



# **SANTA CLARA HIGH SCHOOL**

## **Student / Parent Handbook**

**2011-2012**

## **SECTION I: HISTORY AND PHILOSOPHY**

### **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

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Principal	Dr. Edward Robillard	103
Vice Principal	Mr. Guzman	134
Director of Discipline	Mr. Guzman	134
Campus Minister	Mr. Lendman	128
Director of Activities	Mr. Fennell	163
Director of Marketing	Ms. Palmisano	179
Assistant-Director of Athletics	Mr. Walker	159
Director of Athletics	Mr. Amar	159
Director of Curriculum	Mr. DeGrazia-Sanders	166

### Counseling Department

Head Academic Counselor	Mr. Vorac	160
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### Faculty

Spanish	Ms. Schoenfeld	168
Science	Ms. Alcala	175
Science	Ms. Bossoletti	132
Math	Ms. Cisneros	129
English	Mrs. Calisto	133
Math	Mrs. Capron	174
Social Science	Mr. DeGrazia-Sanders	166
Social Science	Mr. Fennell	163
English/Drama	Mr. Grimm	129
Religion	Mrs. Keith	128
Religion	Mr. Lendman	127
Social Science	Mrs. Meyer	170
Art	Mr. Saunders	171
Spanish	Ms. Dougherty	128
English	Ms. Palmisano	179
Religion	Mr. Walker	159

**Staff**

Registrar/Attendance/Transcripts	Ms. Cortez	105
Principal's Personal Assistant	Mrs. Escamilla	0
Business Office	Mrs. Haidet	161
Smart Tuition Coordinator/Admissions	Mrs. Hill	131
Head Maintenance	Mr. Hutchinson	

**Associated Student Body Officers**

**Executive Board**

President.....	Mindy De La Cruz
Vice-President.....	Max Martinez
Secretary/Treasurer.....	Mason Garcia
Publicity.....	Nathan Nunez
Dance.....	Katie Carlton

**Senior Class Officers**

Tessa Albea  
Isaias Garcia  
Kayla LaFreniere

**Junior Class Officers**

Keana Grey  
Danielle Purdy  
Megan Ruckstuhl  
Anna Sanchez

**Sophomore Class Officers**

Leo Albea  
Marissa Dempsey  
Angela Escobedo  
Colleen Raab

**Freshman Class Officers**

Jackie Carlton  
Audrey Martinez  
Maile Robles

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

The primary purpose of a Catholic school is to teach sound doctrine and morals.

#### **Theology Department**

The courses offered in Theology are: Introduction to Catholicism, Old Testament, New Testament, Sacraments, Social Justice, Moral Philosophy and Theology, Comparative World Religions and Christian Lifestyles. The content of all courses should conform to the teachings of the Catholic Church.

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

**In Theology classes, all students are graded on academic performance and not on religious practice.**

#### **Campus Ministry**

By their enrollment at Santa Clara, all students are 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 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 Church.
- To help to foster the growth of each person at Santa Clara.
- To assist the Theology Department in providing an approach to living the Gospel message.
- To assist the Principal and faculty/staff in developing a community.

#### **Masses:**

During the year, the Campus Ministry Department and members of the student body assist at a variety of liturgical celebrations. Students are expected to conduct themselves in a respectful manner.

#### **Retreats:**

During the course of the school year, each grade level might participate in a retreat.

Freshmen might have a one day of retreat on campus.

Sophomores might have a one-day retreat off campus.

Juniors might have a one-day retreat off campus.

Seniors might have a two-day overnight retreat off campus.

Retreats are opportunities for students to spend time in prayer through individual and group exercises.

#### **Christian Service Program**

##### **Mission Statement:**

Inspired by the life of Jesus Christ and the rich tradition of Catholic Social Teaching, the Christian Service Program calls each SCHS student to a life of Christian Charity to our neighbors, particularly those in most need. The mission of the Christian Service Program is for students to exemplify an understanding of the Beatitudes and that each student may grow in confidence, exploring a role as a valued member of the community.

##### **Program Summary:**

At Santa Clara High School, Christian Service is an essential part of the overall Catholic high school experience. Catholic education offers a unique opportunity to learn not only from classes, but also empowers students to go beyond the classroom to put "Faith into action". Our goal is for a student to leave SCHS with a personal commitment to help those in need.

#### **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, religion, 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](http://turnitin.com). Teachers may require students to submit their work to [turnitin.com](http://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 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 counselor, 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. No schedules will be changed after the second week of school.

#### **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:

	<b>Semesters</b>	<b>Credits</b>
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 and 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.

<b>The teacher of a course is the only one who may assign or change a student’s grade (E.C. 10753)</b>
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#### **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/4<sup>th</sup> = 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:

<b>A - 90-100%</b>
Active participant
Produces Superior quality work
Completes all assignments
Demonstrates initiative, resourcefulness
Superior test scores

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

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

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

<b>F - Below 60%</b>
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

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**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. Progress report grades are not on the student’s transcripts.

**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 Vice Principal. 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 counselor 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 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 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 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: Counseling Center**

### **Counseling Department**

#### **Philosophy**

The Counseling Department at Santa Clara High School seeks to meet the academic, career, and personal/social needs of all of its students.

The Department follows the American School Counselor Association National Standards in so far as these are in harmony with Santa Clara's mission and the Church's mission.

The Center is located near the entrance to the Long Hall.

#### **Academic Development**

Standard A: Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school and across the life span.

Standard B: Students will complete school with the academic preparation essential to choose from a wide range of substantial post-secondary options, including college.

Standard C: Students will understand the relationship of academics to the world of work and to life at home and in the community.

#### **Career Development**

Standard A: Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.

Standard B: Students will employ strategies to achieve future career goals with success and satisfaction.

Standard C: Students will understand the relationship between personal qualities, education, training, and the world of work.

#### **Personal/Social Development**

Standard A: Students will acquire the knowledge, attitudes, and interpersonal skills to help them to understand and to respect self and others.

Standard B: Students will make decisions, set goals, and take necessary action to achieve goals.

Standard C: Students will understand safety and survival skills.

(American School Counselor Association (2004). ASCA National Standards for Students. Alexandria, VA: Author.)

### **ABOUT YOUR SCHOOL COUNSELOR**

Your school counselor is Mr. Michael S. Vorac. He has served in education for over twenty years. He has worked in both public and private education. He has served as a Teacher, School Counselor, and Assistant Principal. He earned a Bachelor of Arts degree, and two Master's degrees: one in Curriculum and Instruction and the other in Counseling and Guidance.

The best way to contact him is by email: [vorac@santaclarahighschool.com](mailto:vorac@santaclarahighschool.com)

Please feel free to contact him by phone, too: (805) 483-9502 x 160.

### **FOR FRESHMEN**

Meet with your school counselor.  
Create a four-year plan.  
Join a sport or club or participate in a volunteer opportunity.

### **FOR SOPHOMORES**

Meet with your school counselor.  
Adjust your four-year plan as needed.  
Continue to participate in a sport, club, or volunteer opportunity  
Think about which pathway is suitable for you: four-year university, two-year college, trade school, or military service.

### **FOR JUNIORS**

Meet with your school counselor.  
Adjust your four-year plan as needed.  
Continue to participate in a sport, club, or volunteer opportunity.  
Choose a pathway.  
If you plan on attending a four-year university right after graduation, then take the PSAT in October and the ACT or SAT late in the spring.  
Research four-year universities and visit ones you are interested in.  
Choose three "reach" schools and three "safe" schools to apply to in the fall of senior year.  
Register with the NCAA Clearing House if you want to play college sports.

### **FOR SENIORS**

Meet with your school counselor

#### September

Apply to take the ACT or SAT again before December.

#### October

Apply for CSU schools.  
Finish personal statement for UC schools.  
Ask teachers for letters of recommendation for private universities.  
Complete CSS/Financial Aid Profile

#### November

Apply for CSU and/or UC schools.

#### December

Get PIN number for FAFSA application.

#### January

Complete FAFSA application.  
Know deadlines for applying to private universities and apply to them.

### February

Submit FAFSA by March 2nd in order to receive a Cal Grant.

### March

Apply to a community college.

Register to take required placement exams.

### April

Return intent to enroll at a specific university by May 1st.

### May

Prepare yourself for high school graduation.

### **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 must take the AP exam at the end of the school year. 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](http://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](http://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 quad. Appointments may be made by signing up on the appointment sheet on the information table in the Counseling 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 Vice Principal and 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 School wide 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.
3. Each minor violation earns a 50 minute detention to be served the same day after school or the following day 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 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**

### **Discipline Board**

The discipline review board normally consists of at least 4 faculty members and/or administrators. A student who must appear before the board is immediately suspended and sent home, pending the Board meeting (at which one parent or guardian must be present). Before the board takes place, the Dean of Discipline will make every effort to contact the parent (s) or guardian (s) involved and explains the procedures of the Board. Only parents and or legal guardians may be present before the board. The Board is convened as soon as possible after the infraction at the convenience of the school. This Board will recommend what action is to be taken by the school.

During the process of the Board, the school reserves the right to question any students who are involved in or who have knowledge of the specific case under review and the student may be asked to write a statement. Such questioning and/or the writing of a statement can take place without the presence of the students' parents or legal guardians.

Parents appealing a Board decision must present concrete, objective reasons for their appeal in writing to the Vice Principal. No legal counsel or other representation is allowed at any time and recording of discipline hearings or meetings are never permitted.

### **Discipline Board:**

1. Vice Principal
2. Principal
3. Two faculty members (chosen by faculty)
4. One faculty member (chosen by student)

### **Discipline Overview Format:**

1. Overview of the case by Dean
2. Questions by parents to Board.
3. Questions by the Committee Members to student.
4. Parent (s) and student are excused from room.
5. Members consult and vote.
6. Board recommendation made to the principal
7. Decision made and parents are notified.
8. Letter mailed to parents of decision.

## **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**.

## **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 (First Warning)
- Use of cell phone/electronic device will be confiscated and parent must come for it (first Violation)
- 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
- Riding bikes/skateboards on campus
- Not having a hall pass
- Other – at the discretion of the administration

#### **Serious Violations**

**These violations carry a penalty of Three Detentions (Saturday Detention possible Suspension)**

- Public display of affection (Second Warning)
- Permanent markers i.e. sharpies, aerosol, etc. (Must have permission from teacher/administrator)
- Trading lockers
- Locker abuse
- Failure to serve detention
- Class disturbance (continuous)
- Insubordination, repeated refusal to comply
- 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

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

- Disrespect: rude or discourteous behavior towards teacher/administrator/staff/student.
- Willful defiance of authority; insubordination
- Ditching a class or assembly: leaving class without permission or failure to be where teacher has directed or given the student permission to be.
- Copying
- Lying to authority
- Plagiarism/cheating
- Fighting
- Threatening a student or faculty/staff member
- Obscene acts (possession of obscene materials)
- 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
- Continued willful defiance, disobedience, disrespect.
- Possession or use of tobacco or alcohol
- Robbery
- Threatening a student or faculty/staff member
- Hazing
- Harassment
- Bullying students
- Fighting
- Theft
- Bomb threats
- Graffiti
- Possession of weapons
- Willful destruction of property
- Assault/Battery
- Gang membership or affiliation
- Knowingly receiving stolen property
- Other – at the discretion of the administration

## Classroom Behavior

1. Students are to enter the classroom and be seated properly. Students would not be opening or closing windows, blinds, sharpening pencils or walking around. Students will be in their seat and on task when the bell rings, otherwise unexcused tardy. Students will have their own materials in class when the bell rings.
2. Students who are detained by another teacher must bring in a note from the teacher. If the student remains to speak with a teacher who has not initiated the conference, that student will be marked an unexcused tardy.
3. All classes will begin with a prayer. Students will be held accountable for respectful silence during prayer and announcements.

4. Students may not engage in any activity which prevents the teacher from teaching or another student from learning.
5. Homework assignments must be ready to be handed in at the beginning of class. Students may not complete unfinished assignments during class time unless the teacher so advises.
6. No food or drink in the classroom, (except for events approved in advance by an administrator).
7. All uniform regulations will be enforced. No grooming in class.
8. Students may leave class during an emergency and then only one at a time with a hall pass.
9. No disrespect, foul language or violent behavior will be tolerated.
10. Vandalism and graffiti will not be tolerated.
11. Students will not sit on top of desks, tables or put their feet on desks or seats.

#### Hallway behavior

1. No food or drink.
2. No pushing, shoving, running or jumping.
3. No Slamming lockers.
4. Students are not allowed in the halls at break, lunch or after school (after 3:00 p.m.)
5. Halls must be clean at all times.

#### Record of Violations

Records of violations are kept by the Director of Discipline. Parents may access their student's disciplinary record online at [www.teacherease.com](http://www.teacherease.com).

**It is the parent's responsibility to check on the student's discipline status through [www.teacherease.com](http://www.teacherease.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 in the morning or from 2:35-3:20 p.m. or at dismissal the day following the student's violation. Students pending three or more un-served detention should expect to be suspended. 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. Students who are dismissed from a detention for violating will be assigned automatic 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 a three-hour detention during the next scheduled Saturday detention. (Refer to school calendar for Saturday detention dates)

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. (Please refer to school calendar) Students must report to the library promptly at 8:00 am in **school uniform or Spirit Dress**. Failure to show for Saturday detention will result in "In-school" suspension the following week (Parents will be notified).

#### 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 at the end of the day in private.
- If the issue is not resolved, the student may request a meeting with the Director of Discipline at the end of the day 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.

**Please note:** The student is not allowed on campus for any reason until a parent or guardian conference with the Director of Discipline occurs. All assignments during the suspension period will be scored as 0's or F's. There will be no make up work or extra credit assigned for suspension.

#### **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.

**Please note:** All assignments during the suspension period will be scored as 0's or F's. There will be no makeup work or extra credit assigned for suspension.

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**

##### **Actions/Attitudes of Parents, Guardians or Others**

The son or daughter of any parent or guardian, or other person who upbraids, insults or abuses any student, teacher, staff member or administrator of the school is eligible for withdrawal from the school. If the person is insulted or abused by any person on school premises, in public ways adjacent to the school or at another place where the person is assigned, the abuser's son or daughter is eligible for withdrawal. Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible. Parents whose behavior at school activities (especially athletic activities) is not consistent with the Catholic Christian philosophy of the school may be asked by the principal or other administrator to refrain from such behavior. Repeated refusal to comply with such request may result in removal of student from school.

##### **Assault, Battery or Threat**

Assault, battery or any threat of force or violence directed toward any school personnel or student is one of the offenses for which a student may face expulsion or suspension. When we become aware of any threat or force or violence directed toward any school personnel or student, the following steps are taken:

1. Student is removed from the classroom
2. Parents are notified
3. Police is notified
4. Student suspended from school until a decision can be reached
5. Investigation ensues
6. Decision is made.

##### **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.

**\*First time cell phone violation will receive a detention and the cell phone will be confiscated; a parent must come to retrieve the cell phone.**

**\*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.**

**\*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 athletic wear.
- Athletes are permitted to change into SC practice attire after school.
- Clothes must be worn appropriately at all times. (No altered or modified styles will be allowed).
- No gang affiliated visible undergarments or items deemed inappropriate.

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, dress, collar shirt (short or long sleeve) for Grades: 9, 10, 11
- **Seniors ONLY** may wear the Dennis Uniform blue polo with the S.C. 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**

- Any Navy blue or **khaki twill** pants and walking shorts without patch pockets.
- Dockers or Dickies may be worn if they are the same style and color as Dennis Uniform
- No low rise, denim, lycra or cargo 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, tatters, fringe, color fades or patches.
- Pants/shorts must be worn at the waist and be hemmed so that they do not fall over the shoe

### **Socks**

- Must be worn at all times
- Socks must be **solid colors** in the following: navy, black, white or tan
- No athletic team socks, sport logos or offensive designs.

### **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 or house shoes
- No Shoes with Heels
- **No** sandals, open-toed shoes, or backless shoes

### **Outer Wear**

The following is the **only** approved/acceptable outerwear for school:

- Santa Clara High School (Dennis Uniform) jackets or sweatshirts in navy  
(Sweatshirts may be zipped with the SC/school logo)
- A navy crewneck sweatshirt with the word SAINTS (purchased from the school/ boosters)
- SC letterman jackets may be worn
- Hooded sweatshirts are not permitted during school hours. (8:00 a.m.-2:25 p.m.)
- **No** Pro/College/Team-affiliated clothing may be worn
- **S.C. beanies are permitted outside only.**
- **Scarves are permitted but must be solid and un-patterned.**

### **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.
- S.C. caps may be worn if part of the spirit pack after school.
- Scarves are never permitted as head gear.

### **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.

- Plug earrings are not permitted.

## **Santa Clara Young Men**

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

### **Belts**

- **If worn, Belts must fit at the waist appropriately**
- 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.
- Must be in moderate length (Must not be top heavy)
- No exaggerated hairstyles (limited use of gels/hairspray)
- Students must be clean shaven (will need to purchase a razor for a fee of \$2.00 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 **solid and un-patterned** in the following colors: navy, black, white or tan
- Navy or black tights are allowed, but must cover feet. Tights are to be free from holes or runs.
- **Leggings must be solid and un-patterned. NO LACE).**

### **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
- No earring can be larger than 1 inch.

## **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 collar shirt (long or short sleeves)
- An S.C. tie
- Optional SC sweater vest
- Belts must be brown, tan, blue or black

For Santa Clara Young Women:

- Regulation and full length pants with a belt or skirt (no shorts)
- White collar blouse (long or short sleeves)
- Either S.C. sweater vest OR the S.C. sweater
- Optional S.C. tie
- Socks, tights and leggings must be solid colors (blue, navy, black) and un-patterned.

**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, tatters, fringe) may be worn.
- **No** black jeans, **no** jean shorts, no Cargo shorts, **no** jean skirts.
- S.C. 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
- Hooded sweatshirts are not permitted during school hours.
- **Spirit Dress violations will result in loss of future dress privileges.**

**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 **eight** 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 Principal.

#### **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 encouraged to attend college visit days. 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 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 is subject to suspension, probation, restriction and no make up work will be permitted.

### **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 7:00 A.M Monday through Friday.
2. Unless a student is involved in an extracurricular activity, a sport, he or she should be off campus by 3:30 pm or one half hour after dismissal.
3. Halls will be closed at 3:00 p.m. 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. 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.

- Due to safety reasons, students may not change lockers or use another students locker without expressed permission of the Dean of Discipline. Students who are found guilty will be reprimanded.
- 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 cut and removed.**
  - Stickers and decals are not permitted on or in the lockers.

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 or break without permission.
- Reminder: Cell phones are **NOT ALLOWED** during school hours.

## **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.

**Gum chewing is not allowed on campus at any time.**

## **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 Minister plan Reconciliation services and a variety of liturgical celebrations including Mass in which the entire student body participates.

All 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. (**Please refer to school dance policy**).

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.**

<b>Santa Clara High School is not responsible for any theft, damage or vandalism of cars in the parking lots.</b>
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#### **Parking Permits**

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

- A valid California Driver's License and proof of insurance must be presented to obtain the parking pass.
- Only those students who have submitted all documentation and have an S.C. parking decal 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 \$10.00.

#### **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, cuddling, touching, etc. Failure to comply with the schools (Public Display 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 deprecates 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 counselor 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.**

### **Disciplinary Procedure for Athletics**

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 Assistant 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.

### **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.
- Student-Athlete will not be permitted to compete in any other sport until all previous uniform and equipment obligations are met.
- 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 Athletic 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 coach has the option to ask for an administrator to be present as well as another parent, coach or player who may be involved in the situation**

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 2011-2012

#### CATHOLIC STUDENTS:

1 student in school	\$6,972.00.....\$581.00 per month
2 students in school	\$12,480.00.....\$1,040.00 per month
3 students in school	\$14,922.00.....\$1,184.40 per month

#### NON-CATHOLIC STUDENTS:

1 student in school	\$7,410.00.....\$617.50 per month
2 students in school	\$14,046.00.....\$1,170.50 per month
3 students in school	\$16,770.00.....\$1,397.50 per month

#### REGISTRATION FEE:

- The fee for incoming Freshmen and new students to Santa Clara High is **\$500.00** 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 March 16<sup>th</sup>. 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:

\$50	Added to Tuition Account if not received by due date.
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### **Financial Assistance Contract (definition):**

#### **Contract 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.

### **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.

#### **I. Mandatory Fundraisers**

Students and their families must participate in the 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 Operations**

The major fundraiser of the year is the annual FIESTA, which is held 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.

##### **Fiesta Hours**

Per the Parent Service Program Form and Student Enrollment Agreement for 2010-11, 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.

##### **B. 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. Families not wanting to participate will contribute \$50.00 per year.

##### **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.

#### **II. Optional Fundraisers**

##### **A. 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](http://www.santaclarahighschool.com) for more information on the Annual Appeal campaign.

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.

- 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](http://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 by September 30, 2010.**

#### 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.

### BELL SCHEDULE

2011 – 2012

Regular Schedule			
7:50	-	Warning Bell	
8:00	-	8:05	1 <sup>st</sup> Period Announcements
8:05	-	8:55	1 <sup>st</sup> Period (50 minutes)
9:00	-	9:50	2 <sup>nd</sup> Period (50 minutes)
9:55	-	10:10	Break (15 minutes)
10:15	-	11:05	3 <sup>rd</sup> Period (50 minutes)
11:10	-	12:00	4 <sup>th</sup> Period (50 minutes)

Assembly / Spirit Schedule			
7:50	-	Warning Bell	
8:00	-	8:05	1 <sup>st</sup> Period Announcements
8:05	-	8:45	1 <sup>st</sup> Period (40 minutes)
8:50	-	9:30	2 <sup>nd</sup> Period (40 minutes)
9:30	-	9:45	Break (15 minutes)
9:50	-	10:30	3 <sup>rd</sup> Period (40 minutes)
10:35	-	11:15	4 <sup>th</sup> Period (40 minutes)

0
12:05 - 12:30 Lunch (30 minutes)
5
12:40 - 1:30 5 <sup>th</sup> Period (50 minutes)
1:35 - 2:25 6 <sup>th</sup> Period (50 minutes)

11:15 - 11:45 Lunch (30 minutes)
11:50 - 12:30 5 <sup>th</sup> Period (40 minutes)
12:35 - 1:15 6 <sup>th</sup> Period (40 minutes)
1:20 - 2:25 Assembly (65 minutes)

<b>Rally Schedule</b>	
7:50 -	Warning Bell
8:00 - 8:05	1 <sup>st</sup> Period Announcements
8:05 - 8:50	1 <sup>st</sup> Period (45 minutes)
8:55 - 9:40	2 <sup>nd</sup> Period (45 minutes)
9:40 - 9:50	Break (10 minutes)
9:55 - 10:4	3 <sup>rd</sup> Period (45 minutes)
0	
10:45 - 11:3	4 <sup>th</sup> Period (45 minutes)
0	
11:30 - 12:0	Lunch (30 minutes)
0	
12:05 - 12:5	5 <sup>th</sup> Period (45 minutes)
0	
12:55 - 1:40	6 <sup>th</sup> Period (45 minutes)
1:45 - 2:25	Rally (35 minutes)

<b>Mass Schedule</b>	
7:50 -	Warning Bell
8:00 - 8:05	1 <sup>st</sup> Period Announcements
8:05 - 8:45	1 <sup>st</sup> Period (40 minutes)
8:50 - 9:30	2 <sup>nd</sup> Period (40 minutes)
9:30 - 9:45	Break (15 minutes)
9:50 - 10:30	3 <sup>rd</sup> Period (40 minutes)
10:35 - 11:15	4 <sup>th</sup> Period (40 minutes)
11:15 - 12:25	Mass (70 minutes)
12:25 - 12:55	Lunch (30 minutes)
1:00 - 1:40	5 <sup>th</sup> Period (40 minutes)
1:45 - 2:25	6 <sup>th</sup> Period (40 minutes)

<b>Minimum Day Schedule</b>	
7:50 -	Warning Bell
8:00 - 8:05	1 <sup>st</sup> Period Announcements
8:05 - 8:35	1 <sup>st</sup> Period (30 minutes)
8:40 - 9:10	2 <sup>nd</sup> Period (30 minutes)
9:15 - 9:45	3 <sup>rd</sup> Period (30 minutes)
9:45 - 10:0	Break (15 minutes)
0	
10:05 - 10:3	4 <sup>th</sup> Period (30 minutes)
5	
10:40 - 11:1	5 <sup>th</sup> Period (30 minutes)
0	
11:15 - 11:4	6 <sup>th</sup> Period (30 minutes)
5	

<b>Prayer Service Schedule</b>	
7:50 -	Warning Bell
8:00 - 8:05	1 <sup>st</sup> Period Announcements
8:05 - 8:50	1 <sup>st</sup> Period (45 minutes)
8:55 - 9:40	2 <sup>nd</sup> Period (45 minutes)
9:40 - 9:55	Break (15 minutes)
10:00 - 10:30	Prayer Service (30 minutes)
10:35 - 11:20	3 <sup>rd</sup> Period (45 minutes)
11:25 - 12:10	4 <sup>th</sup> Period (45 minutes)
12:15 - 12:45	Lunch (30 minutes)
12:50 - 1:35	5 <sup>th</sup> Period (45 minutes)
1:40 - 2:25	6 <sup>th</sup> Period (45 minutes)