

Santa Clara High School

A College Preparatory High School



Parent/Student Handbook 2009-2010

TABLE OF CONTENTS

SECTION I: History and Philosophy

History of Santa Clara High School	Page 5
School Patroness	Page 5
School Seal	Page 6
School Motto	Page 6
Alma Mater	Page 6
Mission and Philosophy	Page 6
School Spirit Name and Colors.	Page 6
Expected Schoolwide Learning Results (ESLRs)	Page 7

SECTION II: Directory

Administration	Page 8
Faculty and Staff	Page 8
Associated Student Body Officers	Page 9

SECTION III: Santa Clara: A Catholic-Christian High School

Religion Department	Page 10
Campus Ministry	Page 11
Christian Service Program	Page 11
Honor Policy	Page 11

SECTION IV: Academics

Admissions	Page 11
Non-discrimination Policy	Page 12
Curriculum Policy	Page 12
Academic Integrity	Page 12
Scheduling	Page 13
Scheduling Changes	Page 13
Graduation Requirements	Page 13
Class Credit	Page 14
Grading and Grade Point Average	Page 14
Progress Reports	Page 15
Report Cards	Page 15
Homework Policy	Page 15
Examination Policy	Page 16
Honor Roll	Page 17
Academic Probation	Page 17
Academic Eligibility for Activities	Page 17
Academic Dismissal	Page 17
Summer School	Page 17
Summer Reading Assignments	Page 18
Transfer of Records	Page 18
Salutatorian /Valedictorian	Page 18

SECTION V: College and Career Counseling

Counseling Department	Page 18
Testing	Page 18
College Entrance Information	Page 18
American College Testing Program (ACT)	Page 19
Recommendation Letters	Page 20
Transcripts of Grades	Page 20
Academic Guidance	Page 21
Tutorial Program	Page 21

Counseling Center	Page 21
SECTION VI: Discipline Program	
Rationale and Guiding Principles for Discipline	Page 22
Discipline Program and the ESLRs	Page 22
Agents of School Discipline	Page 22
Discipline Review Board	Page 22
Archdiocesan Grievance Process	Page 23
Disciplinary Violations and Procedures	Page 23
Detention	Page 24
Saturday Detention	Page 25
Suspension	Page 26
Disciplinary Probation	Page 26
Strict Probation	Page 27
Disciplinary Review	Page 27
Restitution	Page 27
Dismissal	Page 27
Policies Related to Discipline	Page 27
Dress Code	Page 29
Dress Uniform	Page 31
Friday Spirit Dress	Page 31
SECTION VII: Attendance Policies	
Absence	Page 31
Absence Procedures	Page 32
Participation in School Activities and Athletics	Page 32
Tardiness Procedures	Page 32
Absence for Special Circumstances	Page 32
College Visits and Military Recruitments	Page 33
Excursions /Field Trips	Page 33
Truancy	Page 33
Ditching	Page 33
Release of a Minor to a Peace Officer	Page 34
SECTION VIII: General Rules and Procedures	
Emergency Cards	Page 34
Campus Hours	Page 34
Library	Page 34
Lockers	Page 34
Hall Passes	Page 34
Lunch	Page 35
Gum/Food/Drink	Page 35
Assemblies/Rallies	Page 35
Liturgies	Page 35
Dances and Social Events	Page 35
Parking Lot	Page 36
Parking Permits	Page 36
Student Drivers and Carpooling	Page 36
Skateboards/Skates/Bicycles	Page 36
Visitors	Page 36
Work Permits	Page 37
Textbooks	Page 37
Insurance	Page 37
Health and Safety	Page 37
Emergency Procedures	Page 37

SECTION IX: General Policies and Regulations

Public Show of Affection	Page 38
Verbal or Written Confidences	Page 38
Controversial Issues	Page 38
Harassment Policy	Page 38
HIV/AIDS	Page 39
Drugs and Alcohol	Page 39
Students No Longer Living W/ Parent or Guardian	Page 40
Married Students	Page 40
Pregnant Students	Page 40
Abortions	Page 40
Eighteen Year-Old Students	Page 40

SECTION X: Athletics

Principal's Right to Amend Athletic Policies	Page 40
Statement of Purpose	Page 40
Requirements for Participation	Page 41
Athletic Policies	Page 41
Eligibility	Page 41
Attendance	Page 42
Grading/Disciplinary Procedure for Athletics	Page 42
Expulsion/Withdrawal from a Sport	Page 42
Outside Teams	Page 43
Locker Room	Page 43
Equipment and Facilities Use	Page 43
Early Dismissal and Departure	Page 43
Transportation and Travel	Page 43
Lettering	Page 43
Additional Policies Specific to a Particular Sport	Page 43
Behavioral Expectations	Page 43
Guidance for Spectators at Athletic Events	Page 44

SECTION XI: Parent Responsibilities and Information

Parent Cooperation	Page 44
Tuition & Fees	Page 45
Tuition Collection	Page 45
Examination Policy	Page 45
Financial Assistance	Page 46
Financial Assistance Co-Op Hours	Page 46
Fundraising	Page 47
Parent Service Hours	Page 48
Parent Association	Page 49

History of Santa Clara High School

Santa Clara High School was established by the Sisters of St. Joseph of Carondelet. Originally named St. Joseph's Institute, the school opened on September 2, 1901.

Buildings were subsequently added in 1908 and in 1917. On April 30, 1930, the parish high school was located on the top floor of the Santa Clara Elementary School building on South "E" Street and was renamed Santa Clara High School.

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

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

Other important dates in the history of Santa Clara are:

- 1967 - Santa Clara High School became an Archdiocesan high school and operational responsibility of the high school was shifted to the Archdiocese of Los Angeles.
- 1981 - The Sisters of St. Joseph, now fewer in number, moved to St. Anthony's Convent and their former residence was renovated to provide additional classrooms and office space.
- 1986 - A new gymnasium, Friedrich Pavilion, was completed and dedicated to provide for the athletic and large group needs of the school as well as the Oxnard community.
- 2005 - The science labs, Rooms 7 and 9 were gutted and totally renovated thanks to a generous donation from the Shea Foundation.
- 2006 - Santa Clara High School began a pre-school on campus, called L'il Saints.
- 2008 - An entirely new entrance and welcome to Santa Clara High School was completed in 2008 with a statue of Our Lady of Grace, blessed on December 8, and a fountain.

School Patroness

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

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

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

School Seal



The Santa Clara High School seal is made up of many symbols, each representing the rich history of Santa Clara and the Catholic Church. The inverted "V" is a carpenter's square and represents St. Joseph the carpenter. The fleur-de-lis at the corner of the carpenter's square represents the congregation of the Sisters of St. Joseph of Carondelet who established the school in 1901. The crown above the carpenter's square represents our Blessed Mother, the Virgin Mary. All of these symbols rest upon the Sign of the Cross on the shield of Constantine the Great, the first Christian emperor of Rome.

School Motto

IN HOC SIGNO VINCES - "by this sign thou shall conquer" - Constantine the Great, in a vision, saw these words below a fiery cross in the heavens on the eve of a battle. The following day Constantine the Great placed the Sign of the Cross upon the shields of his soldiers and went on to become the first Christian emperor of Rome.

Alma Mater

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

Mission and Philosophy

Santa Clara High School exists to provide students with a Catholic education which is a process of informing, forming and transforming young men and women by way of a curriculum rooted in Gospel values and the teaching ministry of the Roman Catholic Church.

Santa Clara High School is a multi-ethnic co-educational establishment serving students in grades 9 through 12 in the city of Oxnard and the surrounding communities with a college preparatory curriculum.

In partnership with parents who continue their role as primary educators, the school engages students in a program of spiritual, academic, social and physical learning experiences and activities aimed at developing well-balanced Christian young adults.

In accordance with this philosophy, Santa Clara High School has established the following Expected School-wide Learning Results.

School Spirit and Colors

The student body and athletic teams of Santa Clara High School are called the "SAINTS". The school colors are NAVY BLUE and GOLD.

Expected School Wide Learning Results

“To be a SAINT is a way of Life!”

Upon graduation, the Santa Clara graduate will be:

- S** Spiritually Active
 - Knowledgeable of the Catholic /Christian faith
 - Experienced with the Gospel value and sacramental life of the Church
 - Able to bear witness to Christian action in the world

- A** Academically Sound
 - Able to communicate effectively both orally and in writing
 - Able to discover, experience and conceptualize learning
 - Capable of disciplined self-assessment
 - Proficient in reading, both critically and for content
 - Capable of navigating an academic plan

- I** Independent Thinkers
 - Skillful in using inductive and deductive logic to solve problems
 - Experienced in using critical thinking skills in academic and daily life
 - Able to apply Gospel values in the decision making process
 - Knowledgeable about local, national and global events

- N** Naturally Expressive
 - Practiced at using comprehensive writing across the curriculum
 - Experienced at using oral expression that reflects academic achievement
 - Responsive to ongoing opportunities of reflection, religious devotion, journaling and poetry
 - Adept at individual verbal and non-verbal expression
 - Appreciative of both the visual and performing arts

- T** Team Players
 - Practiced at building school unity, spirit and pride
 - Capable of achieving school wide goals through cooperative action
 - Experienced in using collaborative learning

- S** Socially Responsible
 - Responsive to fulfilling civic and religious obligations
 - Able to accept responsibility for their actions
 - Capable of valuing lifelong health and fitness

SECTION II: DIRECTORY

Administration

		Press *8 / Extension
Proud Principal	Mrs. O'Reilly-Hill	102
Vice Principal	Ms. O'Sullivan	103
Assistant Principal/Dir.of Discipline	Mr. Guzman	134
Campus Minister	TBA	
Director of Activities	Mrs. Murillo	104
Director of Admissions	Mrs. Yoro	179
Director of Athletics	Mr. Ackles	165
Director of Institutional Advancement	Ms. Coughran	130
Curriculum Coordinator	Ms. Valenzuela	131

Counseling Department

Director of Counseling	TBA	
Academic/Personal Counselor	Mrs. Lupian	108
Academic Counselor	Mrs. Greenway	109

Faculty

Science	Ms. Alcala	175
Science	Ms. Bossoletti	132
Science	Mr. Caldaron	138
Math	Mrs. Capron	174
Math	Mrs. Cisneros	140
Social Studies	Mr. DeGrazia-Sanders	166
Religion/Yearbook	Ms. Dugan	126
Math	Mrs. Edmonds	139
Social Studies	Mr. Fennell	163
Dance	Mrs. Greenway	109
English/Drama	Mr. Grimm	127
English	Mrs. Guthrie	133
Sociology/Drivers Ed	Mrs. Keith	138
Spanish	Mr. Lozano	137
Social Studies	Mr. Sandoval	170
Art	Mr. Saunders	171
Religion	Ms. Scanlon	128
Spanish	Mrs. Schoenfeld	136
English	Ms. Valenzuela	131
English/French	Ms. Whipple	168
Religion	TBA	125

Staff

Main Office Receptionist	Ms. Perera	0
Attendance/Transcripts	Ms. Cortez	105
Receptionist	Mrs. Escamilla	160
Campus Business Office	Mrs. Haidet	161
Business Office	Mrs. Hill	162
Alumni Events Secretary	Ms. Griego	135
Head Maintenance	Mr. Hutchinson	

Associated Student Body Officers

Executive Board

President.....	Andrea Mora
Vice President.....	Evan De La Huerta
Secretary/Treasurer.....	Valian Rodriguez
Dance.....	Carly Lopez
Publicity.....	Zachary Werre

Senior Class Officers

President.....	Eloiza Demate
Vice President.....	Rebecca Lopez
Secretary/Treasurer.....	Michael Laubacher
Dance.....	Claudia Aguilera
Publicity.....	Marina Moreno
Campus Minister.....	Janel Raab

Junior Class Officers

President.....	ShaunPaul Tyler
Vice President.....	Andy Truong
Secretary/Treasurer.....	Anthony Alemania
Dance.....	Joanna Moreno
Publicity.....	Ryan Wonders

Sophomore Class Officers

President.....	Nathan Nunez
Vice President.....	Cynthia Hernandez
Secretary/Treasurer.....	Amanda De la Cruz
Publicity.....	Theresa Albea
Environmentalist.....	Mason Garcia

Freshman Class Officers will be elected in September.

SECTION III: SANTA CLARA: A CATHOLIC-CHRISTIAN HIGH SCHOOL

As a Catholic-Christian High School under the direction of the Archdiocese of Los Angeles, Santa Clara High School's main objective is to provide the student with a well-balanced curriculum of classes and activities. One of the primary purposes of a Catholic school is to educate the student socially, physically, emotionally, and spiritually. This is accomplished through our Religion Department, Campus Ministry, Christian Service programs, and Christian fellowship on campus.

Religion Department

Santa Clara High School provides a well-balanced religious education program to enrich the faith knowledge and spirituality of all students. The courses offered in Religion are: Introduction to Catholicism, Hebrew Scriptures, Christian Scriptures, Moral Theology, Sacraments, Christian Lifestyles, Social Justice, and World Religions. An elective in Church History is also available. The content of all courses conforms to the teaching of the Catholic Church.

It is school policy that all students take the required Religion curriculum and attend all religious services, behaving respectfully, regardless of their religious affiliation.

In Religion classes, all students are graded on academic performance and not on religious affiliation, personal belief or the practice of faith.

Campus Ministry

By their enrollment at Santa Clara, all students are automatically considered members of the Campus Ministry program.

The Campus Ministry Program endeavors to achieve the following goals:

- To promote the Christian growth and development of all the members of the Santa Clara community: students, teachers, alumni and parents.
- To challenge students to become leaders who will make a difference in the world beyond Santa Clara.
- To provide opportunities for members of the school community to deepen their understanding of and commitment to Jesus and his message
- To help foster the total personal and spiritual growth of each person at Santa Clara regardless of their religious affiliation
- To assist the Religion Department in providing a well-rounded approach to living the Gospel message.
- To assist the Principal and faculty/staff in developing a Community of Faith.

Liturgies:

During the year, the Campus Ministry Office and members of the student body plan and participate in a variety of liturgical celebrations including Mass, Reconciliation, and prayer services for the Santa Clara community. Students are expected to conduct themselves with proper respect during prayer and worship.

A "Guideline for Mass and Worship at Santa Clara" will be given to the students in their Religion classes the first month of school. Parents are welcome to join the Santa Clara student body for all school masses and prayer services.

Retreats:

During the course of the school year each grade level participates in retreats:

Freshmen have a one day of retreat on campus.

Sophomores have a one-day retreat off campus.

Juniors have a one-day retreat off campus.

Seniors have a two-day overnight retreat off campus.

Retreats are opportunities for students to spend time in reflection and prayer through group activities and individual exercises. School retreats are Catholic in nature, though they offer students the opportunity to reflect upon their own relationship with God, whatever their particular religious affiliation.

Christian Service Program

Mission Statement:

Inspired by the life and ministry of Jesus and the rich tradition of Catholic outreach, the Christian Service Program calls each SCHS student to a life of love and Christian Service to our neighbors, particularly those in most need. In transforming the world locally and globally, the students will hopefully be transformed personally into young men and women of love and service.

Program Summary:

At Santa Clara High School, Christian Service is an essential and integral part of the overall Catholic high school experience. Catholic education offers a unique and unparalleled opportunity to learn not only from classes, and teachers, but empowers and enables the students to go beyond the classroom to put “faith into action”. It is this total and comprehensive educational approach in which Christian Service finds a primary place. Our goal is for a student to leave SCHS with a personal commitment to help those in need.

Individual Requirements:

All Santa Clara students are required to perform at least 10 hours of Christian Service during the school year.

These 10 hours will be performed and met throughout the school year. There are 2 “Service Days” on our school calendar, one in November and one in February. There will also be opportunities for service hours through sponsored events directed and approved by our Campus Minister.

By the first week of May, the student must have completed his/her service and provided the Campus Minister with a signed evaluation by the established deadline. A more complete explanation of the Christian Service program, along with copies of the contract and evaluation forms, will be provided for students the first month of school.

Class Requirements:

Each year, every class level participates in a large group service project. Each member of the class is expected to be an active participant in the class project.

At the conclusion of the class project, students are required to reflect on their experience in helping others.

Honor Policy

The ESLRs provide the best guidelines encouraging all Santa Clara students to be honorable and respectful individuals.

SECTION IV: ACADEMICS

Santa Clara High School’s curriculum is comprehensive in nature, providing courses for the student who will attend a 4-year university, a community college, or who will complete formal schooling at the time of high school graduation.

ADMISSIONS

Application Process

Parents of students interested in attending Santa Clara College Preparatory High School can request an application online or by visiting the Admissions Office in person. The application process requires the following:

- Completion of Application with \$75 non-refundable fee
- Written essay (250 words or more) from student explaining why he or she would like to attend Santa Clara College Preparatory High School
- Two Letters of Recommendation
- Completion of Student Admissions Packet

- Student/Parent Interview with SCHS Admissions Committee
- Completion of High School Placement Exam on the last Saturday of January

Admissions:

Parents of students who wish to apply for admission may pick up admission materials in the Admissions Office or apply online. All students who complete their application by the deadline and take the High School Placement Test will be notified by mid-March of their acceptance status. Students who wish to enter grade 9 and who do not meet the admission deadline are welcome to apply to the school at any time. The Admissions Committee will review and accept students who meet the criteria on a first-come, first-served basis.

Criteria for admission are based on the following:

- Academic, discipline, and testing records from the previous school
- Recommendations from previous school
- Placement Exam scores
- Personal Interview

Once the minimum requirements for admission have been met, applicants will be notified of one of the following:

Full Acceptance for fall admission

or

Conditional Acceptance.

The student must attend summer school in English and/or Mathematics and complete the class(es) with grade(s) of "C" or higher to be accepted in the fall.

or

Unable to accept. The student is not eligible for admission.

Non-Discrimination Policy

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

Curriculum Policy

Santa Clara High School provides for the needs of the college-bound student. The school's curriculum meets all state, Archdiocesan and college requirements. Note the requirements below for graduating from Santa Clara High School and for entrance into University of California and State of California systems. It is important that parents and students understand that occasional scheduling conflicts and insufficient enrollment for various classes may necessitate a change in student schedules. For this reason, students may be asked to choose alternate classes when making choices. Students requesting a program change must complete the form obtained from their counselor. All changes must be approved by the Vice Principal.

Academic Integrity

All students are expected to demonstrate in daily living, on and off campus, those moral virtues encompassed in the Gospel of Jesus Christ. Moreover, students have a duty to be truthful and just and to demonstrate integrity in their academic life by presenting only their own work or assignment for assessment. Copying assignments, cheating on exams, tests or quizzes, plagiarism, dishonesty and falsification of records are examples of violations of academic integrity. Students should be aware that the school has a license with turnitin.com. Teachers may require students to submit their work to turnitin.com. Therefore, students must not:

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

The academic penalty for participating in copying, cheating and/or plagiarism is an automatic zero on the assignment or exam. There are also disciplinary consequences for violations of academic integrity such as suspension, Saturday detention or expulsion.

Scheduling

- Freshmen are scheduled into required classes, with no electives.
- Returning students receive a re-registration packet in the spring. The Head Counselor and teachers assist students in signing up for classes for the following year.
- Some classes have prerequisites for enrollment or require teacher approval.
- Each student, with the help of the academic counselors, should select a course of study which will prepare him or her for graduation, college and a career.
- A student who has one or more semester “F”s” is required to attend summer school in order to return to Santa Clara High School the following year. If the student does not make up the “F”s” in summer school, he or she will be required to take the entire year of the course at Santa Clara, even if he/she only failed one semester.

Each student is given a program based as closely as possible on his/her first choice of classes, space availability, and graduation requirements.

Schedule Changes

In the event that a change of schedule is needed, the student must follow this procedure:

Students must submit a Schedule Change Form to the counselor to add or drop a class. This form is available in the counselor’s office and must be signed by both parents and instructors and immediately turned in to the Vice Principal for approval.

It is important that parents and students understand that occasional scheduling conflicts and insufficient enrollment may necessitate a change in student schedules.

Graduation Requirements

To graduate from Santa Clara High School, students must fulfill the following academic requirements:

- Students must complete 240 credits.
- Each subject must be completed with a grade of “D” or higher in order to earn an equivalent of five (5) credits for a semester or ten (10) credits for a year’s course.
- Students take seven (7) courses per semester and earn 35 credits per semester or 70 per year. The 240 credits are earned over a four-year period.

The following courses are required for graduation:

	Semesters	Credits
Religion	8	40
English	8	40
Social Science	6	30
Mathematics	6	30
Science	4	20
Foreign Language	4 (of the same language)	20
Visual Performing Arts	2 (in the same year)	10
Physical Education/Health	2	10
Computer Science	1	5
Electives	7	35

Transfer Students: Students transferring from other schools are required to successfully complete requirements proportional to the time of attendance at Santa Clara High School.

A student who is deficient in credits or required subjects will not receive a diploma nor be allowed to participate in graduation ceremonies. There are no exceptions. Once deficient credits have been completed, the student may come to the office and receive his/her diploma.

Obligations:

- Candidates for graduation must have no outstanding financial, service projects, disciplinary or property obligations.
- These obligations must be met before a senior is eligible to take second semester final exams or participate in graduation practices.
- Candidates for graduation must have passed all courses and have no outstanding “F” or incomplete grades.

Class Credit

In order for a student to receive full class credit (5 units for a semester course or 10 units for a year’s course), the student may not miss more than 12 sessions of the particular class in a semester. If a student is absent more than 12 full days in a semester, the student risks getting reduced credit in all of his or her classes. If a student is chronically late to school and has, in effect, missed period 1 for more than 12 sessions, he or she is likely to receive reduced credit for that particular class. A student who is 15 minutes or more late for period 1 is considered absent for that class. It is the Vice Principal who takes into account extenuating circumstances and who determines whether credit will be reduced or not.

Grading and Grade Point Average

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

The teacher of a course is the only one who may assign or change a student’s grade (E.C. 10753)

Function of Grades:

Grades are given to indicate the level of achievement of a student in a given course or subject area. Grades are an evaluation of the student’s progress in relation to the specific educational objectives of a course. Standards of achievement are set for each course by the department with the approval of the Vice Principal. Teachers use a variety of indicators to evaluate and assess student academic performance. Students will receive clear instruction of the criteria of the course.

If parents are concerned about the circumstances in which a particular grade was given, they should first talk directly to the teacher involved. If talking to the teacher does not clarify the situation to the parent’s satisfaction, then the grade level counselor should be contacted. Any challenging of grades must be made within two weeks of the receipt of the grades.

Grading:

Students earn grades in classes through a variety of assessments including tests, homework, and individual and group projects.

Teachers are permitted to make a participation grade part of the overall academic grade. A student who is inattentive and who does not contribute to the class in the manner expected by the teacher and published to the student may lose academic points.

The discipline code is the established means by which teachers may write up students for discipline violations as indicated in this Handbook. A student’s discipline or lack thereof is not a factor in determining a student’s grade.

The final grade, which appears on a transcript and is included in the Cumulative Grade Point Average, is calculated at the end of the semester and broken down as follows: 1st/3rd quarter = 40%; 2nd/4th = 40%; 1st/2nd semester examination = 20%.

Thus, a student with a first quarter A (95%), second quarter B (85%) who has a C (75%) on the semester exam will have an average of 87% or B+ for a semester grade.

The following percentage scale and criteria are used to determine the semester grade for a course:

A - 90-100%
Active participant
Produces Superior quality work
Completes all assignments
Demonstrates initiative, resourcefulness

Superior test scores

B - 80-89%
Frequent participant
Produces above average quality work
Completes all assignments
Demonstrates interest
Above average test scores

C - 70-79%
Occasional participant
Produces average quality work
Meets requirements for completing assignments
Average test scores

D - 60-69%
Rarely participates unless called upon
Produces work of poor quality
Does not complete all assignments
Low test scores

F - Below 60%
Does not participate unless called upon
Produces work of very poor quality
Shows little or no effort
Does not meet minimum requirements for assignments
Very low test scores

Students and parents may access grades at any time online via PowerSchool.com

Progress Reports

Mid-way through each quarter, a progress report is mailed home. Parents who have questions can use this opportunity to contact the teacher directly.

Report Cards

First and third quarter grades are indicators; only the semester grades will appear on the student's final transcript. Report cards are issued four times per year.

- Santa Clara High School takes no responsibility for the failure of the report card to arrive in the parent's hands. It is the parent's responsibility to note the times of report card mailings and to monitor incoming mail that week. Parents who do not receive a report card during the scheduled week should call the main office immediately.
- Report cards will not be given to students.

Homework Policy

Homework is a necessary part of learning. Meaningful homework is reasonable, related to the class work, emphasizes quality rather than quantity, and is consistent with the grade level and ability of the student.

- Homework is purposeful when it provides the student with time to complete or expand assignments begun in class, allows students the opportunity to read or review material to prepare for class, develops good work habits, provides opportunities for the student to engage in creative projects, or encourages self-directed study and research.
- Homework time is not limited to written work. It may involve review of material covered in class, reading of material related to current course work, future studies, and/or preparation for a class discussion, quiz, test, or final exam.
- The teacher is responsible to furnish specific, reasonable assignments that are related to class work and to make sure that the student fully understands the assignment.
- The parent is expected to encourage systematic study, to show interest in the student's work, to commend the student's performance, and to provide home conditions conducive to study.
- Students are responsible to keep an accurate record of assignments.
- Students who have known absences (i.e., for Santa Clara activities) must see their teachers the day before the activity to get their assignments and then turn them in according to the teachers' directives.

Homework Standards:

Freshmen – an average of 2 hours per night
 Sophomores – an average of 2.5 hours per night
 Juniors – an average of 3 hours per night
 Seniors – an average of 3 hours per night

Students in Honors or AP courses should expect a longer time investment in homework

Late Work:

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

Examination Policy

- Examinations are held at the end of each academic quarter, according to the days published on the school calendar.
- All tuition, fees and other financial obligations must be current in order for a student to obtain an examination pass. The pass signifies to the teacher that the student is eligible.
- Since it takes up to five days before a check clears the bank, cut-off dates for paying tuition and fees are set up in the Schedule of Tuition Payments. After close of business on those days, payments to qualify for the exams must be in the form of cash, money order, traveler's check or cashier's check.
- Students who fail to appear at the designated time and place of an exam, except in the case of medical excuse verified by a doctor's note, forfeit the right to take the exam. Any other exception must be approved by the Vice Principal.
- Students who are late for an exam forfeit the time missed. Teachers may not give individuals or a class extra time for an exam without the prior permission of the Head Counselor. Students must remain in the exam room the entire time of the exam period.
- If a change in exam dates is approved by the Vice Principal, the student must take the missed exams on the day scheduled in the school calendar.

Honor Roll

An Honor Roll is posted at the end of each semester. In September the Honor Roll reflects the accomplishments of the previous semester. Graduated seniors are included in the listing.

Students with a grade point average of 3.0 - 3.49 receive **HONORS**.

Students with a grade point average of 3.5 – 3.99 receive **HIGH HONORS**.

Students with a grade point average of 4.0 and above receive **HIGHEST HONORS**.

Any sophomore, junior or senior student who achieves a semester GPA of 3.5 or higher is awarded an Academic Letter. Each semester thereafter that the student achieves a GPA of 3.5 or higher, he or she is awarded a chevron to attach to the letter. A freshman must achieve a semester GPA of 3.5 or higher both semesters of the ninth grade to qualify for an Academic Letter.

Academic Probation

The Head Counselor and academic counselors may place a student on academic probation if his/her performance places him/her in danger of academic dismissal. If a student's cumulative semester G.P. A. is below a 2.0, that student is placed on academic probation. Parents are notified and must meet with the student's counselor to plan a strategy for success. Any student who is placed on academic probation three times will be asked to withdraw from Santa Clara High School.

Requirements for students on Academic Probation

1. Study hall/tutoring Monday through Friday as scheduled (minus half days or faculty development days).
2. Meeting with teachers for extra help in subjects below a "C" average and/or request additional assistance in areas of difficulty.
3. Make up all semester "F's" prior to the next academic school year.
4. A student who has one or more semester "F's" is required to attend summer school in order to return to Santa Clara High School the following year. If the student does not make up the "F's" in summer school, he or she will be required to take the entire year of the course at Santa Clara, even if he/she only failed one semester.

Academic Eligibility for Activities

Students must maintain a grade point average of 2.0 to participate in activities and athletics. Eligibility will be based on the previous quarter's performance.

- CIF eligibility for sports is based on the last two grading periods.
- If a student falls below a 2.0 GPA in any quarter, he/she is automatically put on probation for all activities for the next quarter.
- If at the end of the next quarter the student's grades are still below 2.0 GPA, the student remains on academic probation and is ineligible for activities/athletics.
- NO APPEALS WILL BE ACCEPTED!
- Ineligibility begins on the day that progress reports are distributed. The student will remain ineligible for the entire quarter.
- A student who is declared ineligible at the end of the fourth quarter may be placed on probation and have his/her eligibility reinstated for the fall quarter if the student attends summer school and raises his/her fourth quarter GPA to at least a 2.0.

Academic Dismissal

A student who consistently fails classes and is not able to make-up the deficiencies either in summer school and/or night school is subject to dismissal. When it becomes evident that the student cannot acquire the 240 credits required for graduation, he or she will be asked to withdraw from Santa Clara High School.

A student who is dismissed for academic reasons may appeal that decision to the Principal. The decision of the Principal is final.

Summer School

All courses must be taken at Santa Clara High School during the regular academic year. A student who fails any course must make up the course by attending summer school. The general policy regarding summer school is:

- Courses taken at institutions other than Santa Clara will not be accepted unless the Head Counselor has given prior written permission.
- The class failed is to be repeated during the summer. If the class failed is not offered in summer school, the Head Counselor determines an appropriate alternate course.
- The grades earned in pre-approved summer school courses are included on a student's transcript. They do not erase existing grades.
- A student who has one or more semester "F's" is required to attend summer school in order to return to Santa Clara High School the following year. If the student does not make up the "F's" in summer school, he or she will be required to take the entire year of the course at Santa Clara, even if he/she only failed one semester.

- According to C.I.F. regulations a student below a 2.0 GPA in the fourth quarter grading period, which is required for athletic eligibility, may attend summer school to raise the GPA to the level acceptable for participation in sports. The Head Counselor must approve the summer school courses the athlete wishes to take; these must be the same courses he/she failed or courses of comparable substance. Summer school grades become part of the report of the previous semester and the GPA is recalculated only to determine eligibility.

Summer Reading Assignment

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

Transfer of Records

Whenever a student transfers from one school district to another or to a private school, or transfers from a private school to a school district within the state, the student's permanent enrollment and scholarship record or a copy thereof shall be transferred by the former district or private school upon request from the district or private school where the student intends to enroll.

Education Code 48904 allows a school to decline to give the student his/her diploma or report card or to refuse to send transcripts to a college or employer until the student's financial obligations are met.

Parents and guardians will be notified that transcripts and/or grades are to be withheld.

Salutatorian/Valedictorian

The top academic students from the senior class may submit a resume and an essay as to their accomplishments at Santa Clara, their Christian Service record, and reasons why they believe they should be considered for the honor of salutatorian or valedictorian. An administrative committee meets to discuss the candidates and their qualifications. A vote is taken to determine the salutatorian and the valedictorian.

SECTION V: COLLEGE AND CAREER COUNSELING

Counseling Department

Philosophy

The Counseling Department believes that it must offer students the opportunity to develop an awareness of their responsibilities to God, to themselves, to the school and to the community. Students collaborate with the Counseling Department in the planning of their academic programs. Counselors, working with the faculty and parents, assist students in evaluating their abilities and guide them to pursue a course of studies that best suits their potential and future goals. When necessary, remediation or enrichment are encouraged. Standardized tests administered regularly according to national and local schedules, are recommended to students as part of this evaluation and guidance process.

Testing

Necessary information and applications for the following tests are available to students who attend Santa Clara High School.

Entrance Exam

Freshmen are given an entrance exam prior to registration to help in appropriate placement.

Preliminary Scholastic Assessment (PSAT)

This test is designed as a preparation for the SAT test, and is also the qualifying exam for the National Merit Scholarship Program. The PSAT is given to Santa Clara students during their freshmen and sophomore years.

Scholastic Assessment Test (SAT Reasoning Test)

This is a 3-part test on critical reading, mathematical abilities, and writing skills that the student has developed in high school. It is the basis of admission to most 4-year colleges and universities. Any senior planning to go to a 4-year college should take the SAT Reasoning Test by November of his or her senior year. Juniors are encouraged to take the SAT Reasoning Test in the spring of their junior year.

College Board Achievement Tests (SAT Subject Tests)

This is a series of tests that assess what has been learned in a particular subject area. This test must be taken by any senior planning to attend a University of California (UC). A few other colleges also require this test.

American College Testing Program (ACT)

The ACT, like the SAT Reasoning Test, is a college entrance test. Every senior should check the test requirements of the college he or she chooses. Some students opt to take both SAT Reasoning Test and ACT.

AP Course Testing

Students enrolled in AP courses are expected to take the AP exam at the end of the school year. Any student who chooses not to take the AP exam will be given regular credit for the course. AP exam fees are due at the beginning of the school year for each AP class. Students will be notified of exam dates.

Students should check with the academic counselor for test information and dates.

College Entrance Information

The following subject requirements are those for University of California, California State Universities and most four-year colleges. In addition to these subject requirements, a student must be a graduate of an accredited high school must have maintained a good scholastic record and taken College Board Exams. It is suggested that each student check additional subject requirements for certain majors and other requirements in the catalog of the college of his/her choice.

IMPORTANT: To satisfy entrance requirements, colleges will not accept any course in which a grade of “D” or “F” was earned.

A. UNIVERSITY OF CALIFORNIA – UC (See website www.ucop.edu)

A student must meet the minimum requirement described below to be eligible for freshman admission to the University of California. The following specified courses are the minimum units needed in approved high school work in academic or college preparatory courses:

SUBJECT REQUIREMENT

A student applying for admission to the University of California must have completed a minimum of 15 units of approved high school work in academic or college preparatory courses as specified and listed below:

SPECIFIED "A-G" COURSE REQUIREMENTS

- a. History – 4 semesters
2 semesters of U.S. History, U.S. Government AND 1 year of college prep
World/Global History
- b. English – 8 semesters
Courses must be chosen from those that are certified by the University of California
- c. Mathematics – 6 semesters required, 8 recommended
For example: Algebra I, Geometry, Algebra II, etc.
- d. Lab Science – 4 semesters required, 6 recommended
2 semesters of Biology and 2 semesters of Chemistry or Physics
- e. Foreign Language – 4 semesters required, 6 recommended
2 years of the same college-prep foreign language
- f. Visual and Performing Arts – 2 semesters required
Courses must be chosen from those certified by the University of California
- g. College Preparatory Electives – 2 semesters required.
One year, in addition to those required in “a-g” above chosen from the following areas:
History, social science, English, advanced math, laboratory science and language, other than English.

Please note that a second year of visual and performing art does not fulfill this requirement.

SCHOLARSHIP REQUIREMENT

The Scholarship requirement defines the grade point average (GPA) students must attain in the "a-g" subjects and the SAT Reasoning Test and SAT Subject Test or ACT test (with Writing Section) scores to be eligible for admission to the University.

Important - "D" and "F" grades in the "a-g" courses must be repeated. Grades for repeated courses in which the student initially earned a grade of "C" or better will not be used.

B. CALIFORNIA STATE UNIVERSITY – CSU (See website www.csumentor.edu)

A student intending to enroll in a state college (i.e., Long Beach State, San Diego State, C.S.U.N., etc.) must be a graduate of a California high school, have a grade point average and total score on the Scholastic Aptitude Test (SAT) which places him among the upper 1/3 of California high school graduates. Students must have completed a minimum of 15 units of high school work during grades 9 through 12. Specific course requirements are listed below.

- a. Social Science – 2 semesters
Includes one year of U.S. History and 1 semester of U.S. Government
- b. English – 8 semesters
Must be approved college prep courses
- c. Mathematics – 6 semesters
Algebra I, Geometry, and Algebra II, etc.
- d. Laboratory Science – 4 semesters
One year biological and one year physical (Biology and Chemistry, for example)
- e. Foreign Language – 4 semesters
2 years of the same language
- f. Visual and Performing Arts – 2 semesters
Must be approved college prep courses
- g. Electives – 2 semesters
Must be approved college prep courses

ELIGIBILITY

The grade point average and test score (SAT/ACT) must meet the minimum eligibility index.

B. PRIVATE UNIVERSITIES

Subject requirements for freshman admission are often very similar to the University of California and California State University. Since there are differences, students should check the catalog of the college of his/her choice.

C. COMMUNITY COLLEGE

A student intending to enroll in any community college (i.e., Oxnard College, Ventura College, Moorpark College etc.) must have completed the required course of study as prescribed by his/her high school and have received a high school diploma. If a student does not receive a diploma, he/she may attend a community college if he/she is 18 years of age or older and can present evidence of being able to pursue successfully, and to profit from the proposed course of study.

Recommendation Letters

Colleges/universities almost universally require letters of recommendation of the applicant's personal character and accomplishments in academics and the community. In determining whom to ask for a recommendation letter, students should take into consideration how well the teacher knows him/her and for how long. It is a courtesy to the teacher for the student to give the teacher a fact sheet of his/her scholastic and other accomplishments, service experiences and the like. The student provides the teacher with a stamped addressed envelope in which to mail the recommendation letter. Another mark of courtesy is to give the teacher at least two weeks' notice before the college deadline.

Transcripts of Grades

Students requesting transcripts to be sent to other schools or colleges must fill out a Transcript Request Form available in the counseling and career center or registrar's office at least one week in advance of deadlines. It is the student's responsibility to request final transcripts to be sent to the college of his/her choice at the conclusion of the second semester of the senior year.

Academic Guidance

Academic conferences are set with each student each year, in conjunction with their academic counselor, to focus on academic achievement and career goals.

- Students and counselors review PSAT test results, search for colleges and careers, and review graduation requirements.
- The counselor sets up conferences with students based upon the results of the progress reports. The focus of these meetings is placed on the student's responsibility for academic achievement.
- The counselor will assist students in developing strategies for improving their performance, and will act as a liaison when necessary for students and parents.
- Students may request appointments whenever help is needed.

Personal Guidance: The school does not take responsibility for psychological counseling or therapy. However, the counseling department will seek to assist students and their families in finding sound psychological counseling and/or therapy off campus whenever possible. Referrals are given as needed.

Tutorial Program

The tutoring program is designed to offer additional support for the students who are at risk of failing.

- **Students who earn less than a 2.0 (C- or below) and who have been placed on academic probation must participate in the tutorial program.**
- Students who are not required to participate, but wish to drop in for services, may do so if space is available.
- Students who are required to attend tutorial, but choose not to participate, and whose grades do not show improvement, will be asked to withdraw

Counseling Center

The Santa Clara High School Counseling Center is located in the College and Career Center. Appointments may be made by signing up on the appointment sheet on the information table in the College and Career Center.

Services:

College Information – A complete library of the California State University and University of California systems is available. In addition, various other college catalogues and guides are available. Students begin utilizing the CSU Mentor website in their freshman year.

School Recruiters - Representatives from colleges, vocational schools and other agencies present information about their programs to students through the College and Career Center. Students need to sign up in advance for these presentations.

College Nights – Each year some public high schools invite representatives from various colleges to talk with students and parents from area high schools. These events take place in the fall.

College Camps – The school offers in-depth and personal assistance to students in preparing for college.

College Application Workshops - Several workshops are planned that will help the college-bound student accomplish the application process.

Career Exploration – The Peterson's Online Program offers all students a chance to explore career opportunities. Every year, each student visits the Counseling Center to review this on-line resource.

Military Information – The recruiters from all branches of the military maintain regular weekly hours at their offices. Check with the counselor for additional information. The recruiters also make scheduled visits to the College and Career Center.

Films/Videos/DVDs - Information about jobs and job-seeking skills, college and career opportunities, SAT, and financial aid are offered for student viewing.

Summer Enrichment Programs – Many colleges, universities and community programs offer students unique opportunities to explore an area of interest. Information regarding specific programs is available through the counselors.

College Financial Aid – A variety of financial aid information is available for students to utilize. A parent and student financial aid night is held in the fall. FAFSA and Cal Grant workshops are also held to assist students with the task of filling out those forms.

SECTION VI: DISCIPLINE PROGRAM

The Administration of Santa Clara High School reserves the right to change rules, add rules, interpret rules or alter consequences in order to ensure a safe environment for all students, faculty and staff. Students and parents will be notified of significant changes.

Rationale and Guiding Principles for Discipline

The goal of the Discipline Program is to encourage students to develop into responsible Christian adults and good citizens through self-discipline. In order for the school community to function properly, there are rules, regulations and policies. Guidelines exist to promote and reinforce Gospel values and Christian virtues, allow for safety, individual and community welfare, and to build character; others exist to guide and direct conduct.

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

A well-educated citizen always makes good choices and exercises ethical conduct. Where the student is not yet able to exercise self-discipline and makes poor choices, he or she will incur disciplinary consequences.

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

Discipline and the Expected Schoolwide Learning Results

The ESLRs are applicable to the discipline code and process in that it is the expectation of Santa Clara High School administrators and personnel that students are

S Spiritually Active

To "bear witness to Christian action in the world" begins with Christian action in home, school, and neighborhood. A person's conduct displays his/her understanding of Catholic-Christian values.

A Academically Sound

In order to allow teachers to teach and students to learn, students must abide by standards of discipline so the classroom and campus environment is conducive to learning.

I Independent Thinkers

Independence and following established guidelines are not contradictory values. True independence requires a person to know and accept restrictions.

N Naturally Expressive

A discipline code protects everyone's right to be "naturally expressive" and respects the opinions and talents of others.

T Team Players

Following the "sports image" of team players, any athlete understands the need for self-discipline. School unity and pride requires every student to be a disciplined team player.

S Socially Responsible

A key concept in social responsibility is the ability to accept responsibility for our actions. The rules, regulations and policies of the discipline program provide opportunity for the life lesson of accountability.

Agents of School Discipline

Classroom/Campus Infractions

All administrators, teachers, classified staff (office, maintenance, etc) and coaches are responsible for reporting violations of school rules to the Director of Discipline.

Teachers, staff and coaches will be the first to deal with **minor classroom** or campus violations by the following steps:

1. Correct the student, preferably after class or after school. Contact parent by e-mail or phone.
2. Write-up the student for a minor violation.
3. Each minor violation earns a 50 minute detention to be served the same day after school or the following morning before school or after school.
4. For continued misbehavior, the student will be referred to the Director of Discipline either verbally or by way of a Mid-level Violation report

Director of Discipline

The Director of Discipline oversees and directs all aspects of the Discipline Program and maintains a discipline file on each student. The Director of Discipline investigates any reported incidents pertaining to rule violations.

- He/ she will document conversations, meetings and conferences relative to the involved student.
- The Director of Discipline may resolve the matter personally or refer it to be resolved by one or more of the following:
 - Teacher involved
 - Parent or Guardian
 - Discipline Review Board
 - Vice Principal
 - Principal
 - Local public authorities

The Director of Discipline will make reports, referrals and/or recommendations to the Principal. The Director of Discipline may authorize the immediate suspension of a student pending the investigation of a Major Violation.

It is the responsibility of the Director of Discipline to inform the student's counselor when a student is suspended so that teachers may be notified that the student is not allowed make up work.

Discipline Review Board

The Director of Discipline may choose to assign a discipline case to the Discipline Review Board per his/her discretion. The purpose of the Board is to make recommendations to the Principal regarding the student's violation.

- The Discipline Review Board consists of the Director of Discipline, Vice-Principal, and one faculty member. The Principal will be present during meetings.
- The Director of Discipline will provide the members of the Review Board relevant case data.
- The review board will meet on an "as needed" basis to allow a hearing for students and parents when a major or severe violation has occurred. Only the student and parents or guardians may be present. They may speak to Discipline Review and offer mitigating information. No legal counsel or other representation is allowed.
- The Board then meets in closed session to determine whether to determine recommendation to the Principal.
- The Principal's decision is then communicated by the Director of Discipline to the parents or guardians.

The Principal reserves the right to refer extraordinary discipline matters to the Discipline Board.

Archdiocesan Grievance Process

If a student or family wishes to contest the decision of the Discipline Review Board/Principal, they may appeal through the Archdiocesan Grievance Process. Forms are available from the Vice Principal.

Discipline Violation Process

A student who accumulates

- Five write-ups has a conference with the Director of Discipline and a letter is sent home.
- Ten write-ups has a parent conference to determine an action plan to encourage the student's positive behavior; detention time will be served on Saturday. A letter detailing this action plan and detention consequences will be sent home.
- Fifteen write-ups is placed on Disciplinary Probation. The Director of Discipline meets with the parents and student. A follow-up letter is sent home.

- Eighteen write-ups is placed on Strict Probation. At that time the parents and student meet with Administration, a contract is determined and an official letter sent home.
- Twenty write-ups is cause for dismissal or withdrawal.

*Students who are involved in extracurricular activities (clubs, production, drama, ASB, sports, etc.) and who accumulate ten write-ups will be placed on an **Action Plan**. Once a student is placed on an Action Plan, he or she is not allowed to participate in extracurricular activities until the terms of the Action Plan set forth by the Administration are met.

Disciplinary Violations and Procedures

Violations Incurring One Detention

Detention must be served the following morning at 7:00am or that afternoon at dismissal for any of the following:

- Tardiness to class
- Tardiness to school after the three excused morning tardies in the year
- Class disturbance
- Failure to comply with directives
- Failure to follow class rules
- Not prepared for class: not having books or materials
- Throwing objects
- Horseplay
- Teasing or name-calling
- Public display of affection
- Use of cell phone/pager (will be confiscated and parent must come for it); a second violation results in two detentions and the confiscation of the phone until a parent comes to retrieve it.
- Use of any electronic device during school hours
- Dress code violation
- Not shaving
- Grooming in class
- Wearing hoods/hats/sunglasses inside school buildings
- Gum chewing
- Unauthorized food/drink in classroom/hallway
- Sitting on desks/tables
- Locker abuse
- Riding bikes/skateboards on campus
- Not having a hall pass
- Failure to serve detention
- Other – at the discretion of the administration

Serious Violations Incurring Three Detentions (Saturday Detention possible suspension)

- Disrespect: rude or discourteous behavior
- Public display of affection
- Locker abuse
- Failure to serve detention
- Class disturbance (continuous)
- Insubordination, repeated refusal to comply
- Ditching a class or assembly: leaving class without permission or failure to be where teacher has directed or given the student permission to be
- Writing on the school's or another's property, i.e., backpacks, notebooks, books, etc.
- Copying (may be a major violation)
- Other – at the discretion of the administration

Major Violations

Depending on the circumstances, any of the following could be severe violations. These violations carry a penalty of five or more detentions, parent conference, and automatic suspension.

- Willful defiance of authority; insubordination
- Harassment
- Lying to authority
- Plagiarism/cheating
- Fighting
- Threatening a student or faculty/staff member
- Obscene acts (possession of obscene materials)
- Hazing
- Truancy
- Possession/use of lighters or matches
- Vandalism; property damage
- Verbal abuse of a teacher
- Setting off the fire alarm
- Display or writing satanic or gang symbols
- Computer misuse
- Other – at the discretion of the administration

Severe Violations

A student found guilty of any severe violation should expect to be expelled.

- Possession or use of drugs
- Possession or use of tobacco or alcohol
- Robbery
- Fighting
- Major theft
- Bomb threats
- Graffiti
- Possession of weapons
- Willful destruction of property
- Assault
- Gang membership or affiliation
- Knowingly receiving stolen property
- Other – at the discretion of the administration

Record of Violations

Records of violations are kept by the Director of Discipline. Parents may access their student's disciplinary record online at www.powerschool.com.

It is the parent's responsibility to check on the student's discipline status through www.powerschool.com or by contacting the Director of Discipline directly.

Detention

Serving Detention

It is the responsibility of the student to serve the detention the same day or the day after the violation occurred. Detention time may be served from 7:00 am to 7:50 am or at dismissal the day following the student's violation. Students with a write-up for more than one detention must serve their time on consecutive days, for example, a student who is late or ignores this morning/afternoon detention time is automatically on the list for the next Saturday detention. At least one day's notice will be given to a student who has Saturday detention.

For example, the student who receives a detention ANY TIME on Monday can serve it the same day after school or must serve the detention on Tuesday before school or after school. If the student does not show up for detention, the student must serve the entire three-hour detention time during the next Saturday detention.

Any questions about a detention received or discussion about detention time owed must be taken care of with the Director of Discipline before the assigned detention.

Saturday Detention

When a student has three detentions (for a single violation or because of an accumulation of unserved detention time), he/she will serve from 8:00 am to 11:00 am on the last Saturday of the month, reporting to the library promptly at 8:00 am in school uniform or Spirit Dress. Failure to show for this Saturday detention means the student has an in-school suspension and a parent-student conference with the Director of Discipline the following week. As a result of this conference, the Director of Discipline will assign detention days to the student.

Due Process

A student may choose to contest a detention if he/she wishes, but must follow the procedure listed below:

- If a student contests a detention, he/she should first speak to the teacher or staff member who issued it. This conversation should happen the same day the student receives the detention.
- If the issue is not resolved, the student may request a meeting with the Director of Discipline whose decision is final.
- In more serious matters, the Director of Discipline may convene the Discipline Review Board. In that setting, the **decision of the Principal is final.**

Suspension

Out of School:

The response to a violation(s) may be suspension where a student is removed from school. A parent or guardian will be notified immediately. The student is not allowed on campus for any reason until a parent or guardian conference with the Director of Discipline occurs.

In School:

The response to a violation(s) may be suspension where a student is removed from the classroom and placed on “in house” suspension whereby the student spends the suspension time on campus. The student is not allowed back into the classroom until a parent or guardian conference with the Director of Discipline occurs.

The consequence of a student being suspended resulting from a school violation(s) may be restriction from certain extracurricular activities **at the discretion of the administration.**

Santa Clara High School policy states that time missed during a suspension is considered an unexcused absence. Therefore the student is not allowed any make-up work.

Disciplinary Probation

Disciplinary Probation is the consequence for continued violations or major violations of school rules and serves as a warning to students and parents.

A student who accumulates more than 15 detentions in a particular school year is placed on disciplinary probation immediately. A student on disciplinary probation is expected to show marked improvement in behavior; continuing to violate school rules places this student in danger of Strict Probation.

Per the student’s Action Plan, it is at the discretion of the administration to prohibit the student from any or all extracurricular activities. Seniors who incur disciplinary probation will lose senior privileges, as determined by the Director of Discipline.

The terms of the probation will be thoroughly explained to the student and parents and there will be contracts signed by all parties involved.

Strict Probation

Strict probation is reserved for major and severe violation of school rules and serves as a serious warning to students and parents.

A student who accumulates more than 18 detentions in a particular school year will be placed on Strict Probation. A student on Strict Probation will be removed immediately from any offices held, sports teams, drama participation or other extracurricular activities.

The consequences of Strict Probation will be thoroughly explained to the student and parents and there will be contracts signed by all parties involved.

A student on Strict Probation who continues to violate school rules may be asked to immediately withdraw from Santa Clara High School or at the next marking period.

With all due consideration, disciplinary actions are determined by the professional judgment of the Director of Discipline, Administration or Discipline Review Board and dealt with on a case-by-case basis.

Restitution

A student may be required to reimburse, repair or otherwise compensate the school or an individual for theft or damage of school or personal property. California law provides that a parent or guardian may be held liable for damage to school property when such damage is the result of vandalism.

Dismissal

A student's attendance at Santa Clara High School will be terminated under two circumstances:

If, after exhausting the steps of the discipline procedure there is no improvement in a student's behavior, as determined by the Director of Discipline, the Discipline Review Board may recommend to the Principal that the student be dismissed.

If a student commits a serious violation of school rules, the Discipline Review Board may recommend to the Principal that the student be dismissed. Expulsion will be recorded on the student's transcript.

Policies Related to Discipline

Accountability

A student will be held accountable for misconduct during school activities either as a spectator or as a participant while on school grounds, during any school-sponsored activity on the Santa Clara High School campus or at another school.

Backpacks

Students may not write on, color, do art work on their own backpack or another student's. Students will be required to get a new backpack if it has been altered. Backpacks must be removed during class time and placed under the desk, or in a place designated by the instructor. Writing or marking on another's personal property will result in a detention.

School Searches

Santa Clara High School administrators have the responsibility to protect the health and safety of students and to maintain order on school premises and at school activities. On occasion, it may become necessary for a school official to conduct a search of a student's property. Even though searches are conducted by necessity without warrants, a preliminary evaluation will be made with regard to the student's right to privacy in a given situation.

Whenever practical and/or appropriate, the student will be interviewed in the presence of an adult witness prior to the search. Searches are conducted only under REASONABLE SUSPICION that they will result in the confiscation of an item that would be disruptive to the education process or be a danger to the health and safety of students.

Santa Clara High School reserves the right to search the student's person or possessions. All searches are conducted by an Administrator accompanied by an adult witness. A search may include a student's locker, backpack, purse,

pockets, cell phone, car, and/or any area of the Santa Clara High School campus where it is suspected that contraband may be hidden or there is any danger to the health and safety of students. If a student refuses to comply with a search of personal property, school officials have the right to request assistance from a peace officer.

When a search results in confiscation:

- Parents or guardians are notified by phone as soon as reasonably possible;
- Appropriate school disciplinary procedures are initiated.
- Appropriate support groups, including public law enforcement agencies, are consulted.

Drugs and Alcohol

Santa Clara High School operates under a zero tolerance policy for drugs and alcohol. Students violating this policy are subject to dismissal.

If students are found or thought to be either in possession of or under the influence of drugs and/or alcohol , or there are grounds for reasonable suspicion that a student is using drugs, parents or guardians must meet immediately with Administration.

Gangs

Any student who professes membership in a gang or publicly displays support for membership in gangs will be asked to withdraw from Santa Clara High School.

Graffiti

Any person who leaves graffiti marks on the school premises, public property, or on the belongings of others will be prosecuted to the fullest extent of the law and restitution will be required. If any Santa Clara student should so act, assist or be present during such defacement he or she will be required to immediately withdraw from Santa Clara High School.

Cell Phones

Cell phones may not be **visible or heard** during school hours. They are to be turned off (not set on silent or vibrate) and are best stored in a locked locker where they remain during the entire school day, including break and lunch. Students may not check their phones during the day nor use any phone function, i.e. texting or checking the time.

A student who violates the cell phone policy will receive a detention and the cell phone will be confiscated; a parent must come to get the cell phone. If there is a second violation, the student receives a Saturday detention, the cell phone is confiscated and is in the possession of the Director of Discipline until a parent or guardian comes to retrieve it. A third cell phone violation will result in an "In school suspension", in addition, the cell phone will be retained by the school for one week. After one week, the parent may come to retrieve the cell phone. All confiscated cell phones are subject to search by the Administration.

In the case of an emergency, the student may go to the office or to the Vice Principal and ask to use the school phone. Parents with messages for students are asked to call the school office, not the student's cell phone.

Other Electronic Devices

Electronic devices such as MP3 players, laptop computers, portable game systems, digital cameras and the like may **NOT** be brought to school for any reason unless approved in advance by the Director of Discipline (E.C. 48901.5). If seen, the student receives a detention and the device will be confiscated and must be picked up by a parent or guardian.

Unauthorized Internet Usage

It is unacceptable to use the Santa Clara High School name, initials, logo, or pictures of staff, students, the school or school activities with anything that is degrading, lewd, threatening or violent. Deliberately establishing, maintaining, participating in or posting on unauthorized Internet web sites or anywhere else, may result in serious disciplinary action from forfeiture of usage privileges up to and including expulsion.

Unacceptable uses of school or home computers include, but are not limited to:

- Sending, displaying or downloading offensive messages or pictures;
- Using obscene language;
- Harassing, insulting or threatening others;

- Violating copyright laws;
- Using another person's log-on and/or password;
- Trespassing in other's folder, work or files;
- Revealing another's personal phone number, name or address.

Students and parents alike need to be aware of the potential danger in the use of social networking sites, such as myspace.com.

Dress Code

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

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

Dress and grooming regulations are based on Christian modesty, appropriateness for school, cleanliness, neatness, and safety.

Regulations concerning student dress before and after school:

- Once students arrive on campus in the morning, they must be in their Santa Clara High School uniforms.
- After school, students remain in their uniforms or they may change into SC spirit wear.
- Athletes are permitted to change into SC practice attire after school.

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

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

The following regulations apply to **ALL** students:

Shirts

- White, oxford cloth, button down shirt (short or long sleeve) for Grades: 9, 10, 11
- **Seniors ONLY** may wear the Dennis Uniform blue polo with the SC logo. Seniors may wear a dark t-shirt under the polo
- A plain short sleeve white crew neck t-shirt must be worn under the uniform shirt.
- No long sleeved t-shirts or thermals may be worn under the short sleeve shirt.
- Shirt **must** be buttoned appropriately and **tucked in at all times**
- No oversized shirts; no shirts that are too tight or form fitting.

Pants/Walking Shorts

- Navy blue or khaki twill pants and walking shorts from Dennis Uniform
- Dockers or Dickies may be worn if they are the same style and color as Dennis Uniform
- No low rise, denim, lycra, cargo pants, or capri pants
- Walking shorts - no shorter than 4 inches above the knee
- No baggy or tight fitting pants/shorts
- Pants/shorts must be in good condition – clean and without tears
- Pants/shorts must be worn at the waist and be hemmed so that they do not fall over the shoe

Socks

- Must be visible and worn at all times
- Socks must be **solid and unpatterned** in the following colors: navy, black, white or tan

Shoes

- Leather, canvas, or athletic shoes must be worn at all times
- Shoes requiring laces must be tied (not tucked in or under)
- No slipper-like shoes or slip-ons
- **No** boots, rain boots, etc. (including UGGs)
- **No** sandals, open-toed shoes, moccasins, or backless shoes

Outer Wear

The following is the **only** approved/acceptable outerwear for school (even in rain or cold):

- Santa Clara High School (Dennis Uniform) jackets or sweatshirts in navy (Sweatshirts may be zipped or hooded with the SC/school logo)
- A navy crewneck sweatshirt with the word SAINTS (purchased from the school/ boosters)
- SC letterman jackets may be worn
- **No** Pro/College/Team-affiliated clothing may be worn

Sunglasses

- May not be worn at any time

Head Gear

- **No** baseball caps (including SC caps), hats, bandanas, beanies or other head wear may be worn.
- After school, SC caps may be worn if part of the spirit pack
- Scarves are never permitted
- Hoods on sweatshirts may not be worn inside or outside of school buildings during school hours

Piercing and Tattoos

Body piercing and tattooing (including temporary tattoos) of all kinds are deemed as inappropriate.

If a piercing is on a body part that is normally visible, the student will be asked to remove it.

A tattoo cannot be visible. Students may not wear Band-Aids or other material to cover piercing or tattoos.

Santa Clara Young Men

The following are specific regulations which apply to the Santa Clara young men only:

Belts

- Belts must fit the waist appropriately
- Belt colors are brown, tan, blue, or black
- No long or studded belts are permitted.
- Only plain belt buckles, without designs or insignias, are permitted.
- No chains

Grooming/Hair

- Hair is to be of natural, solid color, neat and clean
- Must be cut above the ear; above the eyebrow; above the collar in back
- No exaggerated hairstyles (limited use of gels/hairspray)
- Students must be clean shaven (will need to purchase a razor for a fee of \$1.00 if not clean shaven)
- No mustaches/beards; eyebrows must be unaltered
- Sideburns may not extend below the ear and must no be wider than one inch

Jewelry

- No earrings may be worn (tape or band-aids may not be worn over an earring)

Santa Clara Young Women

The following are specific regulations which apply to the Santa Clara young women only:

Skirts/Shorts

- Dennis Uniform Blackwatch Plaid Skirt
- Dennis Uniform Blackwatch Plaid Skorts w/tabs may be worn
- Skirts may be no shorter than 4" above knee

Upon first violation of skirt length regulation, girls will be required to wear uniform pants for one week; for a second violation, one month; a third violation means pants for the rest of the school year.

Socks

- Socks must be visible at all times.
- Navy or black tights are allowed, but must cover feet. Tights are to be free from holes or runs. (No leggings or ankle cut tights).

Hair/Make-up

- Hair is to be of a natural, solid color, neat and clean
- Exaggerated hairstyles or make-up are **not** allowed
- Make-up must be moderate

Jewelry

- One piercing each ear (lobe only) for earrings of moderate size/length may be worn.
- No plug earrings

Dress Uniform

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

Dress uniform is defined as follows:

For Santa Clara Young Men:

- regulation pants (no shorts)
- white collared shirt (long or short sleeves)
- the SC tie
- optional SC sweater vest

For Santa Clara Young Women:

- regulation pants or skirt (no shorts)
- white collared blouse (long or short sleeves)
- either the SC sweater vest OR the SC sweater
- optional SC tie

Friday Spirit Dress

Spirit dress is a privilege, not a right and may be worn on Friday's only:

- **Blue jeans only**, (pants) in good condition (without holes or patches) may be worn.
- **No** black jeans, **no** jean shorts, no Cargo shorts, **no** Capri jeans, **no** jean skirts.
- SC attire may be worn (team shirt, spirit wear t-shirt, booster shirt, Class t-shirt)
- **No** CIF or club/tournament wear, **only** SC-approved wear
- Outerwear **must** be a Santa Clara jacket or sweatshirt
- Regular school day dress may also be worn
- **Spirit Dress violations will result in loss of privilege**

A reminder: Friday is Spirit Dress day, not free dress.

SECTION VII: ATTENDANCE POLICIES

Students attending Santa Clara High School are subject to the California State Laws on Compulsory Full Time Education. The school is obliged to enforce these laws. Parents are likewise obliged by California State Laws to ensure that their student is in attendance at school when it is in session.

Absence

Absence is defined as non-attendance at classes when school is in session. Excused absences are as follows and require a parent note upon return to school.

The following reasons constitute a legitimate or **excused absence** from school:

- Valid Illness. A parent may be requested to provide medical verification.
- Attendance at funeral services for family members.
- Quarantine directed by a County or City Health Official.
- An emergency or special set of circumstances judged as sufficient cause by school authorities. The Principal should be notified of the circumstances immediately.

Unexcused Absences:

- All other absences taken with permission of the parents, but not that of the school. This includes family vacations, trips, etc. Such absence counts towards excessive absence.

Whether the absence is excused or unexcused, students may not miss more than 12 days/class sessions in a semester without the possible penalty of reduced credit.

Teachers may give make-up work for excused absences only.

Truancy: (See truancy policy)

Truancy is defined as absence from school with neither school nor parental knowledge and/or consent.

Excessive Absence:

A student who misses 12 class sessions in a semester, for a particular course or for all courses, is considered to be excessively absent. This student is in danger of losing academic credit for the course(s) in which the absences occurred. Parents and students will be notified in writing after the student reaches the **eighth** absence to any course(s). A student with excessive absences should also expect to lose extracurricular privileges for the rest of the quarter, semester or year.

Absence Procedures

- Parents must notify the Attendance Office before 8:00 am if a student will be absent.
- When the student returns to school after an absence, he or she must turn in a written note signed by the parent or guardian explaining the reason for absence to the Attendance Office. The Attendance Secretary will then issue a readmit slip to the student.
- Students will be readmitted to class upon presentation of the readmit slip. Each teacher will sign the slip. At the end of the day, the slip will be returned to the Attendance Office.
- Students who become ill or must leave school during the school day for any reason must obtain permission (Off-Campus Permit) from the Attendance Office. The Attendance Secretary must notify parents or guardians and make proper arrangements. Only those persons listed on the Emergency Card are permitted to sign out the students.
- Students requesting dismissal for a doctor's appointment or court appointment must come to school with a note from a parent or guardian requesting early dismissal. If approved, the student will be given an Off-Campus Permit. The student must return to school after the appointment with the signed Off-Campus permit from the doctor or court authority to gain an Excused Re-Admit to class. Without proper verification the student will be given an Unexcused Re-Admit to class.
- **Students with their own vehicles are required to report to the Attendance Office before leaving campus for any reason and must follow all rules and regulations regarding attendance.**

Participation in School Activities and Athletics

Students who wish to participate in or attend any after-school/evening activity of any kind on a particular day must be in school at least 4 full periods (excluding lunch). If the game or activity is on a Saturday or Sunday, this obligation must be fulfilled on the previous Friday. Exceptions may be made for extenuating circumstances, with the approval of the Principal or Vice Principals

Tardiness Policies

Tardiness is defined as arriving in any class after the bell for the start of class has rung.

Morning Tardy

Students who are not in their assigned seats when the first period bell rings are considered tardy to school.

- These students are to be sent to the Attendance Office for a tardy re-admit slip.
- Students who are 15 minutes or more late to period 1 are considered absent for that period and that absence counts towards the permitted 12 absences per class in a semester.
- School policy allows every student three excused morning tardies (in the year, not per semester) regardless of the reason for the tardiness.
- A student with excessive tardy's to school should expect to lose extracurricular privileges such as, but not limited to school events, sport functions, ASB, Office, field trips, clubs, etc.
- Every subsequent tardy is unexcused, and the student will be required to serve detention time.
- Ordinarily, morning tardies will not count towards disciplinary probation; however, a student with a chronic morning tardy problem may be placed under contract by the Director of Discipline.

Tardy to Class during the School Day

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

- The teacher will mark the student tardy.
- A student who is tardy to class receives a detention; such detentions count towards disciplinary probation.

- A student with excessive tardy's to class should expect to lose extracurricular privileges such as, but not limited to school events, sport functions, ASB, Office, field trips, clubs, etc.
- If the student comes to class more than five minutes tardy, the teacher must send the student to the Attendance Office for an unexcused re-admit slip.

Absence for Special Circumstances/Vacations

The Administration of Santa Clara High School strongly discourages parents/guardians from withdrawing their students from school for vacations or family trips during the school year. Parents/guardians are urged to plan vacations during regular school vacation periods which are published on the school calendar.

If a student must be absent for a period of time (3 or more consecutive days) for a reason other than the excused absences listed above, a formal written request must be submitted to the Vice Principal by the parents or guardians at least five school days in advance from the intended absence. If the absence is excused, the student may make up his/her work. If the absence is not approved and the family decides to continue with the scheduled absence the missed days will be considered unexcused and there is no make up work allowed.

- Students are not allowed to leave campus during assemblies, rallies or masses unless written or verbal permission is communicated at least a day in advance from parent to attendance office.

College Visits and Military Service Recruitment

Seniors are allowed three college visit days which are scheduled on the school calendar. A maximum of two additional days is permitted for seniors to visit college campuses or military service organizations. Seniors having appointments with military service organizations or taking the additional two college visit days must submit a request to the Vice Principal in writing at least one week in advance of the absence to be deemed excused from school.

Excursions/Field Trips

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

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

Field trips not sponsored by Santa Clara High School require that a parent or guardian note be submitted at least one week in advance of the absence to be deemed excused from school.

Truancy

Truancy is defined as absence from school when neither the school nor the parent knows the student's whereabouts or has given permission for the absence. Examples of truancy are as follows:

- The student arrives on campus but then leaves without office or written parental permission for the day or part of a day.
- Once a student arrives on campus in the morning, he/she must remain on campus
- The student leaves school before the end of the day without permission from the Attendance Office.

A student who is truant is subject to suspension, probation, restriction or expulsion.

No make up work is allowed for a truant student.

Ditching

Ditching includes any absence from class/assembly without the express permission of the teacher or an administrator. If a teacher has directed a student to be in a certain place during the class period, failure to comply on the part of the student constitutes ditching. A student who ditches a class or assembly period may incur up to three detentions. No make up work is allowed for a student who ditches.

Ditch Day

Santa Clara High School DOES NOT CONDONE a ditch day. This activity is considered an unexcused absence. Students participating in a Ditch Day should expect disciplinary consequences and loss of privileges.

Release of a Minor to a Peace Officer

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

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

SECTION VIII: GENERAL RULES AND PROCEDURES

Emergency Forms

In case of an accident or serious illness, the school is unable to get medical help for a student without the proper authorization. Emergency Forms are issued at the beginning of each school year. It is essential that the Emergency Forms be filled out completely including persons who may be contacted when it is not possible to reach a parent or guardian.

If there is a change of address or telephone number during the school year, the school must be notified immediately Emergency Forms are kept on file in the Attendance Office.

Campus Hours

Santa Clara High School is a closed campus. For safety reasons the following rules have been determined:

1. Students should not be dropped off for school before 7:00A.M Monday through Friday.
2. Unless a student is involved in an extracurricular activity, a sport, he or she should be off campus by 3:40pm or one half hour after dismissal.
3. Halls will be closed at 3:40pm on a regular school day and a half hour after dismissal on a special schedule day.
4. Students involved in after-school activities should make sure that they take the books needed for homework from their lockers at the end of the day before going to their after-school activity.

Library

The Library is open from 7:00AM to 4:00PM each school day, including break and lunch. Food and drinks are not allowed in the library at any time.

Lockers

Each student is assigned a locker for storage of books and personal property.

- No student may exchange lockers with another student.
- The student is expected to protect his/her belongings by keeping the locker combination private and checking to make sure the lock is secure.
- Students are forbidden from writing, kicking, punching or damaging lockers. Student found guilty of doing so, will result in serious disciplinary consequences.
- Only locks purchased from the Santa Clara bookstore are permitted; **any other lock will be removed.**

All lockers are the property of Santa Clara High School and are not the personal property of the student; therefore school authorities have the right to inspect.

Personal Property

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

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

Hall Passes

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a Hall Pass from an authorized staff member. Failure to present a hall pass may result in disciplinary consequences.

Lunch

During lunch time, the following are to be observed:

- Lunch is to be eaten in designated areas only.
- Students are not allowed in the halls during lunch unless they are attending a club meeting.
- During inclement weather all classes will eat lunch in the Coach Cvijanovich Gym.
- Students are to be respectful to any additional staff working during the lunch period.
- Students are expected to clean up after themselves.
- ONLY those purchasing food should be in the lunch lines.
- **No outside food** may be delivered.
- Lunch lines should be single file, not groups of students clustered together.
- After buying lunch, students are to go directly to the lunch area.
- Students are to remain in the lunch area until the bell rings.
- The cafeteria provides food for purchase at break and lunch. Students are expected to bring their own food to school or use the cafeteria services. Therefore, parents may not drop off lunches in the parking lot or in the main office.
- Students may not go to the parking lot at lunch without permission.
- A reminder: Cell phones are **NOT ALLOWED** during lunch

Gum/Food/Drink

Food and drink will be allowed in the specified eating areas only.
Any violation of this rule will be handled through discipline procedures.

<p>Gum chewing is not allowed on campus at any time.</p>

Assemblies/Rallies

Students will be seated by grade level and will remain seated until dismissed.

Assemblies are formal gatherings of the student body. During assemblies, students will behave in an appropriate manner and show courtesy to all speakers.

Rallies are a time for students to show their school spirit by cheering along with the cheerleaders and chanting during the class competitions. During rallies, students will behave in an appropriate manner and show courtesy to all speakers and performances.

Liturgies

During the year the Campus Ministry Coordinator and officers plan Reconciliation services and a variety of liturgical celebrations including Mass in which the entire student body participates.

Students are expected to participate appropriately and reverently, conducting themselves with proper respect for the liturgy.

In keeping with the guidelines of the Catholic Church, only Catholic students are permitted to receive Communion; non-Catholics may be invited up by the priest to receive a blessing if they wish.

Dances and Social Events

Behavior at dances and social events should be in accord with Christian rules of conduct.
Dances are school-sponsored activities at which all relevant school regulations are applicable.

Only seniors, juniors and sophomores who have obtained prior permission from their parents or guardians and the Vice Principal may invite non-Santa Clara students to date dances. A guest pass must be obtained.

Freshmen are not permitted to request guest passes.

Guest passes for non-Santa Clara students must be obtained and turned in by a stated deadline for approval by the Vice Principal.

- All guests must be under 21 years of age.
- All guests must have a signed contract turned into the Director of Activities.
- Picture ID is required at the door for all guests.
- Students must accompany their guest through the entrance to the dance.
- Guests and their conduct are the responsibility of the Santa Clara student.

Dances are ordinarily scheduled from 7:00 - 10:00. Doors close at 7:30 and open again at 9:30. All students must be picked up from the dance by 10:30 pm.

All school rules regarding attending extracurricular activities apply to school dances. Students and parents are reminded that students found in noncompliance of the school dress code for dances will be asked to leave the dance and no admission payment will be refunded. If a student is asked to leave, a parent or guardian will be notified.

Freshmen are not permitted to attend the Prom.

Parking Lot

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

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

Violation of these rules will result in disciplinary measures and/or loss of a student's parking lot privileges.

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

Parking Permits

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

- A valid California Driver's License and proof of insurance must be presented to obtain the parking pass.
- Only those students with a SC parking pass are permitted to drive to school.
- Parking Permits **must** be displayed on the dashboard or rear view mirror at all times while vehicles are in the school parking lot.
- Replacement of a lost permit is \$5.00.

Student Drivers and Carpooling

As of January 2006, California Vehicle Code 12814.6, extends the period of time from six months to one year that a driver, under the age of 18, may not transport passengers under age 20, unless accompanied by a parent or guardian, a licensed driver 25 years of age or older, or a licensed or certified driving instructor.

This new law will affect every provisional driver issued a driver license since January 1, 2005. A provisional driver who previously completed the six-month restriction period will be required to observe the no-passenger restriction until the end of the first year as a licensed driver or until reaching 18 years of age.

Drivers who are 18 years old or whose restrictions began more than 12 months ago may transport passengers.

Santa Clara High School requires full compliance with this new DMV law.

Skateboards/Skates/Bicycles

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

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

Visitors

Santa Clara High School is a closed campus.

All visitors must sign in at the Main Office. No visitors are allowed on campus or in the parking lot without prior permission from the Principal, Vice-principal, or other administrator on duty. Students are not permitted to have non-Santa Clara students as visitors in their classes. If an exception is needed, the student must speak to the Principal or Vice Principal well in advance of the proposed visit.

Work Permits

State law requires that students under 18 years of age who plan to work must obtain a work permit. Applications may be obtained in the Main Office. Work permits will not be granted to any student with a G.P.A. lower than a 2.0. California State labor Law prohibits students under 18 from working more than four hours on a school day. They cannot work between the hours of 10:00pm and 5:00am on school days, nor from 12:30am to 5:00am on weekends.

Textbooks

Textbooks are purchased online. Information can be found on the Santa Clara website.

Insurance

The Student Accident Insurance Program is provided for all students in Archdiocesan and Parish high schools. This insurance is **secondary** to any other medical coverage carried by parents or guardians.

This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to and from school, or while participating in a solely school-sponsored and supervised activity. A written account of such an accident must be filed in the Bookkeeping Office.

All students who participate in football are required to carry additional insurance made available through the Athletic Department

Health and Safety

Santa Clara High School does not provide any health testing programs such as audio, visual and dental inspection. If a condition seems to exist, parents/guardians will be notified and asked to take their student to the appropriate doctor or dentist.

All freshmen must have a physical on file in order to take Physical Education. All students must have a yearly physical form on file to participate in any athletic program; this form must be on file in the Athletic Office before a student is eligible for tryouts or to begin practices.

Only minor and very basic first aid may be administered to students; no secondary treatment, such as changing or removing bandages may be administered. No medicine of any kind, including aspirin, may be given to students without written permission from parents or guardians. Forms are available in the Attendance Office for the dispensation of medicines.

A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department or a physician or nurse before he or she is re-admitted to school.

The Principal may re-admit a student who has been absent due to a non-reportable communicable disease such as Chicken Pox, German measles and Influenza.

Emergency Procedures

Fire Drills

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

Earthquake

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

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

SECTION IX: GENERAL POLICIES AND REGULATIONS

Public Show of Affection

Santa Clara High School students are not permitted any public displays of affection, including but not limited to, hand holding, etc. Failure to comply with the schools (Public Disciplinary of Affection policy) will result in serious disciplinary consequences.

Verbal or 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.

Controversial Issues

A controversial issue is defined as any religious, moral, social or political topic or position about which there are differing opinions among recognized theologians, moralists, social scientists or religious leaders. Positions contrary to the definitive doctrine of the Church or the official teaching of the magisterium are beyond the definition of high school curriculum. Therefore, controversial issues are those unresolved topics that remain open to free discussion among mature and informed members of the Church community.

The following principles must be considered in dealing with controversial issues:

1. Catholics are committed to the teaching of the Church in clear matters of faith and morals. We are not free to suspend judgment about or to reject the fundamental teaching of the faith. A discussion on such matters, then, cannot truly be open-ended; it must be directed so that it is in harmony with the teachings of the Church. The alternative positions in widely controversial issues can, of course, be presented for analysis, but the age and maturity of the student group must be considered.
2. In presenting any legitimate issues of controversy, the following guidelines should be observed.
 - a. Before the planned discussion of controversial issues in the classroom, the Principal must be notified.
 - b. Specific controversial topics, which are pertinent to a specific course of study are to be included in the instructional syllabus and subject to review by the Principal and the department chairperson.
 - c. If the topic requires it, or if it would be appropriate or prudent to do so, parents/guardians should be informed in a reasonable manner about presentation of controversial or more sensitive issues in the instructional program. (e.g. HIV/AIDS instruction, sex education).
 - d. Significant problems should be stated and discussed in terms suited to the maturity level of the learners and their capacity for understanding concepts and values.
 - e. An atmosphere free from bias and prejudice should be maintained.
 - f. Differing points of view should be presented with dignity and fairness.
 - g. The status of the teacher's position should not be used to advocate partisan opinions.
 - h. The Principal and department chairperson are to be fully informed of any parental or community reaction to the handling of such issues.

Harassment Policy

Santa Clara High School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious personnel 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.

Filing and Investigating a Harassment Claim

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

1. The student may first choose to tell the individual causing the harassment that his or 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 a teacher who will report it to the Principal. If the Principal is the subject of the allegation, the Regional Supervisor of the Department of Catholic Schools, Los Angeles Archdiocese, should be notified. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another same sex administrator if he or she prefers to do so.
2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the Principal, in consultation with the Regional Supervisor, and in the case of a parish school, with the pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination.
5. If the complaint is against a non-employee or non-student, such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

HIV/AIDS

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

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

HIV/AIDS is not spread by casual, everyday contact. Therefore, barring special circumstances, students who are infected with HIV/AIDS will be admitted to our elementary and secondary schools. Usually, these students are entitled to all rights and services accorded to other students. Decisions about any change in the educational program of a student who is infected with HIV/AIDS will be made on a case-by-case basis. Each situation will be analyzed and responded to as required by its particular facts. Any decision will take into account Christian concern and compassion, community health and well-being, and individual privacy and needs.

The schools will undertake an educational effort to inform staff, students, and parents about Acquired Immune Deficiency Syndrome (AIDS). This educational effort will inform people concerning the nature of HIV infection, including how it is and how it is not spread according to current scientific evidence; school policy and procedures related to students with diseases such as HIV infection; resources for obtaining additional information or assistance; and procedures to prevent the spread of all communicable diseases at the school."

Drugs and Alcohol

Students who seek help for a drug or alcohol-related problem from the Administration or faculty will be given support and guidance to defeat the problem. Santa Clara High School will work with families to free a student from substance abuse. This would include required counseling.

However, students who do not seek prior help and are guilty of the use, possession or distribution of drugs or alcohol will be liable to immediate expulsion. Santa Clara considers substance abuse an extremely serious moral and personal problem. This rule will be strictly enforced. The Santa Clara Administration may require a test for illegal substance any time it suspects a student may be involved in drugs or other illegal substances. These tests will be performed at the parent's expense.

Parents who allow substance abuse at parties or the like in their homes, in addition to issues of liability, are advised that Santa Clara deplors this practice vehemently.

Students No Longer Living With a Parent or Guardian

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

Married Students

Central to the philosophy of Santa Clara 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. Since a married student is, in effect, no longer accountable to a parent or guardian, the relationship between the school and the parent is compromised. Therefore, any student who is married may not be allowed to attend Santa Clara High School.

Pregnant Students

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

Abortions

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

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

If the student intends to proceed with the abortion, does proceed with the abortion, or makes known that she has undergone an abortion, or that he or she assisted in procuring an abortion, the Principal, teacher or counselor to whom this fact is made known, without jeopardizing the privacy of the student, is to contact the Regional Supervisor or Associate Superintendent of Schools for further guidance as to the handling of the situation.

Eighteen Year-Old Students

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

SECTION X: ATHLETICS

Principal's Right to Amend Athletic Policies

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

Statement of Purpose

By participating in the Athletic Program of Santa Clara High School, a student becomes a member of an ambitious, energetic and envied group of young men and women. In addition to the responsibilities a student-athlete bears as a member of the Santa Clara High School student body, he or she accepts an entirely new set of additional responsibilities. The student-athlete establishes himself or herself as a model for all students in self-discipline, scholarship and leadership. In return, the

rewards are great: the accolades of peers and the community, the pleasure of teamwork, the enjoyment of competition and the self-satisfaction that comes from being looked upon as an outstanding citizen. Athletics means, therefore, much more than just participating in a game. In athletics, an understanding and appreciation of teamwork will be gained as will the value of fair play and sportsmanship. Perhaps most importantly, the student-athlete will learn that in athletics as well as other things in life, hard work will bring success.

Requirements for Participation

Physical Examination

A yearly physical examination is required before a student is allowed to try out or participate in practices. The standard physical form must be completed by a licensed physician and submitted to the Athletic Department. The examination covers all sports for the entire school year. The form will be kept in the Athletic Department.

Medical Release Form

Each athlete's parent/guardian shall complete a Medical Release Authorization Form attached to the physical form, giving permission for treatment by a physician or hospital when the parent/guardian is not available. This form must be completed prior to participation.

Insurance

This insurance is available to all students participating on an athletic team for a nominal fee. **Football players are required by the Archdiocese to purchase additional insurance.** Parents will need to verify they have purchased additional school insurance or possess a primary insurance plan for athletes to participate.

Athletic Fee / Spirit Pack Fee

The required athletic fee for each sport (which varies from sport to sport) during the school year must be paid prior to the student's participation in that sport.

This fee does not include any required fundraising activities that may occur for the sport. Fees will be billed after students are chosen for a particular team. These fees are not refundable if a student withdraws or is removed from a sport for academic or disciplinary reasons after official practice or competition.

Some necessary items will not be reusable: each sport may require a fee for such items. These may include practice uniforms, personal practice equipment and practice shirts and/or shorts or attire. These fees are not refundable. For all sports except cheerleading and dance team, the school will supply game uniforms as needed.

Athletic Policies

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

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

Eligibility

All incoming freshmen are eligible to participate in the athletic program.

Returning students who are academically eligible (GPA of 2.0+) and not on disciplinary probation are eligible to participate. Transfer students must first consult with the Athletic Director concerning their eligibility before beginning any conditioning or practice with any team. The Athletic Director will file the appropriate paperwork with the CIF-Southern Section office. The CIF-Southern Section will make the final determination concerning the eligibility of transfer students.

Attendance

Athletes who do not report to school for at least four full periods (excluding lunch) without prior permission from an administrator may not participate in after-school sporting events. An athlete must report to school for at least four full periods on Friday in order to participate in weekend activities

Athletes are expected to be punctual – for their classes and for practices and team meetings. Tardiness to practice or team meetings can result in the loss of playing time.

Athletes must attend all practices and games. This includes the summer conditioning program. Three unexcused absences or any unexcused absence from a contest may disqualify an athlete from participation in that particular sport. Detention is not an excuse to be absent from practices or meetings; the athlete is expected to use the other detention times provided in order to complete that responsibility and keep his/her responsibility as a team player.

If an athlete is injured, he or she must attend all practices and meetings unless cleared by the coach.

Absences from practices may be excused for the following reasons only:

- Medical illness
- Doctor's Appointment
- Death of a family member
- Court appearance
- Quarantine

Athletes are not to be penalized by coaches for excused absences. Verification of the athlete's excuse for absence may be required.

Whatever the situation, it is the responsibility of the parent or guardian to inform coaches if an athlete is going to be absent from a practice or game.

Grading/Disciplinary Procedure for Athletics

Individual sports are registered as 2.5 units of credit. These credits do not replace the health course requirement.

The Santa Clara High School grading system is used. Grading is based on the student's ability to participate and commit him/herself to the philosophy, policies and rules of the Santa Clara High School athletic department and the particular sport. The grading rubric for the specific sports teams will be based on the student-athlete's participation, commitment and the following of Athletic Department and team policies.

The discipline code is in force while in attendance, or while being transferred to or from an athletic event. The head coach must inform the Athletic Director of any such infractions of school rules. In addition, athletes can be disciplined by the coach for the following or similar infractions:

- being tardy to meetings, practices or games
- unexcused absence from a practice or game
- lack of sportsmanship
- failure to contribute 100% effort
- breaking training rules

Sanctioned disciplinary procedures include:

- benching (sitting out of practice or games as designated by the coach)
- grade reduction in the course
- suspension or expulsion from the team (only instituted with the permission of the Vice Principal, Varsity Head Coach, and the Athletic Director)

Any student-athlete who remains on a team and after minor disciplinary action continues to demonstrate poor team morale can be dismissed by the coach with notice to the Athletic Director and in consultation with the Vice-Principal.

Expulsion/Withdrawal from a Sport

The administration feels that team members have made a commitment to the school, fellow teammates and coach. An athlete who withdraws or is expelled from a sport has disrupted team unity and may have deprived another student-athlete from participating. Therefore, an athlete who has withdrawn or been expelled from a sport after practice or competition has begun, will be disqualified from participating in any other sport during that particular season and the following season of sport activity. The athlete also cannot use school athletic facilities during the two seasons. The student-athlete will receive a "withdrawal" mark on the official transcript if that athlete quits or is expelled from a specific team.

Outside Teams

Participation in an Outside Athletic Team in the Same Sport during the School Athletic Season

Such participation is specifically forbidden by the C.I.F. rules. The Athletic Director and Head Coach of the individual sport must approve all personal trainers and/or coaches, participation on club and travel teams.

Any athlete who participates in an outside athletic team in the same sport during the school athletic season will be removed from the Santa Clara team, and all games in which he or she has participated must be forfeited by Santa Clara.

A season of sport is defined as beginning with the first day of official practice and ending with the last possible day for a contest.

Participation in an Outside Athletic Team in a Different Sport during the School Athletic Season

It is in the best interest of the student-athlete to participate only on the team in the high school season of the sport. The potential for fatigue, injuries, conflict of commitments and academic pressures may adversely affect the team performance. If the head coach feels that it is in the best interest of the high school and its athletic program, the coach may restrict student-athletes from participation in the high school team if they play on an outside team during the season of competition. An athlete who has accepted a position on a Santa Clara team must respect the judgment of the coach in this regard.

Locker Room

Student-athletes are responsible for the cleanliness of the locker room and for any damage that might occur.

Athletes are not to use athletic facilities unattended at any time for any reason.

Equipment and Facilities Use

- Athletes and their parents/guardians are financially responsible for any equipment or uniforms that are issued to the student-athlete during the sport season.
- Before awards are received or a new sport is begun, the athlete must return or pay for the equipment that has been checked out.
- No uniforms will be issued if a player has equipment from another sport still due.
- All items will be billed at \$150.00 each to recover lost or unreturned equipment.
- No equipment or uniforms may be used for personal use outside practices or games.

Early Dismissal and Departure

Because of the nature of athletics and the travel involved, it is often necessary for student-athletes to be released from class. This in no way releases the student-athlete from academic responsibility, including in-class assignments, quizzes, tests and homework. Athletes are expected to notify their teachers prior to leaving and arrange to make up all assignments, quizzes or tests, and obtain homework. Before departing school, student-athletes must turn in any homework assignments due on game day to the teachers of classes they will miss.

Transportation and Travel

When transportation is provided for a team, all members of the team will ride in the vehicle provided to and from the event unless specific written permission in advance is received and approved by the head coach with notice to the Athletic Director.

Athletes may not drive themselves or other students to away games.

Lettering

The awarding of an athletic letter at Santa Clara High School is an acknowledgement of excellence and achievement. In order to receive a letter, an athlete must abide by the policies and rules of the Handbook, play a combined 10 minutes in a season and, in the opinion of the Head Coach, be deserving of such a letter.

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

Additional Policies Specific to a Particular Sport

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

Behavioral Expectations

Athletes

Being a member of a Santa Clara athletic team carries with it the responsibility of maintaining our athletic tradition while conducting oneself in a manner consistent with Christian values. Athletes should address coaches and other team members politely, courteously, and respectfully in a spirit of friendliness and in an atmosphere of cooperation essential to a team. Any questionable behavior by an athlete will not be tolerated.

Acts of unacceptable conduct include, but are not limited to: insubordination, theft, vandalism, use of tobacco, alcoholic beverages or drugs, infractions of school rules, violation of the law, or immorality. These tarnish the reputation of Santa Clara High School and its athletic program and will not be tolerated.

Parents/Guardians

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

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

It is inappropriate to discuss with the coach the following:

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

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

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

After this has occurred, the parent or guardian may make an appointment with the coach.

The parent or guardian may not contact a coach before, during or after a contest. These can be busy or emotional times for both the parent and the coach.

If the coach cannot be reached, call the Athletic Director to set up an appointment with the coach.

If the parent or guardian feels a satisfactory solution has not been reached with the head coach, the parent or guardian may schedule an appointment with the Athletic Director.

There is no appeal beyond the Athletic Director regarding playing time or team membership non-selection.

Guidelines for Spectators at Athletic Events

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

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

SECTION XI: PARENT RESPONSIBILITY AND INFORMATION

Parent Cooperation

Parents/guardians are required to cooperate fully with the school in all of its policies, rules and regulations. By enrolling their student at Santa Clara High School, parents have chosen to entrust their child to the care of professionals who have the student's best interest as a primary concern.

The education of a student is a partnership between the parents or guardians and the school. Just as the parent has the right to withdraw a child if desired, the school administration has the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

California State Law states that it is a misdemeanor for any person, parent or guardian to upbraid, insult, or verbally abuse any member of the school administration, faculty, or staff in the performance of their duties on or off school premises.

Tuition and Fees 2009-2010

CATHOLIC STUDENTS:

1 student in school	\$6,324	\$527 per month
2 students in school	\$11,316	\$943 per month
3 students in school	\$13,536	\$1,128 per month

NON-CATHOLIC STUDENTS:

1 student in school	\$6,720	\$560 per month
2 students in school	\$12,714	\$1,062 per month
3 students in school	\$15,216	\$1,268 per month

REGISTRATION FEE:

- The fee for incoming Freshmen and new students to Santa Clara High is **\$450.00** and is due at the time of registration.
- **THIS FEE IS NON-REFUNDABLE** in the event the student does not attend Santa Clara High School or terminates attendance for any reason.
- The Registration Fee is due each year of attendance by April 1st. A late registration fee will be charged to continuing students after that date.

RETREAT FEES:

\$150	Senior Retreat — <i>to be added to tuition (not included in totals above)</i>
\$50	Junior, Sophomore, Freshman Retreats — <i>to be added to tuition (not included in totals above)</i>

LATE FEE:

\$40 Added to Tuition Account if not received by due date.

RETURNED CHECK FEE:

\$30

SENIORS:

Seniors must have all tuition and fees paid by May 10, 2010. Families may request to have the June tuition "spread" over the prior months.

GRADUATION FEE:

\$100 Seniors ONLY — *to be added to tuition (not included in totals above)*

ADDITIONAL expenses that families may incur include, but are not limited to the following:

Text Books	Uniforms	Lab & Class Fees (i.e. Biology, Art, etc.)
Dances (i.e. Homecoming, Prom, etc.)	Field Trips	Athletic Fees

Summer School tuition and fees are not included in annual tuition and fees

Tuition Collection

The yearly tuition at Santa Clara High School is divided into twelve (12) payments. The first payment is due on or

before July 10th.

Each subsequent payment is due on or before the **10th of each month**.

There is a late fee of **\$20.00** for any payment received after the 10th of the month.

Tuition for graduating seniors must be paid BEFORE May 15, 2009.

In the event of a termination of enrollment for any reason, tuition is non-refundable.

As stated in the contract for admission of a student to Santa Clara High School:

The parent or guardian agrees to make tuition payments as per the tuition schedule, on or before the 10th of each month, to the SMART Tuition Management Program; educational services will be considered to be rendered at the end of each month until tuition is paid in full.

A student will not be allowed to take quarter/semester examinations if tuition payments are not up to date at examination times.

Returned checks – An account will be charged **\$30.00** for any check returned by the bank unpaid. If a second check is returned during the school year, payments must be in the form of cashier's check or money order for the remainder of the school year.

Examination Policy

Tuition must be paid by dates stated above for students to be permitted to take quarter and semester exams. In addition Financial Assistance Co-Op Hours must be up to date and Parent Service Hours must be completed or paid before a student may take second semester exams.

Payment for late tuition will be accepted only in the form of cash, cashier's checks, money orders or travelers checks.

Financial Assistance

Santa Clara High School offers financial assistance to families based on need. Santa Clara is eligible for tuition assistance grants through the Santa Barbara Region Endowment Fund, the Archdiocesan Education Foundation as well as grants and donations from private individuals and companies. Financial assistance applications are available in the main office in February of each year. Financial assistance is distributed on an individual basis and does not carry over from one year to the next. A new application must be filed each year. Applicants are notified by June 15th of their financial assistance status. Certain limitations, qualifications and conditions apply to all financial assistance.

Conditions for financial assistance:

Parent Co-Op hours must be completed each month in order for student to remain in school.

Incomplete hours will be billed and become part of regular tuition.

Please contact the office to schedule **all** Co-Op hours.

All families must be on the SMART tuition program and make the monthly payments on or before the 10th of each month

Financial Assistance Co-Op Hours (definition):

Co-Op Parent Hours

Contract between Santa Clara High School and families receiving financial assistance. These hours are completed by providing assistance at Bingo. Each family will be given their individual contract to fulfill.

Parents or guardians are to contact the school upon acceptance of the contract to schedule their dates of service.

Each parent or guardian is responsible to see that his or her hours are recorded. Do not rely on anyone else to mark your hours.

Co-Op Parent Hours binder is located in the Bingo Office on Thursday nights and in the Main Office during the week.

Fundraising

Tuition and fees only cover 70% of the annual budget

Students and their families must participate in fundraising. No student/family is exempt from this obligation.

The major fundraising event is the annual FIESTA. Per the Student Enrollment Agreement, "...Each student is required to sell a minimum of \$150 of Raffle Tickets, in addition each family is required to make a \$25.00 donation of cash or goods to Fiesta."

Clubs and activities may also have fundraisers. Families are required to participate.

Student-athletes must participate in any fundraising activity during their season of sport, together with their family.

Fiesta Hours

Per the Parent Service Program Form and Student Enrollment Agreement for 2008-09, all Santa Clara "parents or guardians are required to work 6 hours on Fiesta day or pay \$300."

2 Parent Household — 6 Fiesta Hours (or pay \$300)

Single Parent Family — 3 Fiesta Hours (or pay \$150)

Military Active Duty — 3 Fiesta Hours (or pay \$150)

Parent involved in another Service Program at a non-public school — 6 Fiesta Hours (or pay \$300)

Each parent or guardian is responsible to see that his or her hours are recorded. Do not rely on anyone else to mark your hours. Special instructions for Fiesta will be published in the spring.

Fundraising

Tuition and fees cover only 70% of the annual budget with a deficit to be supplemented with both mandatory and optional fundraising programs.

I. Mandatory Fundraisers

Students and their families must participate in one mandatory school fundraiser and are strongly encouraged to support two additional fundraisers throughout the school year. No student/family is exempt from this obligation.

A. FIESTA: General Tuition Assistance

The major fundraiser of the year is the annual FIESTA, which is held the in April. Pursuant to the Student Enrollment Agreement, "...Each student is required to sell a minimum of \$150 of raffle tickets, and every family is required to make a \$25 donation of cash or goods to FIESTA.

II. Optional Fundraisers

A. eScrip: New Media and Technology

eScrip is a fundraising program where participating business partners contribute a percentage of a patron's grocery loyalty cards, credit cards, and debit ATM cards purchases to Santa Clara with no additional cost to you.

Here's How It Works:

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

B. Annual Appeal Campaign: All Departments

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

C. Various fundraisers will take place throughout the school year in order to raise money for special events and programs. See the school calendar for additional information regarding these Fundraising campaigns

and events.

When making a donation please make your check out to:

Santa Clara High School
(note which program you are supporting)
2121 Saviers Road
Oxnard, CA 93033

Parent Service Hours

Purpose:

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

Operation:

Parents or guardians contribute hours of service from July 1st to April 1st of each year. In addition, parents or guardians are required to work on Fiesta day.

Two parent households contribute 25 hours of general service hours per school year or pay \$375.00; and 6 hours on Fiesta day or pay \$300. (Parents or guardians may work 3 hours each or one parent or guardian may work 6 hours.)

Single parent households contribute 12½ general service hours or pay \$187.50; and 3 hours on Fiesta day or pay \$150.

Families participating in a similar program at another non-public elementary or high school contribute 12½ general service hours or pay \$187.50; and work 6 hours on Fiesta day or pay \$300.

Military families, where one spouse is out of the area on Active Duty, contribute 12½ general service hours or pay \$187.50; and work 3 hours on Fiesta day or pay \$150.

Features:

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

It is the responsibility of the parent or guardian to complete and record their service hours on the "Parent Service Hours Log" on the website at santaclarahighschool.com.

Parent Association Board members (Executive or Ad-hoc) who fulfill all obligations of their position will receive 25 service hours.

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

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

Parents or Guardians will be billed by May 1st each year for incomplete service hours at the rate of \$15 per hour. Any amount owing becomes part of second semester financial obligations and must be paid for a student to receive an examination pass.

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

The following are the approved opportunities for service:

Bingo – one Thursday per month
Executive Board Member, Parent Association Board
Ad-Hoc Chair, Parent Association Board
 Spirit Wear Sales
 Hospitality
Dinner Auction Committee or Worker
Fiesta – Planning Committee
Fiesta Booth Chair
Fiesta Worker (additional hours over the stated requirements)
Athletics – Snack Bar; Game Management (taking tickets, crowd control, etc.)
Office Help / Library
Chaperone Student Activities
Other – With prior approval by the Parent Association Board

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

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

Parents or Guardians who do not wish to participate in the service program, will contribute \$375.00 (two parent/guardian household) or \$187.50 (single parent/guardian) payable in September of the current school year.

Parents' Association

All parents are members of the Parents' Association.

The Parent Association Board is composed of parents interested in various aspects of school life. The Board generally meets on the last Monday of each month. All parents are expected to attend the quarterly meetings held in conjunction with the distribution of report cards on each Report Card Night.