

Santa Clara High School



Parent/Student Handbook

2023-2024

-Catholic College Preparatory

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School Code: 052300

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Section I: History and Philosophy

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 preschool on campus, called LiL' 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.
- 2012 The City of Oxnard renamed Laurel Street, Coach "C" Lane in honor of Hall-of-Fame Coach Lou Cvijanovich.
- 2013 Boys & Girls locker room remodel
- 2014 Santa Clara High School receives a grant from the Shea Foundation to create new restrooms and video production lab, as well as for renovations in the library and campus ministry room .
- 2015 Santa Clara High School receives a grant from the Shea Foundation to complete Phase 1 of the Football Stadium Project, as well as a new shade structure for the lunch area and fencing.
- 2016 Due to the generosity of the Shea Foundation, remodeling/upgrades were made to the Annex Building.

- 2017 Gymnasium Floors were resurfaced and renamed after establishing a partnership with Dignity Health.
- 2018 Memorial benches are dedicated in honor of Alumni ServiceMen who served during the Vietnam War.
- 2019 Technology infrastructure is upgraded through the \$133,000 grant and in partnership with the ADLA, SCHS school wide WIFI network is established to meet the needs of our school community.
- 2020 Started the school year with Distance Learning and in February moved to Hybrid Instruction for the year due to Pandemic. Introduced health protocols (mask, health screening, social distance, disinfecting).
- 2021 School return, full In-Person instruction across all grade levels. Continue to maintain on-going health protocols (mask, health screening, social distance, disinfecting) while reintroducing most school functions/events/activities.
- 2021 Through the generosity of the Dan Murphy fondation , SCHS was awarded \$200,000 for a complete renovation of two boys and two girl restrtooms.
- 2022 SCHS received an abundance of PPE supplies (air filters, masks, sanitizing solution, shields, UV light, Rapid test kits, temperature kiosks) through Oxnard Union High School District (OUHSD), Ventura County Office of Educaiton (VCOE), Ventura County Health Department (VCHD), California Department of Public Health (CDPH) and the Archdioces of Los Angeles (ADLA) to meet the needs of our students, families, staff and faculty.
- 2022 - 2023 Santa Clara High School was allotted under American Rescue Plan Emergency Assistance to non-public schools (ARP EANS) \$915,195,65 to acquire and meet the needs of the school community, post Covid-19; New student desks, teacher desks, interactive displays, lab table furniture, seating furniture, faculty Macbooks, lab stools and vape equipment). In addition, SCHS also implemented new schoolwide phones through the ADLA C3 technology porgram.

SAINT CLARE OF ASSISI, School Patroness

“Students should know as soon as they set foot in a Catholic school that they are in a different environment, one illuminated by the light of faith and having its own unique characteristics. Particular attention should be given in the school to prayer and the celebration of the sacraments.”

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. “*In Hoc Signo Vinctes*,” was Constantine’s motto, meaning “By This Sign thou shall Conquer.” Constantine the Great, in a vision, saw

Formal School Motto

In Hoc Signo Vinctes “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 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.

School Motto

“To be a Saint is a Way of Life!”

ALMA MATER

The expression “Alma Mater” is from the Latin “nurturing mother” and refers to the role of the school as a fundamental formational element in the life of young people.

*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!*

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.

School Vision

Santa Clara High School is committed to developing faith-filled, morally aware and academically strong individuals who are of service to society.

School Mission

Santa Clara is a Catholic college preparatory high school committed to fostering an inclusive environment focused on spiritual, academic, emotional, and physical growth. Our purpose is to work as a community to guide and inspire our students in faith, family, and tradition. To Be a Saint is a Way of Life.

School Philosophy

Education is by definition leadership. Students by nature reach out toward knowing. We lead them to the experiences and disciplines where knowledge is found: to know God as Lord, Savior, and Father, to know the world as revealed through academic inquiry, and to know themselves and the community in which they thrive. Our pursuit of intellectual excellence is formed by our identity as Catholics and rooted in our living faith, family, and tradition.

Faith, the heart of the school, is felt in the rhythmic pulse of campus life. The liturgical calendar and the cultural roots of our community come alive during our celebration of the Feast of All Souls, Dia de los Muertos, Advent Posada, and the Living Stations of the Cross. We cherish Christ in the Eucharist as the

source and summit of our Catholic faith in monthly Mass and weekly Eucharistic Adoration. Our faculty practices the philosophy of servant-leadership through dedicated faith formation to grow in our own relationship with Christ. We then share this journey with our students to foster an environment where they can encounter God in His creation, revelation, and person, that they may know Him through mind, will, and heart.

Family, the body of the school, is composed of many members; each belonging to the other. Santa Clara has been home to generations of families, weaving together new bonds that will last a lifetime. We regard the unified body of staff, students, parents, alumni, and the greater world as our brothers and sisters. All are welcomed in unconditional solidarity as the living body of Christ.

Tradition, the spirit of the school, is heard in the resounding echo of St. Claire's bell that rings through the air on graduation day, symbolizing the celebration of the successful resolution of hard work, marking the bittersweet transition from student to alumni. That echo carries on in the form of the contributions of our alumni to the community and to the world. Tradition is more than a reliving of past memories. It is exemplified daily by our teachers during morning prayer, practiced by students in each school activity, and is made visible through our living history as the oldest Catholic high school in Ventura County.

SCHOOL MASCOT AND NICKNAME

Millenium Joey (Joey) Saints

SCHOOL COLORS

Navy Blue and Athletic Gold

Integral School-wide learning Outcomes (ISO's)

S Socially Responsible, as evidenced by

- 1) Accept responsibility for individual and group actions
- 2) Lead, problem solve, and embody the spirit of Catholic social teaching by actively responding to local, national and global events

A Academically Sound, as evidenced by

- 1) Demonstrate measurable growth across the curriculum using all learning modalities
- 2) Embrace a nurtured desire for lifelong learning

I Innovative, as evidenced by

- 1) Develop and utilize a combination of critical thinking, logic and creative skills
- 2) Engage in disciplined self-assessment that leads to future achievement

N Nourished spiritually, as evidenced by

- 1) Respect the truths and beliefs of the Catholic Church
- 2) Pursue opportunities for reflection, devotion and sacramental life

T Team Player, as evidenced by

- 1) Commit genuinely to something greater than themselves
- 2) Collaborate with others for the common good

Section II: DIRECTORY:

Department: Administrator: Ext:805-483-9502-- Press *8/Ext.

Principal	Mr. Guzman 134
Vice Principal	Ms. Palmisano 179
Director of Athletics	Mr. Landeros 103
Campus Minister	Ms. Oviedo 174
Dean of Students	Mr. Guzman 134
Director of Advancement/Marketing	Ms. Valenzuela 147
Counselor	Mr. Ramirez 180
Director of Activities	Ms. Schneiderbauer 171



Subject: Faculty: Ext:805-483-9502-- Press *8/Ext.

Foreign Language	Mr. Pina	175
Science	Ms. Alcala	132
Biology/Chemistry Lab	Ms. Alcala	172/140
English/Social Science	Mr. Mancilla	128
English	Mrs. Ramsey	125
Religion	Ms. Oviedo	174
Religion	Mr. Hamrick	139
Social Science	Mr. Martinez	163
Mathematics/Science/Foreign Language	Mr. Blanchette	126
Mathematics	Mr. Guerrero	127
Art/Yearbook	Ms. Schneiderbauer	171
Psychology/Sociology	Mr. Ramirez	133
Video Production	Ms. Schneiderbauer	167

Department: Staff: Ext:805-483-9502-- Press *8/Ext.

Director of Business/Finance	Mrs. Luna	161
Office Manager	Mr. Luna	100
Maintenance Technician	Mr. Cervantes	190

STUDENT COUNCIL OFFICERS

All students are members of the Associated Student Body. The Student Council has been organized to establish democratic procedures governing student activities and to develop a sense of responsibility, self-discipline, leadership, cooperation, scholarship, school spirit and Catholic virtues. The Associated Student Body government attempts to make the students more involved in government affairs in conjunction with the administration and faculty. Its aim is to promote harmonious relationships throughout the school by means of organized activities and projects.

Associated Student Body

Position: Student Officer:

President	Allie Rosales
Vice President	Diego Carrillo
Treasurer	Clarissa Serrano
Press Secretary	Kirsten Solomon
Spirit Commissioner	Katelyn Yslas & Daisy Guzman
Dance Commissioner	Linda Guitierrez

Senior Class Officers

Class President	Kirsten Solomon
Class Vice President	Linda Guitierrez

Junior Class Officers

Class President	Selina Cortez
Class Vice President	Leila Zaragoza

Sophomore Class Officers

Class President	Kian Vea
Class Vice President	Julian Garcia

Freshman Class Officers

Class President	Alyssa Ambriz
Class Vice President	Louie Guevare

Section III: School Wide Goals and Objectives

Goal 1: To strengthen and develop the spiritual well being of our students

Objectives:

- a. Catholic Christian values will be promoted in all facets of school life.
- b. All students will participate in a four-year program of religious studies.
- c. All students will participate in a four-year program of Christian service to the community.
- d. Students, faculty and staff will participate in liturgical celebrations and other spiritual exercises.
- e. Students, faculty and staff will conduct themselves in accordance with Christian values at all times.

Goal 2: To strengthen and develop the intellectual well being of our students

Objectives:

- a. The curriculum will meet state, Archdiocesan, U.C. and Cal State requirements and guidelines.
- b. Each department will offer a sequential, age-appropriate program of classes.
- c. All students will be provided with a comprehensive course of studies that is challenging.
- d. A variety of electives (within the limitations imposed by a small school) will be offered to meet the interests and needs of the students.
- e. Students will be challenged to think critically and independently in all courses and to recognize that learning is a lifelong process.
- f. Students will be able to communicate effectively, reason clearly and analyze constructively.

Goal 3: To strengthen and develop the social well being of our students in order to prepare them to be active members of the family, Church, and society to which they belong

Objectives:

- a. Positive and consistent discipline will emphasize personal responsibility, accountability and good work habits in all aspects of school life.
- b. Personal, familial, civic, and moral responsibility will be stressed and/or reinforced in all aspects of school life.
- c. The guidance program will encourage student responsibility, independence, and self-discipline.
- d. Student activities and athletics will provide opportunities for students to develop and demonstrate responsibility, leadership and teamwork.
- e. Cultural awareness and appreciation of ethnic diversity will be stressed and/or reinforced in all aspects of school life.
- f. A variety of extracurricular social activities will allow students to develop their social skills in a safe, supervised and positive environment.

Goal 4: To strengthen and develop the physical well being of our students

Objectives:

- a. A variety of athletic programs will help students develop self-discipline and positive health habits.
- b. The importance of good physical health and an active lifestyle will be taught in physical education and health classes as well as the athletic programs.
- c. Respect for the body as a temple of the Holy Spirit will be stressed and/or reinforced in all aspects of school life.

Goal 5: To strengthen and develop a familial atmosphere that fosters close collaboration among students, school personnel, and parents

Objectives:

- a. The school will encourage the involvement of students, parents and personnel in the appropriate

- aspects of school life.
- b. Personnel will make themselves available to students and parents in order to assist students to reach their educational goals.
 - c. The school will support and encourage dialogue and open communication among all school constituencies.

Goal 6: To promote increased success and professional excellence among our faculty

Objectives:

- a. The school will encourage professional growth for all personnel.
- b. The school will provide regular in-services to improve teacher excellence.
- c. Teachers will be regularly supervised and evaluated.
- d. Teachers will keep abreast of the current trends in education, subject area knowledge and methodology.
- e. Teachers will be able to teach students with a variety of achievement levels and learning styles.
- f. Teachers will treat students with the dignity due any child of God.

I. SCHOOL INFORMATION

A. PRINCIPAL’S RIGHT TO AMEND

The Principal reserves the right to amend school rules and regulations as necessary during the school year. Parents/guardians will be notified by mail of any such amendments. The Principal is the final recourse within the school and may waive any regulations in this handbook if deemed in the best interest of fairness and justice. The administration is the final interpreter of all regulations and policies in this handbook.

B. NON-DISCRIMINATION POLICY

Santa Clara High School, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, sexual orientation or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

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

Inclusion:

As a Catholic school every attempt is made to serve students whose parents/guardians desire a Catholic education. Although a full range of services may not be available to every student, the school will strive to include students with varied learning needs. All educators in Catholic schools follow “Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)”. Parents or guardians who feel that their student may need a minor adjustment to enable

him/her to participate in the general education curriculum of the school should talk to the student's teacher and principal to implement the STEP or MAP process. Parents or guardians who need a structure for resolution of complaints arising out of a student's disability may request the "Disability Discrimination Complaint Review Process" from the principal.

C. ADMISSIONS GUIDELINES

Santa Clara High School has established open enrollment policies in concert with the California Interscholastic Federation State Federated Rule 222 with the following conditions: 1. Santa Clara is a Catholic co-educational high school whose philosophy and mission is based on the call of the United States Catholic Bishops, "To Teach as Jesus Did."

2. Santa Clara accepts students on a space available basis.
3. Santa Clara charges tuition for its educational services.
4. Santa Clara has admissions requirements pertaining to academic standards and behavior.

D. ADMISSION PROCEDURES

The following procedures for testing and evaluating applicants to the high school will be followed: 1. An elementary school report and the archdiocesan recommendation form are used. 2. The entrance examination for incoming freshmen is to be administered on the day established by the archdiocesan school calendar.

3. An interview with student and parents is included in the admissions procedures.
4. Notification of admission status is to be given on the dates indicated on the archdiocesan calendar. 5. A complete transcript for each student is requested from the elementary school at the end of the school year.

E. RELIGIOUS REQUIREMENTS

All students take the required religion curriculum. In these classes, all students are graded on academic achievement and not on their religious affiliation, personal belief or the practice of their faith. All students are required to attend the general and class religious activities of the school including retreats, Masses, and so on. *The primary purpose of a Catholic school is to teach sound doctrine and morals.* It is school policy that all students take the required Religion courses and attend all religious services, behaving respectfully, regardless of their religious affiliation.

The courses offered in Religion are:

- Freshman Year: (Sacred Scripture, Who is Jesus Christ)
- Sophomore Year: (The Paschal Mystery and the Church)
- Junior Year: (Sacraments, Moral Life)
- Senior Year: (Responding to Jesus Call, Living as a Disciple in Society)

The content of all courses conform to the teachings of the Catholic Church.

Campus Ministry

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 teach all Santa Clara Community to live the Beatitudes.
- To challenge students to become leaders who will make a difference in the world beyond Santa Clara.
- To awaken our sleeping spirituality and strengthen our relationship with God.
- 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.
- To create students with a longing for social justice in the world.

Masses

Masses are Mandatory, regardless of faith or religious background. During the year, the Campus Ministry Department and members of the student body assist at a variety of liturgical celebrations. Students are expected to be in attendance and conduct themselves in a respectful manner.

Retreats

Retreats are mandatory regardless of faith or religious background.

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

- Freshmen have a one day retreat on campus.
- Sophomores have a one-day retreat on campus.
- Juniors have a one-day immersion retreat on or off campus.
- Seniors have a three-day, two night 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. The students are required to complete a minimum of 10 hours of Christian service per year. Seniors will graduate with 40 hours or more of Christian Service. This is a graduation requirement.

Project Based Learning:

In recent years, it appears that social media and technology have advanced tremendously. Instead of logging hours into a Christian Service folder, students will now be required to brainstorm, record and produce their experiences of Christian service through the use of multimedia. This will be achieved by a power point

presentation or video to be presented in their religion class. Their Christian Service Projects will be worth 10% of their grade in both the first and second semester.

Freshmen - 10 hours Juniors - 20 hours
Sophomores - 15 hours Seniors - 25 hours

F. FINANCIAL POLICIES

Santa Clara High School runs on a very tight budget. The school spends more per pupil than it charges for tuition. Payment of tuition and fees is a matter of justice which cannot be taken lightly. Failure to pay tuition and fees on time jeopardizes the academic program for all of our students and faculty. It also causes deep anxiety and worry on the part of those who are responsible for the financial state of the school. In all Christian charity and justice, parents and guardians are requested to please be faithful in making all payments on time, and in the rare case that this is not possible, inform the school immediately and await further advisement. **TUITION IS DUE PER FINANCIAL AGREEMENT SIGNED UPON REGISTRATION.** For a complete list of tuition, fees and other current financial information, please see our website: www.SantaClaraHighSchool.com or contact the Main Office.

Other Payments:

Payments for fees (i.e. activities, sport fees, etc.) can be made in the Main Office using Only cash, credit cards, or money order. Parents/guardians should save all receipts.

Fundraising

Tuition and fees only cover 70% of the annual budget

All families are encouraged to participate in the Parent Participation Program. Families on Tuition Plans A and B commit to required parent service hours as well as a required annual fundraising pledge.

Plans A, B, or C tuition rates do not cover the cost of educating a student at Santa Clara High School. An annual Archdiocesan subsidy, foundation grants and required school-wide fundraisers help to balance the annual school budget for educating our students. **Without these fundraisers or support, the tuition would be much higher.**

Required Fundraising Pledge:

All families are encouraged to participate in the Parent Participation Program and be active partners in advancing the school mission through parent volunteer support and making monetary contributions to ensure all students have access to a Catholic education.

Families under Tuition Plans A and B are asked to make the required annual pledge as indicated on your Santa Clara High School Financial Agreement. Families may contribute their annual pledge as follows:

ST CLARE APPEAL: The ST CLARE APPEAL, named after Santa Clara High School patron saint, Saint Clare which is held in the Fall. Pursuant to the Student Enrollment Agreement, "...Each student is required

to pay \$100 (Due by September). Parents/Guardians whose students do not meet the requirement will be billed the balance of this requirement.

HALL of FAME DINNER: One of the major fundraisers of the year is the annual HALL OF FAME DINNER, which is held in the Winter. Pursuant to the Student Enrollment Agreement, "...Each student is required to sell a minimum of 1 ticket or get \$50 in donations (Due by November). Parents/Guardians, whose students do not sell the ticket, will be billed the balance of this requirement.

FIESTA: One of the major fundraisers 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 Fiesta Family Donation." Parents/Guardians, whose students do not sell the \$150 or make the \$25 donation, will be billed the balance of this requirement.

Fiesta Hours: Per the Parent Service Program Form and Student Enrollment Agreement for 2021-2022, all Santa Clara "parents/guardians are required to work 6 hours on Fiesta day or pay \$300." Special instructions for Fiesta will be published in the spring. Parents/guardians involved in another Service Program at a nonpublic school are not exempt from Fiesta Hours obligation. 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.

CASINO NIGHT: See details under Athletic Department — mandatory fundraiser for all athletes which impacts the athletic budget, not academic budget.

eSCRIP: 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 at no additional cost to you. Here's how it works:

- You register any one or all of your existing grocery loyalty, debit, and credit cards 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.

Optional Fundraisers:

Annual Appeal Campaign: The Annual Appeal Campaign is a yearlong (January-December) fundraising program that raises money for the following departments: Tuition Assistance. Go online to www.santaclarahighschool.com for more information on the Annual Appeal campaign.

Other: Clubs, activities and sport teams may also have fundraisers in which families are asked to participate. Other various fundraisers will take place throughout the school year to raise money for special events and programs. See the school calendar for additional information regarding fundraising campaigns and events.

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Donations: When making a donation please make your check out to:

Santa Clara High School

(Please note in the memo which program you wish to support)

G. WITHDRAWAL / DROPOUT / FINANCIAL OBLIGATIONS The name of any student who is a minor that drops out of school for any reason is reported to the County Superintendent of

Schools. Whenever a pupil transfers from Santa Clara to a school district within the state, Santa Clara shall transfer the pupil's permanent enrollment and scholarship record or a copy thereof upon a request from the district or private school where the pupil intends to enroll. The school reserves the right to withhold a transcript or disallow the taking of semester or final exams until the financial obligations of the pupil have been met.

H. ANNUAL TUITION ASSISTANCE APPLICATION

Since the school depends on tuition income as the primary source of income, all are expected to meet their financial obligations. A limited amount of assistance is available through the Catholic Education Foundation (CEF) and through various foundations. The Main Office can make available upon request further details. *Archdiocesan and CEF assistance should be requested by October for the following school year. FAMILIES NEED TO REAPPLY EACH YEAR FOR CONTINUED ASSISTANCE.*

The selection committee considers the following criteria:

- Financial need;
- Faithful adherence to the Parent/Student Pledge
- "C" (2.0) grade point average
- No "Fs" on the semester report card;
- "S" satisfactory grades in citizenship and effort;
- Agreement to pay the remainder of tuition, registration and other fees on time each month

Failure to maintain these standards could mean loss of financial assistance.

Confidentiality Statement: The Recipient shall keep the Financial Confidential Information confidential and shall cause any representative, employee or other person to whom Santa Clara High School authorizes the Recipient to disclose Financial Confidential Information to keep such Financial Confidential Information confidential. The Recipient covenants that neither the unauthorized use thereof. Recipient nor such representative, employee or other person shall disclose the Financial Confidential Information to any person, parent, guardian, coach, faculty member or use the Financial Confidential Information for any purpose. The obligations of Recipient under this Section shall include the obligation to take all steps necessary to protect the confidentiality of the Financial Confidential Information and to prevent the disclosure or unauthorized use thereof. The Recipient further agrees that he/she will not share with or assist, directly or indirectly, any person or entity of the Financial Confidential Information. Violations of such will forfeit any and all Financial Agreements with Recipient and Santa Clara High School.

Local Tuition Assistance will be determined by the Santa Clara Tuition Assistance Committee. The Committee will determine the financial need for each family applying for assistance. The Committee will award tuition assistance in the spring of each year to families based on the following criteria:

- Financial need
 - Tuition payment history
 - Grades (2.0) grade point average; no "F's" on the semester report card
 - Disciplinary record
 - Willingness to participate in extracurricular activities.
 - Agreement to pay the remainder of tuition, registration and other fees on time each month. ●
- All families requesting assistance must reapply each year.**

I. IMMUNIZATION REQUIREMENTS

California State Law requires immunization against polio, measles, diphtheria-tetanus, pertussis (whooping cough), and a TB test for all students.

An important justification for immunization requirements is that in a school environment students are in close contact and some preventable diseases can be transmitted easily. Schools are therefore vulnerable to outbreaks, and those outbreaks put all students in danger. Because an unvaccinated student in school puts others at risk, it is appropriate for the school to intervene.

J. MARRIED STUDENT POLICY

Central to the philosophy of Santa Clara High School is the belief that parents/guardians 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.

K. EMANCIPATED OR STUDENTS EIGHTEEN YEARS OLD 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/guardians 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.

Students No Longer Living With a Parent or Guardian

Central to the philosophy of Santa Clara High School is the belief that parents/guardians are the primary educators of their children. In support of this, the school and the parents/guardians 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.

II. ATTENDANCE POLICIES

Students and parents/guardians must be vigilant and understand the importance of regular school attendance, as required by law, especially if they are displaying Covid-19 like symptoms. Parents are responsible for contacting the main office (805) 483-9502 if your child is sick for any reason and is/or demonstrating Covid-19 related symptoms (Fever or chills, cough, fever 99.5, shortness of breath, fatigue, muscle aches, body aches, headache, loss of taste or smell, sore throat, congestion, nausea, vomiting, diarrhea) for the past 24 to 48 hours.

PROCEDURES REGARDING ABSENCES:

Parents/Guardians must call the Attendance office between 7:30 AM and 8:30 AM each day the student is absent due to Covid-19 related symptoms or any illness.

Legally, emails as a form of Absence Communication are not acceptable or valid. A physical note from the parent/legal guardian or doctor along with name, date, reason and signature must be provided in the note upon student return.

Current home and work phone numbers must be provided to the school on the emergency card, so that immediate contact can be made regarding any emergency or any irregularity in attendance. When

parents/guardians are out of town, it is the parent's/guardian's responsibility to inform the school as to who will assume guardianship (responsibility for the student).

Students may not leave the campus during the school day or during school functions without the knowledge and permission of the administration. Students are not released to strangers or to callers without written parental or guardian consent.

A. PROCEDURES REGARDING ABSENCES

Parents/Guardians must call the Attendance office between 7:30 AM and 8:30 AM **each day** the student is absent.

1. WRITTEN NOTICE:

Upon returning to school after an absence, the student will bring to the Attendance Office a note containing:

1. student's full name
2. student's grade
3. date(s) of absence
4. the explicit reason for absence
5. the signature of the parent/guardian and
6. the phone number(s) at which parent/guardian may be contacted during the school day.

Students without notes will receive truant admit slips and cannot make up work or exams. This missing class will count as an unexcused absence.

2. ADMIT SLIP:

By 8:00 AM on the day of the return to school after the absence of any duration (even one period), a student must obtain a re-admit slip from the Attendance Office. No student will be admitted to class without a re-admit.

Legally, emails as a form of Absence Communication is not acceptable or valid. A physical note from the parent/legal guardian along with name, date, reason and signature must be provided in the note upon student return. Students accumulating more than five (5) unexcused absences or more than ten (10) excused/unexcused absences in any course may have their grade dropped a letter grade (10%) for that course.

B. TYPES OF ABSENCES

1. EXCUSED

A strict policy is enforced regarding absences. The following are acceptable reasons for absences:

1. Illness**
2. Medical/Dental Appointments*
3. Funerals
4. Quarantine
5. Court Appearances*
6. Approved school activities or approved college visits.

*To be excused, these absences require written documentation from the medical or court facility indicating date and length of time the student was at the facility.

**For illnesses beyond two days, a doctor's note is required.

2. UNVERIFIED ABSENCES

(No written documentation)

Unverified absences are considered trancies unless reclassified within five days of return to school.

3. UNEXCUSED ABSENCES (Truancy)

All absences that are not excused are considered trancies.

C. UNEXCUSED ABSENCES (TRUANCY)

1. Absences for other than the above reasons, even with the permission of parents/guardians, are considered unexcused. Parents/guardians should realize that a student's grade may suffer because of unexcused absences. Students may not request makeup work for an unexcused absence. Students who accumulate 10 or more excused and unexcused absences in a semester (per class period) may be denied credit for the semester.

2. Santa Clara High School does not recognize "ditch days." Truancy is a serious matter for a number of reasons. Truancy encourages dishonesty, a violation of the Eighth Commandment. Truancy can lead to unsafe even dangerous activities (i.e. injury, illegal drinking, drug use, and/or sex) when large numbers of teenagers are without adult supervision. Truancy is wasteful because it causes loss of instruction time and parent's tuition money. Truancy "teaches" a lack of order and discipline. Truancy sets a bad example for the younger students. Parents/guardians, who "cover" for their son/daughter by writing a note saying they were sick when they were not, provide bad examples and engage in dishonest and sinful behavior.

D. "MAKE-UP WORK FOR EXCUSED ABSENCES

When students return to class with appropriate documentation and are issued a readmit indicating that the absence was excused, they have an equivalent amount of time to make-up assignments or exams. For example, if they were out two school days, they have two school days after their return to make-up any work or exams. Students are responsible for communicating with their teacher(s) and are responsible for any missing work due to an excused absence.

E. EXTENDED ABSENCES

Parents/guardians requests for an extended absence (two or more days) are to be directed to the Vice Principal who will determine the status of the absence.

F. EXCESSIVE ABSENCE

To receive credit in any course of study, a student must pass the class and be in attendance at school for any class within a semester without excessive unexcused absences.

Loss of Credit: When a student accumulates **more than five (5) unexcused absences or more than ten (10) excused/unexcused absences** in any course, their grade will be dropped a letter grade (10%) for that course. **Students should be aware that arriving 20 minutes late to a class constitutes an absence.**

In addition to the grade reduction, students can/will also forfeit any extracurricular privileges for the remainder of the semester/year including but not limited to ASB, Athletics, Arts, Club, Senior Privileges, Senior graduation festivities, participation, and spirit dress privileges.

Appeals to reinstate credit: The Vice-Principal, Counselor, and Dean of Students constitute the Review Board and will evaluate appeals from students and their parents to reinstate credit that has been withheld. The Review Board, with the approval of the Principal, reserves the right to reinstate or deny credit.

If credit is denied, the student may be required to withdraw from Santa Clara. If the student is allowed to continue enrollment, denied credit must be made up.

G. VACATIONS

The school strongly discourages parents/guardians from withdrawing their students from school for vacations or family trips during the regular school year. The school does not allow the student to make up work he/she misses. Parents/guardians are asked to plan vacations during regular school vacation periods.

The school strictly enforces the policy of not excusing absences which occur during school days for vacation purposes. Out of 365 days in the year, 180 (less than half) are reserved for school by law. Please plan all vacations during the 185 non-school days. The school does not make exceptions to this policy. Thank you for helping us to underscore academics as the first priority while school is in session.

H. VISITING COLLEGES

Students are encouraged to visit college campuses during school breaks and on extended weekends. Juniors *may* be given a maximum of two excused days and Seniors *may* be given a maximum of five excused days for college visits. Prior approval must be requested and approved by the student's college counselor and Vice Principal at least one week in advance. Failure to provide the Vice Principal and college counselor of your absence with one week's notice will result in the absence being unexcused. Students are responsible for all work missed in class while on college visit.

I. TARDINESS

A student is considered tardy to school if he/she arrives at school after the tardy bell. A student is considered tardy to class if not in his/her assigned seat or location, with all the materials needed for class when the bell begins to ring, marking the start of class or the assembly.

- The office will keep track of students tardy to school.
- The teacher will mark the student tardy to class.

A student who is tardy to school and/or class may receive one of the following:

- A student with excessive tardies to school and/or class can expect to lose extracurricular privileges such as, but not limited to school events, sport functions, ASB, Office, field trips, clubs, etc.
- If the student arrives to class more than five minutes tardy, the teacher will send the student to the Attendance Office for an unexcused re-admit slip.
- If a student arrives to class more than five minutes tardy, due to a counseling appointment or a teacher appointment, the teacher will send the student to the Attendance Office for an excused re-admit slip.

Tardy Policy

Tardiness to the first class or activity (school) of the day: Students will be given a period of grace and allowed three "no-fault" tardies per semester. Each tardy after that is a detention. When a student accumulates ten (10) tardies they will lose extracurricular privileges. If a student is late to school he/she must check in at the main office before going to class.

Loss of Credit: When a student accumulates ten (10) or more tardies in any course, their grade will be dropped a letter grade (10%) for that course.

During the school day: Students arriving 20 minutes late or more to the first class period will be recorded as absent for that period. Students arriving less than 20 minutes late to the first class period will be tardy.

Students 20 minutes late to any other class period during the day will be considered truant.

J. OFF-CAMPUS

Parents/guardians are asked to refrain from requesting off-campus permits except in the cases of emergency. Normally, medical, dental or other appointments should be made for after school. However, if medical appointments are made during the school day, an official note from the doctor's office must verify them. Students must sign in and out at the Main Office.

If your student is to leave school early, have him/her bring a note to the Attendance Office before school so as to avoid the need for telephone calls to the office. Your student will then wait for your arrival in the main office at the designated time.

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.

K. OFF-CAMPUS FOR SAME DAY ILLNESS

Students who become ill are to inform their classroom teacher and obtain a pass to the Main Office and then wait for the Attendance Officer to complete the necessary phone calls and issue an off-campus permit so they may go home. A parent/guardian or person authorized by the parent must pick up the student. It is school policy that a student who is too sick to remain in class is too sick to walk, use public transportation or drive home. Parents must sign out at the Main Office including the date; time the student left campus and their name.

L. ATTENDING/PARTICIPATING IN SCHOOL EVENTS ON DAYS OF ABSENCES

Extracurricular Participation

A student who is absent for the day cannot attend or participate in any athletic activity or school activity on that day. 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. A student who has an unexcused total day absence on Friday cannot attend/participate in any athletic activity or school activity on the weekend without the approval of the Vice Principal.

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.

M. CAMPUS BOUNDARIES

The inner campus constitutes the campus boundaries. **Students are not permitted to leave the inner campus boundaries while school is in session.**

N. ARRIVAL AND DEPARTURE FROM CAMPUS

The school cannot be responsible for students arriving before and after the regularly scheduled classes on a given day. Students who repeatedly loiter on campus outside the usual hours may be subject to disciplinary action, including being asked to withdraw from school. The school is not responsible for the behavior of students providing rides to school. However, such students are strongly exhorted to obey all traffic and safety rules and to drive with the utmost caution and care at all times. Any reckless or careless driving of vehicles observed in the immediate vicinity of the school will be followed up by disciplinary action whenever possible. Out of respect, students are asked not to play their car radios/stereos loudly while on campus

O. COMMUNICABLE DISEASE

A student who has been absent from school because of reported communicable diseases must have a permit (release) issued by the Public Health Department, a physician or nurse before he/she is admitted to school. The Vice Principal may readmit a student absent because of non-reportable communicable disease, such as chicken pox, German measles and influenza.

DAILY DROP OFF AND PICK-UP GUIDELINES

1. Avoid **double parking** in front of the school drop off line both before and after school.
2. Refrain from dropping your child off **across the street** from school.
3. **Use the main parking lot to drop off or pick up students.** One gate is marked entrance and the second gate is marked exit. At less busy times two-way traffic will be allowed at any open gate into this lot.
4. Make a **right turn only** out of the student parking lot during busy rush hour traffic.
5. Do not park or wait in a no **stopping zone**.
6. For safety concerns, students must cross in designated areas to get to the parking lot at all times.
7. Speed limit within school grounds is to not exceed 5 MPH ever.

P. CELL PHONE POLICY

Cell phones and other portable communication devices may be brought to School. These devices may be used on campus before school, during break, lunch and after school hours as long as they are used in an appropriate and responsible manner. Before each class, students are to place their cell phones in the holder located in the classroom. They may be used in the classroom only with the expressed permission of the teacher. Inappropriate use includes unauthorized use of a device during any type of quiz, test or any other type of assessment, recording or photographing any member of the Administration, faculty, staff or student body, without their explicit permission, or posting such material on any type of social media website. There

may be no unauthorized reproduction of any classroom materials or presentations. Suspicion of inappropriate use will be reported to the Dean of Students. If a student uses a portable communication device or any of its functions for any reason during the school day without express adult permission, the following measures will be taken:

- The device will be confiscated from the student and its contents may be searched. ● The device may not be returned to the student; the school retains the right to determine whether and when the device may be returned to the student's parent or legal guardian.
- A \$10 fine will be assessed
- Depending on the circumstances, the student may be denied the right to bring the device to school ● Violation of the policy will result in disciplinary measures appropriate to the circumstances, including expulsion if warranted.
- If a device is used for cheating during a test, the student will be removed from the testing situation and appropriate disciplinary action will be taken.

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 CREDIT CARD.

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

Q. STUDENT DELIVERIES POLICY

Outside food service vendors (grub hub, uber eats, postmates, doordash ect.) and parent deliveries are not permitted during school hours. The main office will not accept deliveries for students. Along with fast food lunches, this also includes flowers, gifts, etc. Such deliveries are disruptive to the educational program and the efficient operation of the main office.

R. ON CAMPUS VISITOR POLICY

Parents and guardians are welcome to visit the campus anytime during school hours, student activities and athletic events. **You must make an appointment when desiring to meet with a school administrator, counselor, or faculty member.** Pets are never permitted on grounds during or after school hours, although service dogs with appropriate credentials are permitted.

Students are not permitted to bring siblings or friends to campus except to athletic events or student activities open to non-Santa Clara High School students.

Students are not permitted to "baby sit" children or infants on campus at any time. Faculty and staff are not permitted to "baby sit" children or infants on campus during the school day or while on supervision. Students who are expelled or asked to withdraw for disciplinary reasons are not permitted on campus at any time.

All visitors to the campus must first report to the main office for a visitor's pass. Students' guests at school activities must follow school rules, including conduct code and dress code. Student hosts of visitor not complying with visitor policy may face disciplinary action.

S. OTHER CAMPUS VISIT POLICY

Students must seek permission from the Vice Principal in order to visit another high school campus or nearby locations unless attendance at an athletic event or dance is the reason for the visit. Unauthorized visits may result in detention, suspension or probation. Students responsible for unauthorized visitors from other schools on our campus may also be eligible for detention, suspension or probation.

III. ACADEMIC POLICIES

A. CURRICULUM

Santa Clara High School provides for the needs of the college-bound student. The school's curriculum meets all state, archdiocesan, and college requirements. It is important that parents and students understand that occasional scheduling conflicts and insufficient enrollment may necessitate a change in student schedules. The APEX learning classes have been added to assist in this area. For this reason, students may be asked to choose alternate classes when making choices. In order to ensure a logical and beneficial sequence of classes, counseling is provided and consultation with parents and teachers should occur. No program change will be made without a formal meeting with the College Counselor and approval of the Vice Principal.

B. GRADING POLICY

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 and can be accessed via PowerSchool at any point.

Santa Clara High School grades may serve as a motivating factor. Until an individual becomes inner-directed, a grade is necessary to encourage the student to achieve academically. The teacher must constantly approach grading as a positive means of measuring achievement and encouraging a student's sense of self-worth. While grades do not normally reflect behavior, teachers are permitted to make a participation grade part of the overall academic grade and to take points away from this grade when the student disrupts the academic flow of the class or fails to bring needed materials to class.

Grades also serve a diagnostic role. They may be the basis for recommending remedial work, evaluating the success of a curriculum, or determining those students ready for an accelerated program. It is the teacher's responsibility to clearly state, at the beginning of the semester, in writing, the course objectives through their class syllabus. The teacher should define the conditions that must be met by the student to receive a passing grade. The student should be told what weight is assigned to each component of his final grade (tests, reports, homework, class performance, etc.). Course work assessment must be an essential aspect of every course. Homework is assigned on a regular basis. Frequent assessment is necessary to provide valuable feedback to both students and teachers.

If parents are concerned about a particular grade that was given, they should first make an appointment to discuss the matter directly with the teacher involved. If talking to the teacher does not clarify the situation, they should then talk to the Assistant Principal. If this does not clarify the situation, the Vice Principal should be consulted. Any challenge of grades must be made within two weeks of the receipt of the grades.

C. GRADE POINT AVERAGE

The **Santa Clara Unweighted Grade Point Average (GPA)** is calculated based on all courses. Each grade is given a specific number of points as follows:

- A - 4.0
- B - 3.0
- C - 2.0
- D - 1.0
- F - 0.0

The **Santa Clara Weighted GPA** is calculated based on all courses. A grade of A, B, or C in an Honors or Advanced Placement course earns an extra point (i.e. A=5.0).

The **University of California and California State University** schools calculate GPA based on UC/CSU approved courses in 10th and 11th grade. Your counselor can help you determine this GPA.

D. COLLEGE AND “D’s” and “F’s”

While a grade of ‘D’ is considered passing for receiving a diploma, it is **not** accepted for college entrance. If a student has received a ‘D’ or ‘F’ in any class, they should meet with their counselor at the earliest opportunity to make a plan to retake the course.

E. GRADING SCALE

All teachers in computing assignments, tests and report cards will use the following scale:

- A+ 97-100%
- A 93-96 %
- A- 90-92%
- B+ 87-89%
- B 83-86%
- B- 80-82%
- C+ 77-79%
- C 73-76%
- C- 70-72%
- D+ 67-69%
- D 63-66%
- D- 60-62%
- F 59.9999% and below

F. INCOMPLETE

A grade of incomplete may only be issued with the written permission of the Assistant Principal and Vice Principal. A student who receives an incomplete grade(s) has one grading period* to remove the incomplete. Guidelines for removing the incomplete are stipulated by the teacher issuing the incomplete grade. If a student fails to remove an incomplete by the end of the next subsequent grading period, the incomplete will be changed to a Fail (F) grade, irrespective of the student’s class average at the time of receiving the incomplete. The student will be placed on Academic Probation pending the removal of the “I.” The student will follow all requirements of Academic Probation as given under letter “N.”

*A grading period is defined as a semester unless the next grading period is summer school, in which the grading period is three weeks (the length of one summer session).

G. CHEATING POLICY

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.

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 any form or practice of artificial intelligence (A.I.).
- Use, purchase, or plagiarize the work of any person with or without the expressed permission of the owner of the work.

The academic consequences for participating in copying, cheating, plagiarism and/or use of artificial intelligence (A.I.) is an automatic zero on the assignment and/or suspension. Repeated offenses may result in expulsion.

Plagiarize: 1. to steal and pass off as one's own the ideas or words of another. 2. to commit literary theft. 3. to present as new and original an idea or product derived from an existing source. Source: Webster's Third New International Dictionary

If a student copies work from another student or assists another student with copying:

- The teacher will confiscate the material from both parties involved.
- Both students will receive a zero for the assignment.
- The teacher will contact the parents, write up an academic integrity report and turn in materials along with the report to the Dean.
 - 1st offense: Suspension
 - 2nd offense: Suspension
 - 3rd offense: Expulsion

If a student cheats on an exam or quiz, or aids another student during an exam without expressed permission from the teacher, or uses any unauthorized aid:

- The teacher will confiscate any material
- Both students or student will receive a zero on the exam or quiz.
- The teacher will contact the parent.
- The teacher will write a report and turn in materials and report to the Dean.
 - 1st offense: Suspension
 - 2nd offense: Suspension
 - 3rd offense: Expulsion

If a student uses, purchases, or blatantly plagiarized the work of any other person with or without the expressed permission of the owner of the work (using another person's words, images, or ideas without giving that person credit):

- The teacher will confiscate the material from both parties involved.
- The student will receive a zero for the assignment.

- The teacher will contact the parents, write up an academic integrity report and turn in materials along with the report to the Dean.

1st offense: Suspension
2nd offense: Suspension
3rd offense: Expulsion

H. SCHEDULE & SCHEDULE CHANGES

A student's course schedule is assigned based on student request, prerequisites, teacher recommendation and schedule permitting. Students complete a course request form in the spring which is reviewed by their counselor. Priority for classes is determined by graduation requirements and university admission criteria.

If a student requests a schedule change, contact the Counselor within the first week of the semester. Changes can not be made after the first week and not all requests can be accommodated due to prerequisite requirements, space, and class size constraints.

I. REPORT CARDS

Report cards are issued two times per year and will be mailed home. It is the parent's/guardian's responsibility to note the times of report card mailings on the calendar, and to monitor incoming mail that week. Parents/guardians who do not receive a report card during the scheduled week should call the main office immediately.

J. PROGRESS REPORTS & PARENT/ TEACHER CONFERENCE NIGHT:

Teachers may issue written progress report(s) at any time in addition to the scheduled report card. However, it is the student and parent's/guardian's responsibility to check **PowerSchool** for up to date progress. Check the calendar for reporting dates. **It is the responsibility of the parent/guardian to check the issued progress report(s).** Parents/guardians should contact the teacher and the Vice Principal for academic assistance. Parents/guardians may also request specific information regarding their student's progress through the counseling office at any time during the school year. Please feel free to contact the Assistant Principal if there is a concern regarding student achievement.

There will be a scheduled evening where parents come to school to discuss the mid-semester of the first semester progress of their son/daughter with teachers. **It is the responsibility of parents/guardians to attend the parent/teacher conference night in order to be fully informed of their student's progress in the middle of the semester.**

K. MIDTERM/FINAL EXAMINATIONS

All students are required to take the midterm/final examinations. If a student does not take a final exam, their grade will be calculated with the missing exam recorded as a zero. If the absence is valid (i.e. hospitalization or funeral of a family member), then the student can make arrangements with the Vice Principal to take a makeup exam. Appropriate documentation will be required in order for this to occur.

- **All financial obligations must be met before final exams.**
- Examinations are held at the end of each academic semester, according to the assigned days published on the school calendar.
- 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.

L. ACADEMIC PROBATION

Any student with a grade point average below 2.0 at the end of the quarter and/or semester will be placed on academic probation. Students on Academic Probation are allowed to participate in extracurricular activities/clubs/sports teams **IF THEY ATTEND THE MANDATORY STUDY HALL THREE DAYS A WEEK**. Any student who receives three or more semester grades of "F" in a single year may be asked to withdraw from Santa Clara. Any student who is placed on academic probation three times may be asked to withdraw from Santa Clara.

Requirements for students on Academic Probation

1. Attend mandatory tutoring or study hall sessions (except on half days or faculty meeting scheduled days).
2. Meet 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 fails prior to the next academic school year.
4. Demonstrate improvement on grade checks.

Any student who is placed on academic probation for having less than a 2.0 grade point average three times, even if the semesters are not consecutive, may be asked to withdraw from Santa Clara High School.

M. ACADEMIC INELIGIBILITY

Any student with a grade point average below 2.0 at the end of two consecutive quarters and/or semesters will be placed on academic ineligibility. Students on Academic Ineligibility are **NOT** allowed to participate in extracurricular activities/clubs/sports teams **AND THEY MUST ATTEND THE MANDATORY STUDY HALL THREE DAYS A WEEK**. Any student who receives three or more semester grades of "F"

in a single year may be asked to withdraw from Santa Clara. Any student who is placed on academic ineligibility three times may be asked to withdraw from Santa Clara.

Requirements for students on Academic Ineligibility

1. Attend mandatory tutoring or study hall sessions (except on half days or faculty meeting scheduled days).
2. Meet 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 fails prior to the next academic school year.
4. Demonstrate improvement on grade checks.
5. Cannot participate in any extracurricular activities

Any student who is placed on academic ineligibility for having less than a 2.0 grade point average three times, even if the semesters are not consecutive, may be asked to withdraw from Santa Clara High School.

N. RECORDS

It is assumed that parents/guardians of students enrolled in the school implicitly authorize release of non-confidential information such as names of honor roll students, award recipients, and activity participants, unless they inform the school to the contrary. Custodial parents of currently enrolled or former pupils have an absolute right of access to all pupil records related to their children. Non-custodial parents/guardians will be given access to unofficial copies of records and information unless there is a court order to the contrary.

O. TRANSCRIPTS OF GRADES

All transcript matters are handled in the registrar's office. **It is the parent's responsibility to request that official transcripts of courses completed at other schools be sent to Santa Clara High School.** Students requesting transcripts to be sent to another school must fill out a Transcript Request Form available in the Main Office at least one week in advance of the deadline. All transcripts will be mailed.

Seniors must work with their counselor for all transcript requests for college applications. All requests must be made through Naviance. After graduation, the college counselor will send one final transcript to each student's college of choice.

P. HONOR AND AP COURSES

Honors and AP courses have specific academic prerequisites. Prerequisites are listed in the course catalog found on the school website. Prerequisites include teacher and counselor recommendations

*Students enrolled in AP courses are optional to take the AP Exam at the end of the school year. AP Exam fees are due by February of current academic year.

Q. HOMEWORK

Homework is a necessary part of learning. Meaningful homework that is 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, develop 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 coursework, 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/guardian 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 excused 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 teacher's directives.

Homework Standards:

- Freshmen – an average of 1-1.5 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:

- For excused absences, 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 not be accepted according to the directives on the teacher's course syllabus.
- 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 or is participating in any school related activity, he/she is responsible for getting assignments before the absence and fulfilling them according to the teacher's deadline.

R. HONOR SOCIETIES

CALIFORNIA SCHOLARSHIP FEDERATION (CSF)

The California Scholarship Federation (CSF) seeks to recognize students in California who possess high standards in academics. Members of the CSF are eligible for a variety of scholarships available at universities across the state and in select colleges nationwide. members are nominated as Life Members based upon character, leadership abilities and volunteer service. The organization promotes the education of academically motivated students, encouraging them to get involved in their communities through volunteer service.

Application for membership in CSF must be made at the beginning of each semester for the previous semester. **It is the responsibility of the student to apply for CSF each semester, and to pay the dues per semester due at the time of application. Students are reminded of deadlines for several weeks.** Contact the CSF Moderator if you have any questions.

NATIONAL HONOR SOCIETY (NHS)

The National Honor Society (NHS) is a nationwide organization in the United States in which selection may be based on four criteria: scholarship, leadership, service, and character. The NHS requires service to the community, school, or other organizations. Members of the NHS are commonly active in community service activities both in the community and at Santa Clara High School. Time spent working on these projects contributes towards the monthly service hour requirement. **It is the responsibility of the student to apply for NHS and to pay dues at the time of application. Students are reminded of deadlines for several weeks.** Contact the NHS Moderator if you have any questions.

S. STUDENT PUBLICATIONS

The principal is the publisher and has the legal responsibility for all student and school-related publications. The principal may appoint moderators who review all materials. **No material contrary to the teaching of the Catholic Church or offensive to Christian values and sensitivity may be published.**

T. SUMMER READING ASSIGNMENT

Several Departments may designate 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 teacher on the first day of class.

There may be additional assignments based on summer reading after school begins. **ALL AP and HONORS COURSES REQUIRE STUDENTS TO COMPLETE SUMMER ASSIGNMENTS.**

Assignments are sent by email to the students' school account at the beginning of summer vacation.

U. SUMMER SCHOOL

(either at SCHS or another pre-approved school)

A student who fails any semester course (F) must make up the course by attending summer school. Consult with the counselor for information about summer school. It is recommended that students also retake any course in which they received a grade of 'D'. Summer school provides students an opportunity to make up credit deficiencies for graduation and college admission. Students who want to expand their education may also take summer school courses.

All F's must be made up in summer school before the student may advance in their classes. If the class is not passed during summer school, the student will repeat the class during the school year. ALL grades are recorded on the high school transcript and calculated into the GPA.

***Any student taking summer school, whether for recovery or advancement, needs the approval of the Counselor and Vice Principal. Due to our progressive curriculum, not every class can be taken in the summer for advancement.**

V. AVID PROGRAM

Advancement Via Individual Determination (AVID) is an academic support program to prepare students for college and career success. The after school program meets Tuesday-Thursday during the school year. Students are committed to the program for all four years.

V. DUAL ENROLLMENT PATHWAYS

Dual enrollment is for eligible SCHS students who wish to take college classes in addition to their high school courses with the possibility of earning college credit simultaneously. Participating students not only get a "taste" of college, but also get a head start on their college career and save money. Students complete assignments in the same manner as "regularly" admitted students and are given a final grade that is posted on their official college transcripts.

Students requesting to take courses at the college level must be authorized by the SCHS school counselor and Vice Principal. There are two pathways to Dual enrollment. The first pathway is the Arizona State University online fall/spring after school program on campus and the second is the community college off campus summer sessions courses only. Students will also not be able to enroll in courses already offered at Santa Clara High School or intend to use college courses to fulfill SCHS graduation requirements.

Keep in mind, students are limited in the types of courses offered at each college site. The expectations at the college level are also extremely high; moreover, summer sessions are accelerated and challenging. In addition, most colleges offer their courses in sessions; for example, an 18-week semester may be compressed into 4-, 6-, or 8-week sessions.

Once each dual enrollment course is complete, students must request an official transcript from the college to be sent to Santa Clara High School. Transcripts are not sent automatically and cannot be sent without the student's consent. Colleges may also apply fees to send transcripts.

IV. GRADUATION REQUIREMENTS

A student of Santa Clara High School must meet the following requirements for graduation. • Student must complete a minimum of 240 academic units. They must also complete a minimum number of units per subject area. Each semester course completed with a passing grade is equivalent to 5 units.

- Student must take one English and one Religion class each semester.
- Student applying to a 4 year university must complete SAT and/or ACT exams before March of senior year. A score report for each SAT and or ACT must be turned into the college counselor before May 2.
 - Each student must complete Christian Service hours under the direction of the Campus Ministry/Christian Service director and submit a Christian Service Reflection Assignment.

A. UNITS REQUIRED FOR GRADUATION

- ❖ Religion 4 years 40 units
- ❖ English 4 years 40 units
- ❖ Mathematics 3 years 30 units
- ❖ Social Science 3 years 30 units
- ❖ Science 2 years 20 units
- ❖ Foreign Language 2 years 20 units
- ❖ P.E./Health 1 year 10 units
- ❖ Fine Arts 1 year 10 units
- ❖ Electives 4 years 40 units

240 units

NOTE: Participation in the graduation ceremony and receipt of a diploma are privileges, not rights. The school reserves the right to deny participation in graduation and to deny a diploma. Any student subject to such penalties will be granted a transcript, in accordance with the requirements of California law.

Extracurricular activities are graded on a credit/no credit basis and must be passed to receive credit.

Any student who has not completed the 240 academic units of required coursework 2 weeks prior to Graduation, will not be allowed to participate in Graduation festivities and **will not receive a diploma** until documentation is received that the appropriate units have been successfully completed. Attendance at Graduation festivities is a privilege that can be taken away.

B. VALEDICTORIAN AND SALUTATORIAN SELECTION PROCESS The Valedictorian/Salutatorian Awards are given each year to the graduating seniors who have earned the highest/second highest grade point averages over four years. The student must be eligible for an honors diploma, have pursued a rigorous curriculum of college preparation, honors, and/or advanced placement, and have an exemplary citizenship record. The students must also have attended Santa Clara High School for three complete years. The administration reserves the right to waive the three year attendance rule when appropriate.

C. HONOR ROLL:

Honor Roll status is based on the previous semester's grades.

- Highest Honor Roll: Students earning a 4.0 GPA and above with no grade lower than a C- nor citizenship grade lower than an S
- High Honor Roll: Students earning between 3.50 and 3.99 GPA with no grade lower than a C- nor

- citizenship grade lower than an S
- Honor Roll: Students between 3.0 and 3.49 with no grade lower than a C- nor citizenship grade lower than an S

V. COUNSELING DEPARTMENT

The role of the school counselor is to maximize student achievement through direct interaction (in-person counseling) and indirect collaboration (working with parents/guardians, teachers, and supervisors). The school counselor works closely with students to promote their behavioral, educational, personal, social, and spiritual well-being. The school counselor provides classroom visits and individual appointments with students as well as information sessions for parents/guardians.

A. ACADEMIC SERVICES

The school counselor monitors the academic progress of students, providing information about courses and graduation requirements as well as the coursework needed to be eligible for college applications. The school counselor works closely with teachers and parents/guardians when students are experiencing academic difficulty. The counselor will meet with students and parents/guardians to discuss learning needs, concerns, and difficulties; and advise on course placement, summer school, and monitor progress in credit recovery courses. The school counselor and assistant principal also work with students requesting classroom or testing accommodations.

B. COLLEGE/CAREER PREPARATION

As a college preparatory school, our goal is to help prepare our students for admission to colleges and universities that best fit their interests; these include academic, athletic, career, extracurricular, and social interests. College preparation and planning begins during students' freshman year and progresses through each grade level with in-depth and personalized counseling appointments in junior and senior year. Classroom visits, evening presentations, and individual meetings introduce students to college and career options, college entrance requirements, standardized testing, personal statements, and financial assistance. To support college and career preparation, Santa Clara High School provides all students and parents/guardians with access to Naviance, a comprehensive college and career readiness platform to help optimize student success.

C. PERSONAL/SOCIAL SERVICES

The school counselor also provides general, supportive counseling within the context of an academic environment. Moreover, the school counselor is not a therapist, but can discuss, assess, and advise on any behavioral, personal, and/or social circumstance affecting the academic success of students. Students may request an appointment with the school counselor, be referred by a faculty/staff member, or by their parents/guardians. If the school counselor determines the student needs further services, the parents/guardians will be informed to follow up with off-campus resources as appropriate.

VI. DISCIPLINE

“Real love is demanding. I would fail in my mission if I did not clearly tell you so. For it was Jesus – our Jesus Himself – who said, “You are my friends if you do what I command you” (Jn 15:14). Love demands effort and a personal commitment to the will of God. It means discipline and sacrifice, but it also means joy and human fulfillment.”

(Pope John Paul’s address at Boston,

October 1979)

Discipline in the Catholic School is to be considered an aspect of moral guidance, and not simply a form of punishment. The purpose of discipline is to promote genuine pupil development; to increase respect for duly constituted authority, to assist in the growth of deeper motives for self-discipline and to provide a classroom situation conducive to learning. The behavior of Santa Clara High School students is expected to be exemplary at all times, particularly on campus and at school-sponsored events. When concern arises about a student's behavior either within or outside the classroom, the citizenship process involves cooperation among parents, faculty, counselors, administrators, and students. Through this collaboration, we expect that the student will recognize and modify the behavior that needs changing. However, student conduct not in conformity with the school's moral code, **evident lack of parental cooperation**, or conduct detrimental to the reputation of the school may result in dismissal or a request for the withdrawal of the student. **All students and parents** will be required to sign a Parent/student handbook agreement at the beginning of each school year. Only parents and/or legal guardians may be present for any and all school related disciplinary meetings. Legal representation is never permitted.

A. GENERAL BEHAVIOR

It is expected that all students conduct themselves in a manner consistent with the accepted norms of Christian values on and off campus and at all school activities. Respect and love of others should be a pervasive theme guiding all student interactions. Students should address faculty, staff and other students politely, courteously and respectfully in a spirit of friendliness and in an atmosphere of cooperation essential to an educational community. Repeated negative attitudes and behavior destructive to the community will not be tolerated and will result in immediate action or remediation. Such action can include but is not limited to: teacher conference, professional counseling at parent's expense, probation, suspension or expulsion.

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.

At the end of each semester, each student's discipline file will be reviewed by the Dean of Students, 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.

GUIDING PRINCIPLES FOR SCHOOL DISCIPLINE

- A student must learn to exercise self-discipline.
- A student must strive to make good choices and take personal responsibility for her or his behavior. • The school will make discipline decisions based on the common good of the whole school community as well as the individual.
- The school will be consistent in applying the discipline process, while considering individual circumstances.
- The school reserves the right to implement discipline procedures off campus outside of school hours, where student actions are determined to have harmed the good reputation of the school.
- **Parents must recognize that the School acts in place of the parents when dealing with student conduct.**
- **Parents must recognize that by enrolling their student at Santa Clara, they have agreed to comply with and help enforce all school rules and regulations.**

Classroom Teachers: Are responsible for dealing with classroom infractions by implementing the following steps:

1. Correct and warn the student immediately.
2. If the student misbehaves further: Confer with the student after the class or school and contact the parent by email or phone.
3. If the student misbehaves further: Assign a detention period after school supervised by the teacher.
4. If the student misbehaves further: Refer the student to the Dean and the student will enter the discipline process at the appropriate step of severity.

All **major** violations of discipline must be reported to the Dean immediately. If a student's behavior is severely disruptive, uncooperative and/or unruly a Dean or another administrator must be summoned to the classroom to escort the student to the appropriate office.

B. CLASSROOM BEHAVIOR

The usual rules of common politeness are to be observed in dealing with teachers and other students. Behavior which disrupts or in any way hampers class progress is unacceptable.

1. Students are to enter the classroom and be seated promptly. Students should not be opening or closing windows, blinds or walking around. Students will be in their seat and on task when the bell begins to ring, otherwise unexcused tardy. Students will have their materials in class when the bell rings. **(they may not leave class to get materials).**
2. Students who are detained by another teacher must bring a late slip from that 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 advises.
6. No food, drink (water is ok), or gum in the classroom (except for curricular related events approved in advance by the appropriate administrator). No parties during class time ever.
7. All uniform regulations will be enforced. No grooming in class.
8. Students may only leave class for emergency and then only one at a time and with hall pass.
9. No disrespect, foul language or violent behavior will be tolerated.
10. Students will not be allowed to leave trash on the floor.
11. Vandalism and graffiti will not be tolerated.
12. The school's policy on cheating will be consistently enforced at all times.
13. Students will not sit on top of desks, tables or put their feet on desks or seats.
14. Articles on or near the teacher's desk are not to be touched or removed without permission.

C. HALLWAY BEHAVIOR

1. No bouncing or throwing of balls or other objects.
2. No food, drink, or gum.
3. No loud talking or screaming.
4. No pushing, shoving, running or jumping.
5. No slamming of lockers.
6. Stay to the right when possible.

7. NO use of headphones
8. Always use good judgment

D. LEVELS OF DISCIPLINARY ACTION:

There are various levels of disciplinary action that can be taken by the school to address disciplinary problems. The Dean of Students and the Principal reserve the right to determine the level of disciplinary action taken by the school in dealing with disciplinary matters.

1. DETENTIONS

Detentions may be issued by administrators, faculty, staff, or coaches for any misconduct or breaking of school or class rules or regulations. Students who are issued a detention will be assigned a specific detention date and time by the teacher or the Dean of Students. Students may not accumulate detention hours. **Failure to serve an assigned detention will be considered serious and will result in further consequences** such as but not limited to Saturday Detention or suspension. All detention slips must be returned signed by the parent/guardian and turned in the day following. If a student does not bring back the signed detention slip the following school day they will receive another detention. If they fail to turn in both detention slips the following school day they will receive a Saturday detention. Parents will be notified through PowerSchool of a detention. All detentions issued will be served the same day or the following day, (Tuesday - Friday). Failure to serve detention as required will result in an automatic three hour Saturday Detention as scheduled by the Dean/Principal.

A. Infraction Slip (Level 1 Detention):

An infraction slip may be issued by teachers or administrators for any minor infraction of school rules. If a student receives an infraction slip by a teacher, that teacher will be responsible for holding the student accountable by giving the student an after-school teacher-led detention, possibly led by the Dean. The time and location will be given by the teacher, and he/she will be responsible to notify the student and parent/guardian of the infraction slip. The teacher will provide the Dean with a copy of the infraction to be filed by the Dean.

Causes for receiving an infraction slip/detention from the Teacher include but are *not limited to*:

- Dress code violations
- Disruptive behavior
- Misuse of iPad
- Eating, chewing gum or drinking in class
- Unprepared for class
- Littering in class or on campus
- Public display of affection
- Being in unauthorized area of campus
- Inappropriate language
- Gang or “tagger” style writing on school work, books or property. Possession of permanent marking materials is not allowed without school permission.
- Cell phone use in class.
- Not abiding health protocols

B. Violation Slip (Level 2 Detention):

A violation slip will be issued by the teacher or Dean of Students. A student may be issued an after school detention, morning detention, or Saturday detention by the Dean for repeated violations of school rules (i.e. excessive teacher infraction slips). A dean’s detention is viewed as the continuation of the instructional day and therefore takes precedence over transportation concerns, student jobs, athletics, and all co-curricular

activities, etc. Failure to report to a dean's detention (same day or following day after school) is considered serious and the student will automatically be assigned a Saturday detention.

Causes for receiving a detention from the Dean include but are *not limited to*:

- a. Eating or drinking indoors and in areas designated for this purpose
- b. Chewing gum or eating sunflower seeds on school premises.
- c. Students inside the school buildings during lunch without teacher's permission.
- d. Littering the campus.
- e. Student out of class without permission or a pass.
- f. Possession of personal audio or visual equipment on campus.
- g. Gang or "tagger" style writing on school work, books or property. Possession of permanent marking materials is not allowed without school permission.
- h. Excessive tardiness to school and/or class or truancy
- i. Excessive dress code violations.
- j. Improper use of cellular phone during school hours
- k. Distribution or posting of flyers, pamphlets or any material not approved by the activities director.
- l. Presence in an unauthorized area at an unauthorized time.
- m. Unauthorized fundraising or selling of products on campus or at off campus school activities.
- n. Insubordination.
- o. Damaging school property
- p. Stealing
- q. Forging signatures on academic or behavioral logs
- r. Public display of affection

C. Saturday Detentions (Level 3 Detention):

Serious or repeated violations of school rules and/or policies or failure to appear to a teacher or Dean's detention will result in a Saturday morning detention (9 a.m.-12 pm). Students serving Saturday detention must arrive on time and be dressed in S.C. spirit wear. Failure to report to a Saturday detention is a very serious matter in which the Dean of Students will include immediate suspension and/or disciplinary probation.

Saturday Detention Additional Guidelines:

- At least one day's notice will be given to the student.
- A student who wishes to discuss the detention must see the Dean before the assigned detention.
- Students must serve detention when scheduled. Work, athletics, etc., are unexcused and looked upon as failing to report to an assigned detention. (Note: A parent may request a meeting with the Dean of Students if there is a family conflict.
- If a student fails to report to detention the student will be suspended.
- Students assigned to Saturday Detention are to report to the Dean's office unless otherwise noted.
- Students are NOT permitted to use any form of electronics during detention. Student may be required to complete written assignments or various maintenance tasks on campus during their assigned detention time.
- Students must be present before their designated time in order to check in promptly.
- All school rules apply during detention.

2. REFERRALS:

A student whose conduct is not corrected by parent-teacher efforts will be referred to the Dean of Students. Any serious violation will result in possible detention, suspension or expulsion. Causes for receiving a referral include those listed above for detentions, which go uncorrected, and any other violation considered sufficiently serious by the Dean.

- A teacher may write up a formal referral to the Dean when a student's misconduct is serious enough for a Dean's intervention.
- Teacher will notify parents of the infraction and referral to the Dean's office.
- The teacher and/or Dean may also contact the parent sooner as the situation necessitates.

3. REPEATED MINOR INFRACTIONS:

A student who accumulates minor infractions without showing signs of improvement contributes to the overall erosion of discipline and the lack of an educational environment truly conducive to building community and learning. **Students who receive more than seven violations in a given semester will be liable to serious disciplinary action by the Dean (usually a suspension, parent conference, probation, or even expulsion).**

4. DISCIPLINARY PROBATION (CONTRACT--Level 4): Disciplinary Probation is a restriction from participation in school activities and privileges based on a student Contract. The Dean of Students determines the extent to which the probated student may participate in any school activity or privilege. Students may be restricted from holding and/or participating in ASB offices, sports, cheer, and from any clubs and/or activities, normally for one to four weeks or even longer. If a student is on disciplinary probation twice during the school year, the student's enrollment status for the next school year will be evaluated regardless of whether or not the terms of the probation are violated. **Violation of disciplinary probation contract may lead to strict probation, withdrawal, or expulsion.**

Causes for disciplinary probation include but are not limited to the following:

- Lying.
- Cheating/Plagiarism.
- Insubordination.
- Truancy or "ditching"
- Ineligible extra-curricular attendance.
- Possession of morally offensive material.
- Inappropriate public displays of affection.
- Excessive detentions and/or repeated offenses, even of a less serious nature.
- Harassment
- Lack of respectful and dignified conduct at religious services.
- Use of profanity or vulgarity.
- Any other action not listed above considered sufficiently serious by the Dean of Students.
- Fifth detention given for unexcused tardies in a given semester.
- Fifth violation of the appearance/dress code in a given year.

Two U's or a combination of three N's or U's in a single grading period automatically results in disciplinary probation. If this occurs again, the student will be automatically placed on strict probation and also becomes ineligible for athletics or other extra-curricular activities. During the summer school grading period one "U" or one "N" will be treated as two "U's", three "N's" or a combination of three "N's" and "U's" for probation purposes. (N-Needs Improvement U- Unsatisfactory Behavior)

5. STRICT PROBATION (CONTRACT--Level 5):

Strict probation is a more serious form of disciplinary action imposed by the school. Strict probation indicates that the Santa Clara community will no longer tolerate a student's behavior and that one more offense or dean's detention may result in the student's expulsion. Students on strict probation may NOT hold

an ASB office position, class/club offices or participate in any extracurricular activities, including sports, drama or yearbook production, etc. and may have other privileges denied as specified by the Dean. The type and length of probation is determined by the gravity of the offense. When a student is placed on strict probation a conference with the student, parents and Dean is required or a letter is sent. Parents and students may be asked to sign all strict probation agreements if they wish the student to remain in school. **Violations of the terms of strict probation may result in withdrawal or expulsion. If a student is on strict probation one or more times during a school year, the student's enrollment status for the next school year will be evaluated regardless of whether or not the terms of the strict probation are violated.**

Causes for Strict Probation include but are not limited to the following:

- a. Violation of conditions of disciplinary probation.
- b. Second truancy in one year.
- d. Forging or using forged notes, or any school form.
- e. Possession of tobacco on the school premises or at a school-related event.
- f. Stealing.
- g. Participating in a food fight.
- h. Fighting.
- i. Use of extreme profanity or vulgarity.
- j. Second harassment
- k. Sixth detention for unexcused tardies in a given semester.
- l. Sixth violation of the appearance/dress code in a given year.
- m. Two U's or a combination of three N's or U's in two consecutive or non-consecutive grading periods.
- n. Two U's or a combination of three N's or U's while on disciplinary probation.
- o. Any action not listed above is considered sufficiently serious by the Administration.

6. SUSPENSION (Level 6):

Suspension is the denial of the right of class attendance for a stated period of time. A conference with the dean, student and parent(s) is mandatory and all suspended students must sign a disciplinary agreement before the suspension is lifted. A period of probation, established by the Dean of Students, will follow a suspension. Suspensions cannot be appealed.

Causes for Suspension include but are not limited to the following:

- a. Fighting at school or any school event off campus.
- b. Truancy.
- c. Racing or driving cars at excessive speeds in and around the school grounds.
- d. Throwing of food, water balloons, or other objects, or contributing to the disruption of the school's environment.
- e. Use of falsified/forged notes, hall passes, behavior or academic logs or forms, including ID cards.
- f. Possession of pornographic materials.
- g. Cheating.
- h Excessive detentions and/or repeated offenses, even of a less serious nature.
- i. Tampering with or any misuse of bathrooms or damaging school property.
- j. Harassment, threats, Intimidation
- k. Bullying
- l. Ten or more unexcused tardies in a given semester.
- m. Eight or more violations of the appearance/dress code.
- n. Any violation listed under detentions, probation and strict probation above which the dean feels merits

suspension as part of the punishment.

o. Possession/use of fireworks

7. EXPULSION (Level 7):

Students can be expelled from the school for violating a probation contract, continued non-compliance with school regulations or any infraction listed below:

Causes for expulsion may include but are not limited to:

a. Adopting or professing a morality of lifestyle in conflict with the Catholic philosophy of the school.

b. Hazing.

c. Possession of harmful materials such as fireworks or other combustible materials. d. Cutting, defacing or otherwise injuring in any way, the property real or personal, belonging to the school, staff or fellow students.

e. Fighting, or causing physical harm to another or threatening to cause physical harm to another, assault or battery or any threat of force or violence directed toward anyone on or off campus. f. Encouragement of illegal and unauthorized demonstrations.

g. Violation of the conditions of admissions letter, disciplinary probation, strict probation or suspension.

h. Suspension while on probation.

i. Any activity on or off campus injurious to the good name and reputation of Santa Clara High School.

j. Gang's: Membership or involvement in, or association with, a gang or group that is responsible for coercive or violent activity is grounds for expulsion.

k. Graffiti: Defacing school property with graffiti anywhere on campus is grounds for expulsion.

l. Any words or actions of a racist nature.

m. Arriving at school or any school function having previously used drugs or alcohol or in a manner that indicates prior use of drugs or alcohol.

n. Possession, consumption or sale of narcotics, alcohol or other intoxicants on campus, at school functions or any event under school supervision.

o. Possession of harmful weapons on campus or at school related events.

p. Insult or profanity or vulgarity or assault or battery or threat or force of violence directed toward a teacher or staff member of Santa Clara High School. This includes such action by any student's parent, stepparent, guardian or other family member who insults or abuses a teacher, staff member, administrator or school official.

q. Theft of school or student property (parents will be held financially responsible). r. Theft of or tampering with a teacher's grade or attendance records, keys, test manuals or other belongings. s. Tampering with fire alarms or extinguishers, or setting fires of any kind.

t. Chronic truancy. (Third truancy or more in one year)

u. Chronic tardiness. (Eleventh or more detention for unexcused tardies per semester)

v. Chronic appearance/dress code violations (Ten or more in one year)

w. Two U's or a combination of three N's or U's in three consecutive or non-consecutive grading periods.

x. Two U's or a combination of three N's or U's while on strict probation.

y. Unauthorized opening, tampering or misuse of any school locker.

z. Being the means through which violence from outside sources is brought to campus in such a way that it poses an immediate threat to other students.

aa. Any pattern of harassment of others. Three or more unless first or second are serious enough to warrant expulsion.

bb. Illegal or unethical use of the Internet through the school computer system.

cc. Three (3) semesters below 2.0 grade point average (Summer School is considered a semester.)

dd. Three or more semester F's in a single year.

ee. By the end of the academic year (June) no more than 2 D's or F's or combinations of the two are in need of being made up.

ff. Chronic tuition suspension (more than two times in one academic year.)

gg. Any infraction considered sufficiently serious by the Principal.

8. DISCIPLINE BOARD:

The Discipline Board normally consists of at least 5 voting 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 at least one parent or guardian must be present). Before the Board takes place, the Dean of Students will make every effort to contact the parent(s) and/or guardian(s) involved and explain 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 (in serious cases where culpability is clear, this usually means strict probation or immediate expulsion).

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 students may be asked to write a statement. Such questioning and/or the writing of a statement can take place without the presence of the student's parents. Only students who are charged with an infraction of school rules have the right to have a parent/guardian present during the discipline board.

Routes to the Discipline Board:

Route 1. Parent appeals decision of Dean and/or Principal to the Board. Parents have forty-eight (48) hours after notification to request an appeal.

Route 2. The Dean and/or Principal send the student and case to the Board to consider serious discipline infraction. Board then makes a recommendation to the Principal.

Only expulsions of the Board may be appealed to the Principal who should not be contacted until the Board has made its decision. Parents appealing a Board decision must present concrete, objective reasons for their appeal.

The Discipline Board is composed of the following members:

1. Dean of Students (Advisor and non-voting)
2. Vice Principal (Chair)
3. Assistant Principal
3. Two Faculty Members with votes (chosen by the faculty each year)
4. One Faculty Member with vote (elected by the Student)

Discipline Board Format:

1. Overview of Case - by Dean (5 minutes)
2. Questions by Parent(s) (20 minutes) (Only parents and/or legal guardians may be present before the board).
3. Questions by Committee Members (10 minutes)
4. Parent(s) and students are excused from the room.
5. Members consult and vote.
6. The Dean of Students will contact parents and mail the final decision.

Points to be considered when a decision is appealed:

1. Was the decision or action in accord with the Parent/Student Handbook?
2. Was the decision or action fraudulent?
3. Did the Principal and Dean or Discipline Board act arbitrarily?
 - a. Did the Principal and Dean or Discipline Board have rules and criteria by which it reached its decision?
 - b. Did the Principal and Dean or Discipline Board follow its own rules and criteria? c. Does the action or decision have a basis in reason, or in other words, a reasonable basis?

The test to be employed in the application of this criteria is whether responsible people, acting in a thoughtful manner, could reasonably have reached the same decision and not whether others might personally believe the decision.

9. SCHOOL'S RIGHT TO SUSPEND OR EXPEL:

The School's failure to invoke its right of suspension or expulsion on one occasion for the occurrence of a matter constituting a basis for discharge shall not affect the right of the School to invoke discharge when the same or a different basis for suspension or expulsion arises at a later date.

E. ACTIONS/ATTITUDES OF PARENTS, GUARDIANS, OR OTHERS The son or daughter of any parent, 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 another administrator to refrain from such behavior. Repeated refusal to comply with such requests may result in removal of students from school.

F. 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 of force or violence directed toward any school personnel or student, the following steps are observed: 1. Student is removed from the classroom.

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

Procedures are followed to insure the safety and welfare of all students and staff. Careless speech in society can be harmful and have significant effects on the speaker and on the listener. All cases of indiscriminate speech involving threats will be treated in a responsible Christian manner with compassionate and just decisions which insure a safe learning environment.

G. HARASSMENT

In accord with Santa Clara High School's respect for the dignity of each individual, the school is committed to providing a learning environment that is free from harassment in any form. If a student believes he/she has been harassed or is the subject of harassment, he/she should immediately report the facts of the incident and the names of the individual or individuals to the Dean of Students so an investigation and appropriate action may be undertaken. All complaints will be handled in a timely and confidential manner (cf. appendices in the back of this handbook for more information).

H. STUDENT LOCKERS

LOCKERS NOT ASSIGNED DUE TO THE PANDEMIC

At the beginning of the school year, a locker is assigned to each student. **Students are required to purchase locks only at Santa Clara High School.** Lockers are the property of the school and their use is a privilege granted to the student by the school. It is the proper function of school authorities to inspect lockers at their own discretion. *Students may not change lockers or use another student's locker without expressed permission of the Dean of Students.* Lockers must always be neat and in a usable condition. Stickers and decals are not permitted on or in the lockers. Students are held responsible for all damages and defacing of their assigned lockers. No unauthorized locks are permitted on school lockers. All other locks will be removed. **Lock lockers securely.** Do not leave locks in set positions. The school is not responsible for missing or damaged items in lockers. All lockers must be cleared out 4 days before the last day of school. Students who do not clear out their locker **will have their property confiscated** by Santa Clara High School Administration.

Locker Room Policy

The boys and girls locker room will follow this policy:

1. Lockers in the boys and girls locker room can only be used by current PE students or any student-athlete at Santa Clara High School
2. Bags, clothes, and any other personal belongings **MUST** be in a locker and not left on the floor.
3. User must provide their own personal school approved lock
4. Santa Clara High School **IS NOT RESPONSIBLE** for any items stolen or lost from either the boys and girls locker room, from any locker, or from any locker used without a lock.
5. The Santa Clara High School Administration reserves the right to open any locker in the boys or girls locker room.

I. SCHOOL SEARCHES

To ensure that school campuses remain safe for students searches for drugs and weapons are conducted by necessity without warrants. In the process of teaching and training students, school administrators have a responsibility of protecting the health and safety of pupils and maintaining order on the school premises and at school activities. In discharging this duty it may be necessary for the administrator to conduct searches. The perimeters of the campus extend to student automobiles for search purposes.

The possessions of students in a given classroom or area may be searched when the theft of another student's belongings are reported before the end of a class period.

J. CONFISCATION OF STUDENT PROPERTY

Teachers have the right to confiscate notes and other papers of the student if such papers are interfering with the learning process of the classroom. Teachers may confiscate books and other materials from a student if the student is using them in a way which distracts from the learning process.

All electronic devices, including but not limited to: iPads, iPods, laptops, video cameras, radios, bluetooth speakers, tape players, earphones, cell phones, compact discs, CD players as well as caps, backpacks, bags or notebooks with gang-like writing on them, clothing items in violation of dress code will be confiscated by a staff member, faculty member, or administrator and held for a certain period of time determined by the Dean.

Students may retrieve confiscated item(s) from the Dean, when determined by the Dean. Any item not retrieved will be given away to charity.

The following items are subject to immediate confiscation by a teacher or administrator: matches, markers, water guns, dice, pornography, firecrackers, objects that may produce any loud noise or foul smell, alcohol, fake weapons, laser scopes, and illegal substances and weapons. (The latter three may be given to the police.)

K. CELL PHONE/IPAD POLICY

Use of cell phones will not be permitted in the classroom during school hours. Cell phones are permitted before school, break, lunch and after school. Ipads will be used in the classroom only when assigned by the teacher.

1. Cell Phones must be kept in the OFF position and out of public view during instructional/classroom hours of 8:00am-2:30pm.
2. No cell phones may be used for taking pictures or video taking.
3. No harassment or threatening of persons via the cellphone is permitted.
4. Cell phones may not be used for game playing, Internet or e-mail access, gambling or making purchases of any kind.
5. When these devices disrupt classroom instruction time and the culprit does not admit guilt or is not detected by the teacher, the Dean can confiscate the cell phones of all students in the vicinity of the disruption even though their phones may have been hidden and turned off.
6. Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.

Consequences:

- The device will be confiscated from the student and its contents may be searched. • The device may not be returned to the student; the school retains the right to determine whether and when the device may be returned to the student's parent or legal guardian.
- A \$10 fine will be assessed
- Depending on the circumstances, the student may be denied the right to bring the device to school • Violation of the policy will result in disciplinary measures appropriate to the circumstances, including expulsion if warranted
- If a device is used for cheating during a test, the student will be removed from the testing situation and appropriate disciplinary action will be taken.

IPAD POLICY:

- iPads are for educational purposes only and only as permitted/instructed by the teacher. ● Students who play games, text, or access social media networks, or disruptive applications during class time will be held accountable with appropriate consequences enforced.
- Users are responsible for all activities conducted when using personal accounts. ● Santa Clara High School retains the right to collect and/or inspect, alter or delete installed apps or content.
- Santa Clara High School will not provide “charging stations”. Each device’s battery charge should be sufficient for use throughout the day.
- Use good judgment and avoid violating the rules pertaining to these items.
- All iPad wallpaper and backgrounds must be school appropriate.
- Students may not use any means to access restricted sites, such as but not limited to: proxy sites, anonymizer sites, and apps.
- Parents/guardians are the primary caregivers for their children and ultimately responsible for their technological communications and usage.

*Those who violate any of the rules regarding cell phones and iPads will earn consequences. These may include but are not limited to: disciplinary action, restricted use, or confiscation of the iPad.

Consequences:

- The device will be confiscated from the student and its contents may be searched. ● The device may not be returned to the student; the school retains the right to determine whether and when the device may be returned to the student’s parent or legal guardian.
- A \$10 fine will be assessed
- Depending on the circumstances, the student may be denied the right to bring the device to school ● Violation of the policy will result in disciplinary measures appropriate to the circumstances, including expulsion if warranted
- If a device is used for cheating during a test, the student will be removed from the testing situation and appropriate disciplinary action will be taken.

L. SCHOOL-WIDE SMOKING POLICY

Santa Clara High School is a smoke-free campus in the following sense: students are not permitted to smoke on the school grounds or at school-sponsored events off campus including, but not limited to, vaping or e-cigarettes.

M. PUBLIC DISPLAYS OF AFFECTION (PDA)

Public displays of affection (hugging, kissing, cuddling, sitting on laps, etc...) are prohibited on campus or during school sponsored events/activities.. All students are asked to respect and honor each other as brothers and sisters in Christ by abstaining from such displays of affection.

N. BIRTHDAY PARTIES

Birthday parties on campus are not permitted. Any gifts, balloons, flowers, edibles, etc. that are delivered to the school for a student or presented to a student while the student is entering campus will be held in the main office until the end of the school day at which time the student may claim his/her items and take them home.

O. EXTENDED SCHOOL DAY

The school reserves the right to extend the school day for necessary reasons. Examples may be an emergency

situation, certain disciplinary reasons, an unclean campus, etc. With student cooperation, such extensions of the school day should be minimal.

P. STOLEN PROPERTY

The school is not responsible for stolen or lost property.

Q. AFTER SCHOOL AND OFF CAMPUS

The school does not and cannot supervise students after school off campus (local parks, Center Point Mall, etc.). On-campus supervision ends at 3:30pm.

While we cannot supervise off campus after school non-official activities, students are still held accountable for any misbehavior that may occur (e.g. drinking, fighting, smoking, etc.).

R. SENIOR PRIVILEGES

Privileges are earned not by age or status but by leadership and exemplary behavior. Privileges may be taken away from individuals because of disciplinary infractions. A class “ditch day” will result in the loss of some or most privileges for the whole class. Seniors will present a list to the Dean of Students for approval of privileges, and the Dean of Students reserves the right to amend the list. The Dean of Students will convey to the senior class the accepted privileges within a week.

VII. DRESS CODE

A. PHILOSOPHY

A dress code is a preparation for many facets of life, including awareness of appropriate dress in various settings, specifically a Catholic Christian setting. Santa Clara High School considers the dress of its students a significant factor in their educational experience as we prepare them for college and careers. The dress code is based on modesty, decency, cleanliness and commonly accepted norms of good taste as is seen in most professional settings. The dress code is also intended to help students avoid excessive concern about their appearance and keep their focus on the more important aspects of their education. In the specific circumstances of the times in which we live, the value of a uniform dress and appearance code is also widely recognized by educators in both private and public schools as a means of providing a safe learning environment.

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.**

B. GENERAL GUIDELINES

Regulations concerning student dress before and after school:

- **Once students arrive on campus for school, they MUST be in their Santa Clara High School uniform.**
- **After school, students who remain on campus must remain in their uniform or they may change into S.C. athletic practice gear.**
- **Clothes must be worn appropriately at all times. (No altered or modified styles will be**

- allowed).
- No gang affiliated, visible undergarments or other similar items are 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 Dean of Students or Vice Principal as to whether or not it's appropriate for school.

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

1. A good rule of thumb in any doubtful situation is: "avoid all extremes."
2. All clothing will be clean, neat, modest and in good taste.
3. Students are required to be in proper uniform/dress code at all times on campus and within sight of the school building.
4. All students out of uniform are in violation of the dress code.
5. Admission to school or class may be denied because of dress code violations.
6. The Dean of Students reserves the right to request a student to change attire.
7. **Students in violation of the dress code may be held in the office until parents are notified or asked to go home and change.**
8. Parent notes will not excuse appearance/dress code violations.
9. The principal, vice principal, and dean are the final interpreter of the dress code.
10. Any alteration of the uniform to give it a "gang-style" look is grounds for expulsion.
11. The Dean of Students reserves the right to regulate against unbecoming fads or fashions.

C. DRESS CODE

The following regulations apply to ALL students:

Team/Group Dress

Some school teams/groups have clothing items made specifically for their group. Team/group clothing that do not conform to administrative guidelines and have not been approved, may not be worn without specific permission from the Vice Principal or the Dean. Santa Clara apparel (letterman jackets, sweaters, t-shirts, cardigans) are allowed.

- **No Pro/Collegiate Team-affiliated clothing may be worn.**

Shirts:

Acceptable:

- White, dress collar shirt with SC logo (short or long sleeve) from Dennis Uniform or Navy Blue or white polo from BSN store Under Armour or Dennis Uniform with S.C. logo.
- A plain **short sleeve or long sleeve white (white polo) or blue (blue polo) crew neck t-shirt may be worn under the uniform shirt.**

Not Acceptable:

- No oversized shirts; no shirts that are too tight or form fitting.

Outerwear/Sweatshirts:

Acceptable:

- **Students may only wear Santa Clara outerwear/sweatshirts.**
- Santa Clara outerwear/sweatshirts must be purchased from the Dennis Uniform Company, through S.C. BSN store., a school team or club.
- **The school polo must be worn under the outerwear/sweatshirt, but outerwear/sweatshirts may not be worn under polos.**

Not Acceptable:

- No solid color outerwear/sweatshirts with no logo visible.
- No denim, flannel, leather, plaid or fur is allowed.

Pants/Walking Shorts

Acceptable:

- Dark Navy blue or Desert sand/khaki twill pants and walking shorts from Dennis Uniform. ● Walking shorts - no shorter than 4 inches above the knee or longer than 2 inches below the knee.

Not Acceptable:

- No denim, lycra, jogger or cargo pants.
- No baggy or pants worn low
- No frayed or cut pants/shorts.
- **No skin-tight pants or hip-huggers**
- No Jeggings, overalls, coveralls, sweat/warm-up pants, dance/stretch pants
- No capri style pants
- No overalls
- Shorts that are too tight or too short

Shoes/Socks:

Shoes must be canvas or leather, athletic style or dress shoe style.

Shoelaces must be white, black or navy blue, or the same color of the shoe.

Socks must be worn and visible during the school day. Socks must be solid white, black or navy blue.

Acceptable:

- Dressy Flats, Flat Booties/boots, or ³/₄ length flat booties/boot in black or brown

Not Acceptable:

- Moccasins or knee high heeled boots, sandals, heels, Crocs, Uggs, open-toed shoes 51, Yeezy Boost Or Crocs like appearance/style shoes.
- **Shoes may not have any offensive designs. (At the discretion of the School Administration*)**

***Judgment is at the discretion of the school's Administration and Dean of Students**

Scarves

Acceptable:

- Scarves around the neck must be of solid colors: dark blue, black, tan, gold or white or an official S.C. scarf

Not Acceptable:

- Scarves worn as head covering

Head Covering/Hats/Bandannas:

Students may **only** wear S.C. beanies or S.C. hats. Beanies or hats are only permitted outside of school buildings and not inside hallways or classrooms.

Tattoos/Piercings/Writing on Skin:

Tattoos, whether temporary or permanent, may not be visible at school or at any school activity. Body piercings (other than the ears for girls) are not allowed. Students should not have writing on their skin. Unacceptable piercings may not be covered by anything (i.e. Band-Aids), they must be removed. If students refuse to take their earrings/nose rings off they will be sent home.

Accessories/ Jewelry:

Excessive or inappropriate jewelry, wallets on chains, and the like are not permitted. Sunglasses may not be worn in class or in the buildings at any time.

Acceptable:

- Girls are allowed no more than two sets of modest earrings (Not excessively large)

Not Acceptable:

- Excessive earrings, bracelets, or long necklaces
- No ear gauges
- Boys **MAY NOT WEAR EARRINGS!**
- Band-aids covering piercings or body art

Backpacks/ Book bags:

Writing, drawing, patches of anything inappropriate on backpacks/book bags is not allowed.

Young Men

The following regulations apply to young men:

Hair:

Hair must be properly groomed, clean, neat in appearance and must be a natural color. Exaggerated or extreme hairstyles, hair that hangs in the face or that emulates gang or criminal affiliations distract from the educational experience and are not permitted. Dyed hair, including bleached hair, is not allowed. School administration shall determine if a student's hairstyle violates this policy. Failure to comply with the guidelines may result in the student being sent home. Students sent home would only be readmitted to school when their hair conforms to the appearance code specific to hair.

Grooming:

Faces must be clean-shaven at all times and at all events, including senior activities. Under no circumstance are beards, mustaches or goatees permitted. Students who fail to conform to this policy will be required to shave at school and may receive detention. Students who are pulled out of class or an assembly to shave to meet the required standard will be provided a disposable razor and shaving cream. Students may under no circumstances refuse to cooperate with this policy (ex: Skin sensitivities, razor preference, etc.) If a student refuses to cooperate they will be sent home and may face additional disciplinary action. Students will be charged \$5.00 each time they shave to replenish the shaving cream and razors.

Earrings:

Boys **MAY NOT WEAR EARRINGS**

Head Bands :

Head bands are **NOT** allowed.

Pants/Belts:

Boys must wear their pants/shorts fitted to the waist, no underwear visible, and with a belt. The belt must be “traditional” black, brown or navy blue leather/leather-like and be an appropriate length for the student’s waist. Belts with large or “military” style buckles, cloth belts, or belts not consistent with the school’s interpretation of “modest” (i.e., studded belts) are prohibited. Boys may not wear girl’s pants.

Athletic Tights:

Athletic tights may not be worn under shorts. This includes sweats or any other clothing that is visible under the uniform shorts.

Young Women

The following regulations apply to young women

Skirts/Skort:

Girls may wear a uniform plaid skirt/skort purchased from Dennis Uniform. It must be worn no more than 4” above the knee in the front and the back and not rolled. The shorts of the skort should not be cut out. Spandex shorts must be worn under the skirt.

Legwear:

Girls may wear solid white, navy blue, or black tights. Flesh-colored nylons may only be worn with socks. Leg wear must be in good condition without holes or runs.

Not Acceptable:

Jeggings, overalls, coveralls, sweat/warm-up pants, skin-tight pants, hip-huggers, dance/stretch pants, long johns, patterned socks/leggings, and capri style pants are not permitted; thigh-high hosiery of any kind is not permitted.

Hair:

Hair must be properly groomed, clean, neat in appearance and must be a natural color; no "unnatural" or "two-toned" colors are allowed. No shaved or partially shaved heads are allowed. No exaggerated or extreme hairstyles, hair that hangs in the face or that emulates gang or criminal affiliations distract from the educational experience are not permitted. School administration shall determine if a student’s hairstyle violates this policy.

Cosmetics:

Make-up, if worn, must be in good taste. Excessive makeup or extreme colors are not permitted. Refrain from a smokey eye look, bright red lips, and excessively large fake lashes.

Nails/Nail Color:

Natural nails may be grown or Acrylic nails may be worn, but cannot be excessive in length. Nails cannot interfere with completion of class expectations. Nail color may be worn in good taste. Modest colors (clear or

light shades) are preferable. French Tip nails will be acceptable. The use of poor judgment may result in removal of the privilege.

Jewelry:

Earrings must be limited to no more than two per ear. Any type of excessive or inappropriate jewelry is not allowed during school hours.

Mass 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. Mass Dress uniform is defined as follows:

For Santa Clara Young Men:

1. Dark Navy Blue or Desert sand/khaki pants from Dennis Uniform (**no shorts**)
2. White collar shirt (long or short sleeves) from Dennis Uniform.
3. **Must wear an S.C. tie from Dennis Uniform.**
4. **May** wear S.C. sweater vest or mass sweater from Dennis Uniform.
5. Belts must be worn in the following colors: brown, navy blue or black are they allowed to purchase from anywhere or just Dennis Uniform

For Santa Clara Young Women:

1. Skirts, or Dark Navy, Desert sand/ khaki pants and no shorts
2. White collar blouse (long or short sleeves) from Dennis Uniform.
3. **MUST** wear S.C. sweater vest or mass sweater from Dennis Uniform.
4. Optional S.C. tie from Dennis Uniform.
5. Socks, tights and leggings must be solid colors (navy, black, tan, white) and un-patterned.

Friday Spirit Dress

Friday Spirit dress is a privilege, not a right. The following apply on the Fridays of the month or special events as scheduled. If there is no school on a Friday there will be spirit dress on the last day of school for the week. If a mass day falls on a Friday, students will not be allowed to wear spirit dress and must wear the appropriate mass attire.

Acceptable:

- Blue jean pants **may be** worn in good condition without holes or patches, tatters, fringe, or frayed
- S.C. attire only (i.e. S.C. Athletic shirts, S.C. spirit t-shirt, letterman jackets, Class t-shirt, S.C.) ●
- Outerwear **must** be Santa Clara clothing such as athletic gear, clubs, or spirit.
- SC hooded sweatshirts may be worn but hoods **must be off during school**
- Regular school day dress may also be worn

Not acceptable:

- No jean shorts, no Cargo shorts, no jean skirts, no gym shorts, no joggers.
- Any attire condoning drugs, violence, alcohol or affiliated with non Christian norms.

******Spirit Dress violations will result in loss of future dress privileges.**
******Note: Every Friday is Spirit Dress day as stated above, NOT FREE DRESS.**

D. SPECIAL DRESS CODE

“THEME”-DRESS DAYS

Several times during the school year, the school administration approves special dress days (i.e., class T shirt, red/green dress for Christmas, “Super-hero” dress, etc.). These theme days are strictly voluntary. The administration will specify what constitutes appropriate dress for these days. Students who choose not to participate must be in normal school uniform. Students who do choose to participate must conform to the prescribed dress criteria. Any student, who in the opinion of the Dean, fails to meet the “spirit” of these days, will be barred from attending class until appropriate dress can be arranged and/or detention will be assigned.

TESTING DAY DRESS

Students should be dressed in uniform on all school wide testing days.

FIELD TRIP DRESS

As representatives of Santa Clara High School, it is important that students dress appropriately while they are on a field trip. Ordinarily the school uniform is the appropriate dress for school field trips or spirit dress.

Any student who is not dressed/groomed appropriately will not be permitted to participate in the field trip, and will be subject to disciplinary action.

DRESS CODE FOR OTHER SCHOOL FUNCTIONS

Attire worn to any Santa Clara High School-sponsored event, any event that includes the Santa Clara Community, or any event in which a student may be representing Santa Clara (whether on or off the Santa Clara campus) must be modest and deemed appropriate by the Administration for the event. This includes dances, awards nights, field trips, games or any other extra-curricular event. Furthermore, school appearance policies covering hair, grooming, tattoos, piercing, cosmetics, and accessories/jewelry are to be followed completely while attending a school-sponsored event. If a student’s appearance is deemed to be inappropriate or inconsistent with school policy, the student’s parents will be contacted and the student will be required to leave the event or change into clothing appropriate for the event as determined by the school. Students who habitually disregard this policy will be barred from attending Santa Clara activities and may face serious disciplinary action (up to and including dismissal from Santa Clara).

E. UNACCEPTABLE AT ANY SCHOOL SPONSORED EVENT

- Pants/jeans with holes, tears, or frayed edges
- Attire with offensive logos (e.g. alcohol, tobacco, satanic symbols, sexual innuendoes, etc.)
- Form-fitting or clinging tops or skirts
- Revealing clothing (e.g. crop tops, halters, off the shoulder or one shoulder, sheer, low-cut, strapless or spaghetti string tank tops for girls).
- Any shirt or top which does not provide coverage of the cleavage, midriff, and lower back at all times
- Shorts or skirts more than four inches above the top of the knee cap, including mini-skirts
- Pajama pants
- Any oversized, baggy, gang-style or related attire

The Activities Director will publish exceptions to this policy before specified school events

On school photo day: MASS DRESS IS REQUIRED

Violation of the special dress code by a student may result in the loss of the privilege by the student for

the rest of the year.

VIII. CO-CURRICULAR ACTIVITIES

A. CO-CURRICULAR & ATHLETIC ACTIVITIES

All such activities are scheduled in the calendar by administration. Each activity is assigned a moderator. All activities and events are opportunities for the school community to apply the teachings of the Church to human relationships. Parents, coaches, and administration will be responsible for promoting the qualities of healthy competition and good sportsmanship, self-discipline, teamwork, emotional control, doing one's best, and good citizenship.

These are not an adjunct to the High School Program, but are an essential part of our educational goals. Regulations for such activities are in accordance with Archdiocesan policies. Proper supervision is provided at all events. Scheduling of practices and events should not interfere with obligations, like family, homework, etc.

B. ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES 1. Students are academically eligible to participate in athletics and extracurricular activities if their quarter GPA is 2.0 or higher per grading period. Students must maintain a 2.0 to remain eligible. Eligibility is determined at the end of each quarter.

2. If a student's GPA is below a 2.0 they are on Academic Probation. They are required to attend Study Hall and they may participate in athletics and extracurricular activities.
3. If a student is Academically Ineligible they will be required to attend Study Hall and will not be allowed to participate in any athletics and extracurricular activities.
4. If at the end of the next quarter the student's grades are still below 2.0 GPA, the student will be Academically Ineligible.
5. NO APPEALS WILL BE ACCEPTED!
6. CIF eligibility for sports is based on the last two grading periods. Each student will be allowed 2 CIF probation periods per year.
7. No coach or activity moderator is permitted to allow an ineligible student to practice or participate in any activity without written notification from the Vice Principal or Principal.
8. Santa Clara High School follows the policies of the State C.I.F., the Southern Section and the C.A.A. with respect to the open enrollment transfer rule.

NOTE:

- Ineligibility begins on the day that report cards are recorded. The student will remain ineligible for the entire quarter.

- A student who is declared ineligible at the end of the year may be placed on probation and have his/her eligibility reinstated for the fall semester if the student attends summer school and raises his/her semester GPA to at least a 2.0.
- The athletic director or activities director, after consulting with the Vice Principal at the close of each grading period, will notify the head coaches or activity coordinators of those students who have become ineligible or have regained eligibility. Coaches or activity coordinators are not to approach teachers regarding student's course work, grades and eligibility. Coaches or activity coordinators are to direct any questions to the administration.

C. FIELD TRIPS AND EXCURSIONS

The curriculum may incorporate excursions and field trips for students in good standing with a minimum of a 2.0 GPA, no excessive absences and no disciplinary issues. The field trips must be educational in nature and related to the curriculum and content of the course of study.

The school provides supervision and all school rules are enforced on such trips. The school uniform must be worn on all field trips unless specified by the Principal or Dean of Students. Please note that participation in a field trip is a privilege not a right. The school may withdraw this privilege.

D. RETREATS

Students are required to attend a class retreat each school year. These mandatory retreats will be coordinated by the Campus Ministry Director and will be supervised by faculty members and additional adults as needed. Prior to each retreat, an application, payment, and behavior contract must be completed and turned in to the Main Office.

E. DANCES

The rules governing dances are:

1. ADMISSION

- A. Dances are school-sponsored activities at which all-relevant school regulations are applicable.
- B. Dances are scheduled between 7/7:30 PM and 10/10:30 PM
- C. Doors close at 7:15/7:45 PM and open again at 9:30/10:00 PM
- D. All Santa Clara dances are closed dances unless otherwise publicized.
 - All guests must have a signed contract turned into the main office with fee
 - Students must accompany their guest through the entrance to the dance.
 - All guests must have a school ID (picture) and must follow all school rules.
 - Guests are the responsibility of the Santa Clara student.
 - Parents must make sure to pick up their child on time.

2. SCHOOL ATTENDANCE:

Students absent from school (for whatever reason) on the day of a dance or the day before a dance will not be admitted.

3. DRESS CODE:

“Special Dress” is usually the dress code for campus dances. Winter Semi-Formal dress code is found in the Parent/Student Handbook Appendix. Students and parents are reminded that students found in noncompliance with the dress code will be asked to leave the dance and their money will not be refunded.

4. SUSPENSIONS

The Santa Clara handbook and state law requires that the following be adhered to regarding grounds for suspension from this school function: "While on school grounds or elsewhere when under the authority or direct supervision of school personnel or when such conduct is otherwise related to school activities or attendance, a pupil shall refrain from any and all of the following acts: immorality, profanity, the use or possession of tobacco, liquor, or other hallucinogenic or dangerous substances."

5. UNACCEPTABLE DANCING:

Activities that may cause injury to oneself or others and gestures or simulation of immoral activity are strictly prohibited. "Freaking" is banned at Santa Clara dances. Any student who participates in "freaking" or "slam dancing" will be removed immediately from the dance and detained. The student will be suspended from school pending a meeting with the dean, parent/guardian and the student. Consequences for such behavior will include exclusion from future dances and probationary status for a specified time.

6. ALCOHOL/NARCOTICS/TOBACCO:

Being under the influence of alcohol or drinking alcohol at school-related activities are causes for expulsion or withdrawal from Santa Clara. The implication of this policy is that there will be a **ZERO TOLERANCE** of alcohol, drugs, and/or narcotic possession or consumption before, during and after any school-related activity.

If a student is thought to have violated any of the zero tolerance policy, the student will be removed from the dance area and an administrator will contact the parents and arrangements will be made for the parent to pick up his/her child. The student will then be suspended from school and further actions may be determined pending a meeting of the dean, parents and the student.

7. SIGNATURES:

All event contracts must be properly signed. Santa Clara High School reserves the right to deny permission for a person to attend a Santa Clara High School function. No student may substitute a guest for one whose name appears on the original dance contract without completing a new contract with the approval of the Dean.

IX. ATHLETIC PROGRAM

A. PHILOSOPHY

By participating in the Athletic Program of Santa Clara High School, a student becomes a member of an ambitious and energetic 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.

1. GENERAL BACKGROUND: For many years Santa Clara High School has contributed to the spirit and pride of the area through excellence in athletics and the consistent fielding of highly competitive

teams. This quality athletic program is a natural outgrowth of the Catholic Christian philosophy of Santa Clara which seeks to develop all aspects of the human person. The primary goal of the athletic program is to build physical strength, self-discipline, and team spirit in an atmosphere permeated with idealism, energy, and the values proclaimed to us by Christ.

2. STUDENT ATHLETES: To be part of this program is not the right of any student, but rather a privilege which demands a commitment to strive for excellence in all other areas of school life: spirituality, academics, school government, social activities, and discipline. Perhaps in no aspect of school life is the individual called upon to represent Santa Clara in such a public forum as in the athletic arena. Student athletes must therefore be made aware of their constant privilege and responsibility to represent Santa Clara and Christian values to the world. The true Santa Clara athlete wins respect by playing hard and demonstrating the highest degree of sportsmanship at all times. This sportsmanship is especially demonstrated in showing fraternal respect to members of opposing teams and schools. This sportsmanship is also demonstrated in obedience to coaches, appreciation for the talents of other team members, respect for racial diversity in all circumstances, use of acceptable language and an overall attitude of respect and involvement in the life of the school community.

3. COACHES: Coaches play a highly significant role in Santa Clara's athletic program. They are the natural role models who guide young athletes by their living example to the realization of all the goals of the athletic program. In order to be such a role model, coaches need to be completely imbued with the athletic philosophy of Santa Clara. Coaches exercise their leadership from the perspective of faith. Outside the athletic arena, they continue to lead their teams by prayer, support and the example of a Christian lifestyle. Whenever exercising their authority, coaches demonstrate respect for the dignity of every player entrusted to their care and thus win for themselves the true respect of their athletes. Coaches also deal with parents, opposing coaches, administrators and other adults in a highly professional and Christian manner. A true Santa Clara coach represents the ideals and values of the athletic program with dignity, pride, confident leadership and self-discipline.

4. PARENTS: Parents are the primary educators of their student athletes. Santa Clara parents are therefore called to teach by word and example the values of the school's philosophy and athletic code. Parents are strongly encouraged to support their daughters/sons during team competition with their presence and positive school spirit. Parents also need to be aware that they represent the school in a special way during all athletic contests. Parents and members of the opposing teams are always treated with cordial respect. The same is true of those officiating in the game. Parents should especially realize that their support of the Santa Clara coaching staff, both on and off the field, is a highly significant factor in the achievement of an effective team spirit. Santa Clara parents represent the ideals of Santa Clara both in the home as well as at all athletic events.

5. SCHOOL COMMUNITY: The Santa Clara school community, including students, faculty, staff and administration, show their support of the athletic program by being present to witness and celebrate the talents of student athletes. Their support of Santa Clara teams is marked by energy, enthusiasm and a positive attitude that flow from the school's commitment to Christ and His way of life. In a special way, the school community demonstrates its Santa Clara spirit by offering warm and friendly hospitality to all visiting teams, their families, schools and fans.

B. REQUIREMENTS FOR PARTICIPATION

1. PARENT MEETING

A mandatory parent meeting will be held by the Head Coach at the beginning of the sport season to go over

policies of the Athletic Department. A parent/guardian will be required to sign in to prove attendance. If a parent/guardian does not attend, the student will not be able to participate in athletics until the parent/guardian has a one on one meeting with the Athletic Director.

2. ATHLETIC CLEARANCE PACKET AND PHYSICAL EXAMINATION

A yearly athletic clearance packet and physical examination is required. The standard physical form must be completed and submitted to the athletic department prior to participation. The examination covers all sports for the entire school year. The form will be kept in the Athletic Department.

3. EMERGENCY CONTACT FORM

Each Athlete's parent(s) / guardian shall complete an Emergency Contact Form attached to the physical form, giving permission for treatment by a physician or hospital when the parents(s) / guardian is not available. This form must be completed prior to participation.

4. ATHLETIC SPORTS FEE

The required athletic fee for each sport (which varies from sport to sport) during the school year must be paid for the student to participate in that sport. This fee does not include any required fundraising activities that may occur for the sport. Sports Fees will be due on the following dates: Fall Sports-August 1st, Winter Sports-November 1st, Spring Sports-February 1st. ***The student MAY NOT participate in any competitions/practices until fees are paid. If fees are not paid by the specific date it will be billed to their SMART Tuition Account with a \$50 late fee assessment per sport. The fees are non-refundable.***

5. ATHLETIC SPIRIT PACK FEE

The spirit pack fee is an additional fee that varies by sport team and season. This fee covers any team apparel that must be purchased by the athlete through Eastbay.

Athletic Department Fundraising

Each year the Athletic Department will conduct a fundraiser to help defer cost entailed by the Athletic Department. These costs may include CIF-SS dues, CIF-State dues, TCAA League Fees, Sports Patches, Referee/Officials fees, etc. The main Athletic Department fundraiser is Casino Night which is held in the spring. Each athlete will be responsible to sell a minimum of two (2) reservations to the event no matter the amount of sports played during the school year. If the student does not sell the two (2) reservations, their Smart Tuition account will be billed the minimum amount of the cost of two (2) reservations for the event.

The Athletic Department may also have optional fundraisers to help students raise money for their sports fees. More information on these types of fundraisers will be announced by the Athletic Director when the fundraising period begins.

C. 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.

1. PRINCIPAL'S RIGHT TO AMEND

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.

2. ELIGIBILITY

All incoming freshmen are eligible to participate in the athletic program during their first semester at Santa Clara. Returning students who are academically eligible (GPA 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.

3. ATTENDANCE

Athletes who do not report to school for at least four full periods without prior clearance 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. Tardiness will result in a loss of playing time. Tardiness to more than three practices, meetings or games will result in an unexcused absence.

Athletes must attend all practices and games. This includes the summer conditioning program. Three unexcused absences or any unexcused absence from a contest will disqualify an athlete from participation in the athletic program. Serving detention will be counted as an unexcused absence from practices or meetings. If you are injured you must attend all practices and meetings unless cleared by a coach.

Absences may be excused for the following reasons only:

- A. Medical illness
- B. Death of a family member
- C. Court Appearances
- D. Quarantine

In all instances parents/guardians must inform the head coach whenever an athlete will be absent. Athletes will not be penalized by coaches for excused absences.

4. EXPULSION / WITHDRAWAL FROM A SPORT

The Administration feels that team members have made a commitment to the school, fellow teammates and coach. An athlete has a grace period of 7 practices/events from the first official practice of the season to decide if they would like to participate in the sport. If the athlete quits the sport after the 7 practices/events, the athlete is banned from playing another sport for 1 sport season.

The student-athlete will receive a "withdrawal" mark on the official transcript if that athlete quits or is expelled from a specific team.

5a. PARTICIPATION IN AN OUTSIDE ATHLETIC TEAM IN THE SAME SPORT DURING THE SCHOOL ATHLETIC SEASON

This is specifically forbidden by 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 does so, must be withdrawn from the team and all games, which he/she has participated in, must be forfeited. 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.

5b. 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 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.

6. LOCKER ROOM USE

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 exception.

7. EQUIPMENT AND FACILITIES USE

Athletes and their parents/guardians are financially responsible for any equipment or uniforms that are issued to the student-athlete during the sport season. Before awards are received, or a new sport is begun, the athlete must return or pay for the equipment that has been checked out. No uniforms will be issued if a player has equipment from another sport still due. All items will be billed and up to \$500.00 may be billed to recover lost or unreturned equipment.

*No equipment or uniforms may be used for personal use outside practice or games.

8. 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.

9. TRANSPORTATION AND TRAVEL

When outside transportation is provided for a team, all members of the team will ride in the van/bus provided to and from the event. The exception to the rule is given when a specific written permission in advance (2 days before competition) is received and approved by the Head Coach and the Athletic Director.

A student-athlete with a valid California driver's license may drive him or herself to practice, otherwise, all students are expected to travel with their season sports team. Athletes may not drive themselves or other students to home and away games.

10. 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, 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.

11. 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 Athletic Policy. Additional rules and policies will be distributed by the Head Coach to team members before the beginning of each sport season.

D. BEHAVIORAL EXPECTATIONS

1. 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.

2. 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:

1. The student-athlete must speak with the coach first regarding the issue.
2. After this has occurred, the parent or guardian may make an appointment with the coach.
3. The parent or guardian may not contact a coach before, during or after a contest or during any team training/practice. These can be busy or emotional times for both the parent and the coach.
4. If the coach cannot be reached, call the Athletic Director to set up an appointment with the coach.
5. 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.
6. There is no appeal beyond the Athletic Director regarding playing time or team membership non-selection.

E. GUIDELINES FOR SPECTATORS AT ATHLETIC EVENTS

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. An athlete should not be 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.

X. CONTROVERSIAL ISSUES

*The school adheres to archdiocesan guidelines in handling these issues.

A. PREGNANCY

In the event of a pregnancy, the Principal must be informed immediately and, abiding by Archdiocesan Policy, will use discretion. If the student chooses to remain in school, the Principal and guidance 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.

B. ABORTION

The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings, the reverence and respect owed to each person including those conceived and not yet born, and the morally indefensible procurement of abortion. Abortion 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 guidance 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 teacher, counselor, faculty or staff member must report this to the Principal who will determine whether the student is to withdraw from

school.

C. CHILD ABUSE

Child abuse includes physical injury which is inflicted on a child by other than accidental means, sexual exploitation or assault and child neglect. Out of concern for abused children and their families, California State Law requires that known or reasonable suspected incidents of child abuse must be reported immediately, or as soon as practically possible by telephone to a child protective agency. After the initial report by telephone, a written report must be sent to the child protective agency within thirty-six hours of receiving information concerning the incident. For the purpose of the reporting statute, “child” means a person under the age of eighteen years.

D. STUDENTS WITH AIDS/ HIV

The Archdiocese of Los Angeles has accepted the United States Bishop’s statement “The Many Faces of AIDS: A Gospel Response,” as adapted for use within the archdiocese. The 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.

E. VERBAL/WRITTEN CONFIDENCES

Teachers, Counselors, Retreat Leaders and other school personnel will respect the verbal or written confidences of students, except in cases where the health or safety of the student or others is involved. 65

F. 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.

XI. HELPFUL INFORMATION

A. WHAT TO DO, WHERE TO GO IF YOU...

Needs (s): Department/Staff:

1. Have been absent Main Office
2. Have an accident Main Office
3. Want college/career information Counselor
4. Academic concerns Counselor
5. Personal/peer issues Guidance Counselor/Dean
6. Want club/activities information Activities Director
7. Need to see your counselor Counseling Office

8. Become ill Main Office
9. Need to leave campus Main Office
10. Need information about insurance Main Office
11. Have locker trouble Dean of Students
12. Have lost books or other items Dean of Students
13. Move to a new address Main Office
14. Need to buy raffle/event tickets Main Office
15. Need to have transcripts sent Registrar
16. Pay tuition and fees/tuition assistance Main Office
17. Need a guest pass Activities Director
18. Need a work permit Registrar
19. Want to make a donation to the school Development Director
20. Academic/Athletic Eligibility Athletic Director
21. Student ID/ASB Cards Registrar
22. Class schedule Counselors
23. Registration Information Registrar

B. LIBRARY

The Library is open for students with staff supervision. Food and drinks are not allowed in the library.

C. TECHNOLOGY - Acceptable Use Policy (AUP)

Santa Clara High School aims to prepare students to be successful and ethical citizens. Through instruction, students will experience greater access to information and resources, become socially responsible, academically sound, independent thinkers, who are nourished spiritually and are technologically proficient.

The Acceptable Use Policy (AUP) facilitates and sets guidelines for using technology both on and off campus. The use of the school's computers and the Internet is a privilege, not a right. Inappropriate, unauthorized or illegal use of the Internet will result in a withdrawal of Internet privileges and appropriate disciplinary action. Personal technology equipment brought to school will be subject to the procedures outlined in the AUP. A student is considered to be in violation of the AUP if the action is not in keeping with the mission and values of Santa Clara High School.

Responsibility for Devices and Their Use

1. All students and their families are required to follow the Acceptable Use and Responsibility Policy for Electronic Communications, (Santa Clara High School/Archdiocesan AUP; handbook whether the device is provided by the student or the school. (See Appendix)
2. Students are solely responsible for their own personal devices and are to permanently label devices with identifying information, including their name easily identifiable on the iPad lock screen.
3. The school assumes no legal or financial responsibility for personal devices if they are lost, loaned, damaged, or stolen.
4. Personal devices are subject to investigation in accordance with the Archdiocesan AUP and the Archdiocese Administrative Handbook.
5. Students are expected to keep their devices secure at all times, including using a password, and not loaning them to others.
6. Students are expected to protect their devices by bringing them to school in a case or cover to avoid damage.
7. If a student uses a personal or school device or any of its functions in a manner that intentionally violates

the school's policies or the Archdiocesan AUP, the student will be subject to consequences in accordance with the school's disciplinary policies and procedures as outlined in the Parent/Student Handbook.

Specific iPad Authorized Use Policy

1. Any viewing, sharing or transmission of iPad material utilizing Santa Clara High School Wifi network containing inappropriate content, offensive language, derogatory rumors/gossip, or other content not in keeping with Santa Clara High School's mission or philosophy is strictly prohibited.
2. The Wifi network may not be accessed without authorization. This includes, but is not limited to, accessing the network using any account other than a student's own. Any attempt to connect the iPad to external internet connections while on school grounds is prohibited.
3. Students will not share login information, addresses, or other personal information without the authorization of a parent or school staff member.
4. Content may not be copied or reproduced without the permission of the author or other right- holder. It is the student's responsibility to respect and adhere to all copyright, trademark, and other intellectual rights and property laws.
5. Students are responsible for the care and safekeeping of their iPads. Proper use, care and safekeeping of iPad includes, but is not limited to, the following:

- *Labeling iPad with student first and last name.*
- *Activating and maintaining 'Find my iPhone/iPad'function at all times as well as registering and maintaining the iPad serial number.*
- *Bringing a fully-charged iPad and necessary accessories to school each day.*
- *Securing iPad (i.e., do not leave iPad unattended or in unlocked locker/car or any other unsupervised area).*
- *Maintaining iPad protective carrying case.*
- *Using soft cloth to clean screen, do not use cleaners of any type.*
- *Keeping your iPad functioning properly by installing updates as they become available.*

Note: Parent(s) must notify and provide verification to the school of any situation that prevents student from not having their device due to damage, repairs, or lost/stolen devices.

D. EMERGENCY PROCEDURES

Fire Drills

Periodically, fire drills are held under the supervision of the Principal, Dean of Students, 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 some other 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.

E. TRANSPORTATION

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.
- Lingering in the parking lots after the Warning Bell in the morning is not allowed.
- Parking in an unauthorized area is prohibited at all times. Unauthorized areas are: unmarked parking spaces, handicapped spaces, and the area in front of the Pavilion.
- The area in front of the orange cones is for drop-off and pick-up only.
- **Violation of these rules will result in disciplinary measures and/or loss of a student's parking lot privileges.**

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

Student Drivers & Parking Permits

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

- A valid California Driver's License and proof of insurance must be presented to obtain the parking pass.
- Only those students 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 rearview mirror at all times while vehicles are in the school parking lot.
- Replacement of a lost permit is \$10.00.

Student Drivers and Carpooling

California Vehicle Code 12814.6, requires 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 for the period of one year. This law affects every provisional driver issued a driver license after January 1, 2005. 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 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 any time. If ridden on campus the item will be confiscated and must be picked up by a parent or guardian.

F. FIRST AID

Only minor and very basic first aid may be administered to students. No secondary treatment, such as changing or removing bandages, may be administered. Parents/guardians must be contacted immediately if there is any question regarding the seriousness of or complications arising from any injury. A complete and current emergency card is to be available for each student so that if he/she becomes ill or meets with an accident, the parent or guardian can be contacted immediately. Parents/guardians must inform the school office regarding any special medical need or needs for medication regarding their student.

G. MEDICATION DISPENSING POLICY

1. The only students who have an absolute right to the administration of medication are those who have serious chronic and/or life-threatening illnesses.
2. Students must be allowed to carry medication for life-threatening attacks. Asthma is one condition that may give no warning; if an inhaler is not immediately available; the student could be severely harmed.
3. While appropriately trained school personnel may legally administer medication or supervise students who self-administer, they typically may not dispense such nonprescription items as aspirin, antacid or vitamins. High school students may be allowed to carry and monitor their own nonprescription medications.
4. Written authorizations with regard to the needs of students who need to take prescribed medication during the school day must be on file. Authorizations from parents and physicians should be updated annually or whenever a student's medications are modified or changed. These authorizations should be kept up-to-date, even if a prescribed medication is to be self-administered. Further, the physician's authorization is needed in order to verify that the medication was, in fact, prescribed.
5. The individual(s) responsible for dispensing medication must be properly trained regarding proper dispensation, the effects of the specific drugs in use, and appropriate techniques in the handling of such potentially dangerous items as needles and syringes. Adults who administer medication must place their whole attention on the task. The proper paperwork should be present, e.g., a prescription label in the student's name, a doctor's note of authorization and a parent's written permission.
6. Students who are permitted to self-administer their prescribed medication should do so only in the presence of trained personnel. In order to protect their privacy, children are not permitted to self-administer in front of other students. Personnel who dispense medication or who supervise students who self-administer should ensure that all medication has been consumed before leaving the area.
7. Students should not be permitted to carry their medication to and from school. All medication should be delivered to school officials with labels intact. Each label should include a student's name, the medication's date of expiration and directions for use (such as dosage; when it should be consumed; what, if anything, should be eaten or drunk when consuming).
8. A description of any probable reactions or side effects to the medication and an explanation of emergency care also should be kept on file. This information is now commonly available from pharmacies. For security purposes, school personnel file all medication in locked compartments or storage areas.
 1. Home and/or emergency phone numbers for students are kept handy along with storage instructions for the medications (i.e. avoid sunlight, store between 35 and 60 degrees), the names and phone numbers of the physician(s) and pharmacist(s), and the name, strength and serial number of all medications. In order to protect the privacy rights of students, these files

are kept confidential, with access limited to school personnel with a legitimate need to know.

2. Student files should include notations of the receipt, use, return and disposal of drugs, syringes and needles. Records are maintained regarding observations of what are considered to be unforeseen medication-related charges in a student's behavior.

H. INSURANCE

The Student Accident Insurance Program is provided for all students in Archdiocesan and parish high schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school, or while participating in a solely school-sponsored and supervised activity.

I. STUDENT WITHDRAWAL PROCEDURES

(There are four types of student withdrawal):

1. PARENT WITHDRAWAL:

A student transferring to another school must have their parent schedule an Exit Interview with the Vice Principal. After an Exit Interview is held, the withdrawal process has begun. The withdrawal paperwork is submitted to the Registrar in the Main Office. Failure to comply with this process will delay the issuance of transcripts to the receiving school. All financial obligations must be met prior to transferring of records.

2. DISCIPLINARY WITHDRAWAL:

Upon the recommendation of the Discipline Board, the Discipline office will inform parents and students of the school's decision for withdrawal. The Dean's Office will also inform the Counseling Office and Business Office of the withdrawal. The Dean's Office will try to give the Counseling Office 48 hours notice to complete transfer forms. However, situations may arise when the parents may request the forms immediately. The Counseling Office will inform teachers, at least 24 hours in advance of the withdrawal, so that transfer papers may be completed. Completed transfer papers will be turned in to the Registrar in the Main Office. The Counseling Office will issue the release of information form to the parents. The Dean's Office will assist the counselor if necessary. All financial obligations must be met prior to transferring of records.

3. ACADEMIC WITHDRAWAL:

A student receiving three or more "F's" at the end of the semester may be asked to withdraw from the school. The Counseling will follow the same procedures as in the disciplinary withdrawal. All financial obligations must be met prior to transferring of records.

4. CONFIDENTIAL WITHDRAWAL:

In special cases of confidentiality, the Administrator to whom the case is referred will handle the transfer forms. The Counseling Office will be informed of the withdrawal. All financial obligations must be met prior to transferring of records.

XII. PARENT LIFE

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 general hours of service from July 1st to April 30th of each year. First 20 hours are due December 20th and Second 20 hours are due April 30th. In addition, parents or guardians are required to work on Fiesta day. Students are required to fulfill 1 hour on Fiesta Day during parent shift. If a family does not complete their general service hours, they will be charged \$25 per hour not completed. Students who fail to complete their hour on Fiesta day, will be required to report to school on Monday for clean-up duty for three hours. In addition, all families must work 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.) **In addition to the 20 general hours of service, 5 hours per semester must be fulfilled at Bingo.**

Features:

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

It is the responsibility of the parent or guardian to sign in and sign out at the event for which they are volunteering and to log their parent hours on Clockify.

Hours will be assigned for hand-made, non-food donations only, at the discretion of the Parent Teacher Organization. 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 Advancement Office, for valid reason. Volunteers must be over the age of 21. Prior written application must be submitted to the Advancement Office for approval. **Parent hours are not transferable from year to year.**

Parents/ Legal Guardians will be billed for the First semester by January 3rd and the Second semester by May 3rd. Each incomplete service hour will be assessed \$25 per hour. Any financial obligation owed in the second semester must be paid for a student to take Semester exams.

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
Hospitality
Security
Dinner Auction Committee or Worker
Fiesta – Planning Committee
Fiesta Booth Chair
Fiesta Worker (additional hours over requirement)
Athletics–(snack bar, taking tickets, program sales, etc.)
Chaperone Student Activities
Casino Night
Other–With prior approval of the administration

If parents or guardians sign up to work an event, they are expected to keep in touch with the chairperson or Advancement Office 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 administration for approval. Submit your written request to the Main Office, attention Service Hours. Any such request must have the written approval of the Principal before being implemented.

Parent Teacher Organization

All parents are members of the Parent Teacher Organization.

The Parent Teacher Organization Board is composed of parents interested in various aspects of school life. The Board generally meets on the first Monday of each month.

APPENDIX A

FINANCIAL POLICIES:

TUITION: Tuition for the year is divided up to twelve equal payments via Blackbaud Smart Tuition Management Program. Other fees (Classroom, sports, technology, retreats, yearbook etc.) are billed separately in the month when they are due (22-23 SCHS Fee Calendar). Payments are due on the 5th and 20th of the month from July 2022 through June 2023. **Only cash, credit card, cashiers check, or money order will be taken for any payment after May 20th.** While the school may provide receipts/invoices, it is the parent's responsibility to keep tuition payment up to date.

MAKING PAYMENTS:

Payments can be made in the main office using cash, check, cashier's check, money order, Visa, MasterCard, AMEX, or Discover. Parents should save all receipts.

LATE CHARGE: A \$55 late charge will be assessed on any Blackbaud Smart Tuition account that has a balance after the due date each month. The late charge applies to tuition, fundraising, service hours, athletic fees, science fees, retreat fees and all other fees.

RETURNED CHECKS: Any check returned for nonsufficient funds will result in a \$30 NSF check fee charged to the student's account. All subsequent payments to SCHS must be made in cash, cashier's checks, money orders, or credit card.

FUNDRAISING: None of the tuition rate plans cover the cost of educating a student at Santa Clara High School—it only covers 70% of the annual budget. An annual archdiocesan subsidy, foundation grants and mandatory parent fundraising help to balance the annual school budget. **Without these fundraisers, the tuition would be much higher.** Students and their families must participate in fundraising. No student/family is exempt from this obligation.

Mandatory School-wide Fundraisers (Count toward fundraising obligation):

Students and their families must participate in the three mandatory school fundraisers and are strongly encouraged to support two additional fundraisers throughout the school year. No student/family is exempt from this obligation unless they are on Plan C tuition.

Optional Specific Fundraisers (do not count toward fundraising obligation in yearly agreement):

Annual Appeal Campaign: The Annual Appeal Campaign is a yearlong (January-December) fundraising program. Go online to www.santaclarahighschool.com for more information on the Annual

Appeal campaign.

Other: Clubs, activities and sport teams may also have fundraisers in which families are asked to participate. Other various fundraisers will take place throughout the school year in order to raise money for special events and programs since they are not budgeted items. See the school calendar for additional information regarding these fundraising campaigns and events.

Donations: When making a donation please make your check out to:

Santa Clara High School

(Please note in the memo which program you wish to support)

DELINQUENT TUITION:

1. Tuition and fees are due on the 5th and 20th of each month. A late fee of \$55 is charged for all outstanding balances on Blackbaud Smart Tuition.
2. If tuition or fees are more than one month in arrears, the school reserves the right to suspend the student from school, and/or withhold the student's privilege to attend any bid dance including homecoming, winter formal, senior prom or grad -nite.
3. If tuition is two months in arrears the student may be asked to withdraw and the delinquent account referred to a collection agency.
4. Accounts must be made current by 3:00pm on the 5th and 20th of each month in order to avoid tuition suspension. If the date falls on a weekend or holiday, payments must be received by 3:00pm on the last business day before the due date to avoid tuition suspension.
5. All past due fees will be added to the tuition account.
6. Students are not allowed to take midterms and semester finals or transfer of school records unless tuition payments, fundraising, service hours, and all fees are current. Graduation gowns, yearbooks, grad-nite tickets, transcripts, diplomas and grades are withheld.
7. A student will not be allowed to return to school in the fall if there is an outstanding balance of any amount previous year(s).

REFUNDS: If a student pays a fee to participate in or attend an extracurricular event and then is unable to attend due to personal, health, academic, or disciplinary reasons, no refund of the fee will be made.

FINANCIAL ASSISTANCE: Since the school depends upon tuition as the primary source of income, everyone is expected to meet the prescribed financial obligations. A limited amount of assistance is available through the Catholic Education Foundation, other foundations and through the school. Details and application information is available in the Main Office.

BROKEN OR DAMAGED SCHOOL PROPERTY: Students or adults responsible for breaking or damaging school property (even by accident) are to pay for the repair or replacement of said property. The Assistant Principal of Student Services determines the fine based on school vendors or maintenance staff. Students who intentionally damage school property also face disciplinary action by the dean.

THANK YOU: The school is grateful to all parents who take their financial obligations seriously and meet them in a timely manner.

APPENDIX B

GUIDELINES FOR PARENT VOLUNTEER SERVICE HOURS:

PURPOSE:

These service hours are a vital part of school life. They help build community and parent involvement - two cornerstones of Catholic education. They also offset some expenses. It is part of your child's Catholic education to participate in school activities and to meet all obligations.

WHO MAY WORK:

Parents or Legal Guardians of the child enrolled in the school may work. For single parent families or those in need, a designated alternate may be used. The alternate must be named in writing to the main office by October so that we may note it on your file. If anyone other than parents or siblings' work, those hours will not be counted. Parents or guardians contribute hours of service from May 1st to April 30th of each year. In addition, parents or guardians are required to work on Fiesta day.

TIMES:

The time allotted for these service hours is from May 1st to April 30th. If you do not complete your hours within this time period you will be charged \$25.00 per hour. The amount owed will be included in the final billing for the school year.

Parents/ Guardians will be billed by January 3 for first semester hours and May 3 for second semester hours each year for incomplete service hours at the rate of \$25 per hour. Any amount owing becomes part of second semester financial obligations and must be paid for a student to take exams.

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

TIME SHEETS:

Be sure to save your signed receipt in case there is a discrepancy in your end of year total hours. Service is contributed at various events and activities on time-in/time-out basis, verified by a PTO appointed chairperson or delegate. It is the responsibility of the parent or guardian to sign in and sign out at the event for which they are volunteering. Parent Service Hour Forms must be turned in for the first semester by December 21st and the second semester hours by April 30th.

WHAT EVENTS:

You may only work at those events that are authorized by the school. Service hours are not granted for purchased or donated goods. Hours will be assigned for hand-made, non-food donations only, at the discretion of the PTO. No home-prepared food may be accepted at any time. Hours can be earned as follows: **Hospitality**-Actual time at event: Set-up, clean-up, serving refreshments at various

hosted events or meetings; **Chaperones**-Actual time at event: field trips; **Physical Activities**-Actual time spent plus receipt for cost of materials: Building props, field maintenance, etc.; **Administrative Support**-Actual time spent: Student physicals, newsletter, office help, etc.; **Sports Events**-Actual time spent: Ticket sales, snack bar, security, statisticians, timers, etc.; **Snacks/Dinners** - Actual cost of snack or meal: Snacks and refreshments for team sports, team or cast dinners (receipt must be turned in for credit of hours - \$25.00 per hour); **Attendance/Participation**-1 hour per parent: Parent Board Meeting, Booster Meeting. (NOTE: Attending games, plays, etc. do not constitute volunteer hours.)

AUTHORIZED SIGNATURES FOR SERVICE HOUR RECEIPTS:

Only the following may sign off on service hour receipts: Principal, Vice Principal, Dean, Activities Director, Athletic Director, Campus Ministry Director, PTO President, and Plant Manager.

WHO TO CONTACT:

If you have any questions regarding your hours, please contact the Main Office. It's the parent/legal guardian responsibility to contact the front office or the Director of Development for any questions regarding service hours or opportunities. Please do not wait until the end of the year to resolve the problem. It is your responsibility to complete this obligation.

These hours are not transferable, nor may they be carried over to the following school year. If you are in a position that requires more than your hours, you must remain in that position, e.g. - parent board member, chairpersons, coordinators, etc. for the entire school year.

APPENDIX C

STATE IMMUNIZATION REQUIREMENTS

WRITTEN DOCUMENTATION MUST BE PROVIDED. PARENT RECALL IS NO LONGER ACCEPTED.*

ALL ENTERING STUDENTS (K-12)

TRIVALENT POLIO

3 DOSES One more dose if last dose before age 2. Last dose should be at least 6 months after previous dose. Exceptions should be referred to the school nurse.

I.V.P. AND/OR ANY COMBINATION

4 DOSES

DIPHTHERIA, PERTUSSIS AND TETANUS**

DPT AND/OR ANY COMBINATION

4 DOSES One more dose if last dose before age 2. Last dose should be at least 6 months after previous dose. Exceptions should be referred to the school nurse.

TD or DT 3 DOSES

MEASLES VACCINE

1 DOSE Must be repeated if given before first birthday.

FIRST TIME ENTRANTS TO A CALIFORNIA SCHOOL MUST PRESENT WRITTEN EVIDENCE OF A **MANTOUX TB SKIN TEST**.

KINDERGARTEN AND FIRST GRADE - TEST MUST HAVE BEEN GIVEN WITHIN PREVIOUS YEAR. ALL OTHERS - TEST PERFORMED AT ANY PREVIOUS TIME.

ALL STUDENTS ENTERING 7TH AND 9TH GRADE (in addition to above):

RUBELLA***

1 DOSE Must be repeated if given before first birthday.

ALL STUDENTS ENTERING KINDERGARTEN (in addition to above):

MUMPS**

1 DOSE Must be repeated if given before first birthday.

RUBELLA

1 DOSE Must be repeated if given before first birthday.

- * The school nurse may review the immunization history with the parent and provide the written documentation as appropriate.
- ** Mumps and Pertussis are not required for school entry for any children past their seventh birthday.
- *** All entering students from outside California must comply to Rubella requirement.

DEPARTMENT OF HEALTH SERVICES

PUBLIC HEALTH PROGRAMS

TB TEST REQUIREMENTS

WHO NEEDS A SKIN TEST?

STUDENTS WHO HAVE NEVER ATTENDED A CALIFORNIA SCHOOL MUST PRESENT WRITTEN EVIDENCE OF A MANTOUX (PPD) SKIN TEST. **MULTIPLE PUNCTURE TESTS ARE NOT ACCEPTABLE.**

ALL KINDERGARTEN AND 1ST GRADE STUDENTS WHO NEVER ATTENDED KINDERGARTEN ANYWHERE (PRESCHOOL DOESN'T COUNT). THIS TEST MUST BE GIVEN WITHIN ONE YEAR PRIOR TO REGISTRATION.

ALL OTHERS WHO NEVER ATTENDED ANY SCHOOL IN CALIFORNIA. THIS TEST COULD HAVE BEEN PERFORMED AT ANY PREVIOUS TIME.

WHAT DOES THE STUDENT BRING TO SCHOOL?

A FORM FROM THE PHYSICIAN OR HEALTH FACILITY WITH THE FOLLOWING:

TYPE OF TEST -- MANTOUX (PPD) ONLY. MULTIPLE PUNCTURE NOT ACCEPTABLE. SKIN TEST READING (NEGATIVE IS ACCEPTABLE IF LESS THAN 10 mm). DATE OF TEST AND DATE OF READING.

SIGNATURE OF PHYSICIAN OR DESIGNEE.

IF SKIN TEST RESULT IS 10mm OR MORE OR INDURATION (POSITIVE): DATE OF CHEST X-RAY AND STATEMENT THAT CHILD IS FREE OF COMMUNICABLE TB MUST BE PRESENT.

***THE NEW CALIFORNIA STATE IMMUNIZATION RECORD CONTAINS ALL OF THE ABOVE INFORMATION.**

NOTE:

A CHEST X-RAY INSTEAD OF A SKIN TEST IS NOT ACCEPTABLE UNLESS THE PHYSICIAN MEDICALLY WAIVES SKIN TEST.

PRIOR BCG VACCINATION IS NOT ACCEPTABLE AS A MEDICAL WAIVER. A

CHILD AGE 12 OR OLDER MAY SIGN CONSENT FOR TB SKIN TEST OR X-RAY.

THE MANTOUX TEST SHOULD BE GIVEN PRIOR TO, OR SIMULTANEOUSLY WITH, A LIVE VIRUS VACCINE (MEASLES OR POLIO). IF THE LIVE VIRUS HAS ALREADY BEEN GIVEN, THE MANTOUX SHOULD BE DEFERRED FOR 1 MONTH AS THIS MAY CAUSE A FALSE NEGATIVE RESULT.

FOR QUESTIONS, PLEASE CALL TB CONTROL

APPENDIX D

HARASSMENT POLICY FOR STUDENTS IN CATHOLIC SCHOOLS IN THE ARCHDIOCESE OF LOS ANGELES

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 or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

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

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

VERBAL HARASSMENT: Derogatory comments and jokes; threatening word spoken to another person;

PHYSICAL HARASSMENT: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement. **VISUAL**

HARASSMENT: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures; and

SEXUAL HARASSMENT: Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs: 1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student status or progress;

2. Submission to or rejection of such conduct is used as a basis of academic decisions affecting the individual;

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

1. Making unsolicited sexual advances and propositions;
2. Using sexually degrading words to describe an individual or an individual's body;
3. Displaying sexually offensive objects or pictures;
4. Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

It is the responsibility of Santa Clara High School to:

1. Implement this policy through regular meetings with all administrators ensuring that they understand the policy and its importance;

Organization Chart