

# SAINT BERNARD high school

2009-2010



## STUDENT-PARENT HANDBOOK

9100 Falmouth Avenue  
Playa del Rey, CA 90293  
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**SCHOOL CODE: 052487**

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Principal	Michael Alvarez, M.A.
Vice Principal	Beth Polito, Psy.D.
Assistant Principal of Studies	Georgia Capell, M.A.
Dean of Students	Rene Olivas, M.A.
Director of Guidance	Rosie Roberts, M.A., P.P.S.
Director of Activities	Laura Schreck, M.A.
Campus Minister	Darlene Lopez, H.E.L., M.A.
Director of Athletics	Gregory Dixon, M.A.
Director of Advancement	Kelley LeBouf
Business Manager	Rey Marquez

This agenda belongs to:

Name \_\_\_\_\_

Grade \_\_\_\_

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## **MISSION STATEMENT**

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

## **VISION STATEMENT**

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

## **PHILOSOPHY**

In harmony with the school's mission, the philosophy of St. Bernard High School is driven by the message of Jesus Christ and the mission of the Roman Catholic Church. We recognize parents as the primary educators of their children and understand that our role is to assist parents in accomplishing this task by acting as facilitators to the learning and personal growth of the child. We strive to equip students with the skills they need to live faith-filled, dynamic, honorable and productive lives in the image of Christ. As educators of St. Bernard High School, we embrace and adhere to the five-fold purpose of Catholic education:

## **THE TEACHING OF DOCTRINE**

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

## **THE CALL TO WORSHIP**

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

## **THE PROMOTION OF SCHOLASTIC EXCELLENCE**

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

## **THE BUILDING OF COMMUNITY**

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

## **THE FOSTERING OF SERVICE**

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

## **21<sup>ST</sup> CENTURY CLASSROOM**

A 21<sup>st</sup> century St. Bernard classroom disperses the use of various technologies throughout the academic disciplines. Faculty utilizes authentic modes of assessment and varies individual methodologies to meet the specific needs of individual students. Teacher competencies are held to the California standards for the teaching profession. St. Bernard incorporates writing across the curriculum, developing a verbal knowledge of all disciplines, along with advanced literacy skills. Social development and physical growth occurs in athletics, fine arts, and co-curricular activities, involving more than half the student body in sport competitions, co-curricular projects and outreach community programs.

## **ESLRS: ACHIEVING VIKING EXCELLENCE**

As we strive to attain our Vision and Mission and in deference to the School Philosophy, St. Bernard High School has defined the following school-wide learning results for the graduates of the school. At St. Bernard, these learning results are the school AVEs – Achieving Viking Excellence.

### **TO ACHIEVE VIKING EXCELLENCE, THE ST. BERNARD GRADUATE WILL BE A**

#### **Christian Disciple who**

- models Christ in their daily life;
- develops an understanding of and appreciation for the Catholic Church and her traditions;
- exhibits a sense of Catholic social responsibility through acts of service.

#### **Critical Thinker who**

- uses higher level thinking processes to analyze, problem-solve and draw conclusions based on supportive evidence;
- demonstrates interdisciplinary comprehension and application;
- shows mastery of research skills by effectively using a variety of appropriate resources including technology to seek understanding through inquiry.

#### **Effective Communicator who**

- incorporates and presents ideas appropriately, thoughtfully and creatively;
- is articulate both orally and in writing;
- reads and listens with respect and comprehension.

#### **Self-Directed Learner who**

- sets academic, lifestyle, career and personal goals for the future;
- assumes responsibility and respect for the learning process and strives to exceed expectations;
- masters the academic and life skills necessary to become a productive member of society.

## HISTORY AND TRADITION

Plans for St. Bernard High School were begun in 1955 in response to the need for high schools in the Westchester-Playa del Rey area. St. Bernard was founded as a four year, co-instructional school located at St. Anastasia School. It was at St. Anastasia that classes were held for one year prior to the completion of the present campus. On December 4, 1957, the present land site was blessed at a simple ceremony. During the year 1957-1958 the Pioneer Class chose the school colors: blue, signifying loyalty; white, purity; and gold, nobility; their motto *Noverim Te, Noverim Me*; and their school mascot: Vikings. The school's first principal, Reverend Francis J. Cahill, headed the faculty consisting of the Brothers of Saint Patrick, the Sisters of the Holy Names of Jesus and Mary, and the Sisters of St. Joseph of Carondelet. On September 22, 1958, the doors of the new St. Bernard High School opened for the first time at 9100 Falmouth Avenue in Playa del Rey. Joining the original faculty, replacing the Brothers of St. Patrick, were the Piarist Fathers and the Daughters of Mary and Joseph. On May 24, 1958, the original building was solemnly dedicated. September 10, 1957 is observed as Founders Day.

## ST. BERNARD OF CLAIRVAUX

Bernard, the founding abbot of Clairvaux Abbey in Burgundy, was one of the most commanding Church leaders in the first half of the twelfth century as well as one of the greatest spiritual masters of all times and the most powerful propagator of the Cistercian reform. He was born in Fontaines-les-Dijon in 1090 and entered the Abbey of Citeaux in 1112, bringing thirty of his relatives with him, including five of his brothers – his youngest brother and his widowed father followed later. After receiving a monastic formation he was sent in 1115 to begin a new monastery near Aube: Clairvaux, the Valley of Light. As a young abbot he published a series of sermons on the Annunciation. Bernard's spiritual writing as well as his extraordinary personal magnetism began to attract many to Clairvaux and the other Cistercian monasteries, leading to many new foundations. Bernard's dynamism soon reached far beyond monastic circles. He was sought as an advisor and mediator by the ruling powers of his age. More than any other he helped to bring about the healing of the papal schism which arose in 1130 with the election of the antipope Anacletus II. At the same time he labored for peace and reconciliation between England and France and among many lesser nobles. Bernard died at Clairvaux on the 20<sup>th</sup> of August in 1153. He was canonized by Pope Alexander III on the 18<sup>th</sup> of January in 1174. Pope Pius VII declared him a Doctor of the Church in 1830.

## CREST, MOTTO, SCHOOL PRAYER, AND ALMA MATER

Patron: **St. Bernard of Clairvaux**

Motto: **Noverim Te, Noverim Me**  
*"By knowing Him, I know myself."*

Crest: **Three miters, a book and the school prayer**

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

Prayer: **Memorare**

Remember, O Most Gracious Virgin Mary, that never was it known that anyone who fled to Your protection, implored Your help, or sought Your intercession, was left unaided. Inspired by this confidence, I fly to You, O Virgin of Virgins, my Mother! To You I come; before You I stand, sinful

and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but, in Your mercy, hear and answer me. Amen.

### Alma Mater:

Loyal Sons and Daughters,

St. Bernard High to you,

Pledge fore'er allegiance,

Loyalty strong and true.

Mary, our Queen leads us onward 'neath gold, white, and blue.

Alma Mater, great St. Bernard

Hail, all hail, to you!

## NON-DISCRIMINATION POLICY

St. Bernard High School, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students. The school does not discriminate on the basis of race, color, and national and/or ethnic origin in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

## TUITION AND FEES FOR 2009-2010

Tuition is stated as an annual amount and is payable beginning July, 2009. For your convenience, tuition may be paid in eleven month installments beginning July 15, 2009 and ending May 15, 2010. **There will be no additional class fees charged. All fees are non-refundable.**

Tuition	Annually	Monthly July 2009 – May 2010
Catholic Rate	\$6,300.00	\$573.00 per month (11 payments)
Non Catholic Rate	\$7,200.00	\$655.00 per month (11 payments)

### Payment Policies:

- Eleven monthly payments starting July 2009 through May 2010
- Tuition is due the 15<sup>th</sup> of each month.** To avoid a late fee of \$25.00, all payments must be received by the 20<sup>th</sup> of the month. A statement will be mailed out every 22<sup>nd</sup> of the month.
- Credit Card Payment: Visa or Master Card only.
- Tuition payments must be current for students to take Mid-term exams.
- Tuition and Other Fees must be paid in full in order to take Semester Final Exams.
- Return Check Policy: A \$25 fee will be charged for each returned (NSF) check. After two returned checks on an account, personal checks will not be accepted.
- Checks will be accepted until ten working days before exams. Thereafter, only cash, money order or cashier's check will be accepted.

### **ALL SENIORS FINANCES MUST BE PAID BY MAY 15<sup>th</sup>, 2010**

#### Tuition for Late Registration/ Enrollment

For enrollment anytime during the first semester.

Catholic Rate	\$6,300.00	Non-Catholic Rate	\$7,200.00
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(Monthly tuition fee will be: Total Tuition divided by remaining months ending May 15, 2010.)

For enrollment effective at the start of or during second semester.

Catholic Rate	\$3,150.00	Non-Catholic Rate	\$3,600.00
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(Monthly tuition fee will be: Total Tuition divided by remaining months ending May 15, 2010.)

## OTHER FEES - MANDATORY

<b>Re-Registration Fee</b>	\$450.00	<b>Due on registration day through April 3.</b> Late fee of \$50 April 3 – 30. Late fee of \$200 after May 1, 2009
<b>New Student Registration</b>	\$450.00	<b>Fee applies to all freshmen and transfer students.</b>
<b>Student ASB &amp; Retreat Fee</b>	\$225.00	<b>Due September 15, 2009.</b> Covers ASB/Activities, Retreat Programs and Campus Ministry Services. <i>Note: Other costs associated with field trips such as tickets and lunches are <b>not</b> included in this fee.</i>
<b>Senior Graduation Fee</b>	\$175.00	<b>Due March 16, 2010.</b> Required fee for all Seniors.
<b>Additional Costs and Fees (as applicable)</b>		Locker Locks, Uniforms, Textbooks, Fundraising Commitments (Raffle Tickets, Casino Night, Golf, etc.), School Dances, Senior Grad Night, Jr./Sr. Prom, Performing Arts Fee for recitals, instruments, costumes, etc., School Event Tickets (Musical, Play, Recital, CIF Play-off games, etc.)

**Additional and Special Program Fees (As Applicable)**

<b>AP Exam Testing Fee</b>	\$90.00 (approx.) per AP class	Mandatory for all students in AP courses.  <b>Payment must be received before the first game.</b> This is an Athletic Participation and Transportation fee and does NOT include Spirit Packs, Program Ads, Banquet, Tournament Expenses, or other Team Fund raisers. See Head Coach for details.
<b>Athletics Fee</b>	\$125.00 per sport	
<b>Football Supplemental Accident Insurance</b>	\$58.00 (approx.)	<b>All players</b> (Fr/JV/Varsity) must purchase supplemental accident insurance before starting practice.
<b>Cheerleading</b>	\$125.00	Provides for transportation and other general team expenses. Does not include uniforms, camp, sweats and other individual items.

**Parent Volunteer Service Hours – 25 Hours required**

<b>Non-participating</b>	\$375.00 (25 hours @ \$15 per hour)	Due November 15, 2009
<b>Uncompleted Hours</b>	\$15.00 per hour	Due by May 15, 2010

In case of student withdrawal, parent hours are prorated to the month of the withdrawal.

Non-Participating:  $375.00/11 = \mathbf{\$34.10}$  per month  
 Participating:  $25\text{hr}/11 = \mathbf{2.27}$  hours per month

**Examination Policy**

1. Tuition payments must be current for students to take Tri-term/Mid-term exams.
2. Tuition and Other Fees must be paid in full in order to take Semester/Final Exams
3. Checks will be accepted until ten working days before exams. Thereafter, only cash, money order or cashier's check will be accepted.



## ACADEMIC POLICIES

### CURRICULUM

Students in the school are expected to be prepared to meet the demands of the academic curriculum as defined by the high school graduation requirements. Students are challenged to meet the demands of a rigorous college preparatory curriculum as defined and certified by the University of California. The St. Bernard High School curriculum does not include a separate program, special services, or an individualized study plan for students who, for medical, learning, behavioral, psychological or other reasons, require special handling or consideration. If a student's situation or condition requires an accommodation that the administration deems unreasonable or unworkable or if the school does not have the facilities or services to provide for the accommodation, the student will be referred to another school.

### GRADUATION REQUIREMENTS

If any of the graduation requirements are not met, the student's diploma will be withheld. **When a diploma is withheld, the student will not be allowed to participate in the graduation ceremony. Students with Outstanding Financial Accounts are ineligible to receive a diploma.**

With the exception of Computer Studies, Fine Arts, P.E. classes, and Health, all graduation requirements and college entrance required coursework must be taken at St. Bernard during the regular school year.

To graduate from St. Bernard High School, a student must have:

1. A record of good character, citizenship and support of school philosophy.
2. All students are required to perform 80 hours of Christian Service.
3. A minimum of 240 semester credits to include the following:

<b>Religious Studies</b>	4 years	40 credits
<b>English</b>	4 years	40 credits
<b>Social Science</b>	3 years	30 credits
<i>World History</i>		10 credits
<i>US History</i>		10 credits
<i>US Government</i>		5 credits
<i>Economics</i>		5 credits
<b>Foreign Language</b>	2 years	20 credits
<i>Same Language</i>		
<b>Math</b>	3 years	30 credits
Must include, at minimum, college prep Algebra I, Geometry and Algebra II or higher.		
<b>Science</b>	2 years	20 credits
Must include 1 year of Biology and 1 year of Chemistry or Physical Science		
<b>Computer Applications</b>	1 Semester	5 credits
<b>Visual &amp; Performing Arts</b>	1 year	10 credits
<b>Physical Ed./Health</b>	1 year	10 credits
<b>Electives</b>		35 credits

### CHRISTIAN SERVICE POLICY

**Service project evaluation forms and reflections are due by the end of the first semester, senior year.**

The 80 hours of Christian Service graduation requirement is in support of the school AVEs and is based on the belief that a well-rounded Christian young man or woman must learn to serve the Lord. In practicing Christian service the student has the opportunity to understand what Jesus said, "Whatsoever you do to the least of these, that you do unto me!" The Christian Service program is designed to supplement a student's in-class religious education. It serves as a means for the student to live out his/her faith and to put Christ's message of love into practice. Some guidelines for the choice of service projects are as follows:

1. The service must help others at a non-profit agency.
2. The service must be performed on a volunteer basis; no payment can be accepted.
3. The service must be performed to serve others besides family, neighbors and friends.
4. The project must be pre-approved by the Director of Campus Ministry. A list of possible service projects is available in the Campus Ministry Office.

## ACADEMIC HONOR CODE

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

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

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

### HONOR CODE AGREEMENT

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

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

### VIOLATIONS OF THE ACADEMIC HONOR CODE

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

1. Giving or receiving answers to quizzes, tests, examinations or any assignments the student is expected to submit as his/her own work.
2. Loaning or copying homework in or out of class.
3. Plagiarism or copying the work of another and submitting it as one's own work.
4. Plagiarism of information from the Internet or other electronic source.
5. Using unauthorized aids in doing course work or in testing.
6. Altering graded work and resubmitting it for grading.
7. Fabricating data, references or other information and including it in an assignment as if it were fact.
8. Forging the signature of a parent on an assignment, test paper, report card or other official school document of communication from the teacher or school to the parent.

## **ACTIONS FOR VIOLATION OF THE ACADEMIC HONOR CODE**

Adherence to the Academic Honor Code is a Four-year Commitment. Violations of the Code are cumulative in nature over the four years the student is at St. Bernard. Violation of the Academic Honor Code anytime during the four-year period, will result in the following actions:

### **1<sup>st</sup> Violation:**

1. The student will not receive credit for the work or test. Grade earned will be a Zero.
2. The student will, in the presence of the Dean of Students, call his/her parent(s) and inform them of the incident.
3. Membership in any Academic or Leadership organization will be suspended for at least one semester. Reinstatement in the organization is at the sole discretion of the moderator. These organizations include, but may not be limited to, National Honor Society, California Scholarship Federation (CSF), Young Black Scholars, Student Council/Class Office/ASB, Campus Ministry Leadership, Cheerleading.
4. The student will be ineligible for Honor Roll honors for the semester the infraction occurs. Seniors are further ineligible to earn their diploma with academic honors.
5. Depending on the nature of the infraction and the student's disciplinary history, further disciplinary action, including probation, suspension and expulsion may be taken. *A student who steals or purchases a copy of a test or the teacher's edition of a textbook is subject to immediate dismissal from school.*

### **2<sup>nd</sup> Violation:**

- a. Students involved in a second incidence as defined above in the *same class* will be immediately removed from the class and will receive a "Fail" in the class for the semester.
- b. Students involved in a second incidence as defined above for the same class or in a different class will be subject to the following disciplinary action: if already on probation, the level of probation will be raised to strict probation; if already on strict probation, the student will be asked to withdraw from the school.

### **3<sup>rd</sup> Violation:**

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

## **ACADEMIC COURSE LOAD**

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

## **STUDENT REGISTRATION & COURSE SELECTION**

The Assistant Principal of Studies and Guidance Department organize the registration process to include a comprehensive guidance program designed to assist the student and parent in selecting the courses which meet graduation requirements and college entrance goals. Group and individual guidance will accompany the distribution of the Course Catalog and Registration Packet. Parents must assist their child in selecting an appropriate course a study.

### **Prerequisites/Course Commitment Forms**

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

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

## Course Request Updates

- At the time of registration, students and parents must thoughtfully select courses for the entire school year. Both the students and the parent must sign the course request and any necessary Commitment Contracts.
- Students must also select alternate courses to be used in the event a course is not offered due to low enrollment or a scheduling conflict prevents enrollment in a class. *Failure to select alternate courses as instructed on the course request may result in being scheduled in any available class.*
- Students may request updates to their course request through July 15. **After July 15, student initiated changes in the course request cannot be made.**
- Students who do not properly complete the course request or do not list alternate choices will be placed by the counselor or administrator in any class that is available.

## Schedule Correction

Once the final schedule is created after July 15, student-initiated changes are not possible unless the school has made an error. If a student requests a course either as a first choice or an alternate and is scheduled for that course, the course **will not be changed** unless an error was made or the student no longer meets prerequisite requirements for the course.

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

## GRADING POLICIES

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

## GRADING PROCEDURE

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

## GRADING SCALE

The following scale is used in computing grades:

### Superior Students

**A+ 100-97      A 96-93      A- 92-90**

*Uses time well, is self-motivated, works independently, masters facts, has a high degree of understanding of the subject matter, and is able to relate them to life needs and interests.*

### Above Average Student

**B+ 89-87      B 86-83      B- 82-80**

*Shows consistent interest and maintain a respectable standard of understanding and proficiency in the subject matter.*

### Average Student

**C+ 79-77      C 76-73      C- 72-70**

*Does satisfactory work, but requires direction and stimulation from the teacher. Shows a reasonable proficiency in understanding the subject.*

### Below Average, Passing Students

**D+ 69-67      D 66-63      D- 62-60**

*Frequently fails to do satisfactory work and understands only minimal amount of the subject.*

### Failing Students

**F 59 and below**

*Consistently fails to meet the requirements of the course, shows little interest, and demonstrates little, if any, understanding of the subject. Late and remiss in completing work, fails to meet minimum standards of the course*

### I = Incomplete

Student failed to complete all requirements of the course. Students who do not take midterm or final exams will receive grades of Incomplete. An "I" will become an "F" after two weeks if the work is not complete. A student with an outstanding tuition balance who is rendered ineligible to take midterm or final exams will remain Incomplete until such time that they are cleared by the Finance Office for testing.

## GRADE POINT AVERAGE

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

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

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

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

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

## SEMESTER EXAMINATIONS

Semester examinations are mandatory in all classes and are given at the end of each semester (January and June). Semester examinations are comprehensive in scope and will last ninety minutes. Students with unexcused absences

on the day of the semester exam will not be allowed to make up the exam. He/she will receive no credit for the exam. *Students must have financial clearance in order to take Semester Exams.*

## **MIDTERM EXAMS**

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

## **GRADE REPORTS**

***It is the responsibility of parents to check the school calendar, website, email and parent newsletter for report card dates and confirm that all report cards and progress reports issued have been received.***

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

## **MAKE-UP OF SEMESTER FAILS**

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

1. All graduation and college entrance requirements must be made up at St. Bernard during the summer session. If the course failed or an equivalent is not offered at St. Bernard, the student must get permission in writing from the Assistant Principal to take the course for high school credit at a community college or another Catholic high school.
2. If a Senior fails the first semester of a course, efforts will be made by the Counselor and Studies Office to arrange for coursework that will allow him/her to make the course and credits up during the second semester. *If a Senior fails a second semester course, the diploma will be withheld pending make-up of the course and/or required credits. The student will not walk in the graduation ceremony.*
3. If a student fails a required subject, he/she must retake the semester failed of that subject.
4. If a student fails an elective course, he/she may make up the credits by retaking the class or by enrolling in an academic elective course of comparable quality. The Vice Principal or AP of Studies must approve academic elective coursework prior to enrollment in the course.
5. During the ordinary school year, a student may not retake a failed course. Exceptions may be made for first semester seniors or when a required course cannot be found in Summer School. In this case the missing credits must be made up during summer and the course repeated during the school year.
6. No failing grade may be made up through credits earned in courses taken prior to earning the failing grade. This also applies to Seniors who fail second semester classes.
7. PE courses may not be used to make up a Fail earned in an academic subject.

## **SUMMER SCHOOL**

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

1. Make up of failed courses. Students making up fails must take the course at St. Bernard if it is offered at St. Bernard. If the course is not offered at St. Bernard, the student must receive the written permission of the AP of Studies to attend a community college or other Catholic high school.

2. Review of courses in order to prepare or qualify for the next level or to improve upon a “D” grade (**See Repeating a Course below**). Note: Only grades of “D” can be retaken for credit.
3. Classes in math taken for full credit in order to advance to a higher level of math the following year.
4. Enrichment – Credits earned depend on course taken and situation. Students are encouraged to do enrichment classes at the community college level to earn college credits and to experience college level coursework.
5. Meet graduation requirements in Computer Studies, Visual and Performing Arts, PE or Health. *All other graduation requirements must be taken at St. Bernard during the regular school year.*

## **REPEATING A COURSE**

Although not required for a high school diploma, the St. Bernard Counseling Department recommends that students who have earned a “D” in a **college preparatory or required course** repeat the coursework in summer school. Students wishing to repeat a course in summer school due to a low grade (“D+” or lower) should carefully consider the following:

The original grade will not be deleted from the transcript. Both grades will show on the transcript, however no additional credits will be earned for the repeated course. Courses repeated **at St. Bernard High School and pre-approved institutions only** (college or other Catholic High School) will be included in the student’s cumulative GPA.

Courses taken at schools other than college or approved Catholic High School are *enrichment only, no credit* and will NOT be included in the student’s cumulative grade point average. In this case, the grade for the repeated course is not added to the St. Bernard transcript and it is up to the student to provide the grade earned to any requesting institution.

## **COMMUNITY COLLEGE COURSEWORK**

Students wishing to take community college courses in order to qualify for the next level of math, for enrichment, to review a course, or to meet graduation requirements in Computer Studies or Fine Arts must get the written permission of the Guidance Counselor, AP of Studies or Vice Principal. The student may earn “dual” credits (college and high school) credits for these courses. **Students will receive credit towards graduation for a required math class taken at a community college only if the next level of math is taken by the student at St. Bernard the following year.** Students taking community college courses must provide an official transcript of the grade earned to receive high school credit for the class.

## **ACADEMIC PROBATION**

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

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

## **7<sup>TH</sup> PERIOD ACADEMIC SUCCESS CLASS**

Students on Academic Probation will be required to attend 7<sup>th</sup> period Academic Success Class for a minimum of one grading period or until the grades have improved to an acceptable standard. *Failure to regularly attend 7<sup>th</sup> period constitutes a violation of the Academic Probation contract and may result in dismissal from school. See Appendix for explanation and contract for 7<sup>th</sup> period.*

## **ACADEMIC DISMISSAL**

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

## GRADUATION WITH HONORS

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

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

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

## HONOR ROLL

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

## VALEDICTORIAN AND SALUTATORIAN HONORS

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

## COMITATUS AWARD

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

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

## TRANSCRIPTS OF GRADES

- Transcripts are ordered from the main office and processed by Studies Office. Students requesting transcripts must complete a separate TRANSCRIPT REQUEST FORM for every transcript ordered. Forms are available on the school website ([www.stbernardhs.com](http://www.stbernardhs.com)) or in the Main Office of the school. Completed forms can be either dropped off in the Main Office or returned to the school by mail.
- **Transcript Processing Fees:** Fee must be included with the request and is payable at the time the request is made. Transcripts will not be processed until payment is received. Make all checks payable to St. Bernard High School.
  - \$5.00 per transcript for regular processing, whether official or unofficial. **Allow 5 business days for regular transcript processing.**
  - \$10.00 per transcript for 24-Hour or FAXed Service. *Requests for 24-Hour processing must be made by 10:00 AM the previous day. Note: Official transcripts require imprinting with the official, raised school seal and colored stamps and therefore cannot be FAXed.*
- **Transcripts are only processed twice weekly on Tuesdays and Thursdays.** Transcripts (official or unofficial) are NOT available on demand and will be processed within 5 business days of the date the request is received.
- **Official Transcripts** must be mailed by the school directly to the school/university/or institution requesting the documents. Transcripts are mailed to the exact address indicated on the Transcript

Request Form. Please check the desired address for completeness and accuracy. *Official transcripts will not be released as "hand-carry" documents or mailed to personal addresses.*

- For currently enrolled students, regardless of age, parents must sign the authorization form to release the transcripts. Original signature of the adult student is required for the release of all alumni records.
- Currently enrolled students should see their counselor to obtain an Unofficial transcript for use in filling out college and scholarship applications. This unofficial transcript may be photocopied and given to teachers writing letters.
  - Seniors must complete a transcript request for the final, official transcript to be sent to a college or other organization and should submit the transcript request prior to graduation. Transcripts are not sent automatically.

## **STUDENT WITHDRAWAL PROCEDURES**

There are four types of student withdrawal:

### **1. Parent Request**

The parent must directly contact the Principal if they intend to withdraw their child from the school. After a conference with the parents, the Counselor will initiate the transfer paperwork. Once completed, the parents will be contacted to come to the school and complete the withdrawal procedure. Failure to comply with this process will delay the issuance of transcripts to the receiving school.

### **2. Disciplinary Withdrawal**

- a. The Dean of Students will inform parents and students of the school's decision for withdrawal.
- b. The Dean of Students will contact the Studies Office regarding the withdrawal.
- c. The Dean of Students will inform teachers at least 24 hours in advance of the withdrawal, so that withdrawal forms may be completed.
- d. Once the withdrawal forms have been completed, the parents will be contacted to meet with the Dean of Students or the Vice Principal to sign the withdrawal forms.
- e. When a student has been asked to withdraw, the student is not permitted on campus without administrator permission.

### **3. Academic Withdrawal**

The same procedure used in a Disciplinary Withdrawal will be used by the Guidance Office.

### **4. Confidentiality**

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

## ATTENDANCE REGULATIONS

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

### ABSENCE FROM SCHOOL

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

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

The absence note must contain the following. An absence reporting form can be completed and printed from the school website.

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

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

### RE-ADMIT PROCEDURES

Upon return after an absence, the student must report to the Main Office with a signed absence note from the parent to obtain a Readmit Slip. Students must have the Readmit Slip signed by the teacher of each class that was missed. Students are considered Truant and subject to disciplinary action unless the readmit procedure has been properly completed.

### EXCUSED ABSENCE

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

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

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

### UNEXCUSED ABSENCE

A student will receive an "unexcused" absence when he/she has been out of school due to illness and the parent has failed to properly notify the school, or when the student has been out of school for any reason other than those stated above, even though he/she has the consent of the parents. The student's attendance will reflect that the absence was "unexcused". Absences are not "excused", even though a student may be out of school with parental

consent, except for illness or prior consent obtained from the proper school authority. Involvement in any other school's co-curricular activities is not an acceptable excuse for absence, tardiness, or otherwise.

## **TRUANCY**

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

## **CONSEQUENCES FOR TRUANCY**

First Truancy = In-school suspension pending parent conference, disciplinary probation.

Second Truancy = In-school suspension pending parent conference, strict disciplinary probation.

Third Truancy = Board of Discipline

## **TARDINESS**

Tardiness is defined as the arrival on campus after the first period has begun or arrival in class after the bell has rung to begin class. Students not in their classroom at the end of the second bell are tardy. Tardies in excess of 20 minutes after the bell rings will be counted as absences. **All tardies (morning or class) will receive a Dean's Detention.**

## **MAKE-UP WORK**

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

## **OFF-CAMPUS PERMITS**

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

## **OFF-CAMPUS COLLEGE VISITS**

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

## **ILLNESSES OCCURRING AT SCHOOL**

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

## **DELIVERIES AND MESSAGES**

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

## DISCIPLINE

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

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

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

### CLASSROOM DISCIPLINE

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

The teacher in each class, per semester, will follow the following discipline procedures:

- Violation 1 - Student will receive a teacher's detention.
- Violation 2 - Student will receive a teacher's detention, plus the teacher will contact the parents.
- Violation 3 - Student will be referred to the Dean of Students and given a Dean's detention.

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

### SCHOOL DISCIPLINE

#### DEAN'S DETENTION:

1. Dean's Detentions will be held Monday through Thursday from 3:00 PM to 4:00 PM.
2. At least one day's notice will be given to the student.
3. **Students must serve detention when scheduled.** Work, athletics, etc., are unexcused and looked upon as failing to report to an assigned detention. All school rules apply during detention.
4. **Any missed Dean's Detention will result in a Saturday Detention.**
5. Saturday Detention will be held from 9:00 AM to 12:00 PM.
6. A parent/guardian may submit **in writing** a request to reschedule a Saturday detention for another Saturday if there is a family conflict. The Saturday detention may be rescheduled for another Saturday without penalty to the student **once per semester.**
7. If a student fails to attend a Saturday Detention, he/she will be suspended, parents will be contacted by phone that day and will be required to attend a conference on the following Monday with the Dean of Students. The student will be placed on probation or if already on probation, will have the severity of the probation increased. If the student is on strict probation at the time of the missed Saturday Detention, he/she will be required to appear before a Board of Discipline.

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

1. Tardy to school or to class
2. Dress Code violation
3. Misconduct
4. Inappropriate behavior in assembly or Mass
5. Having food/drink/gum in the buildings and/or classrooms – including the gym and FAB
6. Violation of school cell phone/personal electronics policy
7. Campus parking lot violations
8. Inappropriate behavior in lunch lines (e.g., pushing, cutting in line etc.)
9. Trash violations & littering
10. Inappropriate hallway behavior (e.g., shouting, running, roughhousing, etc.)
11. Failure to fulfill a Teacher's Detention
12. Inappropriate language, writing, drawing or action
13. Being in an off-limits area during nutrition and/or lunch
14. Being in the buildings before/after permissible times
15. Selling of personal items on campus

### **CAUSES FOR DISCIPLINARY ACTION**

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

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

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

1. Stealing; possession of stolen property
2. Smoking or possession of tobacco
3. Open defiance of an administrator or teacher's authority
4. Truancy
5. Unexcused absence from class
6. Fighting
7. Continuous minor infractions

8. Excessive Dress Code Violations
9. Excessive unexcused tardies
10. Cheating
11. Forging or using forged notes or excuses
12. Hazing/bullying
13. Defacing or destruction school property – including lockers, desks, books, walls.
14. Conduct on buses: Students being transported to and from school or school related events are subject to the authority of the bus driver. Continued misconduct or refusal to obey the bus driver may be cause for Disciplinary Action
15. Misconduct to and from school
16. Involvement in food fights
17. Association with any person or groups that poses any kind of threat to the school community;
18. Recording anything that is deemed by the Administration to be derogatory towards St. Bernard High School, any member of the Administration, Faculty/Staff or student body;
19. Submitting anything that is deemed by the Administration to be derogatory towards St. Bernard High School, any member of the Administration, Faculty/Staff or student body to internet websites such as YouTube, My Space, or similar sites
20. Unauthorized student internet web sites
21. Scandalous, illegal or immoral conduct on or off-campus at any time while student is enrolled in the school.
22. Any student involved in stealing, vandalism, writing on desks or walls, graffiti, tagging, removal or defacing of school or personal property will be required to make full restitution as well as face the possibility of withdrawal or expulsion.
23. Possession or circulation or distribution of any advertisement, invitation, bulletin, literature or other publication NOT approved by the school, on campus or at a related event
24. Encouragement of illegal demonstrations
25. Membership in a secret fraternity, sorority or club or organizing such clubs
26. Falsely pulling a fire alarm
27. Demonstrating, whether by behavior or appearance, membership in a gang, or involvement in gang or gang-like activity, on or off-campus. This includes having gang or graffiti style writings or markings on books, bags, or other personal belongings
28. Possession of any materials used for graffiti or tagging – e.g. markers, spray paint, paint markers, etc.
29. Gambling or possession of gambling materials

## **DISCIPLINARY PROCEDURES**

### **STUDENT DISCIPLINE REPORTS**

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

### **DISCIPLINARY PROBATION**

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

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

## **STRICT DISCIPLINARY PROBATION**

Strict Disciplinary Probation indicates that a student seems unable to act according to the St. Bernard code of behavior - continued disciplinary violations will result in the student's withdrawal or expulsion from school. When a student is placed on Strict Disciplinary Probation, a contract is discussed and signed by the student, parents or guardian, and the Dean of Students. Signing the contract indicates that the parents/guardians agree to withdraw the student from St. Bernard High School if disciplinary violations continue. **Students on Strict Disciplinary Probation may not participate in athletics, student leadership and co-curricular activities during the period of Strict Disciplinary Probation.** If a student is on a strict disciplinary probation during the school year, the student's enrollment status for the next year will be evaluated regardless of whether or not the terms of probation have been met.

## **SUSPENSION**

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

## **BOARD OF DISCIPLINE**

In cases when a student has been asked to withdraw from the school for disciplinary reasons, the student has the option of appeal to the Board of Discipline. The Board is comprised of the Vice Principal as Chairperson and four faculty members, one of whom is selected by the student. The teacher chosen by the student is not an advocate but votes his/her conscience. If the teacher that the student chooses is not available on the day of the Board meeting, another member of the faculty is chosen by the Dean of Students. The Board will meet with the student and the parents or legal guardians only, review the appeal and make a recommendation to the Principal. Legal counsel or child advocates may not be present at a Board of Discipline. **The Vice Principal will communicate the Board's decision to the principal. The Dean will call the parents and notify them of the decision of the Board. Should the parents wish to appeal the decision of the Board, that appeal would be made directly to the Principal.**

## **DISCIPLINARY PROCEDURES**

### **Misconduct Reports**

In cases where a student has violated school rules outside of the classroom, where a teacher is no longer able to handle disruptive behavior by a student within the classroom, a "Report of Misconduct" is written and given to the Dean of Discipline. Reports are handled by the Dean according to the Steps of Increasing Severity.

### **Steps of Increasing Severity**

- Step 1: One-Hour Dean Detention  
(note sent home and signed by parent)
- Step 2: Two-Hour Dean Detention  
(note sent home and signed by parent)
- Step 3: Three-Hour Dean Detention  
(note sent home and signed by parent with a **Parent Conference**)
- Step 4: Disciplinary Referral Sent Home  
Four-Hour Dean Detention or Saturday at Dean's discretion.  
(referral/detention sent home and signed by parent)
- Step 5: Disciplinary Probation (Contract signed by parent)  
Parent Conference – Suspension pending conference  
Saturday Detention
- Step 6: Strict Probation-Suspension-Parent Conference
- Step 7: Withdrawal-Expulsion

The Steps of Increasing Severity are followed in order Only for those violations not subject to probation or immediate dismissal on the first infraction.

## **PARKING LOT AND ON-CAMPUS DRIVING REGULATIONS**

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

1. Speed limit of 5 miles per hour
2. No playing of audio devices that can be heard or felt outside of one's car upon entering the campus gates
3. Adherence to all proper safety and traffic laws of the State of California
4. Must have a registered parking permit
5. Parked in registered or Senior spots only
6. Adherence to the school parking contract
7. Students are not allowed at their car anytime during the school day without permission of the Dean.
8. Students may not loiter or congregate around or in their cars either before school or after school.

## **INSULTING OR ABUSING A TEACHER OR SCHOOL PERSONNEL OR AGENTS OF THE SCHOOL**

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

## **RESPONSIBILITY FOR PROPERTY**

Any student who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to the school is liable to suspension or expulsion, and the parent or guardian shall be liable for all damages caused by the student. The parent or guardian of a student shall be liable to the school for all property belonging to the school loaned to the student and not returned upon demand of an employee of the school authorized to make the demand. Students should report damage to their desks, lockers, or other school property immediately. Failure to do so results in the student being held responsible.

## **STUDENT AREA**

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

Upon arrival to school, students are to wait in the courtyard until the bell rings to enter the building. Students are not allowed to wait on the front steps of the school nor in the area surrounding the glass entryways and windows or offices before school. Students may not loiter in the school parking lot. Students waiting to be picked up after school are to wait on the front steps or around the flag pole.

## **SNACK BAR**

Hot lunch items may be purchased each day of the school year from the Snack Bar. The Snack Bar and vending machines are to be used only before school, during nutrition and lunch, and after school. Students are not to use the snack bar or vending machines in between classes or during class time.

## **HALL PASSES**

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

## **SCHOOL HOURS OF SUPERVISION**

The regular hours of operation are between 7:30 AM and 4:00 PM. **The school does not provide before school and after school supervision of students unless they are participating in a specific school-sponsored activity (athletics, drama rehearsal, choir practice, cheerleading, etc.)**

Students who are not involved in such activities are not under direct supervision of school personnel and should not be dropped off prior to 7:30 AM or picked up later than 4:00 P.M. Once a student enters campus he/she may not

leave prior to the end of the school day without parental consent. All calls to the parent must be made in the Main Office. **Parents of students who are involved in after school activities must find out from the coach/moderator when the student will be released and make arrangements to pick the student up at that time.**

## **CELL PHONES AND PERSONAL ELECTRONIC DEVICE POLICY**

Students who bring cell phones, electronic devices, headphones (wireless or wired) and computers to school do so at their own risk. *No investigation of missing phones and electronic devices will be provided by the school.* Cell phones and electronic devices are not to be used **at anytime** while in the school buildings, hallways, gym or FAB or during class time and will be confiscated if used in violation of this policy. Cell phones and electronic devices must be turned to OFF at all times in the campus building. **Any visible cell phone, electronic device or headphones, whether in use or not, will be confiscated.** See Confiscation of Student Property for policies regarding the return of confiscated item.

## **STUDENT LOCKERS**

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

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

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

## **PHOTOGRAPHS, VIDEO AND AUDIO RECORDING POLICY**

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

## **CONFISCATION OF STUDENT PROPERTY (ELECTRONIC EQUIPMENT, PHONES, CLOTHING, PAPERS, ETC.)**

Teachers have the right to confiscate and destroy notes, assignments for other classes, and other papers of the student if such items are interfering with the learning process in the classroom. Teachers may confiscate books or magazines and other materials from a student if the student is using them in a way, which distracts from the learning process. The riding of skateboards or scooters, and use of water guns, soakers or water balloons are not permitted on campus at any time. **Any electronic equipment used in violation of the school's electronic device policy will be confiscated.**

If any electronic item is confiscated the following steps will be taken:

1. First violation: Dean's Detention plus \$20 fine. The item will be returned to the parent at the end of the school day upon payment of the fine.
2. Second violation: Dean's Detention plus \$30 fine. The item will be returned to the parent at the end of the school day upon payment of the fine.
3. Third violation: The item is confiscated and will not be returned until the end of the school year.

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

## **PERSONAL APPEARANCE**

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

### **School Events**

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

## **UNIFORM DRESS CODE**

Listed below are the specific rules for the school year. These uniform regulations are to be observed while at school or at any school function unless the Administration gives specific regulations.

**All uniform shirts/blouses, pants, shorts, skirts, ties, belts, head bands and PE attire must be purchased from Michael's Uniforms located at 225 S Market Street, Inglewood, CA 90301. **Students are expected to be in complete uniform during the school day. All uniform items must be presentable and in good repair at all times.****

### **DRESS CODE: BOYS**

- **Shoes** - Any athletic shoe that is predominantly black, white or blue with matching laces; black or brown dress shoes. **No moccasins, boots, slippers, sandals or flip flops.**
- **Socks** - Socks must be worn and visible at all times. Ankle or crew style in solid black, white or navy. No logos, stripes or patterns.
- **Pants** - Must be from Michael's Uniform only. Navy or khaki. **No Dickies or Dockers.** Pants must be ankle length. Pants must fit the student. They may neither be tight nor oversized. Pants must be worn with a belt.
- **Shorts** - Must be from Michael's Uniform only. Navy or khaki. **No Dickies or Dockers.** Shorts must be no shorter than 3 inches above the top of the knee. Shorts must be no longer than the bottom of the knee. Shorts must fit the students and cannot be oversized. Shorts must be worn with a belt.
- **Belt** - Solid black or brown. Simple buckle.
- **Shirts- All shirts must be tucked in pants and shorts.**
  - (Grades 9, 10 &11) White oxford with school logo.
  - (Grades 12) White oxford with school logo.
  - Senior Privilege: White or blue polo with school logo.
- **T-shirts/turtlenecks** -Plain white or blue. No thermal.
- **Sweater** - Navy or grey with school logo.
- **Sweater vest** - Navy or grey with school logo.
- **Jacket** - St. Bernard jacket only. Hoods may not be worn in the building.
- **4 hand tie** - St. Bernard tie in navy and gold.
- **Sweatshirt** - St. Bernard sweatshirts only.

- **Scarf/Gloves** - Only the St. Bernard Viking scarf and/ or St. Bernard gloves from Michael's can be worn.
- **St. Bernard Beanies and Hats** – SBHS hats can only be worn outside the building. No hats/caps in the building at any time.  
No non-St. Bernard beanies or hats can be worn on campus.
- **Jewelry** – Students may wear a simple chain or religious medal inside their shirt. No large medals, necklaces, exaggerated or excessive jewelry.

**Non-Acceptable** – The Dean reserves the right to determine additional non-acceptable items.

- Boys may not wear earrings. This includes strings, sticks or bandages on ear lobes.
- Nose rings or studs, tongue rings and facial/body piercings are not acceptable.
- No chains or bandanas hanging from pocket or wallet.
- No visible tattoos or body piercings.
- No sunglasses worn in the building.
- No accessorizing of the uniform – including buttons, pins, stickers, etc.

### **Hair/Grooming**

Boys' hair styles may be no longer or higher than 2 inches . Exaggerated hairstyles, shaved lines or designs, braids, twists, ponytails, sculpted hairstyles, tufts or colors are not acceptable. Boys' hair length may not extend below the collar of the dress shirts. Boys are to be clean-shaven except for neatly trimmed sideburns or mustaches.

**Beards and goatees are not permitted.**

### **DRESS CODE: GIRLS**

- **Shoes**- Any athletic shoe that is predominantly black, white or blue with matching laces; black or brown dress shoes. **No moccasins, boots (including UGG boots), slippers, ballet shoes, karate shoes, sandals or flip flops.**
- **Socks** - Socks must be worn and visible at all times. Ankle, crew or knee highs in solid black, white or navy. No "thigh highs" or socks over the knees. No logos, stripes or patterns.
- **Tights** - Only solid black, navy or white tights with feet are acceptable. **No patterned, fishnet, or textured tights or nylons. No torn tights. No footless leggings.**
- **Pants** - Must be from Michael's Uniform only. Navy or khaki. **No Dickies or Dockers.** Pants must be ankle length. Pants must fit the student. They may neither be tight nor oversized.
- **Shorts** - Must be from Michael's Uniform only. Navy or khaki. **No Dickies or Dockers.** Shorts must be no shorter than 3 inches above the top of the knee and may not be rolled up. Shorts must be no longer than the bottom of the knee. Shorts must fit the student and cannot be oversized.
- **Skirt** - Michaels plaid uniform skirts only must be no shorter than two inches above the top of the knee. Skirts cannot be rolled to a length shorter than two inches above the top of the knee.
- **Belt** - If worn, a belt must be solid black or brown with a simple buckle.
- **Shirts** - **All shirts must be tucked in pants and shorts.**
  - (Grades 9, 10 &11) White oxford with school logo.
  - (Grades 12) White oxford with school logo.
  - Senior Privilege White or blue polo with school logo.
- **T-shirts/turtlenecks** -Plain white or blue. No thermal.
- **Sweater**- Navy or gray with school logo.
- **Sweater vest**- Navy or gray with school logo.
- **Jacket** - St. Bernard jacket only. Hoods may not be worn in the building.
- **4 hand tie** - St. Bernard tie in Navy and gold.
- **Sweatshirt** - St. Bernard sweatshirts only.
- **Scarf/Gloves** - Only the St. Bernard Viking scarf or and St. Bernard gloves from Michael's can be worn.

- **St. Bernard Beanies and Hats** – SBHS hats can only be worn outside the building. No hats/caps in the building at any time. No non St. Bernard beanies or hats can be worn on campus.

**Hair/Grooming** – Hair that is neat, clean and moderately styled, of the student’s natural color, combed in such a way that it does not hang in the face. Hair accessories and head bands must be solid colored in black, brown, white or match the uniform plaid. No head scarves, nets or turbans. No patterned hair accessories. Girls make-up and finger nails must be simple, modest and tasteful.

**Jewelry** – Jewelry if worn by girls must be modest and tasteful, fitting with the guidelines of the school. Girls may only wear one small stud in each ear lobe. The stud may not be larger than one quarter of an inch in diameter. No hoop or dangle earrings. Sticks and pins are not allowed. Students may wear a simple chain or religious medal inside of their shirt/blouse. Students may wear only one small bracelet or watch on each wrist. No beads or large necklaces. Nose rings, studs, tongue rings and facial/body piercings are not acceptable.

**Not Acceptable** – The Dean reserves the right to determine additional non acceptable items.

- Nose rings or studs, tongue rings and facial/body piercings are not acceptable.
- Chains or bandanas hanging from pocket or wallet.
- Visible tattoos or body piercings.
- Sunglasses in the building.
- Accessorizing of the uniform – including buttons, pins, stickers, etc.

### **Formal Uniform Dress Days – All Students**

On school Mass days and other occasions to be announced, all students are to wear the **formal uniform**. In addition to the school uniform pants and skirt, socks, and shoes, this uniform consists of a white Oxford shirt/blouse with school emblem and school tie. Seniors must wear the Oxford shirt on formal dress days. Shorts or polo shirts may not be worn.

### **Cold Weather Attire – All Students**

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

### **Letter Jacket Policy**

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

To be worn at school, letter jackets must be of the approved color and style. The coach or Athletic Director must have provided the chenille letter “B”. Letters are awarded only to members of varsity athletic teams based on criteria set by the head coach of the team.

Boy’s jackets are royal blue wool with crème leather sleeves. Girls jackets are royal blue wool with gold lined hoods, crème leather sleeves or wool sleeves. Students may embroider their nicknames on the jacket after obtaining approval from the Dean of Students.

Students who have earned the right to wear these jackets are encouraged to have their participation record embroidered on the front. Students must submit a request for letterman jacket to the Dean’s office for prior approval.

No rude or disrespectful or inappropriate words, designs, or nicknames may be affixed to jackets worn on campus. The Administration is final judge of this policy.

Only school approved letter jackets may be worn on campus. Students who have not earned a letter at St. Bernard’s High School may not wear letter jackets. Letter jackets from other schools may not be worn on campus.

## **SUBSTANCE ABUSE POLICY**

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

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

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

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

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

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

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

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

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

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

### **UNAUTHORIZED STUDENT INTERNET WEB SITES**

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

## **GENERAL PROCEDURES**

### **Grievance Procedure**

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

### **Arrests and Court Orders**

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

### **Directory Information**

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

### **Campus Maintenance**

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

### **School Building Access**

Students are not permitted in the school building before 7:50 AM; a bell will be rung at that time. Students are not allowed in the building after 4:00 PM Monday through Thursday and during Faculty meeting times.

### **Closed Campus Policy**

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

### **Damages**

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

### **Lost Items**

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

## **STUDENT/PARENT SERVICES**

### **Computer Regulations**

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

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

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

### **Library Hours/Regulations**

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

## COUNSELING AND GUIDANCE

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

### **Academic Guidance Counselor**

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

### **The Hannon College Center**

The Hannon College Center is located in the 300 hallway. The College Center has a library of college catalogs, handbooks, and resource materials. The students may pick current information on colleges and careers as well as use the computers to explore colleges and search for scholarships. Hours are posted.

### **Annual National Test Dates**

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

**The Scholastic Assessment Test (S.A.T. I)** is given nationally in October, November, December, January, March, May and June. This test, for students completing grade eleven and starting grade twelve, is part of the admission requirements for most four-year colleges and universities. Applications are in the College Center. Students can also register online at [www.collegeboard.com](http://www.collegeboard.com).

**The S.A.T. II (SUBJECT TEST)** is also given nationally in October, November, December, January, May, and June. The University of California requires the applicant to take the Math II subject test and a second test of the student's choice. Many private colleges require the students to take two tests of their choice.

**The ACT (with writing)** is accepted by many colleges as an alternative to the SAT I. It is offered nationally in September, October, December, February, April, and June.

**The Advanced Placement Examinations are required for all students enrolled in Advanced Placement classes.** College credit may be awarded for work done in those classes along with a satisfactory score on the Advance Placement Test. Advance Placement Testing is also available to students who are in the fourth year of foreign language study.

The tests are given in May and are listed on the school calendar.

**The High School Code** for St. Bernard High School for the SAT I, the SAT II, the ACT, the AP Exams and for college and financial aid application is **052487**.

## COLLEGE ADMISSIONS

Students attending a four-year college or university need to have a four-year educational plan for high school course work to insure that they will meet the specific requirements of the colleges they are interested in; the

counselor will assist in this process. The actual application process is completed during the fall semester of the senior year. It is the student's responsibility to know the eligibility requirements for specific colleges and majors as well as the deadlines for applying; the counselor will work closely with seniors and parents to guide them through the necessary steps.

### **Guidance For College Financial Aid**

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

These applications are available in the College Center in December and are to be completed by parents by March. The counselor will assist students and parents with the financial aid process through individual and group guidance sessions, parent nights, and information in the parent's newsletter.

### **Letters of Recommendation**

Allow the person writing the recommendation at least fourteen days to complete the recommendation. Teachers, counselors, moderators and administrators reserve the right to decline to write a recommendation if ample notice is not given! Let this person know if you will need more than one copy. Thank the person afterwards. Provide a stamped pre-addressed envelope for each recommendation. Provide a student data sheet which includes the following:

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

### **Transcripts for Colleges**

Read the requirements of each college to which you are applying and their instructions for application carefully. Some (e.g., University of California) do not request transcripts until after graduation; some do not want transcripts until after the first semester of your senior year (e.g., California State University); and some want them to be sent when you apply. Transcripts are ordered in the main office and processed by the Studies Office. Refer to the transcript policy in the handbook.

Many campuses require your transcripts three times: 1) with your college application in November, 2) 7th semester transcript in February, 3) and final transcript in July. *You must fill out a new request and pay the \$5.00 processing fee each time you need to send an updated transcript to the college.*

### **UC and CSU Eligibility Requirements**

Students may plan early and intelligently to meet college entrance requirements. In addition, the UC requires all students to take either the SAT I or the ACT with Writing and two SAT Subject Tests of the student's choice. All testing should be completed by December of the senior year. Students are strongly encouraged to take the SAT I during March, May or June of the junior year. California State University applicants must take either the SAT I or the ACT. The SAT Subject Tests is not required for CSU. Detailed information regarding admissions to all

college and universities is available in the college center. Students applying to private and out-of-state colleges and universities must check the specific requirements for the college.

## ACTIVITIES

### ASB IDENTIFICATION CARD

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

### MASSES, ASSEMBLIES, AND RALLIES

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

### BULLETIN BOARDS

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

### DANCES

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

The rules governing dances are:

1. Dances are under the general supervision of the Director of Activities.
2. Students must present their current ASB ID card in order to be admitted to the dance.
3. All St. Bernard dances are **closed** dances. If a student wishes to bring a guest to a dance, he/she must have the permission of the Dean of Students. Applications for guest passes may be obtained in the Activities Office. Applications must be returned before first period the day prior to the dance. Guests must accept St. Bernard school regulations and Dress Code regulations regarding dances. *St. Bernard High School students are responsible for the behavior of their guests.* Any serious infraction of school regulations will result in serious consequences for St. Bernard students. The guest must leave photo identification with the chaperones of the dance at the check in area before being admitted to the dance.
4. Late Passes: Students will not be admitted to the dance one hour after the dance begins. If a student is going to be late he/she must obtain the permission of the Director of Activities one day prior to the dance.
5. Seniors may leave the Prom and Homecoming Dances 1 hour before the scheduled end of the dance.
6. Students must be picked up immediately and the end of the dance.

### Dance Guidelines

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

## **Absence From School & Participation in Activities**

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

## **CO-CURRICULAR ELIGIBILITY**

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

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

## **STUDENT GOVERNMENT**

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

## **CLASS OFFICERS AND ASB/CLASS COMMISSIONERS**

In order to be a class officer or ASB or class commissioner a student must have a 2.5 cumulative GPA with no F's on the previous grading period. Students who do not meet the academic criteria but still wish to run for an office may appeal directly to the Principal. Students wishing to run for office must follow the procedures and deadlines for following application paperwork and posters as defined by the Director of Activities. Any student placed on disciplinary probation will be suspended from office during the term of probation. Students on strict disciplinary probation will be permanently removed from office.

## **PEP SQUADS**

In order to try out for the St. Bernard High School Pep Squads a student must have a 2.0 GPA with no F's on the previous grading period and must maintain this GPA for all subsequent grading periods. If the student's June report card is below a 2.0 GPA and/or the student has one or more F's, that student would be removed from the squad. **No St. Bernard High School student is allowed to be on the Pep Squad of another high school.**

## **DRAMA PRODUCTION**

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

## **HOMECOMING COURT, PROM KING & QUEEN**

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

## **ATHLETICS**

All students, including incoming ninth graders, must have achieved a 2.0 GPA and received no F's on their last grading period to maintain eligibility for athletics. Grade checks are done each grading period on all students trying out for any interscholastic teams. If the student falls below the 2.0 GPA or receives an "F" grade, that student becomes academically ineligible for the entire grading period. A student who is academically ineligible may not participate in any interscholastic contests/games. With parental permission, however, academically

ineligible students may participate in two practices a week. The coach will submit a schedule of practices to the parents and counselor of an academically ineligible student who wishes to practice. An academically ineligible student may attend but may not participate in games. Under no circumstances may an academically ineligible student miss any classes due to early dismissal for a game.

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

### **PROBATIONARY ELIGIBILITY**

If a student on student government, pep squads, drama, or athletic teams becomes ineligible, that student will be notified if he or she can apply for probationary status for one grading period. Upon notification, students have one week to apply for probationary eligibility, parents must call the grade-level counselor and discuss the student's academic probation. **Students who might qualify for probationary status by whose overall academic future is in jeopardy may be denied probation. *The final decision regarding granting of probation is made by the principal.*** The Athletic Director or moderator of the activity will inform students of their status.

Probationary eligibility will last only until the next grading period, at which time the student must be eligible to continue participation. A student may not request probationary eligibility for consecutive grading periods and probationary eligibility will not be granted to students who have been below the eligibility level for consecutive grading periods.

## **OTHER POLICIES**

### **PREGNANCY**

When school personnel know of a pregnancy by whatever means, the Principal will meet with the pregnant student and both parents and/or legal guardians.

The student will be required by the school to receive appropriate professional counseling consistent with Catholic teaching to assist with the circumstances of the pregnancy and with making choices for the future of both parents and the new born child.

The school will assist the pregnant student to complete her high school education either by allowing her to continue attendance or by referring her to an alternate program, such as St. Anne's Maternity Home or programs recommended by Catholic Social Services.

If the student chooses to remain in school, she will be allowed to participate fully in all activities with a written permission from her Doctor and to the extent that the condition of the student and the common good of the school shall determine. If the student desires to return to school after the birth of the child, the school will facilitate her enrollment. The condition of pregnancy shall not exclude the student from participating in the public graduation ceremony.

### **VERBAL/WRITTEN CONFIDENCES**

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

### **MARRIED STUDENT POLICY**

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

### **STUDENTS NO LONGER LIVING WITH PARENT/GUARDIAN**

Central to the philosophy of St. Bernard High School is the belief that parents are the primary educators of their children. In support of this, the school and parent work in close collaboration in all aspects of the student's educational process. A student not living in the home of a parent or legal guardian may not be allowed to attend St. Bernard High School.

## **HARASSMENT POLICY**

St. Bernard High School follows the policy set by the Archdiocese of Los Angeles on the issue of harassment. St. Bernard High School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

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

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

**Verbal Harassment** - derogatory comments and jokes; threatening words spoken to another person.

**Physical Harassment** - unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

**Sexual Harassment**- includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

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

## **COMPLAINT AND INVESTIGATION PROCEDURES**

The following procedures for filing and investigating a harassment claim:

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

## **CHILD ABUSE POLICY**

As of July 1, 1985, the Clute Bill requires that any new employee of a school must read and sign the Child Abuse Reporting Acknowledgement Form which informs the employee of the obligation to report to the proper authorities any suspected occurrence of child abuse.

Each school must train its employees in child abuse identification, and, in compliance with the Clute Bill, require all staff members, whether certified or classified, to sign the Child Abuse Reporting Acknowledgment at the beginning of the school year.

Child abuse is a social reality. It includes physical injury inflicted on a child by other than accidental means, sexual exploitation, or assault, and neglect. Out of concern for abused children and their families, California State Law requires that known or reasonably suspected incidents of child abuse must be reported immediately, or as soon as practically possible, by telephone to a child protective agency by a child care custodian or health practitioner. After the initial report by telephone, a written report must be sent to child protective services within thirty-six hours of receiving the information concerning the incident. Under the provisions of the Clute Bill a "child" is any person under the age of eighteen.

In cases where the alleged abuser is a school employee, the report should also be made to the Superintendent of Secondary Schools. In case of all other employees, the report should be made to the Moderator of the Curia/Chancellor. If the employee is a cleric or religious, the Superintendent of Secondary Schools or the Moderator of the Curia will in turn notify the Vicar of Clergy. All persons employed or acting as volunteers within an archdiocesan institution are required to be certified by VIRTUS.

**ALL RULES STATED IN THE HANDBOOK ARE SUBJECT TO CHANGE UPON PROPER NOTIFICATION OF ALL THOSE INVOLVED BY THE ADMINISTRATION.**

**APPENDIX A**  
**St. Bernard High School**  
**Parental Responsibility Contract**

**To be read and signed by parent(s) or legal guardian(s) and students.**

Parents are the primary educators of the child and a Catholic school requires their entire support. If a Catholic school is to be successful in educating the young, parents must manifest a deep interest in their Church and in the school to which they entrust their children.

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

**Parental Cooperation**

- To encourage and support my child's Christian ethics and morality, church attendance, use of the Sacraments, and spiritual development.
- To uphold the philosophy and policies of St. Bernard Catholic High School as outlined in the Student Handbook.
- To cooperate to the best of my ability in supporting school functions.
- To cooperate with the efforts of the Parents' Association in support of the school.
- To cooperate with the curriculum standards and guidelines as outlined in the Course Catalog and Parent/Student Handbook.
- To perform twenty-five (25) hours of volunteer service or donate **\$375.00** to the school.

**Personal Appearance**

- I promise that my child shall cooperate with the uniform dress and grooming requirements of the school. I realize that St. Bernard's personal appearance code in accordance with Catholic philosophy demands higher standards than the apparent norm of our present society.

**Discipline**

- I support the school in maintaining good social order as stated in the Parent Student Handbook and will cooperate with all disciplinary regulations.
- I understand that my child may be subject to immediate withdrawal from St. Bernard High School for any of the reasons listed in the Parent Student Handbook.
- I agree to abide by the attendance regulations.

**Finances**

- I agree to pay school tuition and fees in a prompt and timely manner. If my account is past due two months, I understand that my student may be suspended from school until my account is brought up to date.
- If my account is not current at the time of exams, my student will not be allowed to take his/her final exams and will receive a final grade of "Incomplete". Parents have ten days to clear the "Incomplete" after which time the **final grade becomes an "F" (fail)**. Senior accounts must be clear before receiving their diploma and before final transcripts will be processed.
- I understand that tuition is not the sole financial obligation of parents and that my involvement in the school and in fundraising is essential to the school's and my child's success.
- I will support the school's annual fundraiser by selling or buying **\$120.00 of raffle tickets** and understand that the balance of this amount will be added to my tuition account. I will also support any other fundraising efforts by the school.
- I understand that if I register my child and he/she does not subsequently attend, the registration fee will **not** be refunded.
- I understand that if a check written to the school is returned for non-sufficient funds (NSF), a processing fee of \$30 will be charged. After two returned checks on my account, personal checks will no longer be accepted.

**Please sign below. All signatures required.**

Father/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Mother/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Student/Grade Level \_\_\_\_\_ Date \_\_\_\_\_

Other Adult Financially Responsible \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX B

### Tuition and Fees - 2009-2010

Tuition is stated as an annual amount and is payable beginning July, 2009. For your convenience, tuition may be paid in eleven month installments beginning July 15, 2009 and ending May 15, 2010. **There will be no additional class fees charged. All fees are non-refundable.**

Tuition	Annually	Monthly July 2009 – May 2010
Catholic Rate	\$6,300.00	\$573.00 per month (11 payments)
Non Catholic Rate	\$7,200.00	\$655.00 per month (11 payments)
<b>Payment Policies:</b>		
8. Eleven monthly payments starting July 2009 through May 2010 9. <b>Tuition is due the 15<sup>th</sup> of each month.</b> To avoid a late fee of \$25.00, all payments must be received by the 20 <sup>th</sup> of the month. A monthly statement will be mailed out every 22 <sup>nd</sup> of the month. 10. Credit Card Payment: Visa or Master Card only. 11. Tuition payments must be current for students to take Tri-term/Mid-term exams. 12. Tuition and Other Fees must be paid in full in order to take Semester/Final Exams 13. Checks will be accepted until ten working days before exams. Thereafter, only cash, money order or cashier's check will be accepted.		
<b>Other Fees - Mandatory</b>		
<b>ReRegistration Fee</b>	\$450.00	<b>Due on registration day through April 3.</b> Late fee of \$50 April 3 – 30. Late fee of \$200 after May 1, 2009/
<b>New Student Registration</b>	\$450.00	<b>Fee applies to all freshmen and transfer students.</b>
<b>Student ASB &amp; Retreat Fee</b>	\$225.00	<b>Due September 15, 2009.</b> Covers ASB/Activities, Retreat Programs and Campus Ministry Services. <b>Note:</b> Other costs associated with field trips such as tickets and lunches are <b>not</b> included in this fee.
<b>Senior Graduation Fee</b>	\$175.00	<b>Due March 16, 2010.</b> Required fee for all Seniors.
<b>Additional Costs and Fees (as applicable)</b>	Locker Locks, Uniforms, Textbooks, Fundraising Commitments (Raffle Tickets, Casino Night, Golf, etc.), School Dances, Senior Grad Night, Jr./Sr. Prom, Performing Arts Fee for recitals, instruments, costumes, etc., School Event Tickets (Musical, Play, Recital, CIF Play-off games, etc.)	
<b>Additional and Special Program Fees (As Applicable)</b>		
<b>AP Exam Testing Fee</b>	\$90.00 (approx.) per AP class	Mandatory for all students in AP courses.
<b>Athletics Fee</b>	\$125.00 per sport	<b>Payment must be received before the first game.</b> This is an Athletic Participation and Transportation fee and does NOT include Spirit Packs, Program Ads, Banquet, Tournament Expenses, or other Team Fund raisers. See Head Coach for details.
<b>Football Supplemental Accident Insurance</b>	\$58.00 (approx.)	<b>All players (Fr/JV/Varsity)</b> must purchase supplemental accident insurance before starting practice.
<b>Cheerleading</b>	\$125.00	Provides for transportation and other general team expenses. Does not include uniforms, camp, etc.
<b>Parent Volunteer Service Hours</b>		
<b>Non-participating</b>	\$375.00 (25 hours @ \$15 per hour)	Due November 15, 2009
<b>Uncompleted Hours</b>	\$15.00 per hour	Due by May 15, 2010
In case of student withdrawal, parent hours are prorated to the month of the withdrawal.	Non-Participating: 375.00/11 = <b>\$34.10 per month</b> Participating: 25hr/11 = <b>2.27 hours per month</b>	
<b>Examination Policy</b>		
4. Tuition payments must be current for students to take Tri-term/Mid-term exams. 5. Tuition and Other Fees must be paid in full in order to take Semester/Final Exams 6. Checks will be accepted until ten working days before exams. Thereafter, only cash, money order or cashier's check will be accepted.		

**APPENDIX C**

**St. Bernard High School  
Tuition and Fees Contract**

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

Student Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

**2009-2010 TUITION POLICY**

1. Tuition payments for the 2009-2010 school year begin in July 2009 and are due the 15<sup>th</sup> of each month.
2. A late fee of \$25 will be charged if the payment is not received by the 20<sup>th</sup> of each month.
3. A \$30 fee will be charged for each returned (NSF) check. After two returned checks on your account, personal checks will no longer be accepted.
4. For accounts past due two months, the student will be suspended from school until the account is brought up to date. In addition, the student's continued enrollment at St. Bernard High School will be evaluated and the parents may be asked to withdraw their student.
5. The first tuition installment for July must be paid before class schedules are released to parents and students.
6. Tuition accounts must be current for any student to attend the prom. Seniors must have financial clearance before receiving their diploma.

**Examination Policy**

7. Tuition payments must be current for students to take Mid-term exams.
8. Tuition and Other Fees must be paid in full in order to take Semester/Final Exams
9. Checks will be accepted until ten working days before exams. Thereafter, only cash, money order or cashier's check will be accepted.
10. If the student is suspended during exam time they will not be allowed to take their exams and will receive a grade of "I"— incomplete. Once the account is clear, the student must arrange to make-up the missed exams before the final grade in the course(s) will be issued.

St. Bernard High School meets its annual budget strictly through the receipts of tuitions and fund-raising. It is crucial and vital to the operation of the school and the programs it provides to our students that our families be responsible with their tuition accounts.

***I have read the above tuition payment information and policy and agree to abide by the terms stated for the 2009-2010 school year.***

Parent/Guardian Name(s) \_\_\_\_\_

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

## APPENDIX D

### Academic Success Class (ASC) Student Contract

- I agree to bring my assignments, materials, and reading to class each day. It is always my responsibility to have enough work with me to productively use my class time.
- I understand that (ASC) is **never a “free” period**, but is a time to complete homework, prepare for upcoming assignments and tests, and work on long term projects and papers, and **study with an Academic Coach**.
- It is **essential** that I begin work immediately at the beginning of the period and continue with academic tasks until Ms. Lopez dismisses me.
- I agree to bring the Viking Agenda or assignment sheet every class period **and** keep it up to date.
- I agree to check my grade progress regularly and share my grades with both my Ms. Lopez and my parents.
- I agree that I will respect a quiet working environment for everyone.
- If I am finished with all of my work and study, I will have a book to read.

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

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

- 
- I will contact your parents if any of these above conditions are not met and you may lose student privileges at SBHS.
  - I will help you monitor your progress and support you in communicating with your course teachers and parents/guardians to ensure a successful semester.
  - I will hold you accountable for your behavior in the ACS.

Teacher \_\_\_\_\_ Date \_\_\_\_\_

# **Academic Success Class Mandatory Enrollment for Students Earning D's or F's**

**To:** SBHS Parent of Student **earning D's or F's**  
**From:** Dr. Beth Polito, Vice Principal, Dean of Academics  
**CC:** Mr. Michael Alvarez, Principal  
**Date:**  
**Re:** Student Mandatory 7<sup>th</sup> Period Enrollment

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As a school community, we monitor all of our students' academic progress for success. Your student's **SEMESTER GRADE** indicates a need for his or her *immediate enrollment* into St. Bernard's Academic Success Class (ASC). The ASC is conducted during the 7<sup>th</sup> period from 3:00 – 3:50 pm Monday through Thursday.

The St. Bernard ASC will be conducted in the Library offering a quiet environment for Homework completion and peer support in academic subjects.

Students will be required to sign-in to the ASC; signing in when they arrive and when they leave. These Academic Sign-in logs will be made available to teachers, counselors and administrators. Parents can also log into HOMELOGIC to confirm whether or not a student attended the Academic Success Class. Students who receive this DIRECTIVE to enroll in the 7<sup>th</sup> period ASC must come prepared to work on the subject in which they earned a D or F.

All students in the SBHS Academic Success Class are expected to behave in a manner conducive to a learning environment, consistently being respectful of all students' learning. If a student's behavior becomes a distraction to other students, disciplinary actions will be taken along with immediate parental contact.

The Academic Success Class is staffed with students who have been accepted as SBHS Academic Coaches. St. Bernard Catholic High School selects juniors and seniors who have demonstrated academic success along with strong leadership skills. Academic Coaches complete rigorous training in the strategies needed to facilitate learning.

Academic Coaches in the Academic Success Class are designed to provide an additional level of support for students who are struggling with a specific concept or skill in their academic courses.

If you have questions regarding this directive from SBHS, please contact Dr. Polito at [bpolito@stbernardhs.com](mailto:bpolito@stbernardhs.com).