A season of sport is defined as that period that begins with a student's first interscholastic competition (non-league, tournament or league game) and ends with that student's last interscholastic contest (non-league, tournament, league or CIF-SS playoff.) (CIF Blue Book, 2015)
- All participants must be examined each school year and pass a physical given by a doctor. Certification of this examination must be on file in the Athletic Director's Office.
- All football participants must carry insurance, obtained through the school and renewed each year. No waivers will be accepted. Certification of insurance coverage must be on file in the Athletic Director's office.
- All athletes must maintain a 2.0 grade point average (GPA). A student who falls below a 2.0 at a quarter grading period will be placed on probation, but may still participate in sports. A student who fails to bring up the GPA to at least a 2.0 by the semester is ineligible.
- Athletes must exhibit a satisfactory conduct record as determined by the disciplinary policies of the school. Being suspended from school may also result in a mandatory ineligibility period from sports as determined by the Administration.
- Students must be in school for at least a half day and not leave school early due to illness in order to be eligible to play in a game or practice on that day.
- Any student who participates in one sport for more than one-half of the scheduled games and leaves the team for any reason other than injury is ineligible to participate in the next scheduled sport until the previous sport season is completed unless approved by the Athletic Director and the Head Coach.
- A student who earns a spot on a team for one year is not guaranteed a spot for any following year. Students are encouraged to improve skills and to work on conditioning during the off-season within CIF guidelines.

### **DUE PROCESS**

If any difficulties arise when a student is a member of an athletic team, parents/guardians should follow this procedure:

- Talk directly to the coach of the team.
- If the matter remains unsettled and the student is on a junior varsity or frosh team, talk to the head varsity coach of the sport.
- If the conflict cannot be resolved after the first two steps, make an appointment with the Athletic Director.

## TRANSFER POLICY

Any student transferring into St. Bonaventure must receive C.I.F. clearance through the Athletic Director's office prior to participation.

## SPECTATOR BEHAVIOR

In keeping with the school philosophy and the principles of good sportsmanship, the Administration asks that ALL spectators at athletic events conduct themselves in an appropriate manner. The Administration reserves the right to ask students, as well as family and friends, to leave an athletic contest when exhibiting behavior in opposition to our standards.

## CHAPTER 4: ATTENDANCE

### ATTENDANCE/TARDY POLICY: CLASS PARTICIPATION

The attendance/tardy policy intends to reflect the educational importance of student participation in daily classroom activities, especially the student's personal interaction with teachers and peers, and the importance of being on time in preparation for entrance into society.

### ABSENCE

State law severely restricts parent/guardian rights to excuse a student from school (Ed. Code No. EC 482000). Parents/guardians are advised that they may not legitimately excuse students from school ***except for reasons of illness, necessary help, or unexpected and severe inclement weather***. If a student will be absent for any reason besides those above, the parent must submit a written reason for the absence to the Principal two weeks prior to the absence.

- ***Absence*** is defined as non-attendance at one or more class periods and/or non-attendance on campus for a full day.
- A student should have no more than five full day absences per semester. Excessive absences place an extra burden on student and teacher in having to make up missed work.
- A parent/guardian must call the school between 8 and 9 am on the morning of an absence.
- If a student will be absent for three or more days, the school should be notified in advance if possible.
- It is ***the student's responsibility*** to make arrangements with individual teachers to complete assignments and missed tests (within 3 days of returning to school after an excused absence). Though allowed to make up work for an excused absence, students must take the responsibility for meeting long-term due dates for assignments and projects.
- When returning to school after an absence, a student must present a written note at the Attendance Office before school. The note, which includes the absence date and the reason for absence, is to be written and signed by the parent/guardian. The note ***will not*** automatically excuse the absence. Notes are kept on file for the year. Phone calls do not take the place of notes, as notes are needed for records.
- A student who returns from an absence without a note is given a short grace period to bring a note. Until a parent note is submitted, the absence is unexcused.
- With or without a note after an absence, a student must pick up a blue readmit slip before school begins and ask each of the student's teachers to initial the slip.
- Students who are absent for a full day are not to attend after-school or evening activities. This also includes practice time for any sport or other extra-curricular activity. This same rule applies to students who miss more than 3 class periods on the same day or who leave school during the day due to illness.
- Students' class participation grades (about 10% of an overall class grade) will reflect good attendance.

- For every absence over 5 the teacher has the discretion of lowering all or part of the class participation grade, thus impacting the overall grade.
- When a student is absent for an extended time, the school may withhold official grades.
- A student may not make up work missed because of an unexcused absence and/or truancy.
- A student with excessive absences may forfeit the right to return the following school year.
- No “ditch days” are allowed or sanctioned by St. Bonaventure High School.

*\*\* In cooperation with the spirit of this policy, it is recommended that medical appointments be scheduled after school. \*\**

## **TARDINESS**

Tardiness is a disruption to the teacher and other students in a class. **Tardiness to school** is defined as being late for the beginning of the school day. **Tardiness to class** is being late for a class when already on campus.

- A student who is not in the classroom when the bell rings to begin class is tardy.
- If a student is going to be late due to unforeseen circumstances at the beginning of the school day, parents/guardians are asked to call the school to inform the Attendance Office.
- A student should not be late to school more than 3 times per quarter.
- A student who is late to school or class must go to the attendance office for a late slip.
- Any unexcused tardy to school within the first 15 minutes will result in a 20 minute detention; unexcused tardies longer than 15 minutes are referred to the Dean of Students.
- Any unexcused tardy to class within the first 15 minutes will result in a 30 minute detention.
- Unexcused tardies over 15 minutes to class are referred to the Dean of Students.
- Excused tardies are limited to:
  - Traffic - if incident is listed by the California Highway Patrol as a problem for Ventura County (see <http://cad.chp.ca.gov/>).
  - Doctor/Dental appointments only if the student presents a note from the doctor/dental office at the time he/she arrives at school.
  - Parent/Guardian request - Accompanying student into the office or calling prior to or within 20 minutes of the student arriving on campus.
  - Tardies to class if delayed by a teacher - student must bring a note from the teacher when getting a late slip from the Attendance Office.
  - For locker problems, bathroom, or other issues the student must report to class and ask permission from the teacher to leave class to deal with the issue.
- A teacher has the discretion of dropping a student’s class participation grade if that student has been tardy more than three times to that teacher’s class (barring extenuating circumstances.)
- A student with excessive unexcused tardies to class earns a Level 2 infraction.

## **ILLNESS AT SCHOOL**

A student who becomes ill during the school day will report to the attendance office. Parents/guardians will be contacted to arrange for the student to return home. Students ***must not leave school grounds without a Permit to Leave School slip***. Not following this procedure may be considered partial truancy and will result in disciplinary action.

## **FUNERALS**

In order to develop a reasonable and consistent policy with respect to attendance at funerals of members of the immediate family of a fellow student, the following policies must be observed:

- The permission may not be granted unless it is requested in writing by the parents/guardian.
- The written request must be presented to the Principal on the day before the funeral.
- Students receiving such permission must return to school immediately after the funeral.
- Phone calls will not be accepted as a substitute for a written request.

### **CLOSED CAMPUS**

St. Bonaventure is a closed campus. This means that students are not permitted to leave the grounds for any reason or at any time during the school day without first obtaining the consent of the Attendance Office. It also means that no visitors are allowed on the school grounds before, during or after school without permission of the Administration. For more information on this topic, please refer to this link:

<http://handbook.la-archdiocese.org/chapter-13/section-13-5/topic-13-5-1>

### **OFF CAMPUS**

- Off-campus permits should not be requested for job interviews, driving tests, visits to other schools and counseling appointments at Ventura College (unless arranged by the Career Guidance Department), lunch off the grounds or leaving to retrieve materials left at home.
- In all other cases, the Attendance Office must be consulted. The student should bring a written request by parents/guardians for off-campus permission.
- The off-campus request must specify the reason for dismissal, the exact time and the name of the student. The student is issued a *Permit to Leave School*. At the beginning of the class period, this permit should be shown to and signed by the teacher whose class the student will be leaving. The student is to carry the permit when leaving the grounds.
- A student returning to campus will report to the Attendance Office for a re-admit slip.

### **SCHOOL ARRIVAL/DISMISSAL PROCEDURES**

Administrators and other staff members are on campus from 7:30 am to 4 pm on school days. Coaches and other staff members are on campus until school activities have ended in the evening. Students are expected to stay on campus from the time they arrive on campus in the morning until the end of the school day, unless they have permission from a parent to leave campus.

## **CHAPTER 5: CATHOLIC IDENTITY**

St. Bonaventure High School adheres to the Catholic Identity standards of its accrediting institution, the Western Catholic Educational Association. These standards are:

All schools, whether archdiocesan, parish, or those owned and operated by religious orders, institutes, or governing boards, are required to meet the following Catholic identity standards from the accrediting agency for archdiocesan elementary schools, the Western Catholic Educational Association (Improving Student Learning, 2012 ed., p. 41; Ensuring Educational Excellence, 2014 ed., p. 10 [click on 1-WCEA E3 2014 Protocol.pdf]):

- The school has a mission statement and philosophy statement that indicates the integration of the Catholic faith in all aspects of the school's life.
- The school provides regular opportunities for the school community to experience prayer and the sacraments.
- The school has a religion curriculum and instruction that is faithful to Catholic Church teachings and meets the requirements as set forth by the U.S. Conference of Catholic Bishops.
- The local ordinary approves those who teach the Catholic faith (Canon 805) and there is ongoing formation for catechetical and instructional competence.

- The school maintains an active partnership with parents/guardians whose fundamental concern is the spiritual and academic education of their children (Canon 796).
- The school has a service-oriented outreach to the Church and civic community after the example of Jesus Christ, who said, "I have given you an example so that you may copy what I have done to you" (Jn 13:15).
- The school uses signs, sacramentals, traditions, and rituals of the Catholic Church.
- All school personnel are actively engaged in bringing the good news of Jesus into the total educational experience.

## **FAITH FORMATION**

St. Bonaventure High School enjoys an active faith life, including daily prayer at the beginning of each school day, prayer at the beginning of each class, monthly Mass, devotional practices such as the rosary, Stations of the Cross, and Eucharistic adoration, special prayer services, and the availability of the sacrament of reconciliation on a semi-weekly basis.

For more information on Catholic schools' commitment to faith formation, please refer to these links:

<http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-1>

<http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-2>

## **SACRAMENTS**

The sacraments of Eucharist and Reconciliation are celebrated throughout the school year. Students who wish to receive First Reconciliation, First Communion, or Confirmation are directed to the youth ministry programs at their home parishes.

## **RELIGION CURRICULUM**

The national core curriculum for teaching religion to high school students, approved by the U.S. Conference of Catholic Bishops in November 2007, guides the religious instruction within each archdiocesan, parish, and private high school within the Archdiocese of Los Angeles. All high schools in the Archdiocese of Los Angeles are required to follow the U.S. Conference of Catholic Bishops sequence of courses as stated below:

YEAR	FALL SEMESTER COURSE	SPRING SEMESTER COURSE
Freshman	The Revelation of Jesus Christ in Scripture	Who is Jesus Christ? (Christology)
Sophomore	The Mission of Jesus: The Paschal Mystery (Spiritual Life)	Jesus Christ's Mission Continues in the Church (Ecclesiology)
Junior	Sacraments as Privileged Encounters with Jesus Christ (Sacramental Theology)	Life in Jesus Christ (Morality and Social Justice)
Senior	Ecumenical and Interreligious Issues (World Religions)	Responding to the Call of Jesus Christ (Vocations)

## **CAMPUS MINISTRY**

The Director of Campus Ministry ministers to the entire school community, with the help of the students on the Campus Ministry Core Team. Students on the Campus Ministry Core Team must apply and be interviewed each year to be considered for inclusion in the core team. The Director of Campus Ministry and the Campus Ministry Core Team plan all campus ministry events during the school year, including school Masses, prayer services, devotional opportunities, class retreats, and other events as approved by the administration.

## **CHRISTIAN SERVICE PROGRAM FOR STUDENTS**

In order to assure that students are preparing to live a Christian way of life, St. Bonaventure High School requires students to complete service projects. The message of the Gospels clearly presents service to others as an essential component of Christian life. Christian service upholds the goals and objectives of our philosophy by fostering each individual's faith and spiritual development and by promoting a primary Catholic value. Christian service helps students to grow in self-esteem, self-discipline, and understanding of their personal strengths. Participation in Christian service also builds awareness of community needs and responsible citizenship. Successful completion of Christian service each school year is a requirement to be re-admitted to school for the following year or, in the case of seniors, to graduate.

For information on the Parent Service Program, please see Chapter on Tuition and Fees.

### **TYPE OF SERVICE:**

The Director of Christian Service schedules service projects each school year. Students will sign up for a minimum number (the minimum number is determined by the school) of these scheduled projects each school year.

Service projects performed outside of those scheduled by the school must be approved by the Christian Service coordinator before they can be applied to the Christian Service requirements.

### **SERVICE RECOGNITION:**

SBHS will recognize students whose Christian service is notable due to a variety of criteria such as the type of service, number of hours completed, and student leadership. A member of the senior class will be selected for the Archdiocese of Los Angeles Christian Service Award given to a student from each Catholic high school in the Archdiocese.

### **RETREATS**

The retreat program at St. Bonaventure High School consists of retreats for each grade level as well as an annual retreat for the faculty. Retreats are opportunities for spiritual development, renewal, and community building.

Class retreats are planned for each class (freshmen, sophomore, junior, and senior) each year by the Director of Campus Ministry, the Campus Ministry Core Team, and adult staff members and other adults from the community. One day class retreats for freshmen, sophomores, and juniors are mandatory. A three day overnight retreat is also scheduled for seniors; the senior retreat is not mandatory. Seniors who choose not to attend their class retreat are expected to be in class on those retreat days.

## **CHAPTER 6: CO-CURRICULAR ACTIVITIES**

### **GENERAL RULES FOR SCHOOL SOCIAL FUNCTIONS**

- Proper conduct is essential at all school functions.
- The school reserves the right to refuse admission to any persons to any school function. Students who were asked to withdraw from St. Bonaventure may, under certain circumstances, be given permission to attend selected school functions.
- Students are not admitted to school functions if they are not appropriately dressed as specified by school officials.
- Only seniors may attend Grad-Night at Disneyland. A guest from another school must also be a senior or have graduated from high school.

- NO classroom parties are allowed during regular class periods.

## HOMEcomings COURT

Each year students elect a Homecoming Court composed of one princess each for the freshman, sophomore and junior class, three senior princesses, and one Homecoming Queen elected from among the senior princesses. The Homecoming Court participates in a variety of Spirit Week activities including the crowning of the court at the Homecoming Football Game.

Members who are elected to the court become official representatives of Saint Bonaventure. Their activities may extend beyond the activities of Homecoming Week. Being elected to the court is an honor. **Students may not campaign for nominations or election as princesses, nor allow others to do so for them.** Any students who do so will be removed from consideration for the court. Further, non-candidates are not allowed, on their own, to publicly campaign for any candidate.

The regulations for the election of the court are as follows:

- Each student may nominate any female student of his/her class to be a princess. Seniors may nominate three female class members.
- The top five vote getters will be placed on the freshman, sophomore and junior ballots.
- The top six vote getters will be placed on the senior ballot.
- A former freshman or sophomore princess is ineligible for nomination again until senior year.
- A nominee must have a cumulative grade point average of 2.0 or higher and a *meritorious* citizenship (discipline) and attendance record as determined by the Dean.
- Nominee ties will be broken by determining the student with the higher grade point average.
- Approximately two weeks before Homecoming, the freshmen, sophomore and junior students may vote for any nominee on their respective class ballot. Seniors may vote for any three nominees on their class ballot.
- Princess ties will be broken in the same manner as ties for the nominees. (See above.)
- During Homecoming week, the senior queen will be elected by the sophomore, junior and senior students.
- Queen ties will be broken in the same manner as ties for the nominees. (See above.)

## DANCES

- All school rules are in effect at all school dances. A student must have a discipline record in good standing in order to attend a dance. Each student must sign the dance contract in order to purchase a ticket and/or attend a school dance.
- All tickets for a dance must be purchased during school, prior to the dance. NO tickets will be sold at the door for formal dances. Those ineligible for the dance due to disciplinary records will not be allowed to purchase tickets. A purchased ticket can be revoked prior to the dance if a student becomes ineligible due to disciplinary reasons. Students must present their tickets at the door with student I.D.
- School dances are from 8:00-11:00pm.
- Students are not allowed to leave any dance earlier than the stated ending time.
- Students on school grounds 45 minutes after the start of a dance are to enter the dance or leave school property.
- Students not appropriately dressed will not be allowed to attend a school dance. For formal dances (e.g. Homecoming and Junior/Senior Prom), males are to wear shoes, slacks, appropriate dress shirts with sleeves and ties; females are to wear an appropriate evening dress. For casual dances walking length shorts are permitted as are sleeveless tops. Half-top blouses and shirts are not permitted.

- Freshmen from St. Bonaventure, or any other high school, are not permitted to attend the Junior-Senior Prom. Only juniors and seniors may invite a date to the Junior-Senior Prom. A sophomore may attend the Prom as a guest of a Junior or Senior.
- **NO elementary or junior high students are allowed to attend St. Bonaventure dances.**
- Guests under the age of 21 may be allowed to attend formal and semi-formal dances with a completed Guest Pass. A SBHS student may have only one guest and must accompany the guest at all times. A Guest Pass must be obtained from the office at least a week prior to the dance and filled out completely, including acquiring signatures from the guest's school administrator, the guest's parent, and the SBHS student's parent. Final approval of a guest must be given by the SBHS Administration. An approved Guest Pass is needed to purchase tickets for the dance. A guest may be required to show a picture I.D. at the door in order to enter the dance. No Guest Pass will be issued for informal dances.
- Guests at dances are to follow all St. Bonaventure dance regulations. The host student is responsible for informing his/her guest of school rules and the proper conduct and dress. The guest pass is invalid unless the host student accompanies the guest.
- No types of indecent dancing are allowed. The Administration and dance chaperones reserve the right to determine the appropriateness of behavior and dancing at school dances.
- Decorations are not to be taken down except by the clean-up committee.
- It is highly recommended that students attending a dance leave valuables at home. Though some items may be checked-in at the door, security cannot be guaranteed.
- The Administration and the ASB may withhold permission to attend a future dance for those students and guests who have violated any dance regulations.

### **BREATHALYZER POLICY FOR DANCES AND SCHOOL**

In the spirit of the St. Bonaventure philosophy, the Administration has a policy aimed at providing a safe and alcohol-free environment for our students.

- Breathalyzers will be present at dances as a deterrent to insure that students entering do not have alcohol in their system.
- Every student coming to a dance should assume that he/she will have to submit to testing (this includes any permitted guest attending). A student will not be forced to take the test, but noncompliance means he/she will not be admitted to the dance.
- If a student does have a positive test, every attempt will be made to contact the parents/guardians immediately to insure the student arrives home safely.
- A student who has a positive test and states that the results are due to the use of a breath freshener (e.g. Binaca) or other such substances will be asked to stand aside for fifteen minutes for a retest. If such items caused a false reading, it will dissipate in that time.
- The breathalyzers are owned by the school and operate in a pass/fail mode. The tests will be conducted by members of the St. Bonaventure staff trained in the use of the device. It is not the intent of the school to identify students who have been drinking for the purpose of legal prosecution. Any disciplinary action to be rendered will be handled within the regulations of the school.
- It is also not the intent to make a student a public spectacle. Tests will be conducted in such a way to protect the privacy and dignity of the individual student.

***\*\*\*With reasonable suspicion that a student is under the influence during the school day, the administration reserves the right to test students with the breathalyzer. Parents/guardians will be notified if the presence of alcohol is detected.\*\*\****



## **PRIVATE PARTIES**

Since all students are minors, parents/guardians and students are advised **NOT** to sponsor private parties in homes prior to or after school functions, such as Prom, school dances or regularly scheduled athletic activities, as consumption of alcoholic beverages has become commonplace at these functions. The school is opposed to such parties and accepts NO liability or responsibility for any consequences resulting from them. Violations involving this issue could cause the suspension or expulsion of the sponsoring student.

## **ASSOCIATED STUDENT BODY ORGANIZATION**

### **STUDENT REPRESENTATIVES**

#### **ASB Officers:**

President – Veronica Zepf  
Vice President – Carissa Dykes  
Secretary – Monica Mercer  
Treasurer – Alyssa Carroll  
Historian – Ashlyn Lindsay

#### **Senior Officers:**

President – Rachel Sutcavage  
Vice President – Shelby Apostol  
Secretary – Crystal Jaramilla  
Treasurer – Adriana Alcaraz  
Historian – Dominic Porras  
Ambassadors – To be announced

#### **Junior Officers:**

President – Nick Imig  
Vice President – Chris Ehrman  
Secretary –  
Treasurer – Austin Sezzi  
Historian –

Ambassadors – Jacob Basua, Dean Braza, Lauren Bui, Emilio Coronado, Claire Dragoo, Josephine Dragoo, Baylor Gee, Emily Guerrero, Dominique Hernandez, Emily Mahony, Madison Otani, Chandler Russell, Stefanie Ryland, Sama Safadi

#### **Sophomore Officers:**

President – Will McReynolds  
Vice President – Michael Paz  
Secretary – Chloe Decas  
Treasurer – Daniel Perez  
Historian – Alexis Baloyo

Ambassadors – Kelly Carmichael, Jonathan Cejoco, Garrett Frager, Aubree Fritch, Alex Frutos, Bethany Galang, Gianna Jimenez, Camryn Macias, Emilee Moreno, Patricia Panlaqui, Eric Reyes, JaiLina Reyes, Vanessa Salinas, Victoria Zegers

#### **Freshman Officers: *to be elected . . .***

## **I. ASB Organization/Student Government**

The ASB Organization is established for promoting a harmonious relationship throughout the school by means of organized activities and projects that are classified as extracurricular. Details of the activities program may be found in the Activities Handbook available through the ASB Moderator. The Student Council has been set up to establish democratic procedures governing student activities and to develop a sense of responsibility, growth in self-discipline, intelligent leadership, student-to-student-to-teacher cooperation, scholarship, school spirit and true Christian virtues.

## **II. Clubs**

All existing clubs must have a statement of purpose, a list of sponsored activities and membership requirements on file with the ASB Moderator. No club may hold initiation activities either on or off campus. Membership in all school organizations is open to all interested students who meet the necessary qualifications. Each club or organization has its own requirements. Every student is encouraged to participate in at least one extra-curricular activity. The Administration reserves the right to review and approve all materials published by any organization in the school.

# **CHAPTER 7: COUNSELING**

## **GUIDANCE PROGRAM**

The goal of the guidance program is to help students make intelligent college and/or career choices in keeping with abilities. While the guidance program emphasizes academic and college counseling, students are assisted individually and in groups to deal with academic, social and personal problems, sometimes making referrals to outside agencies.

Students are assigned to counselors by grade level. Each student will automatically have an initial conference with his/her counselor. Further appointments with counselors may be initiated by a teacher, parent/caregiver or by a student. Students are encouraged to request conferences, to meet informally with counselors before and after school and to use the guidance office resources.

The resources available to students include a computer assisted college search program, college handbooks and profiles, college course catalogues, brochures, applications, testing information, scholarship applications and financial aid materials. The department sponsors a College Night where representatives from various colleges come and provide enrollment information and answer questions. In addition, periodic on-campus visits from college representatives provide information for those interested. Visits are publicized to the students through classes, bulletin boards and morning announcements.

For more information on counseling policy, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-12/section-12-7>

## **INCLUSION PROCESS/SUPPORT TEAM EDUCATION PLAN (STEP)**

St. Bonaventure High School is deeply committed to providing every student with an equal opportunity to learn. If a parent has a child who is struggling academically or is disabled, contact Mrs. Castro (Vice Principal/Dean of Curriculum). For specific information and guidance on inclusion and the STEP program, see chapter 14 of the Archdiocese of Los Angeles Administrative Handbook:

<http://handbook.la-archdiocese.org/chapter-14>

# **CHAPTER 8: CURRICULUM/ACADEMICS**

## **CURRICULUM REQUIREMENTS**

Courses taken during the four years of high school must meet the requirements of the State of California and the Archdiocese of Los Angeles. These requirements are subject to change in compliance with state and Archdiocesan revisions. To receive a diploma, a student must earn 240 credits, including these

required units:

<b>Religion</b> .....	<b>40</b>
<b>English</b> .....	<b>40</b>
<b>Mathematics</b> .....	<b>30</b>
<b>Social Studies</b> .....	<b>30</b>
<b>Foreign Language</b> .....	<b>20</b>
<b>Lab Science</b> .....	<b>20</b>
<b>Visual/Performing Arts</b> .....	<b>10</b>
<b>Physical Ed. /Health</b> .....	<b>10</b>

The remaining 40 units are elective units, which include any classes taken beyond the required units. Additional requirements to qualify for college and university admission may decrease the number of pure elective choices for individual students. Each student is required to take thirty credits per semester. Additional requirements are necessary for an honors diploma. (See Honors Diploma section).

**COLLEGE ENTRANCE REQUIREMENTS**

The course offerings at St. Bonaventure High School meet the curriculum requirements for admission to the California State University system and the A-G requirements for admission to the University of California system. All students are counseled on the best courses to take, the appropriate standardized tests to take, and the grades the students will need to earn during their high school years in order to be eligible to apply for the colleges or universities of their choice. Please see the St. Bonaventure High School Course Catalog, available at [www.saintbonaventure.com](http://www.saintbonaventure.com), for more information:

**GRADING SYSTEM**

The school year is divided into four quarters, with the first and second quarters comprising the first semester and the third and fourth quarters comprising the second semester. Each semester is a complete grading period; semester grades are finalized at the end of each semester. 80% of the semester grade is a total of the student’s work and testing during the given semester, and the other 20% comes from the semester final exam. Progress report cards are issued at the end of the first and third quarters in all subjects, and final semester report cards are issued at the end of each semester. Semester grades are the official grades that determine a student’s GPA and are the only grades that appear on the student’s transcript. Each semester is independent of the others. If a student fails either semester of a course, he/she must make up the failing grade (see Credit Deficiency).

<p><b>Outstanding Achievement</b>  <b>A = 100 – 90</b></p>
<p>All work is consistently of a high quality. Participation in class is active and intelligent.</p>
<p><b>Commendable Achievement</b>  <b>B = 89 – 80</b></p>
<p>Work is generally of a high quality. Class participation is effective.</p>
<p><b>Average Achievement</b>  <b>C = 79 – 70</b></p>
<p>Work is of average quality, meeting basic requirements satisfactorily. Participation in class is average with little active discussion.</p>
<p><b>Below Average Achievement</b>  <b>D = 69 – 60</b></p>

Work is generally not up to standard. Reasons for this may include poor work in tests, homework, class assignments and class participation.
<b>Failure</b> <b>F = Below 60</b>
Work is of poor quality and reflects consistently poor work in tests, homework, class assignments and class participation. There is no mastery of the subject matter.

**GRADE POINT AVERAGE (GPA)**

*Points are given for each letter grade as follows:*

- A.....4 points**
- B.....3 points**
- C.....2 points**
- D.....1 point**
- F.....0 points**

Only semester grades are calculated in a student’s GPA. Overall GPA determines honors, eligibility and rank in class. On transcripts, the cumulative GPA includes all courses taken in grades 9, 10, 11 and 12. The college GPA is based on courses taken in grades 9, 10, 11 and 12, excluding grades earned in P.E. and office aide courses. Rank in class is based on the cumulative GPA.

To calculate a GPA for the semester, total the points earned for the 6 classes and divide by 6. Students taking AP courses will receive 5 points for an “A”, 4 for a “B”, 3 for a “C” in those classes. No points are given for anything lower than a “C”. If a student chooses to take an AP class, he/she is required to take the AP exam in May, with the exception of Spanish 4.

**RELIGION/THEOLOGY CURRICULUM**

St. Bonaventure High School follows the standards of the Archdiocese of Los Angeles and of the United States Conference of Catholic Bishops in the school’s religion curriculum. For more information on this topic, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-13>

Religion/Theology courses are graded and a student receives full academic credit. However, students are graded on academic achievement, not on religious affiliation, personal beliefs, or the practice of their faith. The religion/theology class grade indicates comprehension of the subject matter.

**HOMEWORK**

Each student should devote a minimum of two hours each evening to written and study assignments. Students should expect that they will have assignments that may take more than this suggested amount of time. It is understood that even when no written assignment is given in solid subjects, the student is expected to spend a reasonable amount of time reviewing and preparing for the lesson the next day.

**MAKE-UP WORK**

It is the student’s responsibility to inquire about missed class work or tests and to make up the work *within 3 days* after returning to school from an excused absence. Absence due to extended or serious illness needs to be reported to the Dean of Students and will be handled on a case to case basis. If the absence is unexcused, the student *will not be permitted* to make up the work missed.

**PROGRESS REPORTS**

The online grading system, Teacher Ease, is available to check the most recent progress of students. Students may also pick up a progress report from the attendance office and hand-carry it to teachers.

Progress reports are automatically sent home every 5 weeks to students with a grade of D or lower. Students on academic probation receive a progress report and a letter from the Vice Principal/Dean of Curriculum. Please see Academic Probation section.

Parents/guardians may ask for a teacher conference if their child is having academic problems. The administration may also call for a conference with the parents and teachers in order to ascertain what problems may exist.

A student with a D or F in a subject will automatically receive a progress report. Please note, however, that a student may have a low C in each of 2 quarters, receive a low score on the final exam, and thus earn a D for the semester.

### **SEMESTER EXAMINATIONS (FINALS)**

Final examinations are scheduled at the end of each semester. There are no formal examinations at the conclusion of the first and third quarters. A special schedule exists for administering semester exams (see Exam Schedule). The schedule of exams will be posted prior to the exam days. It is the responsibility of the student to know the place and time of his/her exams. A student must follow school regulations, including dress code, during final exams. Any violations may result in a student not being able to take exams at the scheduled time. Delayed exams will involve a charge as noted in the section on delayed and early examinations.

Second semester finals for seniors are scheduled for the week prior to graduation. All seniors are required to take final exams. There are no exemptions.

### **DELAYED AND EARLY SEMESTER EXAMINATIONS**

Make-up final exams will be permitted with the permission of the Dean of Curriculum. Exams must be made up during a specified period. Should the student be absent without cause, as determined by the administration, he/she will forfeit credit for the examination.

Permission to take any exams before the regularly scheduled exam period must be obtained from the Principal *in writing two weeks beforehand*. NO early exams will be given prior to one week before regularly scheduled examinations. In order to preserve the integrity of a semester exam, the format for any early or late exam may be different.

Students who miss an exam will receive a no credit for that exam unless it has been made up according to the stated regulations. The cost for a delayed or early examination will be determined to cover the cost of a substitute proctor.

### **REPORT CARDS**

At the end of each nine-week period, report cards are mailed to parents. *Quarter report cards indicate a student's progress. Families will receive an email from Teacher Ease alerting quarter grade summary, ready to view.* Semester report cards (January and June) show the final grades which appear on the student's official transcript and are included in the grade point average. Parents/guardians will be notified before report cards are issued when their child is in danger of receiving a D or F; parents/guardians who receive this notification should contact the school immediately.

### **CREDITS EARNED OFF-CAMPUS**

All core courses must be taken at St. Bonaventure.

If the student makes up or earns credit in a school other than St. Bonaventure, it is his/her responsibility to give St. Bonaventure High School a copy of the official transcript. Students are advised to consult with the Dean of Curriculum to determine which campus would be best for make-up courses.

### **CREDIT DEFICIENCY**

- A semester grade of F cancels credit for the course for the semester.

- A failing grade must be made up during the summer after the failure occurred.
  - If the subject is required, the same subject must be repeated.
  - If the subject is an elective, the credit may be earned by taking another course.
- A student may lose credits as a result of excessive absences or tardiness in a given quarter (see Attendance/Tardy Policy: Class Participation).
- Beginning with the 10th grade transcript, a D in an academic subject can and usually does eliminate a student from acceptance to a four-year university.
- It is the responsibility of parents/guardians to contact the administration to determine how credits are to be made up.

## **ACADEMIC ACCOUNTABILITY, PROBATION, DISMISSAL, ELIGIBILITY**

The program at St. Bonaventure endeavors to improve the levels of student achievement. In cases where the GPA of a student falls below a satisfactory level in any grading period, academic counselors work individually with the student, teachers and parents/guardians in an effort to identify areas of weakness and to develop strategies that will assure the completion of assignments and will lead to improved performance in the classroom.

### ***The following procedures will be used:***

- A student whose quarter GPA falls below 2.0 will be placed on academic probation. A letter will be sent to parents/guardians advising them of the situation. Families may be asked to schedule a Parent/Teacher conference to determine the proper course of action.
- A student who earns less than a 2.0 semester GPA after a quarter of being on probation is ineligible for all extra-curricular activities. Eligibility is restored when a student reaches a 2.0 or better GPA at the end of a quarter grading period.
- Students with a deficient grade must make every attempt to make up the course during the summer or face the possibility of not returning in the fall.
- According to CIF regulations, a student who falls below a 2.0 at a quarter grading period will be on probation, but able to participate in sports for the following quarter. A student who fails to raise the GPA to a minimum of 2.0 by the end of a probationary quarter is considered ineligible for the following quarter.
- Any student who receives three failing grades in any semester is subject to dismissal.

## **REQUEST FOR CHANGE IN STUDENT SCHEDULE**

Change in student schedule may be requested by student, parent, or teacher.

- Time limitation: two weeks from the beginning of the course.
- Procedure: Complete course request form stating reasons for proposed change.
- The student, parent, and/or teacher consult with the Dean of Curriculum and/or counselor, who then determines the validity of the proposal.

Please note: The Administration reserves the right to change a student's schedule when necessary.

## **STANDARDIZED TESTING**

Standardized achievement tests are administered annually to all students to determine academic ability and to use as a guide to the suitability of future course selection. The tests administered are the STS High School Placement Test for incoming ninth graders, ACT's EXPLORE test for freshmen and the PSAT for all sophomores and juniors. The seniors are provided information on registering for the SAT, ACT, math and English college placement tests.

## RESOURCE CENTER

- The resource center is available for research and study from 7:30 am to 5:00 pm on regular school days.
- No food or drink is allowed in the resource center.
- The administration reserves the right to deny permission to students to use the resource center in certain disciplinary situations.

## SUMMER SCHOOL

Summer classes are offered for students who need to make up credit or grade deficiencies and for those who wish to take elective or enrichment courses. Students receiving a semester “F” in any subject *must make up lacking credits in summer school before returning in the fall*. When summer school is taken for credit, the grade received will be averaged with all other grades on the transcript. Students in summer school must be in class daily due to the fact that courses are concentrated; a student in a summer school class for credit who misses more than two days (for illness or emergency only) cannot receive credit.

## TRANSFER AND WITHDRAWALS

To withdraw or transfer a student, the parent/guardian must notify the Administration and sign an official withdrawal slip. On withdrawal the student will:

- Return School I.D. Card.
- Clean out locker.
- Return all library books and take care of any fines.
- Fulfill all financial obligations.
- Notify the Registrar of the school he/she will be attending.

Transcripts will not be forwarded until all above obligations are met. For further information on this topic, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-13/section-13-4/topic-13-4-1>

## TUTORING

Tutoring may be required or encouraged for certain students. For more information on policies for tutoring, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-12/section-12-6>

## VIDEO/FILM POLICY

For information on policies relating to the viewing of video in the classroom, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-10/section-10-4/topic-10-4-2>

## ACADEMIC HONORS

Students are awarded academic honors as follows:

**First Honors 3.5 - 4.0 GPA**

**Second Honors 3.0 - 3.49 GPA**

A student who earns a 3.5 - 4.0 GPA in each of the semesters of the same school year receives first honors. A student who earns a GPA of 3.5 or better in one semester and a GPA between 3.0 and 3.5 in the other semester of the same school year receives second honors. Second honors is also bestowed on a student who receives between a 3.0 and 3.5 GPA in each semester of the same school year. Second honors are not given if a student earns a GPA below 3.0 in either semester of the same school year. Students with four consecutive semesters of a 3.5 GPA or better may receive an academic letter.

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

Membership in the SBHS Chapter of the NHS is by invitation only and is limited to juniors and seniors. Selection is made by a committee of faculty members and is based on set criteria demonstrating excellence in scholarship, service, leadership and character. To be considered, juniors or seniors must have achieved a cumulative 3.5 GPA. Students under consideration for membership and current members must maintain an exemplary discipline record. NHS members receive special honors at graduation and are honored at a special ceremony each fall.

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

Membership in CSF is based on the CSF grade point system and community service hours. In order for a CSF application to be accepted, the applicant must maintain exemplary citizenship throughout the semester. Freshmen are not eligible for membership, sophomores are eligible After the first semester of sophomore year. **Eligible students must apply and pay dues each semester.**

The SBHS chapter of CSF is part of a statewide organization for the recognition of students. Students who apply and are accepted are honored at the end of September and in January each school year. Students who are members for four semesters, including at least one semester of senior year, become life members or seal bearers, earning the CSF seal on their diplomas and college transcripts. CSF members who qualify for all six eligible semesters become “one hundred percent members.”

## **GRADUATION POLICY**

Graduation ceremonies mark the culmination of four years of achievement. Participation in all graduation exercises (Senior Awards Assembly, Baccalaureate Mass, and Graduation Ceremony) is a privilege extended by the school to deserving students. The school reserves the right to deny participation in any or all graduation activities to students whose conduct is deemed inappropriate or is contrary to the philosophy, rules and disciplinary regulations of the school. Students who do not complete academic requirements for a diploma may also be denied the privilege of graduation exercises. A letter and behavior contract will be sent home to parents/guardians of seniors outlining events and what is expected of students in regards to graduation ceremonies. The parents/guardians, along with their student, will sign a letter verifying understanding and compliance.

The administration expects and requires that all eligible seniors participate fully in commencement exercises.

## **HONORS DIPLOMA**

St. Bonaventure High School provides an Honors Program leading to an Honors Diploma. This program contains the following requirements of advanced study:

- minimum grade point average of 3.5 for each of four years at St. Bonaventure High School.
- three years of the same foreign language or two years each of two foreign languages
- four years of mathematics (Basic math or classes in applied math do not meet the requirements.)
- three years of lab science.

For further information on this program, see the Course Catalog.

## **VALEDICTORIAN/SALUTATORIAN AWARDS**

The Valedictorian/Salutatorian Awards are given each year to the graduating seniors who have earned the highest/second highest grade point averages over four years. The student must be eligible for an honors diploma, have pursued a rigorous curriculum of college preparation, honors, and/or advanced placement, and have an exemplary citizenship record. The students must also have attended St. Bonaventure High School for three complete years, 10th through 12th grades. Students enrolled in Advanced Placement classes must take any applicable AP Test in order to be eligible for



Valedictorian/Salutatorian honors. The Administration reserves the right to waive the three year attendance rule when appropriate.

## **CHAPTER 9: DISCIPLINE**

### ***CHARACTER DEVELOPMENT AND CAMPUS MANAGEMENT***

#### **PHILOSOPHY**

The disciplinary policy of St. Bonaventure High School intends to reflect and implement the *Integral Student Outcomes* expressed in the philosophy of the school, creating a genuine Catholic School community where young people can grow in Christian maturity. Disciplinary measures are an integral part of the educational process, intended to teach responsibility for one's actions and personal conduct in relationship to the community, providing a school climate that is conducive to learning, that promotes character development, and that promotes the common good. Discipline is considered an aspect of moral guidance and not a form of punishment.

Students, faculty, administration and parents/guardians share in the responsibility of creating an atmosphere conducive to academic, social and spiritual growth, an atmosphere permeated with the Christian principles of understanding, compassion, justice and love. A student's *enrollment* at St. Bonaventure High School indicates *acceptance and support* of school rules and philosophy by the student and parents/guardians. The disciplinary system of St. Bonaventure is based on the student's and parent/guardian's cooperation in observing the regulations/guidelines outlined in this handbook. Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards class and school objectives. However, the legitimate interest of the school extends beyond the school day and school hours.

The Administration endeavors to respect the integrity of each individual student, resolving disciplinary cases in a way that will model Gospel values and benefit all students involved. **\*\*\*THE ADMINISTRATION RESERVES THE RIGHT TO INTERPRET HOW SCHOOL CODES AND REGULATIONS APPLY IN CERTAIN CIRCUMSTANCES, DETERMINING PENALTIES, TERMS OF SUSPENSION, PROBATION AND/OR DISMISSALS WHENEVER SUCH ACTIONS ARE DEEMED NECESSARY.\*\*\***

#### **DISCIPLINE REFERRAL SYSTEM**

The official record of detentions is maintained by the Dean. Teachers are expected to report any infraction on the same day the infraction occurs.

#### **DISCIPLINARY INFRACTIONS**

##### ***Level I Infractions:***

In most cases, behavior of this level should be handled by the teacher or supervisor (e.g. warning, assignment, detention), but administrative intervention may be required.

This level includes, but is not limited to:

- minor class disruption
- excessive noise
- gum chewing/eating or drinking in the classroom or resource center (library)
- horseplay
- littering
- dress code violations (may be sent to the office to call home)
- not shaving (will be sent to the office to shave)
- unauthorized parking

- out of bounds (locker rooms, gym, church parking lot, etc.)
- throwing objects
- no re-admit slip

***Level II Infractions:***

This level involves more frequent misbehavior or actions serious enough to involve the Dean of Students. One hour of after school detention, Saturday detention, suspension of school privileges, or temporary removal from class may be assigned for the following offenses:

- excessive Level I infractions
- excessive tardies to class
- insubordination/disrespect to teachers or students
- leaving class without permission
- copying homework
- swearing/obscene language or actions
- significant class disruption
- forged notes, school/hall passes, or excuses
- failure to complete Level I infraction or tardy detention
- cell phone/electronic device violation (see cell phone/electronic device policy)
- public display of affection (PDA) at any time, at any school function or event
- minor graffiti
- not following the direction of authority
- leaving school grounds without permission from the school office
- misconduct on buses
- taking or touching materials on a teacher's desk without permission

***Level III Infractions:***

The student actions and behaviors in this level are considered to be a serious hazard to either the physical safety or well-being of the student, other students, adults or the school as a community; or they reflect the seriousness of a progression in a student's inappropriate behavior. As determined by the administration, Saturday detention suspension, probation contract, or possible expulsion will be assigned to these infractions:

- excessive Level II infractions
- unauthorized possession of restricted school materials
- harassment in any form
- theft/unexplained possession of stolen property
- disruption of school activities (includes Mass, assemblies, athletic events)
- failure to complete Level II detention or Saturday detention
- disregard of instructions by an administrator or school staff member
- careless driving
- cheating/ plagiarism

- possession of alcohol, drugs, or related paraphernalia (see Special Notes section)
- smoking or using chewing tobacco
- indecent or immoral conduct
- ditching class
- truancy
- vandalism/graffiti/loss or destruction of school property
- gang affiliation
- intentionally engaging fire alarm; damaging fire equipment
- hazing
- intimidation/bullying
- illegal use/tampering with school computer
- fighting/physical assault on or off campus
- violation of school internet policy
- threatening to cause physical injury to another (see Special Notes section)

***Level IV Infractions:***

Level IV acts will be referred to the Principal for possible expulsion and intervention by local authorities.

- arson/possession of incendiary devices
- selling or attempting to sell drugs, alcohol or tobacco products
- possession/use of any type of weapon
- being a member of, or associating with any group or organization whose philosophy is contrary to the teachings of the Church and/or outside the law
- physical abuse of any certificated or classified staff member

**Student Discipline Progression**

The severity of the consequence of subsequent infractions increases after a student accumulates an excessive number of infractions, even though the nature of the infraction may be relatively minor. The following outlines these increases:

**Level I Infractions** (referred to Dean)

1-6 infractions	normal infraction consequence
7-8 infractions	Saturday detention assigned
9-10	suspension assigned
11	probation contract
11+	parent meeting-possible expulsion

**Level II Infractions**

1-3 infractions	normal infraction consequence
4-5 infractions	Saturday detention
6	suspension and/or contract
6+	suspension/possible expulsion

### **Level III infractions**

As determined by the Administration

#### **DETENTION**

State law mandates that a detention can be up to one hour after the end of the maximum school day (C.A.C. Title 5, Sec. 353). Detention may be assigned by the administration; in addition, a teacher may hold detention to deal with disciplinary situations that arise in class. Students who do not show up for detention face further disciplinary action and increased detention time. Practice for an extracurricular activity is no excuse.

A student who habitually receives disciplinary detentions may be made ineligible or suspended from extracurricular activities for a period of time.

For more information on detention, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-3>

#### **SATURDAY SCHOOL DETENTION**

Students violating specified rules or not showing up for regular detention will be required to attend Saturday school for a *minimum* of two hours. A student must be present for the assigned Saturday school detention or face further disciplinary action and possible dismissal.

#### **SUSPENSION**

The student remains in the custody of his/her parents/guardians. A student may be suspended up to five consecutive days. **The student will not receive academic credit for work missed while on suspension.**

**\*\*\*A student may be issued a temporary Administrative Suspension for being out of dress code, being removed from class until such time as the problem is rectified. A student may also be issued a temporary Administrative Suspension when being detained in the office for a serious infraction.**

**\*\*\*THE SCHOOL ADMINISTRATION *RESERVES THE RIGHT* TO DETERMINE WHICH TYPE OF SUSPENSION IS APPROPRIATE FOR THE SITUATION AND THE INDIVIDUAL INVOLVED.\*\*\***

For more information on suspension, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-4>

#### **EXPULSION**

For information on expulsion of a student from school, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-6>

#### **DISAPPROVED DISCIPLINARY MEASURES**

For a list of disapproved disciplinary measures, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-2>

## **DISCIPLINARY PROBATION**

The Administration *reserves the right* to establish conditions for disciplinary probation depending on the circumstances. Assessment of student progress will be made at the end of the probationary period, either removing him/her from probation, extending the probation, or asking the parents/guardians to remove the student from school.

A student on disciplinary probation is allowed to participate in extracurricular activities if his/her record is in good standing. If a student does not maintain an acceptable citizenship record during the first quarter of the probationary period, he/she will be ineligible for extracurricular activities (sports, clubs, ASB, cheerleading, attendance at dances) for the second quarter of the term.

If a student is allowed to remain in school on extended disciplinary probation, he/she will remain ineligible for extracurricular activities for the first quarter of the probationary period. If the student maintains an acceptable citizenship record, he/she will be removed from probation.

For more information on disciplinary probation, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-5>

## **APPEALS PROCEDURE**

Any student who believes a detention was issued unjustly and/or believes there were extenuating circumstances may file an appeal in the following manner:

- Immediately (that same day) obtain an Appeal Form from the Dean or Attendance Office
- Complete the Appeal Form in detail, describing the incident and reasons for the appeal
- Have the form signed by parents/guardians and returned to the Dean the next school day.

A Disciplinary Appeal Board made up of the Dean and three staff members will review major cases that arise. Most minor cases will be reviewed by a smaller panel consisting of the Dean and staff members. When a decision is made the student will be informed of the outcome. Detentions stand until the Board makes a final decision.

*Note: The Discipline Board also serves to make recommendations to the Principal regarding suspensions and expulsions.*

## **Special Notes**

### **ACADEMIC HONESTY AND INTEGRITY**

*Honesty and integrity* are the foundation of personal character and is the root of our policy regarding cheating mentioned in sections above. A student caught cheating on an exercise, homework or test during class or passing information outside of class, will receive no credit for the work. The supervisory teacher will file a disciplinary report with the Dean and the appropriate disciplinary action will be taken. The teacher will notify parents/guardians.

Removing a test from class without the permission of the teacher constitutes stealing. Appropriate disciplinary action will be taken according to the regulations listed above.

### **CELL PHONE/ELECTRONIC DEVICE**

Cell phones and other electronic devices (with the exception of students' personal iPads for academic use), including laser pointers, may not be on, used, or checked for time **AT ANY TIME during the school day**. Electronic devices that are confiscated will be returned at the end of the school day on the first infraction; parents will be asked to pick up confiscated items after the first infraction. Students may make phone calls in the office with permission from school staff. Under certain circumstances, with teacher permission and supervision, electronic devices other than iPads may be used for educational purposes. The school is not nor will be responsible for lost or stolen electronic devices.

Students are not allowed to use tape-recorders or cell phones in the classroom for lecture notes or other

purpose without the express permission of the instructor.

## **PUBLIC DISPLAY OF AFFECTION**

Students who show inappropriate displays of affection (holding hands, kissing, hugging, touching) will be assigned a Level II infraction. Multiple offenses will be considered insubordination. This applies at all school events.

## **Serious Issues**

### **CONDUCTING 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.

### **Expectations of Privacy**

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.

### **Student Cooperation**

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.

### **Confiscating a Student's Personal Property**

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.

## **POSSESSION**

Presence on person, in back-pack, locker, or vehicle driven on campus or to school event constitutes possession. The administration *reserves the right* to act in place of parent/caregiver and, with reasonable cause and/or suspicion, may ask a student to disclose the contents of back-pack or vehicle. Random locker checks will be made as stated under section on lockers. A student is liable for illegal items found and subject to disciplinary action.

**In the interest of student safety and providing a drug/alcohol free environment, the Administration reserves the right to utilize breathalyzers when suspicious of students being under the influence of alcohol. Random testing of water bottles and drinking containers during school and at school functions will be made for the presence of alcohol. The school may also contract for random searches made by drug/alcohol sniffing dogs.**

## **SUBSTANCE ABUSE AND POSSESSION OF ALCOHOL OR CONTROLLED SUBSTANCES**

For information about procedures and regulations regarding this topic, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-13/section-13-8/topic-13-8-4>

## **THREATENING**

Due to violence that has impacted society and, therefore, schools, we ask parents/guardians, as well as students, to be attentive to attitudes/ behaviors that may indicate a tendency towards such action. In deference to our stated goals as a Catholic Christian school and the safety of our community, we ask that appropriate communication be made to assist the student(s).

For more information on actions taken in the case of student threats, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-13/section-13-10/topic-13-10-2>

## **CHAPTER 10: DRESS CODE**

The dress code is based upon *modesty, neatness, cleanliness, good taste* and *ease of monitoring* compliance. Dress regulations are to be observed while at school (before school and after school) or any school day function, including field trips, unless permission is received from the Administration. The Administration *reserves the right* to determine whether a style of dress or general appearance is appropriate and in keeping with the philosophy of the school. **Notes from parents excusing students from any or all portions of the dress code will not be accepted.**

**The Administration *reserves the right* to deny admission to class for any violation of the dress code.** Students violating the dress code will be issued a Level I infraction and a 20-minute detention.

**All listed items of the dress code marked with asterisks (\*\*\*) are required items or are standards that must be met.** If it is an apparel item, this article of clothing cannot be substituted for an accessory (e.g. wearing a sweatshirt with no polo shirt underneath).

### ***Female Dress Code***

**\*\*\* TOP - Polo Shirt only\*\*\*.** St. Bonaventure uniform polo (available from Dennis Uniform) or school approved polo with St. Bonaventure logo. The polo shirt must be loose-fitting and long enough to prevent revealing the midsection. Solid color undershirts may be worn under the polo shirt.

**\*\*\* BOTTOM – Solid color dress pants, “walking” shorts**

- **Pants:** SOLID COLOR dress slacks/cords in neutral colors, with a button or snap closure and a zipper. No jeans (whatever color), denim, denim-looking material, acid washed or white pants. No skin-tight pants or hip-huggers. No military-type pants, overalls, coveralls sweat/warm-up pants,

dance/stretch pants. No frayed or non-hemmed pants are allowed. No capri style pants may be worn; pant hem may not be rolled up. **Parents may not write notes that give permission for girls to wear stretch pants or dance pants at any time.**

- **Shorts:** Solid color “walking shorts”. The cuffed hem of the shorts must be between the mid-thigh and the knee. Shorts that are too tight and/or too short are unacceptable.

\*\*\* **FOOTWEAR** - Shoes and socks must be worn at all times. Sandals, slippers, toeless or back-less footwear are not permitted. Athletic footwear must be of an appropriate color for dress. Socks must be visible.

\*\*\* **HAIR** - Hairstyle should reflect neatness and good grooming, avoiding exaggerated styles, colors, and/or shading. The Administration can request an immediate change, if hairstyle is unacceptable, before a student is admitted to class.

### ***Male Dress Code***

\*\*\* **TOP - Polo Shirt only**\*\*\* St. Bonaventure uniform polo (available from Dennis Uniform) or school approved polo with St. Bonaventure logo. Solid color undershirts may be worn under the polo shirt.

\*\*\***BOTTOM – Solid color dress pants, “walking” shorts**\*\*\*

- **Pants:** SOLID COLOR dress slacks/cords in neutral color, with a button or snap closure and a zipper. No jeans (whatever color), denim, denim-looking material or acid washed jeans may be worn. Pants must fit and be worn properly. No oversized baggy pants, no pants worn low, no overalls or coveralls, no frayed or non-hemmed pants, no sweat/warm-up pants
- **Shorts:** Solid color “walking shorts” may be worn. No extra-long shorts, no board shorts, and no athletic shorts are allowed.

\*\*\* **FOOTWEAR** – Socks and shoes must be worn at all times. Sandals, slippers or back-less footwear are not permitted. Athletic footwear must be of an appropriate color for dress. Socks must be visible.

\*\*\* **HAIR** - Hairstyles should reflect neatness and good grooming, avoiding exaggerated styles, colors, or shading. Males’ hair must not extend below the collar of a polo shirt and must not cover the ears or fall below the eyebrow when combed down. Facial hair is not permitted, and a student may be asked to shave before being allowed in class. Sideburns should be no lower than the earlobe.

### **ACCESSORIES FOR ALL STUDENTS**

*Items not required but, if worn, must meet the standards listed:*

- **OUTERWEAR:** Only St. Bonaventure jackets, sweatshirts, and sweaters may be worn. Outerwear must be worn over the polo shirt. \*\*\**For ease of identifying students on campus, hoods on sweatshirts are never to be worn in class or on campus (except for outside the classroom on days with cold or inclement weather.)*\*\*\*

#### **Additional/Accessories:**

- **Females:** No Spandex pants, leggings, long underwear, bike pants, hats, ball caps or other head coverings are allowed. Jewelry and makeup must not be excessive. No chains or other bizarre type of paraphernalia are permitted. Earrings only, no other visible body piercing allowed. No other offbeat type of paraphernalia is permitted. Sunglasses may not be worn.
- **Males:** No earrings or other body piercings are permitted. No hats, ball caps or head coverings may be worn in the classrooms or on school grounds. No chains attaching wallets to pants or worn as necklaces/bracelets. No other bizarre or offbeat type of paraphernalia is permitted. Sunglasses may not be worn.



## **APPROPRIATE CASUAL DRESS ATTIRE**

*On certain designated days determined by the Administration, clothing other than dress code may be worn. The standards for such clothing are as follows:*

- Clothes must be clean, not torn, modest, decent and appropriate for school.
- Students may wear jeans or walking shorts. NO short-shorts or tight fitting shorts or jeans are allowed.
- Students may wear T-shirts (No beer, alcohol or offensive logos are permitted).
- Students may not wear any type of tank-top, sleeveless top or sun-dress. Skirts or dresses may be worn; hem of skirt or dress must be between the mid-thigh and the knee.
- Hats, ball caps and wallet chains are not permitted at any time.
- Footwear - no flip-flops, slippers, open-toed or slip-on sandals, or backless footwear.
- The regular dress code stipulations on makeup, jewelry (including earrings and/or piercing on males), exaggerated hairstyles and offbeat type of paraphernalia apply on casual dress code days. Males must be clean shaven.
- No “pajama pants”, dance/stretch pants, sweats, warm-ups, board shorts, or athletic shorts may be worn.

## **APPROPRIATE “DRESS-UP DAY” ATTIRE**

*On special occasions students may be allowed to “dress-up” for the day. The standards for clothing are as follows:*

- Females - Dress, pant suit or dressy blouse with coordinating slacks or skirt. Dress shoes (no flip-flops or slippers). No strapless dresses. (Skirts must reflect the same principles of modesty and decency; hem of skirt or dress must be between the mid-thigh and the knee.)
- Males - Dress slacks with shirt and tie. If no tie is worn, collared shirt or turtleneck must be worn. Dress shoes (no flip-flops or slippers).
- No denim material of any kind in any color.
- If a student chooses not to dress-up, he/she must follow the usual dress code.

Any article of clothing or accessory that features an inappropriate picture, symbol or advertisement may never be worn. The Administration reserves the right to make modifications to the dress code, especially when the wearing of certain attire becomes identified in society as having gang association. Such attire poses a safety threat to the wearer and his/her companions.

## **CHAPTER 11: EMERGENCY PROCEDURES**

### **DISASTER PREPAREDNESS INFORMATION**

#### **EARTHQUAKE AND EMERGENCY SAFETY DRILLS**

Drills are scheduled at least twice each school year to train students to act in an emergency in such a way as to save lives. Students will learn the evacuation directions for each room in which they have class, remain silent when the drill alarm rings and follow directions.

#### **FIRE PROCEDURES**

A series of short bells rung in quick succession indicates a fire alarm. Classroom teachers will give the directions for leaving the building and the proper exits to use. Students will:

- Learn the evacuation directions for each area or room
- Follow the directions of the teacher when the alarm is heard
- If evacuated, assemble away from the nearest building without blocking exits or driveways

- Not go to lockers during an evacuation
- If an alarm sounds before school, between classes, during break, or during lunch, move immediately to the nearest classroom, office, or building.
- Follow the directions of teachers if a fire alarm sounds occurs during an assembly.

## **DROP DRILLS**

Inside the school, a protective position should be taken under the desks or tables with back to the windows. All should drop to their knees, clasp both hands behind the neck, close eyes, cover ears with forearms, protect the face with arms and make the body as compact as possible.

## **EARTHQUAKE PROCEDURES**

When an earthquake occurs, the following actions are to be taken:

- **Inside the Building:** The teacher or person in authority gives the DROP command and all follow the Drop Drill Procedures. When the earthquake is over, directions will be given as needed for evacuation.
- **Outside the Building:** The teacher or person in authority gives the DROP command. As soon as possible, students move away from buildings, trees and exposed wires. The safest place is in an open area. When the earthquake is over, further directions will be given.

## **EMERGENCY RESPONSE TEAMS**

In order to help the administration/staff deal with a disaster situation, emergency response teams have been developed that involve student participation. Teams include First Aid, Search and Rescue, Fire/Utility, Support Services and Communications. Students are invited to apply for a position if they have particular training and/or knowledge that would be of assistance (applications are made available in May for the following school year). ASB officers are automatically members of a response team. If there are not sufficient applications for a team, students are selected by the administration/staff.

## **EVACUATION, DISMISSAL, AND COMMUNICATION PROCEDURES**

In order to comply with the state directives on emergency preparedness, the school is prepared for the possibility of caring for students and staff for up to three days in the event of a major disaster such as an earthquake. Besides providing support as requested by the school, it is imperative to understand and follow the procedures that have been devised to help students and staff survive a major disaster. Provided here is a basic overview of evacuation, dismissal and communication procedures. Please keep this information for future reference.

## **EMERGENCY EVACUATION SCENARIOS**

### ***Level One:***

Standard fire drill procedure; students and staff will evacuate to the parking lot. School will resume with no dismissal.

### ***Level Two:***

Emergency situation with school being canceled, though structural integrity of buildings has been maintained. Students and staff evacuated to the parking lot will return to the classrooms, and dismissal procedures will commence.

### ***Level Three:***

Emergency situation in which school will be canceled and there is partial damage to structures. Students and staff will evacuate to the field, and Emergency Response Teams (consisting of staff and designated students) will implement established procedures. Dismissal will begin only after students and staff have been accounted for and when it is determined safe to release students.

**Level Four:**

This situation involves total loss of the school facilities. Full outdoor survival plans will be implemented. Dismissal of students will begin after all have been accounted for and when it is determined safe to release students.

**EMERGENCY SUPPLIES**

Assembly Bill 2786 requires each school to establish an earthquake emergency system. Part of any planning for a disaster includes procuring supplies for individual students and staff members.

Experts in emergency services recommend that individuals have and maintain a three-day supply of food and water. Our plan involves the on-going purchase and replenishment of emergency supplies. These supplies are stored at the school for use in an emergency.

**DISMISSAL PROCEDURES**

As stated, no students will be released until all members of the school community have been accounted for and it has been determined to be safe to do so (i.e. local authorities have declared roads open). The following guidelines will be used:

- If phone communications are still operable, students with means of transportation will be required to make contact with parents/guardians, or other relative, to inform him/her of the cancellation of school and that the student is on his/her way home. This includes students in carpools.
- Those students with no means of transportation will make contact with parents/guardians to make arrangements to be picked up or find a carpool ride.
- Students will be issued a pass from the Attendance Monitor releasing him/her from school.

**LOCK-DOWN PROCEDURES**

St. Bonaventure High School has an emergency threat warning system in place for use before school or during school hours. In the case of an emergency threat, the announcement of a lock-down is made over the public address system and the following procedures are followed:

- If classes are in session, students remain in the classroom while teachers lock the doors. Students who are outside the classroom are to move into the nearest classroom or office immediately. No one is to leave until directed to do so by the administration or by law enforcement officers.
- If the threat occurs before school, during break, or during lunch, students and teachers are to move into the nearest classroom, office, or building (unless directed to move to a specific area) and follow above procedure.

After the public address announcement, a school official will call 911, communicate with all administrators, and arrange a command center. Teachers will record the names of all students in their classrooms. All faculty, staff, and administration will wait for directions from law enforcement. Once students and staff have been released by law enforcement, the administration will implement Parent Emergency Pick up Procedures, if necessary.

**CHAPTER 12: GENERAL POLICIES****GENERAL POLICIES AND PRACTICES****INTERVIEW AND REMOVAL FROM SCHOOL OF STUDENTS BY POLICE OFFICERS**

For information on school policy regarding interview of students by police officers and/or removal of students from school by police officers, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-13/section-13-7>

**INTERVIEW OF A STUDENT DURING SCHOOL HOURS BY A POLICE OFFICER**

For specific information about the interview of a student during school hours by a police officer or a

representative from Child Protective Services, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-13/section-13-7/topic-13-7-1>

## **INFORMING PARENT/GUARDIAN WHEN A STUDENT HAS BEEN REMOVED FROM SCHOOL BY A POLICE OFFICER**

For information on school policy on this topic, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-13/section-13-7/topic-13-7-3>

### **GENERAL REGULATIONS AND INFORMATION**

#### **CONTROVERSIAL ISSUES**

Controversial issues are those of a religious, moral, socio-political or scientific nature about which there is ongoing debate among recognized authorities. St. Bonaventure considers controversial issues honestly and openly, within the guidelines of school philosophy.

- Such issues are discussed in terms appropriate to the maturity level of the students
- Prejudice is eliminated from the discussion
- Differing points of view are presented fairly
- Students are encouraged to analyze problems accurately, gather and organize pertinent data, detect and identify propaganda, detect and identify prejudice and discriminate between fact and opinion
- Honest differences of opinion among individuals looking at the same evidence is established
- An individual has the right to change an opinion without loss of dignity

#### **CONTROVERSIAL LITERATURE**

St. Bonaventure High School is committed to a program of wide reading and the choice of books is ultimately the responsibility of the school. Books are chosen for their importance as part of the cultural heritage of students and as the best possible source for studying and understanding the human condition. No book shall be excluded because of its treatment of race, nationality, politics or religion, but consideration is given to the mental and emotional capacity of high school students.

Every effort is made to provide materials that present all points of view concerning the problems and issues of the times. Books and other reading matter of sound factual authority shall not be removed from the classroom shelves because of partisan approval or disapproval.

In accordance with this, the school has adopted the following policies when dealing with censorship of books or other materials used in the classroom and in the library:

- The final decision on controversial reading matter shall rest with the administration after careful examination and discussion of the book or reading material by school officials and anyone else the school may wish to involve.
- No parent/caregiver or group of parents/guardians has the right to determine reading matter for students other than their own.
- The school does recognize the right of individual parents/guardians to request that their child not have to read a given book provided a written request and/or conference with the respective teacher is made.

#### **EXCURSIONS AND FIELD TRIPS**

The field trip policies listed below apply to all trips, including but not limited to excursions for traditional class field trips, travel for specific school group events (e.g., choir, science fairs, and academic decathlon), graduation and other celebratory trips, and athletic games and practices.

St. Bonaventure High School may plan trips for one or more days, including overnight field trips. All field trips, whether day or overnight, must comply with the following requirements:

- The person in charge of a field trip must obtain the permission of the administration before scheduling the trip.
- Traditional field trips must have specific educational goals for students.
- For trips outside a 100-mile radius of the school, the person in charge should consider the budgetary constraints of parents/guardians, the trip's financial impact on other fund-raising activities, and class work that students will miss.
- For each participant, the supervising adult must have in his or her possession the signed and dated Student and Youth Activity Permission Form.
- For each participant who takes medication, the supervising adult must have in his or her possession the signed and dated Medication Authorization and Permission Form. During the trip, the supervising adult also must have any necessary medications in his or her possession.
- All participants must have appropriate identification and, as necessary, travel documents.
- All chaperones and any vendors that both provide the trip and have contact with minors must follow archdiocesan safe environment policies, including fingerprinting requirements and background checks.
- The supervising adult must have immediate access to a first aid kit. First aid kits must be in all vehicles that transport participants to and from activities.
- The supervising adult must have immediate access to student emergency information.
- At least one adult chaperone shall be in possession of a cell phone.
- In any area where there may be poisonous snakes, the group must have a snake bite kit.

## **GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT SCHOOL EVENTS**

St. Bonaventure High School follows the Safe Environment guidelines for adults, including staff members, coaches, and volunteers, in working with high school students. For more information on these guidelines, please refer to the following link:

<http://www.la-archdiocese.org/org/protecting/safeguard/Pages/policies.aspx>

## **PUBLICATIONS**

The Principal of the school is the publisher of all authorized school publications and has legal responsibility for the content of publications such as the yearbook and school newspaper. No publication (pamphlet, flyer or other written notices) may be circulated without the express permission of the Principal. Copyright laws must be observed. The Principal appoints a moderator for each publication, and the moderator, according to the following guidelines, reviews all published material:

- There is a clear understanding of the purpose of the publication and the limitations on the authority of the editor.
- Topics are to be treated in a way that is tactful and respectful of the rights and feelings of others, uses good taste and is constructive.
- Personal attacks are to be avoided.
- Materials contrary to Catholic teaching are not promoted.
- The facts of a story are to be validated before publication.

## **TRANSPORTATION TO OFF-CAMPUS EVENTS**

For information on regulations in regards to transportation to school-sponsored events off campus, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-12/section-12-3/topic-12-3-2>

## **TRIPS (NON-SANCTIONED)**

There are trips that are not sanctioned by the school. The list includes, but is not limited to: ski trips and senior trips. The school bears no liability and students take part at their own risk. Parents/guardians should exercise caution in allowing students to participate in such activities. If there are any doubts about a particular function, call the school to verify.

## **VISITORS**

- All visitors must check in with the attendance office and wear a visitor badge while on campus.
- Students enrolled in other high schools are not permitted on campus.
- Students who wish to bring full-day guests must have the prior permission of the Principal. Permission must be sought in writing 48 hours in advance. This note must be signed by a parent/caregiver and submitted to the Principal.
- Alumni and parents/guardians are welcome to visit the campus at any time by checking in to the office and wearing a visitor badge if staying on campus.

## **YEARBOOK**

The school yearbook is a public document, and responsibility for its content lies with the Principal. All yearbook content, including photos, must adhere to the guidelines set forth by the school. Payment for school yearbooks is not included in tuition; families who choose to purchase a yearbook will pay a separate fee.

## **ZERO TOLERANCE POLICY (SEXUAL ABUSE)**

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
- May not volunteer in any non-ministerial activity or event

## **CHAPTER 13: HEALTH, ILLNESS, ACCIDENT PROCEDURES**

### **EMERGENCY CARD**

Emergency cards should be updated each year; they are kept on file in the main office. For more information on emergency cards, please refer to the following links:

<http://handbook.la-archdiocese.org/chapter-8/section-8-14/topic-8-14-1>

<http://handbook.la-archdiocese.org/chapter-12/section-12-3/topic-12-3-1>

### **MEDICAL SCREENINGS**

St. Bonaventure High School does not conduct regular medical screenings unless a particular need arises. For more information on this topic, please refer to this link:

<http://handbook.la-archdiocese.org/chapter-8/section-8-16>

## **IMMUNIZATION**

For more information on immunization requirements and exemptions, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-8/section-8-16>

## **HEALTH RECORDS**

Health records for each student are kept on file at the school. For more information this topic, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-8/section-8-17>

## **MEDICAL APPOINTMENTS**

For more information on student medical appointments during the school day, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-8/section-8-17/topic-8-17-1>

## **MEDICATIONS**

For information on the storage and administering of medications at school, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-8/section-8-17/topic-8-17-2>

## **COMMUNICABLE DISEASES**

For information on procedures when a communicable disease is identified at school, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-8/section-8-12>

## **ALLERGIES**

Parents are asked to give written notice of any known allergies pertaining to their child(ren). Such notices will be kept on file with health records and emergency card.

## **STUDENT SEXUAL CONDUCT AND PREGNANCY**

St. Bonaventure High School follows the teachings of the Catholic Church and the standards of the Archdiocese of Los Angeles in the area of human sexuality. For more specific information on this topic, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-4/section-4-1/topic-4-1-14>

## **ACCIDENT PROCEDURES**

Students should report any accident or injury to a staff member and/or to the office immediately. A staff member will call 911 in the case of a serious injury, and parents will be called in the case of injury or accident. Every effort will be made to aid a student who has been injured.

## **STUDENT ACCIDENT INSURANCE**

All students are covered by the Archdiocesan Insurance Plan. Accidents should be reported promptly to the office in order that the necessary accident report forms can be obtained. For more information on this topic, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-6/section-6-6/topic-6-6-2>

## **CHAPTER 14: INTERNATIONAL STUDENT PROGRAM**

### ***Purpose:***

The Archdiocese of Los Angeles welcomes international students to Catholic schools. The purpose of the ISP (International Student Program) is to enrich the lives of foreign students through the experience of a Catholic high school community, including its doctrinal and liturgical formation; to enrich the



educational and religious experiences of both international students and our school community through the cultural exchange of learning, praying, playing and growing together in the high school experience; and to allow for our domestic students and families an opportunity to witness the meaning and importance of our Catholic faith to students who have no faith experience.

***Process:***

St. Bonaventure High School is open to the possibility of enrolling students from countries around the world. Many international students work with selected agencies that partner with the school for admission, language and cultural support, and placement with host families. International students interested in attending SBHS contact the ISP director relative to admissions, enrollment and all other necessary aspects pertaining to the ISP program.

All international students who do not live with a relative must live with host families. Student apartments, dormitory-style living, and unsupervised living are not permitted, even if the students are 18 years old or older.

St. Bonaventure High School shall not be involved in the selection of host families. St. Bonaventure shall require a letter from the student's parents/guardians that identifies and approves the host family and place of residence.

The parents/guardians, host family, and/or ISEVPO, if used, shall notify the school if there is any change in the student's host family or residence.

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

***Curriculum:***

ISP students are required to take the CPLC (college prep language and culture) class, along with the regular English class. Curricular requirements for international students are consistent with requirements for domestic students, including the U.S. Bishops religion curriculum requirement for students attending a Catholic high school. International students will be expected to participate, as appropriate, in religious functions and events.

For more information about international students, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6>

## **CHAPTER 15: PARENT/GUARDIAN RELATIONS**

### **PARENT/TEACHER GUILD**

The PTG board sponsors, organizes and coordinates social functions, parent meetings and fund-raising events at the school. It is an advisory board, consisting of 15-20 voting members, the Principal, board officers, event chairpersons, and a faculty representative. Meetings are held once a month. Parents/guardians are invited to attend as non-voting members.

Some of the annual fund-raisers include Einstein & Wine, Fiesta and the Golf Tournament. The Supermarket Partner and the Scrip programs are on-going fundraisers.

### **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.

## **PARENT COMMUNICATION WITH SCHOOL STAFF**

Parent-Teacher conferences are scheduled several times a year, on a first come, first served, drop-in basis. Parents may schedule a conference with a teacher at other times as well. Communication by phone and email with teachers, administrators, counselors, and coaches is also available for parents. Parents are asked to contact teachers or coaches first to address any concerns before contacting the administration.

## **ACTIONS OF PARENTS/GUARDIANS/OTHER PERSONS**

Any parent/guardian or other person who insults or abuses any teacher in the presence of other school personnel or pupils on the school premises or at some other place, if the teacher is required to be at some other place in connection with assigned activities, is guilty of a misdemeanor (E.C. 448120).

Parents/guardians may observe/attend a class only with the permission of the teacher and approval of the administration.

## **PARENT/GUARDIAN & NON-CUSTODIAL PARENTS' RIGHT OF VISITATION**

Any parent who wishes to visit campus must first check in to the office when coming on campus during the school day and wear a visitor's badge if staying on campus. For information on the visitation rights of non-custodial parents, please refer to this link:

<http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-4>

## **EIGHTEEN YEAR OLD STUDENTS**

All school regulations apply to students who are eighteen years of age or older as long as they are enrolled in school. If the student is still living at home and/or is financially dependent upon

parents/guardians for his/her education, the school will continue to report to the parents/guardians concerning grades and discipline and require parental certification of absence and off-campus requests.

### **MARRIED STUDENT POLICY**

Central to the philosophy of archdiocesan and parish high schools is the belief that parents/guardians are the primary educators of their children. In support of this, St. Bonaventure High School and the parents/guardians work in close collaboration in all aspects of the student's educational process. Since a married student is in effect no longer accountable to parents/guardians, the relationship between the school and the parents/guardians is compromised. Therefore, a high school may preclude a student who marries from continuing to attend school. The principal is expected to confer with the assistant superintendent of the Department of Catholic Schools before making any final decision.

### **STUDENTS WHO NO LONGER LIVE WITH THEIR PARENT/CAREGIVERS**

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 an archdiocesan or parish high school. The principal is expected to confer with the assistant superintendent of the Department of Catholic Schools before making any final decision.

### **COMPLAINT REVIEW PROCESS**

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.

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.

#### **Addressing Complaints at the Local Level: Schools**

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

#### **Escalating Complaints to the Central Level: Department of Catholic Schools**

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.

## **CHAPTER 17: PRIVACY AND ACCESS TO RECORDS**

### **PUPIL RECORDS**

Pupil records are any records relating to students that are maintained by the school. For further information on access to and privacy of these records, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-1>

### **DIRECTORY INFORMATION**

Directory information refers to personally identifying information about students. For further information on the privacy of this information, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-2>

### **PARENT AUTHORIZATION TO USE STUDENT’S IMAGE, NAME, VOICE, AND/OR WORK**

For information on this topic, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-12/section-12-5>

### **VERBAL/WRITTEN CONFIDENCES**

Verbal/written confidence refers to confidential information provided to school employees, verbally or in writing, by parents or students. For further information on how these confidences are handled, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-3>

### **CUMULATIVE PUPIL RECORDS**

For information on the specific records that are deemed cumulative and access to these records, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-5>

### **PERSONALLY IDENTIFYING INFORMATION DISCLOSURE TO HIGH SCHOOLS OR COLLEGES FOR TRACKING**

For information on this topic, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-2>

### **WITHHOLDING OF RECORDS**

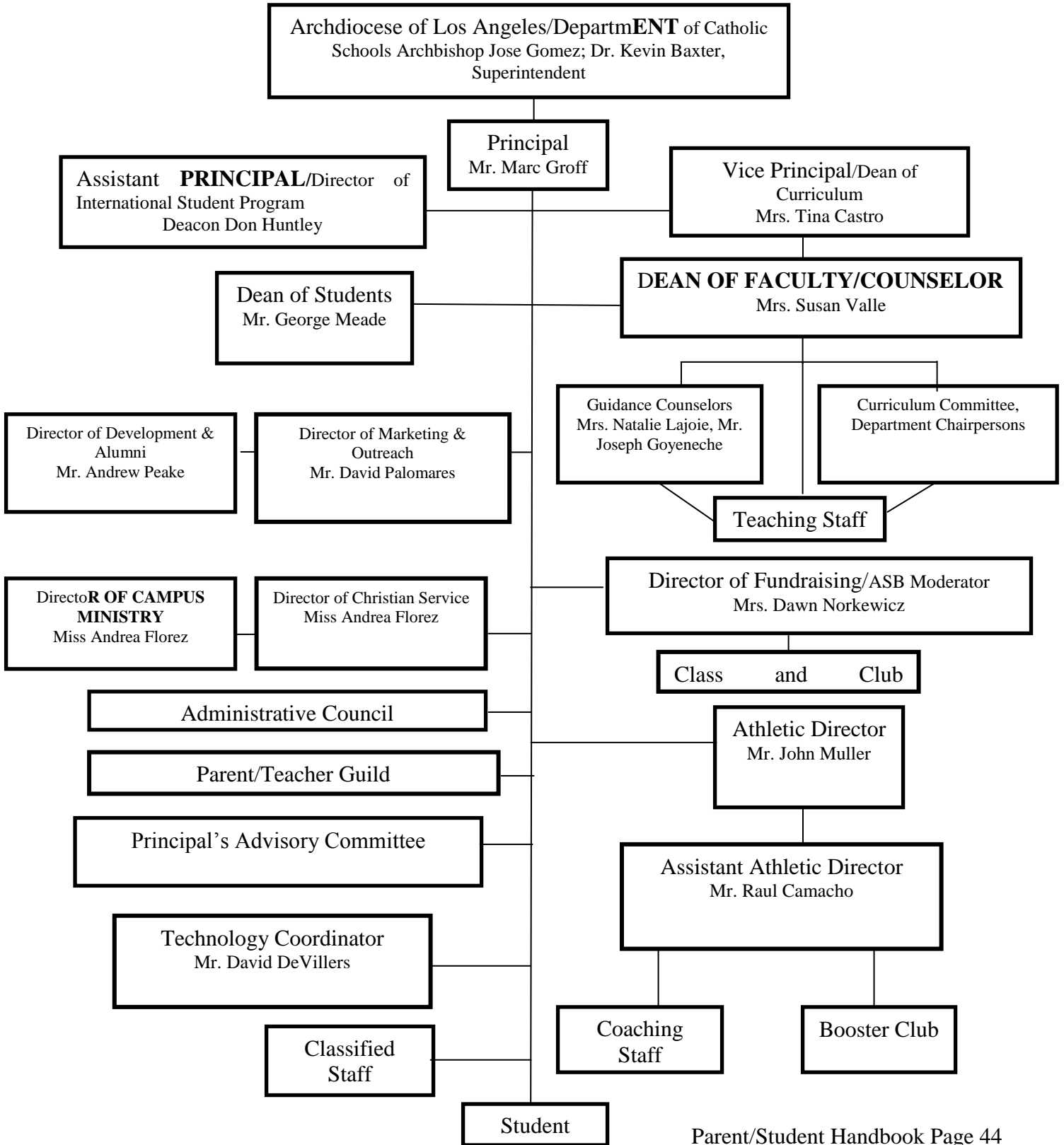
For information on the withholding of grades, diploma, or transcript, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-13/section-13-4/topic-13-4-2>

# CHAPTER 18: SCHOOL INFORMATION

## ORGANIZATIONAL FLOW CHART

### 2017-2018 SAINT BONAVENTURE HIGH SCHOOL ORGANIZATIONAL CHART



## PROCEDURES FOR PARENT INQUIRIES

The following list is a guide for parents/guardians when help is needed in a particular area of school life. Observing procedures and protocol is important in order to receive accurate responses to questions and/or a resolution of a particular issue. If there is an academic matter for a student within a particular class, speak directly to the teacher first. If it involves extracurricular activities speak to the coach or moderator.

Academics .....	Christina Castro
The Arches (Yearbook).....	Katherine Kistler
Assemblies .....	Dawn Norkewicz
Athletics .....	John Muller, Raul Camacho
Attendance .....	Nancy Likness
Automobiles/Parking .....	Dawn Norkewicz
Bell Schedule .....	George Meade
Campus Ministry .....	Andrea Florez
Christian Service .....	Andrea Florez
Class Schedules .....	Christina Castro
Clubs .....	Club Moderator/Dawn Norkewicz
College Preparation.....	Natalie Lajoie
Dances .....	Dawn Norkewicz
Discipline/Citizenship .....	George Meade
Dress Code Regulations .....	George Meade
Examinations .....	Christina Castro
Financial Aid for College.....	Natalie Lajoie
Grades .....	Christina Castro
Lunch-time Procedures .....	George Meade
Insurance .....	Eliane White
Lockers .....	Nancy Likness
Lost-and-Found .....	Attendance Office
Messages to Students .....	Attendance Office
Report Cards/Transcripts .....	Christina Castro
School Regulations .....	George Meade
Telephone/Address Changes .....	Attendance Office
Transfers/Withdrawals .....	Christina Castro
Tuition and Fees .....	Steve Frantela
Visitors .....	Debra Folger
Work Permit Applications.....	Nancy Likness

Teachers are available to answer questions before and after school and during preparation periods. If you have a question about how your student is doing in a particular class, attempt to contact the teacher first. You may call and leave a message for a teacher to contact you at another time if the teacher cannot be reached during his/her prep period.

## CHAPTER 19: STUDENT ISSUES

### ASSEMBLIES

Assemblies are formal, mandatory gatherings of a class or the entire student body. Students are expected to behave in an appropriate manner. Courtesy must be shown to those addressing the assembly. Students must remain in the assembly area until dismissed by the person in charge.

### AUTOMOBILES

- Any student wishing to bring a private vehicle on the campus must purchase a vehicle permit from the ASB Moderator (money collected for the permits will be used by the A.S.B. for student activities). When purchasing a permit, a student must complete a form listing car, license plates, driver's license, and insurance company.
- Open parking - Once a student has a permit, parking is on a first come, first served basis.
- All cars are to be properly parked in the school parking lot in the morning and left there until departure after school.
- No student is allowed to park in the Assumption parking lot. Cars may be towed at owner's expense. The student will also be subject to disciplinary action (insubordination).
- The speed limit for cars going in and out of the parking lot is **10 miles per hour**. This rule is to be observed by all students driving a motor vehicle on school grounds. Disciplinary action for violators is outlined under Disciplinary Policies.
- No other cars than those with a parking permit will be allowed to park on school grounds before, during or after school. Students should have parents or friends meet them on Telegraph Road or in the church parking lot.
- Each student is encouraged to make sure his/her vehicle is secure at all times. The school is not responsible for stolen items or vandalism to a vehicle when on school grounds. Any such incident should be reported **immediately** to the Dean of Students. Steps will be taken to assist in identifying those responsible. If a student has a "fender-bender" with another student vehicle, the matter should be handled as outlined by the Department of Motor Vehicles.

### BICYCLES

Bicycles are to be parked in the bike racks and are not to be ridden in hallways. As with cars on campus, the school is not responsible for bikes or parts of bikes being stolen or vandalized. Such an incident should be reported to the Dean of Students **immediately** in order for the school to provide any assistance.

### GRAD NITE

Members of each year's graduating class are eligible to attend Grad Nite at Disneyland. Approval for guests is at the discretion of the administration.

### I.D. CARDS

Each student is issued an I.D. card. Students should carry it to show that they are enrolled at St. Bonaventure High School and for free admission to home sports activities other than playoff games. Presenting the I.D. card usually allows students to enter away games at a reduced rate. It is necessary to present the I.D. card for admittance to dances. Lost I.D. cards must be replaced immediately by contacting the attendance office. The charge for a replacement card is \$5.00.

### LOCKERS

- To prevent theft, each student is asked to keep his/her combination private. Lockers are to be kept locked and neat at all times. Students are responsible for their own books, equipment and/or other

items brought on campus.

- Students are asked to report any locker damages or theft ***immediately***. Misuse or damage to lockers will result in the loss of locker privileges. Students will also be financially liable for damages, including graffiti. Lockers will be inspected before 2nd semester final exams.
- Although a student has control over his/her locker in relation to other students, this does not exclude school authorities from looking in a student's locker. It is the proper function of school authorities to inspect and/or search lockers to prevent use for illicit and/or illegal purposes.
- Students may not have access to another locker, nor may they exchange lockers with another student. To change a locker, a student must report to the Attendance Office.
- Students need to clean out lockers immediately following the last final exam in June. Anything left by the following Monday will become the property of the school.

## **LOST AND FOUND**

***Moral integrity comes from the heart of an individual and not from enrolling in a Catholic school.*** Students must learn to take care of belongings and each other. The school is not responsible for purses, wallets or any other piece of student property left lying around (e.g. backpacks left unattended in the courtyards during Mass or lunch) or for materials removed from unlocked lockers, or from a damaged locker a student failed to report. All articles found by students should be reported and/or brought to the Attendance Office. Theft must be reported ***immediately*** to the Dean of Students and, if applicable, to the teacher in whose class the theft occurred. Students reporting lost or stolen items to the office will be asked to complete a form explaining circumstances and listing information about the item(s). After purchasing books, develop a code or system of marks to identify books in case of loss or theft. This information will be asked for when reporting missing books.

## **LUNCH**

Food may not be eaten in classrooms (except with teacher permission and supervision during break or lunch in inclement weather or under other special circumstances), library or restrooms. Deposit trash in the containers provided for that purpose. Students are expected to take pride in self as well as in the school and be responsible for keeping the campus clean. The administration reserves the right to hold the beginning of class if the school grounds are not properly clean after lunch. This would extend the school day for the necessary amount of time it takes to pick up trash.

Since St. Bonaventure High School is a closed campus, no food may be ordered from off-campus (fast food restaurant) and delivered to students by a fast food establishment (i.e., pizza, hamburgers, etc.). Seniors taking an off-campus class are not allowed to leave campus and return with food for other students.

## **ROLLER-SKATES AND SKATEBOARDS**

Due to insurance and liability to injury, roller-skates and skateboards ***ARE NOT*** to be ridden on campus at any time. These items will be confiscated if the owner or another student is riding or attempting to perform maneuvers. Students are not allowed to ride skateboards or roller-skate in the Assumption Church parking lot or around the church or elementary school. Students will be subject to disciplinary action for insubordination.

## **STUDENT PARTICIPATION IN FUNDRAISING PROJECTS**

Tuition does not cover the full cost to educate students, which makes fundraising projects essential to the viability of the school. Students are asked to participate as members of the school community. Involvement includes, but is not limited to; setup, serving, and/or clean up at annual fundraisers and seeking donations for the Fiesta Donation Drawing. The administration ***reserves the right*** to reward students who meet goals set and to require help from those who do not (e.g. clean-up day after Fiesta).

## **PUBLICITY**

All posters must have the approval of the ASB moderator before being posted on the school campus or in the school. Posters may not be posted on lockers, walls of the building or classroom walls.

## **TELEPHONE**

Students may not make telephone calls in any of the offices without permission. *In cases of emergency, parents/guardians should contact students through the school office.*

## **WORK PERMITS**

The Attendance Office issues work permit applications. The student needs to fill out the information required and submit the application in order to receive the actual permit. Please allow 24 hours for processing of the permit after the application is submitted.

For more information on employment of minors and work permits, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-5/section-5-4/topic-5-4-2>

## **CHAPTER 17: STUDENT SAFETY**

### **HARASSMENT/BULLYING/HAZING**

St. Bonaventure High School 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.

#### **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

*(Read about cyberbullying on [StopBullying.gov](http://StopBullying.gov).)*

### **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 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

## **GUIDELINES FOR HIGH SCHOOL YOUTH VOLUNTEERING WITH OTHER YOUTH**

St. Bonaventure High School students may, at times, volunteer at events with younger children. For guidelines on appropriate conduct when volunteering with younger children, please refer to this link:

<http://handbook.la-archdiocese.org/chapter-9/section-9-6/topic-9-6-2>

## SAFE ENVIRONMENT TRAINING

St. Bonaventure High School hosts and conducts a safe environment seminar for all students each school year. For more information on the Safe Environment policies of the Archdiocese of Los Angeles, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-9/section-9-4/topic-9-4-4>

## CHAPTER 18: TUITION AND FEES

### TUITION SCHEDULE FOR 2017/2018

*Tuition (based on 11 monthly payments):*

Yearly Tuition	Digital Book Fee	Monthly Payment (July 2017 through June 2018)	# of children
\$8780.00	\$300	\$825.45	1 Student
\$15,460.00	\$600	\$1,460	2 Students
\$22,140.00	\$900	\$2,094.54	3 Students

***Registration Fee: \$450 per returning student, due in March each year; \$400 per incoming freshman***

Tuition payments are spread over 11 months, beginning in July and ending in June. All tuition and fees are non-refundable. Tuition is due on the 10th of each month and is considered late after that date.

### IMPORTANT FINANCIAL INFORMATION:

- Parents must sign up for FACTS Tuition Management Program.
- First tuition payment is due July 1, 2017
- All financial obligations must be paid in full by May 26, 2018.
- For families who choose to pay the full annual tuition by July 15, 2017, there is \$150 discount. Tuition is non-refundable, even if a full year tuition for a student is paid in advance and the student leaves the school before the end of the school year.
- The administration reserves the right to withhold tests, grades, transcripts, diplomas, sports activities, and school services until all financial, academic and disciplinary obligations have been met.
- Each student is expected to sell or purchase \$80 in Fiesta tickets.
- The Yearbook (optional purchase) will need to be pre-ordered in December 2017 at a cost of \$95 per student.
- Tuition must be current in order to purchase a Prom Bid and/or Grad Night ticket. All seniors' financial obligations, including the graduation fee of \$125, must be paid in full prior to second semester senior final exams.
- Those seeking financial aid for the following year should contact the Principal in the spring (during registration).

### PARENT SERVICE PROGRAM

*Parent Service Participation Program* - School functions and activities are an essential part of the educational process, and parent/guardian help is needed in order to provide the best educational experience for students. Furthermore, participation sets a strong example of community spirit, service, and leadership for students.

Twenty-five (25) hours of service per year are required of each family; twelve and a half hours of

service are required of single parents. Those who find it impossible to participate fully because of family or other commitments may fulfill this requirement by paying \$500.00 in lieu of service.

## **CHAPTER 19: USE OF TECHNOLOGY**

### **DIGITAL CITIZENSHIP**

For information on the Archdiocesan policy regarding students' personal devices, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-10/section-10-6#AUP%20Apply%20to%20My%20Children%e2%80%99s%20Personal%20Devices>

### **TECHNOLOGY ACCEPTABLE USE POLICY**

Saint Bonaventure High School aims to prepare students to be successful and ethical citizens. Through instruction, students will experience greater access to information and resources, become independent learners, and become discerning Internet users. The Acceptable Use Policy (AUP) facilitates and sets guidelines for using technology both on and off campus.

The use of the school's computers and the Internet is a privilege, not a right. Inappropriate, unauthorized or illegal use of the Internet will result in a withdrawal of Internet privileges and appropriate disciplinary action. Personal technology equipment brought to school will be subject to the procedures outlined in the AUP. A student is considered to be in violation of the AUP if the action is not in keeping with the mission and values of St. Bonaventure High School.

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

1. All students and their families are required to follow the Acceptable Use and Responsibility Policy for Electronic Communications (St. Bonaventure/Archdiocesan AUP; handbook p. 45), whether the device is provided by the student or the school.
2. Students are solely responsible for their own personal devices and are to permanently label devices with identifying information, including their name easily identifiable on the iPad lock screen.
3. The school assumes no legal or financial responsibility for personal devices if they are lost, loaned, damaged, or stolen.
4. Personal devices are subject to investigation in accordance with the Archdiocesan AUP and the Archdiocesan Administrative Handbook.
5. Students are expected to keep their devices secure at all times, including using a password, and not loaning them to others.
6. Students are expected to protect their devices by bringing them to school in a case or cover to avoid damage.
7. 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 as outlined in the Parent/Student Handbook.

#### **Specific iPad Authorized Use Policy**

1. Any viewing, sharing or transmission of iPad material utilizing the St. Bonaventure network containing inappropriate content, offensive language, derogatory rumors/gossip, or other content not in keeping with St. Bonaventure's mission or philosophy is strictly prohibited.
2. The St. Bonaventure network may not be accessed without authorization. This includes, but is not limited to, accessing the network using any account other than a student's own. Any attempt to connect the iPad to external internet connections while on St. Bonaventure's campus is prohibited.

3. Students will not share login information, addresses, or other personal information without the authorization of a parent or St. Bonaventure representative.
4. Content may not be copied or reproduced without the permission of the author or other right-holder. It is the student's responsibility to respect and adhere to all copyright, trademark, and other intellectual rights and property laws.
5. Students are responsible for the care and safekeeping of their iPads. Proper use, care and safekeeping of iPad includes, but is not limited to, the following:
  - Labeling iPad with student first and last name.
  - Activating and maintaining 'Find my iPhone/iPad' function at all times as well as registering and maintaining the iPad serial number.
  - Bringing a fully-charged iPad and necessary accessories to school each day.
  - Securing iPad (i.e., do not leave iPad unattended or in unlocked locker/car or any other unsupervised area).
  - Maintaining iPad protective carrying case.
  - Using soft cloth to clean screen; do not use cleaners of any type.
  - Keeping your iPad functioning properly by installing updates as they become available.
6. Parent(s) must notify and provide verification to the school of any situation that prevents student from bringing or having their device due to damage, repairs, or lost/stolen devices.

### **SCHOOL EXPECTATIONS FOR STUDENT IPAD USE**

1. Students will use iPads, computers and all technology for learning purposes only.
2. Students will follow the "Acceptable Use Policy" (AUP) for technology for the school and the Archdiocese of Los Angeles.
3. Students will follow classroom rules for the iPad established by classroom teachers.
4. Students will report loss or damage immediately to the school administration.
5. Students will exclusively use apps and programs during class that are appropriate to the in class assignment or activity.
6. Students will bring a fully charged iPad to school every day.
7. Students will handle devices carefully and respectfully.
8. Students will never leave their iPads unattended or unsecured.
9. Students will not record audio/video, or photograph classmates or faculty/staff without consent.
10. Students will not text, chat, or play games during school hours.
11. Students will exclusively use the Saint Bonaventure network while on campus.

*Students agree that if they are suspected of violating any of the above mentioned policies, their devices can be confiscated and subject to search by school administration and law enforcement if needed, as outlined in the Parent/Student Handbook.*

### **SCHOOL COMPUTERS AND THE ACCEPTABLE USE POLICY**

St. Bonaventure provides computers in the resource center and school for the responsible use of the students. The Administration reserves the right to curtail or revoke student user privileges.

#### ***Students May:***

- Use computers and programs already installed

- Access the internet.
- Save files.
- Print any documents prepared, downloaded or received from a resource

***Students May Not:***

- Violate any conditions of the California Education Code by the use of the computer
- Use profanity or anything else that is offensive
- Use any copyrighted material as their own
- Use the computers to violate anyone's rights
- Modify the computers (a student will be financially responsible for the computer having to be serviced and/or repaired)
- Load and run any personal software
- Share their logon or password with another student

***The Use of the school's computers requires the permission of the administration. To obtain that permission, students must:***

- Read and agree to the policies set forth in this Acceptable Use Policy, the Parent/Student Handbook and any other policies written or stated by the administration.
- Be entered as a user on the school's computer network.

Students have no right of privacy with folders or documents. St. Bonaventure reserves the right to view all student work and take appropriate action if necessary. In addition to possible suspension or revocation of computer privileges, it is understood that there may be further action taken by the administration if the offense or repeated offenses make it necessary.

**ARCHDIOCESAN ACCEPTABLE USE AND RESPONSIBILITY POLICY**

To read the Acceptable Use and Responsibility for Electronic Communications Policy for the Archdiocese of Los Angeles, please refer to the following link:

<http://handbook.la-archdiocese.org/chapter-10/section-10-3>

**UNAUTHORIZED INTERNET WEB SITES**

The Archdiocese of Los Angeles or St. Bonaventure High School must own and control all internet presence, including all social media, that uses the St. Bonaventure High School name, initials, or logo. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by St. Bonaventure High School. Individuals or groups may not host any St. Bonaventure High School website on their own domain or with a web hosting service that does not have a contract with St. Bonaventure High School itself. Those who violate these guidelines will be asked to shut down their site or turn it over to the school. Failure to comply may result in the removal of a student from school. It is unacceptable to use the St. Bonaventure High School name, initials, logo, or pictures of staff, students, the school or school activities with anything that is degrading, lewd, threatening or violent. Deliberate publication on the Internet, or anywhere else, may result in serious disciplinary action including expulsion.