



Bishop Alemany High School
Parent-Student Handbook

2016 - 2017

Bishop Alemany - A Catholic Community of Excellence:
• *Enlightened in Faith* • *Enriched as Community* • *Inspired by Excellence*
• *Empowered to Succeed* • *Committed to Serve*

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A MESSAGE FROM OUR PRINCIPAL

Dear Students and Parents:

As we begin our 2016-2017 school year at Bishop Alemany High School, we do so with expectation and excitement. With new programs in engineering, Bio-Medical and other honors courses, we are expanding our academic offerings for all of our students. Our AP program continues to be the most accomplished in the area. Bishop Alemany High School, with its impressive student body and dedicated faculty and staff is poised to accomplish new horizons in education and athletics. Our unique and beautiful campus, so beautiful and conducive to learning, is growing as well with a new engineering lab and other areas of growth. Our skilled teachers, coaches and staff are dedicated to a strong Catholic identity, high academic standards, formidable athletic program, strong drama, art, music and technology programs and, of course, an engaged parent community. All of this and more have created an atmosphere where every student is supported spiritually, physically, academically, creatively, and emotionally.

As Principal, it is my intention to work with our entire school community to build upon this tradition of excellence and, with your help, continue to establish Bishop Alemany High School as the absolute best possible place for our children to learn and grow as they prepare for a promising adulthood outside our school gates.

Blessings,

Mr. Chambers

Our 2016-17 School Year Theme



Continuing with Pope Francis in the celebration of The Jubilee Year of Mercy, we adopt

Be God's Mercy

as our theme for the 2016-17 school year. A jubilee year is a special year called by the church to receive blessing and pardon from God and remission of sins. The Catholic Church has called jubilee years every 25 or 50 years since the year 1300 and has also called special jubilee years from time to time, known as extraordinary jubilee years. The last jubilee year was held in 2000 during the papacy of Pope John Paul II and was known as "the Great Jubilee." The last extraordinary jubilee year was held in 1983 to celebrate 1,950 years since the death and resurrection of Jesus.

In his remarks, Pope Francis said: "I am convinced that the whole church -- that has much need to receive mercy because we are sinners — will find in this jubilee the joy to rediscover and render fruitful the mercy of God, with which we are all called to give consolation to every man and woman of our time." "Let us not forget that God pardons and God pardons always," the pope continued. "Let us never tire of asking for forgiveness."

To be merciful is to be understanding. To be merciful is to be willing to give another chance. To be merciful is to be willing to let oneself and others off the hook for not being perfect.

Recently Pope Francis said: "I want to appeal to all men and women of good will all around the world for a work of mercy to be done in each town, in each diocese, in each association. We, men and women, need God's mercy, but we also need each other's mercy. We need to take each other's hand, caress each other, take care of each other and not make so many wars.

Let us together pray that we can humbly use this coming year to work towards unity and to console one another in the blessing of our humanity.

SECTION I: CATHOLIC IDENTITY

BISHOP ALEMANY HIGH SCHOOL MISSION STATEMENT

As a Catholic High School, Bishop Alemany is a community enriched by faith that develops intellectually prepared men and women who are committed to promoting a just and peaceful world as conscientious and morally courageous leaders in service to others.

SCHOOL PHILOSOPHY

In fulfillment of the Church's mission of Catholic education and in response to parental needs, Bishop Alemany High School exists to bring Jesus and the Gospel message into the formal educational experience of its students. It is understood that parents/guardians who enroll their child(ren) at a Bishop Alemany High School are understanding and supportive of its Catholic identity, as it is further explained in the following paragraphs.

As a Catholic school of the Archdiocese of Los Angeles, Bishop Alemany High School recognizes that it shares in the Church's mission of evangelization of youth in today's pluralistic society and therefore strongly subscribes to the threefold purpose of Catholic schools articulated by the National Conference of Catholic Bishops (To Teach As Jesus Did, #14, #101):

- To proclaim the Gospel message which offers a new vision of God, the world and humanity;
- To build a school community which responds to the dignity and worth of each member;
- To reach out in service to those in need through prayer and direct participation in the cause of social justice.

In accordance with these goals and in order to assist parents in fulfilling their primary responsibility for the education of their children, the school, by offering a traditional Catholic education of the whole person, addresses the spiritual, moral, intellectual, social, emotional and physical needs of every student.

Furthermore Bishop Alemany High School seeks to produce Catholic Christian young adult leaders who use their Catholic education and intellectual gifts to foster peace and justice in the world.

To take even small steps toward the implementation of this philosophy requires discipline on the part of all and sincere cooperation with the grace of God.

Indicators of the Catholic Identity of an Archdiocesan High School:

1. The structuring of the school to fulfill the four apostolic goals of Catholic education: doctrine, community of faith, worship, and service.
2. The commitment of faculty members to modeling Christian values and giving daily witness to their faith.
3. Fidelity to the teaching, practices, and values of the Catholic Church.
4. Active involvement of the whole faculty in creating a Christian educational climate and a Catholic community of faith, one that reflects the Gospel spirit of freedom and love.
5. A quality religious instruction program that centers on both content to be known and opportunities for an authentic experience of faith.
6. Integration of Christian truths and values throughout the curriculum, leading toward a personal integration of culture with faith and faith with living.
7. The providing of opportunities for prayer, worship, sacraments and the celebration of liturgical seasons and common and cultural faith traditions.
8. The assessment and selection of all school activities, teaching methodologies and disciplinary regulations and practices according to authentic Gospel values.
9. Compassion, respect and reconciliation, evidenced by all members of the school community for all members of the school community.
10. Attention to the total development of students, to their religious formation and not simply their religious instruction. Priority is given to the Christian formation of students over all other values of the school's program.
11. An emphasis on service within the community of faith, service that reaches beyond the faith community as well.
12. Vocation awareness in both the broad and narrow senses of the term.
13. Attention to issues of evangelization, peace and justice, ecumenism and the dignity of all persons.
14. Catholic in values, attitude, and behavior.
15. The school community shares a common vision, and the hiring and rehiring of teachers is based not only on instructional expertise, but even more on the witness they give to the common vision that is shared.

In accordance with our Catholic identity, we:

- view the human person as a child of God, full of possibility, deserving of life and love, and worthy of forgiveness. As such, we are a pro-life community.
- understand the world to be the vessel of God’s grace. In Jesus, God has been revealed in human nature and in the tangible materials of the Church’s sacraments God touches us. Together, we are called to embrace God living in and around us. As such we are a sacramental Church.
- are centered in the belief that Jesus Christ gave His body and blood for the redemption of our humanity. We celebrate the Eucharist to remember and celebrate God’s gift. We embrace the call of Jesus to become his body in the world today. As such we are a Eucharistic community.
- we promote the values of family over individualism, generosity over possession, and life over death.
- are rooted in the history and traditions of the Roman Catholic Church. We accept the authority of the Church’s teaching office.
- approach faith with reason, loving a God who is knowable and rational.
- welcome people (students, staff, parents, etc.) of all faiths, backgrounds, and experiences to consciously and enthusiastically journey towards God with us.

THE HISTORY OF BISHOP ALEMANY HIGH SCHOOL

A Tradition of Excellence

Bishop Alemany High School was erected under the leadership of His Eminence James Francis Cardinal McIntyre in September 1956 with 465 students. Under the name of St. Ferdinand High School, it had been established as a parish high school for girls in 1947 at the San Fernando Mission. The school was staffed by the Sisters of Divine Providence until 1952 when the Sisters of St. Joseph of Carondelet were asked to assume the administration of the school.

In September of 1956, Cardinal James Francis McIntyre changed the status of St. Ferdinand High School by making it co-institutional. The school was named Bishop Alemany High School in honor of the Most Reverend Joseph Sadoc Alemany, O.P., second Bishop of California. Owned by the Archdiocese of Los Angeles, Bishop Alemany operated as a part of the Education and Welfare Corporation. Five priests of the Missionary Oblates of Mary Immaculate and one layman staffed the boys’ department. Six sisters of St. Joseph of Carondelet and six lay teachers continued to instruct the girls.

In September of 1970, Alemany became a co-educational student body. A diocesan priest replaced the Missionary Oblates of Mary Immaculate as principal. The Sylmar earthquake in February 1971 severely damaged the chapel; but the school quickly resumed after repairs. In 1972 four Xaverian brothers joined the faculty. Currently, Alemany is staffed by Archdiocesan priests, a Sacred Heart priest, Xaverian brothers, and Sisters of Charity of the Blessed Virgin Mary, Congregation of the Holy Faith, The Poor Clare Missionary Sisters and eighty lay faculty.

During the 1980's, Alemany grew in numbers and stature. Academically, a full honors and Advanced Placement curriculum were added while maintaining strong college-preparatory and standard courses. A comprehensive retreat program enhanced the religious studies. Athletics grew to include twenty-two sports and the activities department provides various opportunities for student involvement.

On January 17, 1994, at 4:31 a.m., a powerful earthquake permanently altered the history of Alemany. The majority of the Rinaldi St. classrooms were destroyed, requiring the campus to move across the street to Our Lady Queen of Angels Junior Seminary. The Junior Seminary officially closed in the spring of 1995 and Alemany High School began a new chapter at its current site. The 1996-97 school year marked the start of a phase of building and renovation. A locker hall and an access road were added to the campus.

In 1998-99, the remodeling of the West/East building was completed to accommodate the growing student body. The Student Activity Center and Gymnasium was dedicated on June 10, 2001 and hosts not only Alemany athletics and activities, but also local diocesan school volleyball and basketball games and playoffs.

Bishop Joseph Sadoc Alemany, O.P (1814 - 1888)

Joseph Alemany was born on July 13, 1814 in the small city of Vich in the heart of Spain’s Catalan region. Entering the Order of St. Dominic, he was ordained a



priest at Viterbo in Italy, March 27, 1847. In Rome, on June 30, 1850, Bishop Alemany was consecrated Bishop of Monterey in California and was transferred July 29, 1853 to the See of San Francisco as its first Archbishop.

California, having recently passed from Mexican to American rule and still containing a large Spanish population with Spanish customs and traditions, the appointment of Archbishop Alemany as the first bishop under the changed conditions was a providential measure. Ten years of missionary activity in Ohio, Kentucky, and Tennessee had enabled him to master the English language, which he spoke and wrote correctly and fluently. This familiarized Bishop Alemany with the customs and spirit of the Republic and imbued him with a love for the United States, which he carried with him to the grave.

Born in Spain, educated in Rome, and a long resident of America, Bishop Alemany's experience and his command of several languages put him in touch and in sympathy with all the elements of his diocese. His humility and simplicity of manner, though by nature retiring, drew to him the hearts of all classes. In 1884 at the age of 70, the Archbishop resigned his See and returned to his native Spain. He died in Valencia on April 14th, 1888, a man deeply loved and respected in opposite corners of the world.

The name of Archbishop Alemany is written large in the history of the Catholic Church in California for he met and conquered the challenging problems of a most difficult pioneer period.

(Excerpts taken from A Biographical Sketch of Right Reverend Joseph Sadoc Alemany, by Rev. Francis J. Weber [available at Bishop Alemany High School's Sr. Theresa Eberst Library] and the Catholic Encyclopedia, Dominican University of California Library - on line)

Our Patron: Our Lady, Queen of the Angels

Catholics believe in the doctrine of the "communion of the saints", a belief which recognizes the relationship shared among those in heaven and earth. Though different, our heavenly and earthly lives share the blessings of the one God and the same call to salvation. Those believed to be living now with God in heaven are referred to as saints, for they have reached the sanctity of their place with God in His kingdom.

Traditionally, local communities have chosen a particular saint as their patron, entrusting themselves to the prayers of this saint. As a person may ask a friend to pray for them, or you might pray to a deceased mom or dad saying, "say a little prayer for me (Mom), I need a little extra help right now", so do Catholics believe that those who are in heaven pray to God for us and bring our needs to Him in a special and close way. It is not the saint who answers the prayer, it is God.



The patron saint of the Bishop Alemany High School community is Mary the mother of God, specifically honored in the title "Our Lady Queen of the Angels". This patronage has existed since the dedication of our original buildings and the property for the establishment of the Our Lady of the Angels Seminary which formerly occupied this site up until the time of the 1994 earthquake, which devastated the original Bishop Alemany High School property located across Rinaldi Street.

In the scriptures the angels are the messengers of God. Mary, the mother of our Church is the queen of these messengers, directing them (and us) always to bring the Good News of God's love and salvation to all. The city of Los Angeles itself is the outgrowth of the original settlement "*Pueblo de Nuestra Senora de Los Angeles*", established September 14, 1781. The Spanish

settlers chose this name because it was on the traditional Spanish feast of Mary, Our Lady of the Angels, that they decided on their settlement.

We continue to join ourselves to the spiritual life of heaven in our prayers to the saints, particularly under the protective and encouraging care of our mother Mary. In the Gospels Mary is portrayed as faithful to God as she directs the people to “do whatever He tells you”. We pray the invocation, Mary, Our Lady Queen of the Angels, pray for us” as we pray that Mary will pray with us, helping us to pray for what is right and encouraging us to be faithful to God.

**Daily Mass is offered at 7:10am in the Queen of Angels Chapel
for students and parents. Class Masses and class meetings are also held here.**

EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRs / ISOs)

Rooted in the proud tradition of Catholic education, Bishop Alemany High School seeks to provide a diverse and comprehensive curriculum to prepare our students for future educational opportunities, for a responsible position in society and for a lifetime appreciation of learning. To this effect, the Graduate of Bishop Alemany High School will be:

I. Enriched by Faith, through:

- A. Instruction in Catholic doctrine and practice.
- B. Liturgical and other acts of worship
- C. Experiences that nourish personal and community faith development.

II. Prepared Intellectually, following a program of studies that promotes:

- A. Critical thinking skills
- B. Problem solving skills
- C. Written, verbal and non-verbal communication
- D. Core academic knowledge
- E. The functional use of technology

III. Committed to Promoting Justice and Peace, by advocating:

- A. Key principles of human dignity.
- B. Respect for diversity.
- C. Social justice grounded in Church teachings.

IV. Characterized by Moral Courage and Conscientious Leadership, by manifesting:

- A. Respect for self and others.
- B. Responsible citizenship.
- C. Personal and civic integrity.

V. Distinguished by Concern for Others as demonstrated by:

- A. Christian Service.
- B. Preferential Options for the Poor.

The Bishop Alemany High School community is committed to being a Catholic Community of Excellence grounded in the core values of:

- **Enlightened in Faith:** BAHS is a faith filled community rooted in the gospel values of faith, hope and love. Students learn to recognize the relationship between faith and justice in Catholic social teaching.
- **Enriched as Community:** BAHS community affords its students the opportunity to develop as vibrant and engaged members of a diverse society.
- **Inspired by Excellence:** BAHS inspires its students by providing an academic and rigorous curriculum. This curriculum enables and empowers its diverse student body to achieve excellence. By preparing our students will give them the tools to become competent and dynamic leaders prepared for their futures.
- **Empowered to Succeed:** BAHS creates opportunities for its students to be successful and dynamic contributors to a community that honors and values success.

- **Committed to Serve:** BAHS is committed to serve its community and the greater community of man in that it provides the students with the power to enact changes that are grounded in the Catholic ethos of love for all mankind.

SECTION II: PARENT INFORMATION

TUITION AND FEES 2016 - 2017

Tuition

First Student in a Family (non-senior)	\$ 10,340
Second Student in a Family	\$ 9,625
Third Student in a Family	\$ 9,300
Senior Tuition (Includes Graduation Fee \$255)	\$ 10,595
International Student: Tuition/ Development/ Resource	\$ 16,500
New International Student: Orientation	\$1,000
AP course exam	\$ 100 per test
Zero or seventh period class	\$ 425 per semester class

A \$30.00 late fee is incurred for all tuition payments made after the 5th of the month.

Annual Registration Fees:

Enrollment

First Student in a Family \$550 *\$50 credit given to add'l student in family

Facility Fee

Per Student. \$250 Please refer to the parent handbook for detailed information.

Technology Fee

Per student \$250 Please refer to the parent handbook for detailed information.

Returning students with an active FACTS agreement receive a discount of \$50 when installment billing begins on February 20, 2016.

All fees are **non-refundable and non-transferable** in the event the student does not attend Bishop Alemany or terminates attendance for any reason. All fees are due upon acceptance or renewal.

Graduation Fee for seniors only: included in senior tuition above

This helps to cover the costs associated with the Baccalaureate Mass and Commencement Exercises.

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

Returning Students with an Active FACTS Agreement; *an early discount of \$50 is applied when installment billing begins on February 20, 2015.*

Retreat Fee: To be determined and charged at time of sign up

Freshmen (Mandatory for all)	Approximately	\$30
Sophomores (Mandatory for all)	Approximately	\$30
Juniors: Discipleship	Approximately	\$250
Seniors: Kairos	Approximately	\$330\
One Day Junior/Senior Retreats	Approximately	\$100

Information on all the retreats is available on the Campus Ministry portion of Alemany.org.

Tuition Collection:

All students are required to have a FACTS tuition agreement.

The school collects tuition **ONLY** through FACTS Tuition Management Company.

Payment Plan Options

- I. One automatic payment to FACTS of the full amount of tuition for the 2015-2016 school year due **July 5, 2016**
- II. Two automatic payments to FACTS Tuition Management:
First Semester due **July 5, 2016** Second Semester due **December 5, 2016**
- III. Eleven automatic monthly payments to FACTS Tuition Management due **July 5, 2016 through May 5, 2017.**

Students will not be eligible to take quarter or semester examinations if tuition is owed, fees or fines have not been paid or uniforms and equipment have not been returned.

Since the annual budget, the hiring of teachers, the purchase of supplies and materials and the fiscal operations of the school are based upon the numbers of students attending, if a student withdraws for any reason, any tuition or fees paid will be forfeit and not refunded.

Incidental Charges:

- Parking Permit Fee: \$20.00

Methods of Payment:

ALL tuition must be paid through a FACTS tuition agreement.

Neither FACTS nor the school will have direct access to or any knowledge about the funds in any bank account. The bank makes the payment directly to FACTS on the day authorized. The process is similar to when a check is presented to the bank for payment. The person who receives a personal check has no knowledge of the bank account balance.

The FACTS Peace of Mind tuition protection program is an added OPTIONAL benefit offered to all families for a non-refundable, annual fee of \$17.00 per agreement. In the event of death, the plan covers the person paying tuition and the spouse of that person. The benefit is then paid directly to the school to cover the unpaid balance (except payments in arrears) and the coverage takes effect as soon as the FACTS payment agreement is processed and a confirmation letter has been sent to the family.

Tuition in Arrears:

If tuition is in arrears by **one month**, the parents will be contacted. At that time one of the following actions will be taken depending on the payment history:

- Full payment of the amount past due or
- Suspension of the student from school until payment is made or
- Termination of the student's enrollment at Bishop Alemany

Students are not allowed to take quarter or semester examinations if tuition is owed, fees or fines have not been paid or uniforms and equipment have not been returned. Additionally, grade reports and transcripts may be withheld.

Return Check Policy:

All returned checks will incur a \$25 returned check fee. Any student with two returned checks will be required to pay in cash, money order or credit card for any future payments made at Bishop Alemany High School.

TUITION ASSISTANCE

Bishop Alemany High School offers two applications for tuition assistance for needy and deserving families. Both require that a new application be made each year, even if a student is already receiving assistance. Please visit the Tuition Assistance section at www.alemany.org for details.

Tuition Assistance is available on the basis of demonstrated need. All assistance is provided on an annually renewable basis. Students receiving assistance must maintain a 2.0 GPA and acceptable conduct record. They should also be willing and able to contribute some hours per semester in some form of service to the school.

The Bishop Alemany application period for tuition assistance opens in November.

The admissions process is need-blind, meaning that the committee is not aware of who has applied for tuition assistance when evaluating applicants, so that it cannot affect the outcome of a student's application.

Catholic Education Foundation Tuition Award

This is a direct grant based on financial need and meeting strict income guidelines. An application must be completed and submitted in January. An award is good for one year only and must be applied for each year.

Bishop Alemany High School Tuition Assistance Award

The school's tuition assistance provides assistance based on family financial need, student scholarship, conduct and leadership.. Application is on the Bishop Alemany High School website. We do adhere to the DOC Archdiocesan guidelines.

Students who receive tuition assistance must maintain a 2.0 GPA and adhere to all Bishop Alemany High School rules and policies. Tuition must remain current in order to qualify for continuing assistance.

We are committed to providing quality, faith based education for your children. Working with FACTS is one more step in assuring that we can continue that mission. This policy enables families to choose a reasonable payment plan while enabling us to run a financially and educationally sound institution for your children and the children of generations to come. We trust that you understand our decision and will continue to support us as we continue with our ministry. **If you have any questions regarding FACTS, please contact FACTS at (800) 624-7092.**

You may also contact the main school phone number (818-365-3925) and ask for the Payments and Business Office.

Frequently Asked Questions about Tuition

How do I change my banking information?

It is important to note that FACTS Management Company and Bishop Alemany High School never see your bank account nor have any direct access to your account. FACTS complies with State and federal laws to be completely confidential and limited to what has been authorized by the parents to control the automatic payment process. All banking changes should be called directly to FACTS at 1-800-624-7092 or log in to your FACTS agreement

Can I pay my tuition with a Credit card?

FACTS accepts the following credit cards; American Express, Discover and MasterCard. If you choose to pay tuition through your Credit Card you will be charged 2.75% per payment.

When and what time will the funds be withdrawn from my bank account?

While FACTS transacts each payment on the specified date (5th), it is your financial institution that determines the time of day the payment is debited. FACTS recommends checking with your financial institution to determine how far in advance funds should be deposited into your account to ensure the automatic payment clears. If a payment date falls on a weekend or banking holiday, the payment will be transacted the following business day.

How will I be notified of my payment information?

Once your agreement for budgeted tuition payments is posted to the FACTS system you track your account information by logging in to your FACTS agreement.

What happens if FACTS attempts to process my payment and there are not enough funds in my account?

Should an automatic bank payment be returned, a \$30.00 FACTS Returned Payment Fee will be automatically assessed to your account. This is in addition to any missed payment fee that the school may assess. You will be notified by FACTS of the returned payment via mail or e-mail. For payment scheduled for the 5th of the month, the reattempt will occur on the 20th.

What about enrollment in the FACTS payment plan in future years?

The FACTS payment plan enables the school to automatically reenroll families in payment plans over successive years, saving time for both the school office and your family. Should your tuition payments be made through FACTS the following year, you would be notified in advance by the school.

Can I pay down on my tuition?

If you would like to make an initial down payment so that your monthly payments will be smaller please make your down payment check payable to Bishop Alemany High School and bring the down payment to the tuition office or log in to your agreement and pay online.

FUNDRAISING

Catholic education is essentially private education, and as such, is very much dependent on outside support for its existence. In as much as public funds are not available to the Catholic school, other systems of support must be devised. Tuition alone does not cover the expense of the operation of the school. In fact, tuition only covers about two-thirds of the yearly expense of the operation of the school.

All fundraisers held on or off campus must be pre-approved by the Advancement Office. Please contact the Advancement Office for additional information regarding the application process. Only fundraisers directly benefiting an Alemany organization, club or sport will be permitted on school grounds. No outside sales or fundraisers profiting individual students and/or outside organization will be permitted (i.e., Girl Scout cookie sales and other school fundraisers).

BISHOP ALEMANY HIGH SCHOOL PARENT ASSOCIATION

The school is dependent on parental support in all areas of its operation. It is the parent who is the primary educator and the school is here to assist the parent in this responsibility. Parental involvement is, therefore, not only desirable, it is essential.

The Bishop Alemany High School Parent Association exists to support the Alemany Community consistent with the Mission Statement of the School and its curricular, co-curricular and spiritual programs by providing parents with service participation opportunities and to provide a forum for parent communication with the Administration.

Mission Statement: "To advocate for our Alemany students through our faithful membership by providing active leadership and thoughtful communication on our children's behalf."

The primary purposes are:

- to oversee Chair positions and fundraising activities
- to provide opportunities for parents to give input on strategic planning and development
- to advise the school administration on the development and implementation of school policies
- to provide communication avenues for parental input

Membership becomes effective in this organization for parents or guardians, at the time of their student's enrollment at Bishop Alemany High School.

General Meetings

The Parent Association Executive Board meets each month September through May. There are General Parent Association Membership meetings during the school year, which all parents are expected to attend. Parents should consult the school calendar for dates and times and the school website (www.alemany.org) for changes to the schedule of meetings

Parent Service Hours Program (PSHP) 2016-2017 School Year

Parent Service Hours Program

We do not collect a Parent Service Fee during our registration process. While we need the volunteer skills and gifts of our families to help bridge the gap between the actual cost of a Bishop Alemany education, we realize the burden of the \$150 parent service fee during the registration process. Toward the end of the school year we will ask our families to pay \$10 for each service hour not fulfilled. In this way our parents can complete their hours without any money out of pocket unless they choose that method to fulfill their obligation.

PSHP Guidelines

Each family is required to volunteer a total of fifteen (15) hours of service for each child each year.

PSHP should be submitted by the due date as indicated on the yearly school calendar; hours must be completed within the current school year; Parents and extended family (grandparents, aunts, uncles, siblings, etc.) who are 18 years of age or older, may volunteer PSHP hours on behalf of their student.

Volunteer Hours and Submitting Completed PSHP Hours

For every 1 hour of volunteer service, 1 hour of PSHP will be recorded on a sign-in sheet which replaced the PSHP cards. Sign in sheets will be available and submitted to our Parent Service Hour Coordinator after each event allowing volunteer hours to be

recorded throughout the school year. One PSH for every \$10 spent for any scheduled donations of refreshments or snacks with a receipt. PSHP cards will no longer be accepted. Volunteer hours count towards PSHP hours if the activity directly benefits Bishop Alemany High School (BAHS). Volunteer services for other non-profit organizations do not count toward PSHP service hours.

Unfulfilled PSHP Hours

Unfulfilled service hours will be billed at the rate of \$10.00 per hour toward the end of the school year.

Signing-Up for Hours

Visit our school website for volunteer opportunities which can be found under Quick Links – Parents – Parent Service Hours or email parents@alemany.org. As parent service hours are actively fulfilled during the year the hours will be updated in the system, which can also be checked under Quick Links – Parents - Parent Service Hours. We also encourage you to attend our monthly Parent Association Meetings in Alumni Hall; credit will be given for attending.

WEBSITE

Alemany.org is the official online source for school information. Alemany news, calendar events, and departmental information are publicly available and updated. Please access alemany.org on a regular basis to remain current with Bishop Alemany High School.

PROCEDURES FOR CONTACTING TEACHERS

In the event of problems in a particular teacher's class, this simple process should be followed (in sequence):

- Contact the teacher first. A parent may call the office (818-365-3925 ext.5200) between the hours of 8:30 a.m. and 3:30 p.m. to leave a message for a teacher. Alternatively, each teacher may be e-mailed. A directory is on the Alemany website.
- If the teacher is unavailable at the time of a parent call, the teacher will return the call as soon as possible, usually within 2 business days
- If the problem persists, the Department Chairperson should be contacted in the same manner.
- A still unresolved problem should be referred to the Vice Principal.
- Finally, contact the Principal.

BISHOP ALEMANY HIGH SCHOOL 2016 - 2017 UNIFORM CODE

Uniform is required on all school days, including field trips, unless otherwise authorized by the Administration. When in doubt, the student should wear the uniform.

There are several important reasons for the uniform code.

- The first is that dress represents values, both religious and cultural. Bishop Alemany, as a Catholic school, can not allow clothing and accessories that are counter to religious values of modesty, respect for others and self-respect.
- Cultural trends that come and go often embrace attitudes directly opposed to religious and cultural values held over the centuries by civilized people. For example, oversized, baggy clothing and shaved heads can indicate gang/crew affiliation. Neatness, cleanliness and simplicity are cultural values prized over generations.
- A second good reason is for practical purposes. Good dress produces good behavior and morale. Looking good enhances self-respect.
- A third reason is a social one. Bishop Alemany presents itself to the public as something special: a religious school with strong values. The proper dress of our students shows a little bit of whom we are to others.
- A fourth reason is that uniform provides for justice and equality for students of differing socio-economic status.

Regular Uniform: The uniform must be purchased from Dennis Uniform at <http://www.dennisuniform.com>

Girls' Regular Uniform	Description	Boys' Regular Uniform	Description
Polo Shirt	Alemanly White or Cardinal polo All students must wear polo shirts with the new logo.	Polo Shirt	Alemanly White or Cardinal polo All students must wear polo shirts with the new logo.
*Oxford Shirt	Dennis Uniform short sleeve or long sleeve white Oxford shirt with Alemany crest.	*Oxford Shirt	Dennis Uniform short sleeve or long sleeve white Oxford shirt with Alemany crest.
Dennis Uniform Shorts	Khaki w/ school logo Shorts must be worn fitted to the waist and no shorter than 4 inches above the knees, no rolled or cuffed shorts.	Dennis Uniform Shorts	Khaki w/ school logo Undergarments must be covered at all times. Shorts are to be worn fitted to the waist and should stop at the top of the knees.
Dennis Uniform Pants	Khaki Pants must be worn fitted to the waist and tailored to the correct length, just touching the top of the shoe. No rolled or cuffed pants.	Dennis Uniform Pants	Khaki Pants must be worn fitted to the waist and tailored to the correct length, just touching the top of the shoe. Undergarments must be covered at all times. Sagging pants are not acceptable.
*Dennis Uniform Skirt	Gray or Plaid Length of skirt must be at the top of the knee. (Junior sizes required - Students are to not permitted to purchase "Girls" sizes without dean approval).	*Dennis Uniform Gray Slacks	Gray Dress Slacks (See Uniform Pants)

All uniform clothing must be purchased from Dennis Uniform.

**THE SCHOOL RESERVES THE RIGHT AT ANY TIME TO MAKE ADJUSTMENTS IN THE UNIFORM CODE.
FINAL INTERPRETATION OF THE UNIFORM CODE RESTS SOLELY WITH THE SCHOOL
ADMINISTRATION.**

**STUDENTS ARE SUBJECT TO SUSPENSION AND SCHOOL DISCIPLINE FOR VIOLATIONS
OF THE SCHOOL UNIFORM CODE.**

Unisex Items:

Shirts

Short sleeve polo shirts purchased only from the Dennis Uniform Company in white or cardinal with the Alemany logo. Short sleeve polo shirts are to be worn at all times! This includes under school sweatshirts and jackets.

Note: Only a plain white, black or light gray T-shirt, round necked sweatshirt or turtleneck may be worn under the uniform shirt.

Athletic team and club polo shirts may also be worn (if approved by the Deans Office). All shirts are to be worn in accordance with the dress code. Shirts cannot be rolled up under the sleeves and do not cut/alter shirts.

Sweatshirts/Pullover Jackets/Sweaters

Only approved Bishop Alemany sweatshirts, pullover jackets or sweaters worn over an Alemany polo are acceptable.

Shoes

Shoes are to cover the entire foot. No open toe/heel shoes are allowed. No sandals, flip-flops, slippers or clogs. No high-heels. No footless tights or leggings. Solid colored tights in white, black or gray are allowed.

Jackets

The only acceptable jackets are school jackets sold in the Bishop Alemany Bookstore and solid color heavy winter jackets or rain jackets that have no wording or insignia.

Blankets

Blankets are not permitted during school hours.

Restrictions

1. Student uniform clothing must be the proper size. The midriff area must be completely covered.
2. Hair must be clean, neat and free from spikes, bizarre hairstyles or bizarre coloring. Only natural colors are permitted; no two tone styles. Boys' hair is to be trimmed at the collar in the back, to the bottom of the ears on the sides and kept out of the face. Bald or shaved hairstyles are prohibited – must be at least ¼ inch. Side burns may only extend to the bottom of the ear. Bizarre or exaggerated hairstyles prohibited. No Mohawks or “Fauxhawks” or any similar style. The Deans may consider any “fad” hairstyle inappropriate. Final determination of the appropriateness of any hairstyle or hair color rests with the Deans.
3. Students must be clean-shaven; only moustaches are permitted.
4. No excessive jewelry, chains or exaggerated and or bizarre make-up. Wallet chains of any kind are not allowed. One stud earring or one hoop earring per ear is permitted for the boys. Earrings in the same manner of style as gauges, expanders, or spikes are not permitted. The ear is the only part of the body that may be pierced.
5. No tattoos are allowed. Students with previous tattoos are required to have them completely covered within the dress code guidelines at school and at all school related functions.
6. Clothing must be in good condition and free from alterations, tears or excessive damage.
7. Only neutral colored contact lenses are allowed.
8. No hats of any type, bandanas, sweatbands, or beanies are to be worn on campus.
9. Sunglasses may not be worn in the classrooms.
10. The hoods on jackets and sweatshirt must not cover the head when the student is in class.

Formal Dress Code: (refer to Dress Code Chart)*

Mandatory for Mass Days & Designate Special Occasion days. Required for select clubs TBA.

Girls: Oxford shirt with crest; & uniform tie; Dennis skirt or Dennis slacks

Boys: Oxford shirt with crest, & uniform tie; Dennis slacks-grey or khaki

Unisex: Uniform cardinal sweater vest, button up, or pullover sweater with school crest.

No sweatshirts or shorts are permitted on these days.

Alternative Dress Code Days

Casual Dress – Clothing should be appropriate for school and of a modest nature.

Alternative Dress Code is to be worn by students ONLY when authorized by the Administration.

All Students:

- Shirts, sweaters, sweatshirts and blouses should be without any inappropriate emblems or lettering. Girl's tops should be appropriate and of a modest nature.
- Pants and walking shorts may be worn. Shorts and skirts must be no higher than 4 inches above the knee. Jeans may be worn as long as they are free from rips, holes or tears.
- No tight (spandex) fitting clothing including yoga pants, leggings, tights, etc...
- No inappropriate off the shoulder, sleeveless, or sheer clothing.
- All shoes must be close-toed and close-heeled.
- No tank tops or spaghetti straps or tube tops are allowed. Tops must be modest (covering cleavage & midriff).
- Clothing must fit properly.
- No pajama tops or bottoms.
- No hats or beanies.

School Activities

The uniform code for school functions and activities requires that students be cleanly and properly dressed. The nature of the activity dictates the type of dress that is appropriate. At no time is any bizarre, immodest or oversized type of apparel permitted.

DANCE DRESS CODE**All Students/All Formal/Semi-Formal Dances: Homecoming and Winter Formal**

1. Sneakers or tennis shoes may not be worn.
2. Baseball caps may not be worn.
3. Purses containing valuable items may not be left unattended.
4. Tattoos must not be visible and students must follow the alternative dress code pertaining to hair, piercings, and tattoos.
5. Anyone with questions about the suitability of an outfit or whether a particular item meets dance dress code requirements should see the Deans.
6. Students inappropriately dressed will not be allowed in the dance. (A call will be placed to parents informing them of the situation and the parents will be invited to bring clothing that meets requirements.)

Girls:

1. Dresses are to be formal or semi-formal.
2. Skirts and dresses may not be higher than 4 inches above the knee (even if tights or leggings are worn). If the dress has a slit, the slit cannot be higher than 4 inches above the knee.
3. Dresses are not to have bare midriffs or be skin tight. They should not ride up as you dance.
4. Dresses with open backs may not be cut below the natural waistline or be open on the sides.
5. All necklines must be modest-NO PLUNGING NECKLINES! Dresses may have spaghetti straps, halter type tops, or be strapless as long as they meet the neckline requirement.
6. Dresses that are laced together in the front cannot reveal bare skin under the lacing.
7. Dresses with sheer panels or cut outs are not allowed (including any sheer material in front or sides).
8. Dresses may be open-back (not backless) sides and below natural waistline must be covered with solid fabric (not lace or sheer material).
9. Illusion dresses not permitted; see Dean for approval.

Boys:

1. Tuxedos, dress suits, or collared shirts/dress slacks are required.
2. Tuxedos and suits cannot have any logo or design other than normal material patterns, i.e. stripes or plaids.
3. No “zoot suit” canes or chains are allowed.
4. Pants cannot be too big or sagging.
5. Dress shoes are required.
6. Shirts must be worn the entire dance. Anyone removing his shirt will be referred to the Deans for disciplinary action.
7. Generally speaking, hats are not allowed. However, if the hat is part of the formal attire, check with the deans BEFORE the event to see if it is appropriate to wear to prom.

The deans are the final arbiters on all issues related to the dance dress code.

PROM DRESS CODE**General:**

1. Dress shoes; Sneakers or tennis shoes may not be worn.
2. Baseball caps may not be worn.
3. Purses containing valuable items may not be left unattended.
4. Tattoos must not be visible and students must follow the alternative dress code pertaining to hair, piercings, and tattoos.
5. Anyone with questions about the suitability of an outfit or whether a particular item meets dance dress code requirements should see the Deans.
6. Students inappropriately dressed will not be allowed to board bus. (A call will be placed to parents informing them of the situation and the parents will be invited to bring clothing that meets requirements if possible before the bus departs).

Girls:

1. Dresses are to be formal or semi-formal.
2. Skirts and dresses may not be higher than 4 inches above the knee (even if tights or leggings are worn). If the dress has a slit, the slit cannot be higher than 4 inches above the knee.
3. Dresses are not to have bare midriffs or be skin tight. They should not ride up as you dance.
4. Dresses with open backs may NOT be cut below the natural waistline or be open on the sides.
5. All necklines must be modest - NO PLUNGING NECKLINES! Dresses may have spaghetti straps, halter type tops, or be strapless as long as they meet the neckline requirement.
6. Dresses that are laced together in the front cannot reveal bare skin under the lacing.
7. Dresses with sheer panels or cut outs are not allowed (including any sheer material in front or sides).
8. Dresses may be open - back (not backless) sides and below natural waistline must be covered with solid fabric (not lace, sheer, or skin color material).
9. Dresses that appear skin- toned, tan, or nude color (or have these colors as backing i.e. backing to a lace dress) may not be approved.

Boys:

1. Tuxedos or dress suits are required. (No shorts).
2. Tuxedos and suits cannot have any logo or design other than normal material patterns, i.e. stripes or plaids.
3. No “zoot suit” canes or chains are allowed.
4. Pants cannot be too big or sagging.
5. Dress shoes are required.
6. Shirts must be worn the entire dance. Anyone removing his shirt will be referred to the Deans for disciplinary action.
7. Generally speaking, hats are not allowed. However, if the hat is part of the formal attire, check with the deans BEFORE the event to see if it is appropriate to wear to prom.

The deans are the final arbiters on all issues related to the dance dress code.

All Prom dresses must be pre-approved with Prom Contracts (if pictures are unclear, if there is a question as to whether the dress meets the dress code, or if the dress must be altered - students may be required to bring in the dress for approval before purchasing their Prom Bid).

Items prohibited by Prom Venue (Items will be confiscated by Event Group security – referred to Deans):

- Alcohol/Flasks
- All Tobacco Products
- Any Illegal Substance
- Canes & Zoot Chains
- Glow in the Dark Items
- Lighters/Matches
- Pens & Pencils
- Sharp Objects
- Water Bottles
- Wallet Chains
- Weapons
- Gum/Open Mint Containers
- Containers w/ a screw-on cap or lid including perfume, lip gloss, cologne bottles, anything liquid
- Any item/s that can be used as a weapon (certain key chains, phone chargers, wires, earphones, etc.)

All Prom dresses must be pre-approved with Prom Contracts (if pictures are unclear, if there is a question as to whether the dress meets the dress code, or if the dress must be altered - students may be required to bring in the dress for approval).

CALIFORNIA STATE LAW forbids the wearing on school grounds, or at school activities, of sweaters or jackets with emblems or names of clubs or teams other than recognized Bishop Alemany organizations.

The Deans reserve the right to request any student to change attire, to regulate against certain fashions, and to confiscate any objectionable items when they deem necessary. The final interpretation of the appropriateness of any clothing or accessories, hairstyle or color rests with the Administration.

DROP-OFF AND PICKUP

All students must be dropped off and picked up in the designated areas **ON CAMPUS**.

- Students must never be dropped off or picked up anywhere off campus, including San Fernando Mission Blvd., Noble Ave., Alexander St., Sharp Ave., etc.
- When entering the school using Rinaldi St., parents may drop off and pick-up students in the designated drop-off area.
- Parents or guardians are expected to follow the signs and the directions of the traffic staff.
- Students may NOT be dropped off or picked up in the west faculty parking lot, in the circle drive or in front of the Administration building.
- Students must not be dropped off or picked up on San Fernando Mission Blvd. in the no stopping areas in front of the student parking lot or the VIP Company's driveway west of the entrance. In addition, VIP may report violators to Traffic Enforcement.

The school recommends that parents arrive at least 15 minutes before the start of school to help minimize delays and avoid tardies for the student.

Students should not be dropped before 6:45 a.m. and must be picked up by 5:00 p.m. unless they are under the direct supervision of a teacher or coach.

Alemany faculty and staff chaperones will supervise students for up to a half-hour after the completion of an event, e.g. a dance, a game, a banquet, etc., in which they were attending or participating. It is expected that parents will pick up their student(s) during that time and no later. Parents may be charged the cost of supervision if they fail to pickup their student(s) within that time frame.

PARENT COOPERATION

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

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

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

CODE OF CHRISTIAN CONDUCT FOR STUDENTS AND PARENTS/GUARDIANS

Students can best receive a quality, morally based education if students, parents/guardians, and school officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

As an express condition of enrollment, students and parents/guardians shall follow standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include but are not limited to any policies or procedures set forth in the school's parent/student handbook.

These Christian principles include but are not limited to:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- In a place where a school employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.
- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the principal or any teacher in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the principal or teacher is required to be there in connection with assigned school activities.

These expectations for students and parents/guardians include but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, and field trips).

The school reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

DISRUPTION OR DISORDER BY PARENTS, GUARDIANS, OR OTHER FAMILY MEMBERS

Any parent/guardian or other person who materially disrupts class work or extracurricular activities in a place where a school employee is required to be in the course of his or her duties may be guilty of a misdemeanor and risks the continuation of their child in the school. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills. Any parent or guardian or other family member who insults or abuses any school personnel risks their child's continuation in the school.

Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

RECOMMENDED TRANSFER RESULTING FROM PARENTAL ATTITUDE

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 parent/guardians as described above might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible.

In such a case, it is imperative that the opinion of the principal regarding the practical impossibility be sustained from a pastoral point of view. The regulations governing recommended transfer would then be applicable.

SECTION III: ACADEMICS

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

ACADEMIC REQUIREMENTS FOR GRADUATION

A student earns five units of credit for the successful completion of a 1-semester course that meets a minimum of 240 minutes a week for a given semester. .

Over the course of four years the student must have a total of 240 units of credit to qualify for graduation and receive a diploma from Bishop Alemany High School.

Credit is awarded for each course, when the student has met the minimum standards established by the school for academic achievement and regular attendance. To receive credit a student must pass the course, with a D- or better and have no excessive absences within a semester.

Courses should be taken at Bishop Alemany. Exceptions may be granted by the Assistant Principal Academics or the Director of Counseling Services for transfer students and those who must make up D or F grades. Students must have the prior permission of an Administrator to take courses off campus otherwise such credit may not be accepted towards graduation.

The following courses are required for graduation (these courses and their requirements are described more completely in the annual Course Catalog):

A. Religion - 8 semesters required.

- A student must schedule a religion course every semester he/she is in attendance at Bishop Alemany. During the first three years there are mandatory religion courses at each grade level. There are elective offerings in senior year

B. English - 8 semesters required.

- A student must schedule an English course every semester whether or not he/she has the required number of English credits. Additional courses may be taken as electives.

C. Social Studies - 6 semesters required.

- Each student must take Global History or AP World History; U.S. History or AP U.S. History; one semester of Government or AP Government and one semester of Economics or AP Economics.

D. Mathematics - 6 semesters required.

- A student must take 6 semesters of Mathematics
- Placement in appropriate courses is directed by the Director of Admissions (for incoming students) and the Department Chair in consultation with the Assistant Principal Academics.

E. Science - 4 semesters required.

- Two semesters of a Physical Science and two semesters of a Biological Science are required.

F. Physical Education - 2 semesters required.

G. Health – 1 Quarter required

- Students may meet this requirement by taking a combined year-long PE/Health course (starting in the 2013-14 year)
- Students may also meet this requirement by taking a quarter Health class offered by Bishop Alemany or by completing an off-campus Health course with the approval of the Assistant Principal Academics.

H. Foreign Language - - 4 semesters required.

- Students must take 2 years of a foreign language (4 semesters). The courses must be the same language

I. Computer Technology - 1 semester required.

- Beginning with the graduating class of 2017, students are no longer required to complete a Computer Technology credit to fulfill their graduation requirements.

J. Arts - 2 semesters required.

- Students must take 2 semesters of the same Visual & Performing Art from the approved list.

K. Electives – 6 semesters required.

- Students must take at least 6 semesters of courses beyond those used to meet the above requirements. Advanced courses in foreign language, math, science, social studies and visual and performing arts beyond the basic requirements are considered to be elective.

Advanced Placement Courses

- Students are recommended for admission to Advanced Placement courses by the department in consultation with the Assistant Principal of Academics. All students who enroll in AP courses are required to take the AP examination for those courses in May. Payment for AP tests should be made prior to December 1 of the academic year.

Bishop Alemany High School does not offer early graduation.
Students are expected to graduate at the end of their senior year.

Academic Advancement for the School Year

- **To enter into 10th grade standing**, a student must have 60 units prior to the beginning of the first semester; 90 prior to the beginning of the second semester.
- **To enter into 11th grade standing**, a student must have 120 units prior to the beginning of the first semester; 150 prior to the beginning of the second semester.
- **To enter into 12th grade standing**, a student must have 180 units prior to the beginning of the first semester, 210 prior to the beginning of the second semester.

SCHEDULES

Students are to carefully schedule their classes in consultation with their counselor in order to meet graduation and college admission requirements.

CLASS CHANGE POLICY

1. A change of class request will only be considered if submitted during the five working days after either the first day of school or the first semester grading period. A Class Change Request form must be completed and submitted to the Counseling Office.
2. A student who is facing academic difficulty in a class, e.g. a D or F grade, may not change until all sources of support have been exhausted and there is still no improvement as determined by the Director of Counseling Services and the Assistant Principal Academics.
3. All parties, including parents, teachers, department chair, and counselor will follow a process of consultation, discussion and evaluation before a final decision is rendered by the Assistant Principal Academics in consultation with the Director of Counseling Services.
4. A change of class will only be approved if there is significant and serious justification.
5. No class change will be made if it will increase the number of students in another class beyond an appropriate level as determined by the Assistant Principal Academics.

6. If a change is granted, the student will be responsible for any appropriate make-up assignments as determined by the receiving teacher.
7. Class changes will not be allowed on the basis of students requesting particular teachers or teachers requesting particular students.

There may be class changes necessitated by irresolvable schedule conflicts or by oversubscription to a particular course or other reasons. In such cases, an administrative class change may be made by the Assistant Principal Academics.

HOMEWORK

On the average, students should anticipate a total of two (2) to three (3) hours of homework to be assigned each day. Honor students studying the more demanding advanced placement courses can expect an additional hour of home study.

Students, however, must accept the fact that frequently they will have assignments that may take more than these suggested times. It is understood that even when no written or reading assignments are given, the student should spend a reasonable amount of time re-reading class notes, and preparing for the next day's lesson. If a student is absent from school, homework assignments must be made up. This is the sole responsibility of the student.

In cases of hospitalization or prolonged, serious illness (of five (5) school days or more), a parent must call the Counseling Office to have homework provided for the student. At least 24 hours notice must be given to allow the teacher's time to provide an assignment. Direct contact with the teachers through e-mail is encouraged for assignments not posted on the Alemany website.

Class information, homework, and grades are posted online on Canvas (alemany.instructure.com). Parents can access this information by logging in with their student's credentials. Please visit alemany.org/ipad for complete instructions.

TUTORING

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources. **Teachers may not be paid for tutoring students who are assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.** The school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance. All tutors and entities must comply with the procedures and policies of the extended day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

EXAMINATION POLICY

QUARTER AND SEMESTER EXAMINATION POLICY

1. Quarter and semester final examinations, or other appropriate summative assessments, are given in all courses each semester.
2. In order to maintain the integrity of examinations the school will not administer examinations before the scheduled dates, unless specifically approved by the Assistant Principal of Academics.
3. The Assistant Principal of Academics will arrange make-up examinations that are necessitated by illness or for an exception granted by school administration. Students who miss an examination due to illness may be required to produce a note from their doctor in order to be allowed to make up the missed examination.
4. Students who miss an examination for any reason other than illness or an exception granted by the school administration will receive a zero (0%) grade for the examination.

5. The annual calendar, posted on the school website before the start of the academic year, designates the examination days for the year. Parents who choose to take their student(s) on vacations or family trips or absent their student(s) from examinations for any reason other than illness or an exception granted by the school administration understand that this will likely lower student grades.

INELIGIBLE STUDENTS

1. Students must be eligible to take quarter and semester examinations.
2. Students are ineligible to take examinations if tuition is owed, fees have not been paid or uniforms and/or equipment have not been returned.
3. Ineligible students will receive an “Incomplete” for courses in which the quarter or semester exam is missed due to the ineligibility. If the ineligibility is cleared within a reasonable time as determined by the Administration, make-up exams will be administered. If the ineligibility is not cleared within a reasonable time, a “0” will be assigned to any missed exams and resulting grades determined.

Quarter Examinations Schedule

Semester Schedule	First Day	Second Day	Examinations	
	Prayer and Pledge	Prayer and Pledge		8:00
	First Exam	First Exam		8:10 – 9:10
	Break	Break		9:10 – 9:28
	Second Exam	Second Exam		9:35 – 10:35
	Break	Break		10:35 - 10:53
	Third Exam	Third Exam		11:00 - 12:00
	Dismissal	Dismissal		12:00

First Day	Second Day	Third Day	
Prayer and Pledge	Prayer and Pledge	Prayer and Pledge	8:00
First Exam	First Exam	First Exam	8:10 – 9:30
Break	Break	Break	9:30 – 9:53
Second Exam	Second Exam	Second Exam	10:00 – 11:20
Announcements and Dismissal	Announcements and Dismissal	Announcements and Dismissal	11:20

GRADING AND GRADE POINT AVERAGE (GPA)

The following percentage scale and criteria are used in addition to points or percents to determine the semester grade for a course:

<p style="text-align: center;"><u>A - 90-100%</u></p> <p>Active participant Produces Superior quality work Completes all assignments Demonstrates initiative, resourcefulness Superior test scores Excellent attendance and conduct</p>	<p style="text-align: center;"><u>C - 70-79%</u></p> <p>Occasional participant Produces average quality work Meets requirements for completing assignments Average test scores Satisfactory attendance and conduct</p>
<p style="text-align: center;"><u>B - 80-89%</u></p> <p>Frequent participant Produces above average quality work Completes all assignments Demonstrates interest Above average test scores Very good attendance and conduct</p>	<p style="text-align: center;"><u>D - 60-69%</u></p> <p>Rarely participates unless called upon Produces work of poor quality Does not complete all assignments Low test scores Poor attendance and/or conduct</p>
	<p style="text-align: center;"><u>F - Below 60%</u></p> <p>Does not participate unless called upon Produces work of very poor quality</p>

Shows little or no effort
 Does not meet minimum requirements for assignments
 Very low test scores
 Unsatisfactory attendance and/or conduct

Generally, a student's grade point average (GPA) is computed at the end of a quarter or semester, using the following scale:

A = 4 points, B = 3, C = 2, D = 1, F = 0

Example:

Religion	A	4 points
English	B	3
Spanish	B	3
History	C	2
Algebra	A	4
Ceramics	B	3

Total Points 19 ÷ 6 classes = 3.17 GPA

Courses such as P.E and T.A. are not used to compute the academic GPA but are included in calculating the overall GPA for eligibility to participate in activities and athletics.

Students may attend Bishop Alemany's summer school to improve their GPA, but a course that they have taken for credit during the school year may only be retaken for a grade and not for credit.

The University of California encourages students to take more demanding advanced courses. In those courses certified and approved by the University of California as offered at an honors and Advanced Placement levels the grades in up to four units taken in the last three years of high school will be weighted on the scale

A = 5 points, B = 4, C = 3

Students should be aware that each college re-computes a student's GPA according to its own standards and criteria for admissions. Consequently, a student's academic GPA will vary from college to college and may differ from Bishop Alemany's GPA.

At the teacher's discretion, students who are in danger of failing may be required, at any time, to attend tutoring sessions.

REPORT CARDS

Student grades in each course are available every day in Canvas, the school's learning management software.

Report cards are mailed home at the conclusion of each quarter and semester.

- The grade each student receives for any course of study is determined by the teacher of the course and is final. By law, only the teacher of the course may change a grade.
- Semester grades are those that appear on the student transcript and count for semester credit towards graduation.

Class information, homework, and grades are posted online on Canvas (<http://alemany.instructure.com>).

Parents can access this information by logging in with their student's credentials. Please visit alemany.org/ipad for complete instructions.

ACADEMIC HONORS AND RECOGNITION

Bishop Alemany Honor Roll Qualifications

Membership is automatic when the following requirements are met:

1. Overall GPA 3.5 or higher (P.E. and T.A. grades are not applied to this G.P.A)
2. No Ds or Fs are acceptable.
3. Good conduct/citizenship.

Academic Awards

At the annual Senior Awards night Bishop Alemany recognizes the following for their academic achievements:

- Top Ten in Academic GPA
- Highest achievers in each academic department

For graduation, students are recognized for their cumulative academic achievement over 4 years at Bishop Alemany:

- The distinction of class Valedictorian is granted to the student with the highest Academic Weighted GPA
- The distinction of class Salutatorian is granted to the student with the second highest Academic Weighted GPA

Graduates are also recognized for their outstanding academic achievement as signified by Academic Weighted GPA as follows:

- Summa Cum Laude graduates have earned a GPA of 4.0 or higher
- Magna Cum Laude graduates have earned a GPA of 3.75 – 3.99
- Cum Laude graduates have earned a GPA of 3.5 – 3.74

HONOR SOCIETIES

California Scholarship Federation

The California Scholarship Federation (CSF) emphasizes high standards of service, scholarship, and citizenship for California high school students. CSF encourages service to the school and community while fostering pride in scholastic achievement. Qualifying for membership is on a semester basis following a point system that requires A's and B's in the most difficult classes.

To become a lifetime member (Seal bearer) students must have qualified for four semesters during their last three years of high school, including one semester in their senior year. At graduation, lifetime members receive a special gold seal on their diploma, and a gold stole to be worn at the ceremony.

Freshmen, who were part of their elementary school's CJSF may provide written verification of their membership from their former advisor to be considered for "associate membership." All verification letters must be received by the established deadline.

All eligible sophomores (second semester only), juniors and seniors are invited to apply online via the CSF Canvas Course webpage. Students must apply **EACH** semester. As part of the application process, students must:

- Have a GPA of 3.5 or higher (Academic Weighted, 10th-12th)
- Be in good standing with the Deans
- Pay their non-refundable \$5 application fee/membership dues

To be accepted, students must:

- Have submitted a COMPLETED application by the established deadline
- Have enough CSF points to qualify (10 points per semester)
- AP/Honors A = 4 pts., A = 3 pts., AP/Honors B = 2 pts., B = 1 point
- Four of the points MUST be from List I. (List I includes English, Foreign Language, Algebra I and higher Mathematics, Social Science and most Science courses.)
- Three of the points MAY be from List I or List II. (List II includes Religion, Journalism, Psychology, Sociology, Law & Society.)

- Three remaining points MAY be from List I, II, or III. (List III includes Visual & Performing Arts and some Technology courses).
- Pass/fail or repeated course grades are not acceptable.
- Any D or F disqualifies a student for the entire semester.
- Have maintained a GPA of 3.5 or higher (Academic Weighted, 10th-12th)
- Remained in good standing with the Deans

For more information, please contact Ms. Sara Domian (CSF Advisor), your student's counselor, or visit the CSF website at <http://www.csf-cjsf.org>.

National Honor Society

NHS membership is one of the highest honors that can be awarded to a high school student. Members are nominated and elected based on scholarship (3.25+ Academic Weighted GPA), exemplary character, and proven leadership and service.

All eligible sophomores (2nd semester only), juniors and seniors are invited to apply online via the NHS Canvas Course webpage. To be eligible to apply, students must:

- Have a GPA of 3.25 or higher (Academic Weighted)
- Be in good standing with the Deans
- Be willing to make a commitment of 10 hours of service **PER** membership semester
- Pay their non-refundable \$20 application fee/membership dues

All applications are subject to a final review at the end of the semester. To be accepted, students must:

- Have submitted a COMPLETED annual application (Including 2 faculty recommendations and a personal statement) by the established deadline. Students must apply **EACH** school year.
- Have maintained a GPA of 3.25 or higher (Academic Weighted) for **ALL** membership semesters
- Remained in good standing with the Deans
- Completed 10 hours of service **PER** membership semester (Students must return their NHS Service Hour Card **EACH** semester with appropriate signatures by the established deadline. All signatures must be by an adult supervisor – other than the student's parent/guardian).

At graduation, NHS members are eligible to wear gold gowns at graduation **ONLY** if they:

- Have been an NHS member for a **minimum of 4 semesters (which must include both semesters of their senior year)**

At any time, students may be excluded or dismissed from Alemany's National Honor Society if they fail to uphold the Society's standards.

For more information, please contact Ms. Sara Magpali (NHS Advisor), your student's counselor, or visit the NHS website at <http://www.nhs.us>.

ACADEMIC INTEGRITY 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 violations of academic integrity.

Therefore students must not:

- copy work from another student or assist another student with copying
- cheat on an exam or quiz
- aid other students during an exam without expressed permission from the teacher
- use any unauthorized aid on exams or assignments
- use, purchase, or plagiarize the work of any other person with or without the expressed permission of the owner of the work

Violations of this policy make a student liable to disciplinary action. See SECTION IV.

ELECTRONIC USE POLICY

Bishop Alemany High School does not allow the use of electronic devices for the purpose of translation on all, but not limited to, any exam. Per the teacher's discretion, a bilingual dictionary (paper format) may be provided during testing times.

ACADEMIC ELIGIBILITY

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

- If a student falls below a 2.0 GPA in any quarter, he/she is automatically put on probation for the next quarter.
- If at the end of the next quarter the student's grades are still below 2.0 GPA, the student is declared ineligible for the entire quarter.
- **NO APPEALS WILL BE ACCEPTED!**
- Ineligibility begins on the day that progress reports are distributed. The student will remain ineligible for the entire quarter.
- A student who is declared ineligible at the end of the fourth quarter may be placed on probation and have his/her eligibility reinstated for the fall quarter if the student attends Bishop Alemany's summer school program and raises his/her fourth quarter GPA to at least a 2.0. (Bishop Alemany's academic summer school courses will be averaged with the student's fourth quarter classes.)
- Enrollment in certain classes may be limited by the academic standing of a student.

The rules of eligibility pertain to participation in all athletic contests, practices and to the following student activities: Student Government, Drama Production, Cheerleaders, Band or Clubs and any other activities so designated by the Administration.

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 12 or more unexcused absences in any course, credit for the course(s) will be withheld. Students should be aware that arriving 20 minutes late to a class constitutes an absence.
- **Appeals to reinstate credit:** The Vice-Principal, Assistant Principal Academics, Director of Counseling and one Dean of Discipline constitute the Review Board and will evaluate appeals from students and their parents to reinstate credit that has been withheld. Record of submitted doctor's notes for excused absences verifies their legitimacy and strengthens any appeal. 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 Bishop Alemany. If the student is allowed to continue enrollment, denied credit must be made up.
- **Special Circumstances:** The Attendance and Counseling Office is to be notified in regard to serious illness or accidents so that appropriate adjustments can be made. In cases of hospitalization or prolonged serious illness (of five (5) school days or more), a parent must call the Counseling Office to have homework provided for the student. At least 24 hours' notice must be given to allow the teacher's time to provide an assignment.

ACADEMIC PROBATION

The Assistant Principal Academics in consultation with the Director of Counseling Services may place a student on Academic Probation if their performance places them in danger of academic dismissal. Parents are notified and must meet with the student's counselor to plan a strategy for success.

- Students who receive 2 failures on their progress reports at the end of the quarter are placed on academic probation and must attend tutoring sessions before or after school.

- Students who receive 2 failures at the semester are placed on academic probation for the remainder of the school year, and are required to make these courses up in summer school or through an alternative approved by the Assistant Principal Academics in consultation with the Director of Counseling Services before being readmitted to Bishop Alemany the following fall.

ACADEMIC DISMISSAL

If a student fails 3 or more courses during the school year, including at the conclusion of the first semester, the student may be required to withdraw. The student's academic and disciplinary record will be considered in making this decision.

If the student is allowed to continue at Bishop Alemany, an agreement listing specific conditions for continued matriculation must be signed by the student, parent(s) or guardian(s), and the Assistant Principal Academics

Failure to abide by the terms of the agreement will result in the student being asked to withdraw according to the following process:

Students may be academically dismissed by the Academic Board* in the following circumstances:

- Excessive failures in one semester or one full academic year
- Semester failures not made up in summer school
- Having to take courses outside of Alemany during the regular school year in order to be on track to graduate
- Not adhering to the guidelines of Academic Probation
- Being on Academic Probation for two successive semesters

The purpose of the Academic Board is to furnish Bishop Alemany High School with a system in which the rights of both the school and the individual student are respected and treated justly when dismissal for academic failure is a possibility.

*The Academic Review Board is a committee consisting of five members of the faculty. The board is asked to meet when a student has failed academically and the academic leadership of the school feels that student has not put forth the effort necessary or shown progress agreed to in previous meetings with the counseling staff. As part of part of the review process, the student and the student's parent(s)/guardian(s) are given the opportunity to meet with the Academic Board. Within 48 hours of the meeting the Principal will contact parents to communicate the decision of the Academic Board.

Students required to withdraw from Bishop Alemany for academic reasons (only) may apply for readmission, pending on space availability, when the following conditions are satisfied:

- 1) All missing credits are made up (courses to be chosen from the subject areas of English, Social Studies, Foreign Language, Math or Science), Assistant principal Academics determine that the student is back on path to graduate.
- 2) For first semester dismissals, students must attend another high school for a minimum of one **FULL** semester and submit a record showing:
 - Satisfactory attendance.
 - A minimum grade point average of 2.0
 - A positive letter of recommendation from the school attended.
 - A positive recommendation from the Bishop Alemany Dean of Discipline.

Students who are readmitted will be placed on academic probation for one semester.

WITHDRAWAL OF STUDENTS

Arrangements for a student to withdraw/transfer from Bishop Alemany are made in the Registrar's Office. The parent(s)/guardian must accompany the student when withdrawing or transferring from the school to sign the various forms and to meet with an administrator. The school grants full credit for all work a student accomplished up to the time of transfer.

SUMMER SCHOOL

Session:

All classes meet four days a week for six weeks unless otherwise noted.

Registration:

Early registration takes place in May in the Summer school office. The registration form and tuition payment may be mailed to the Summer School Office until one week before summer school begins. A designated day, noted in the school calendar, is set aside for final regular registration. Parents need not accompany their students for registration. Tuition for summer school must be paid in full at this time and a Summer School Agreement form signed by a parent must be turned in. There may be a late registration day set by the Director of Summer School. All summer school tuition must be paid in full in order to take final exams in summer classes. If the exam is not taken, a grade of Incomplete will be given.

All Summer School information and forms may be accessed at alemany.org

Attendance:

Students who are absent more than three days from any class will not be considered as having fulfilled their summer school requirement. Every three tardies to the same class will be treated as a day's absence from that class.

Dress Code:

The Summer School Dress Code is the same as for the regular school year.

Code of Conduct:

All students must follow the Code of Conduct that applies during the regular school year. Any behavior that interferes with the educational process or manifests contempt for school authorities or peers will not be tolerated. Immediate dismissal from summer school will result from any of the following:

- use or possession of drugs, alcohol, tobacco, fireworks or firecrackers on or near the campus;
- any acts of vandalism; fighting;
- any acts of theft, cheating or serious disrespect.

SUMMER SCHOOL CREDIT POLICY

A student who fails a required course for a semester must make up that course in Bishop Alemany's summer school in order to be readmitted in the fall. If the failed course is not offered in summer school, the student must pass an elective course in Bishop Alemany's summer school to make up the missing credit and then repeat the required course the following year. A student who fails an elective course at the semester must make up the missing credit by passing elective courses in Bishop Alemany's summer school. Students making up College preparatory classes must take College preparatory classes in Summer School. Introduction classes will receive elective credit only.

COURSES TAKEN AT OTHER SCHOOLS

Student must obtain written permission from the Counseling Office prior to taking any course at another school, including community college. Courses taken at another school, without prior written permission, will not be included in the student's cumulative record.

An official sealed transcript from another accredited school must be submitted to the Counseling Office for credit consideration. Once credit is awarded for a course, that course may not be repeated for additional credit.

SCHOOL RECORDS

The parents of a student and the student him/herself, if over 18, have the right to inspect and review the student's permanent record file. Third parties may not review student records without permission of the parents of the student, unless the student is 18 and can grant his/her own permission. No portion of the record can be released without prior, written consent of the parent or the student where the student has reached the age of 18 or is in an institution of higher learning. However, teachers and administrators in the school attended by the student who establish an "a legitimate interest" may gain access to student information without parental permission. These guidelines are in accord with the Family Educational Rights and Privacy Act of 1974.

Transcripts:

Transcripts of high school grades are obtained from the Registrar's Office. Students may obtain and fill out the required form which can be printed from the website and is also available in the Tuition Office, Counseling Office, and Main Office. A \$5.00 fee will be charged for regular processing and \$10.00 for a rush request (less than 24 hours).

EXCURSIONS AND FIELD TRIPS

The curriculum may incorporate excursions and field trips. They must be educational in nature and related to the curriculum and content of the course of study. The Assistant Principal Academics is responsible for giving approval.

Parents are required to complete a Parent Permission form well in advance of the event.

There must be adequate supervision and school rules of conduct will be maintained. Proposed trips outside of a 100 mile radius of the school must take into consideration the ability of parents to incur associated costs, the financial impact on other school fundraising activities and the class work that will be missed.

Proposed overnight trips must have a clear educational purpose and require additional insurance from the Archdiocese. The principal is required to obtain approval from the Regional Supervisor prior to any overnight field trips.

The Archdiocesan field trip form must be used for all field trips and excursions and all completed forms must be retained until the end of the school year.

State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. Student emergency information must be immediately available to the supervisor and at least one adult chaperone shall be in possession of a cell phone. A snakebite kit must be included in any areas where there may be venomous snakes.

ELECTRONIC COMMUNICATIONS POLICY

1. Systems, Devices and Materials

- a. **Electronic communications systems** include, but are not limited to, electronic mail, voice mail, iPads, facsimile machines, stand-alone or networked computers, intranets, the Internet/World Wide Web and any other communications systems that may be created in the future.
- b. **Electronic communications devices** include, but are not limited to, regular and mobile telephones, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment.
- c. **Electronic communications materials** include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, e-mails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.

2. Electronic Communications Systems, Devices and Materials and Users Covered

- a. All electronic communications systems, devices and materials whether in a parish, school, or archdiocesan department or office;
- b. All electronic communications devices and materials taken from parish, school or archdiocesan office for use at home or on the road;
- c. All personal devices and materials brought from home and used on parish, school or archdiocesan premises during regular business hours;
- d. All personal devices and materials, regardless of location, that are used in such a manner that the parish, school or archdiocese may be implicated in their use.
- e. All users of electronic communications systems, devices and materials, including, but not limited to, students, employees, staff, contractors, volunteers, clergy and religious, and their families.

3. Ownership and Control of Communications

- a. All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices and materials are to be used primarily to conduct official parish, school or archdiocesan business, not personal business.
- b. With permission from the pastor, principal or other person in charge, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.
- c. Parish, school and archdiocesan systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the pastor, principal or other person in charge at the parish, school or archdiocesan department.
- d. Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography or materials that are otherwise harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are "ON."
- e. Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the parish or school.
- f. All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the parish, school or archdiocesan department.
- g. Parishes, schools and the archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

4. Guidelines for E-mail correspondence and other electronic communications

- a. All users of parish, school or archdiocesan communications systems and devices should use care in creating e-mail, text, instant or voice mail messages. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of e-mail and text messages are the same as other written documentation and cannot be considered private or confidential.
- b. E-mail and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to "All Employees," "All Parents" and the like on intranets or the Internet or the World Wide Web **must be approved** by the principal or other person in charge before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

5. Prohibited Practices:

Users of school electronic communication systems, devices or materials **and** users of personal devices and materials on school premises, during normal business hours or under circumstances when the school may become implicated in the use, may not:

- a. Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.
- b. Post or distribute personal contact information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal contact information includes names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLS) of social networking sites or blogs.
- c. Post or distribute communications or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- d. Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents' approval and the presence of a parent at any meeting.
- e. Engage in pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- f. Post chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.
- g. Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.
- h. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment;
- i. Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal or other person in charge.
- j. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files.
- k. Give unauthorized persons access to parish, school or archdiocesan systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- l. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible person.
- m. Introduce a virus, attempt to breach system security or tamper with a system.
- n. Alter, without authorization, a start up screen or the desktop, or install applications that will subvert these functions.

- o. Allow any minor to access the Internet on school communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- p. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission (“FCC”) or that would violate FCC rules or policies.

6. Consequences of violations of electronic communications policy

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of enrollment, removal from school activities, or other appropriate disciplinary action.

Bring Your Own Device Policy

All parish elementary schools and parish and archdiocesan high schools are committed to assisting students in becoming responsible digital citizens. Schools can do so by giving students authentic experiences that build their skills in collaboration, creativity, communication, and critical thinking and that prepare them for their current and future educational experiences and careers. The archdiocesan Bring Your Own Device (BYOD) Policy is designed to meet this objective for students who bring or use their own electronic devices in school or as part of their student life.

Students may bring personal electronic devices to school for educational purposes with the approval of the school administration. While at school, students are required to connect to the school's filtered network connection.

Responsibility for Devices and Their Use

- All students and their families are required to follow the Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP"), whether the device is provided by the student or the school.
- Students are solely responsible for their own personal devices and are to permanently label devices with identifying information.
- The school assumes no financial responsibility for personal devices if they are lost, loaned, damaged, or stolen.
- Personal devices are subject to investigation in accordance with the Archdiocesan AUP and the archdiocesan Administrative Handbook (see School Searches).
- Students are expected to keep their devices secure at all times and not loan them to others unless required to do so for an educational assignment.
- Students are expected to protect their devices by bringing them to school in a case or cover to avoid damage.
- 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.

SECTION IV: SCHOOL DISCIPLINE

In order to become the "...*intellectually prepared men and women who are committed to promoting a just and peaceful world as conscientious and morally courageous leaders in service to others*" described in the school Mission Statement, the Bishop Alemany student must adhere to a code of conduct designed to encourage behavior that leads to achieving those ideals.

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 Bishop Alemany, they have agreed to comply with and help enforce all school rules and regulations.

AGENTS OF SCHOOL DISCIPLINE

Classroom Teachers:

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

1. Correct and admonish 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 appropriate 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 deans 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.

Teachers are never permitted to simply send a student to the office.

All Faculty and Staff:

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

Deans of Discipline:

The Deans of Discipline are responsible for the general discipline and Christian conduct of student body outside of the classroom. Each dean is responsible for male/female students based on the alphabetical order of their last name (A through L and M through Z), but will deal with any situation that may arise.

Discipline Review Board

The Discipline Review Board acts as an advisory board to the principal regarding disciplinary matters when the administration of the school feels that a dismissible offence or violation of the terms of their probation merit the convening of a Board. The Board/Deans will make a recommendation to the Principal who has the final decision in all disciplinary matters.

- The Board is composed of five voting faculty members, 4 appointed by School Administration/Principal and 1 appointed by the Student Council, and a designated Dean and/or Administrator who chairs the board.
- All Board members will have at least 3 years teaching experience at Bishop Alemany High School.
- The dean(s) present information concerning the discipline violation and the student discipline record to the Board.
- Only the student and the parents/guardian may be present. They may speak to the Board and offer mitigating information. No legal or other representation is allowed.
- The Decision of the Board will be communicated to the parents by the School Administrator.
- See Dismissal Procedures on page 43.

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

PROCEDURES FOR INFRACTIONS OF SCHOOL DISCIPLINE

Teacher's Detention:

- This is a detention assigned by the student's teacher for a classroom infraction. It is to be served with the teacher in his/her room for the amount of time and on the day specified by the teacher. State law allows a teacher to detain a student for up to 60 minutes after school without notification.

Teacher's Referral

- 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 parent 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.

Saturday Detention:

- All detentions assigned by the Deans, will be served on Saturday mornings for up to three hours.
- Students assigned to Saturday detention will pay \$5.00 on arrival. The supervising teacher will collect and deposit at the Business office. Failure to bring detention fee may result in non-admittance & hours will double (counts as a no-show to detention).
- At least one day's notice will be given to the student.
- A student who wishes to discuss the detention must see the appropriate Dean before the assigned detention.
- A student that owes detention money and or detentions hours may not be allowed to attend prom, grad night or take part in other graduation activities.
- **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 submit a request **in writing** if there is a family conflict. The Saturday detention may be re-scheduled for another Saturday with no penalty to the student **once per semester**)
- If a student fails to report to detention the penalty hours will be doubled.
- Students assigned Saturday Detention are to report to the L-wing unless otherwise noted.
- Students must wear Alternative Dress or school uniform as specified in this handbook.
- 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.
- Failure to comply with any of these rules will constitute a "No Show" and the detention time will be doubled.

Suspension

There are two types of suspension:

- In-house, where a student is suspended from classes because of a disciplinary infraction or noncompliance with school rules or while a disciplinary situation is investigated by the Dean(s). The student remains in the Dean's office up to a full day or until parents are contacted and come to the school to pick the student up and remove him/her from campus.
- Out-of-school, for a period of time necessary to evaluate the situation and to arrange for a Discipline Board hearing with the student, her or his parents and the Dean(s).

Archdiocesan policy states that time missed during a suspension is considered excused.

The Deans implement the discipline policies and procedures of the school.

PROGRESSIVE STEPS OF DISCIPLINE

Step One:

For one or more infractions of school discipline

Detention - A Minimum of one hour of Saturday detention.

Step Two:

When infractions result in assignment of 5 hours of detention.

Conference with the Student and Notice to Parents

The Dean advises the student in terms of what the student can do to remedy the situation. The counseling may include a warning, a delineation of possible future consequences, the requirement of specific actions on the part of the student, etc. The Dean will attempt to notify parents by phone, email or in a face-to-face conference, and document in writing on discipline record.

In certain situations, the Dean may determine that the best approach is to have a student meet in session with her or his teachers and counselor.

Step Three – Disciplinary Probation:

- a. When infractions result in assignment of 10 or more demerits, or
- b. A serious violation of school rules:

Disciplinary Probation is reserved for continued violations or serious violations of school rules and is a formal notice and warning to a student and her or his parents.

Probation stipulations are usually as follows:

- The period of probation lasts for no less than five weeks, but may be adjusted at the discretion of a dean or an administrator.
- The student will serve at least two hours detention each Saturday during the period of probation.
- Other stipulations may be placed on the student as warranted by the situation and determined by the Dean and specified in an agreement signed by all parties.
- During this period the student is expected to show marked improvement in behavior. Any further violation of school rules or disciplinary policies or the terms of probation makes the student eligible for strict probation or dismissal.

Step Four – Strict Probation:

- a. When infractions result in assignment of 15 or more demerits, or
- b. A serious violation of school rules:

Strict probation is reserved for a major violation of school rules and is a formal notice and warning to a student and her or his parents.

Strict Probation stipulations are usually as follows:

- The period of strict probation lasts no less than ten weeks, but may be adjusted at the discretion of a dean, administrator or the Discipline Board.
- The student will serve a minimum of two hours of detention each Saturday during the period of strict probation-typically 20 hours.

- Deans will inform parents of the incident and discipline. Deans will provide an agreement stipulating the period and terms of the Strict Probation.
- During the period of Strict Probation:
- There is no participation in or attendance of any extracurricular activities.
- The student must arrive at the beginning of the school day and depart immediately at the end of the school day.
- Any violation of school rules or disciplinary policies or the terms of strict probation during the time of probation may result in immediate dismissal.
- In certain situations a student will be placed on a **Behavior Contract** that stipulates specific behavioral expectations and conditions that must be complied with for continued enrollment. Any violation of such stipulations will result in immediate dismissal without Discipline Board review.

Other stipulations may be placed on the student as determined by the dean acting for the good of the school as well as the individual, and as warranted by the situation.

With all due consideration, disciplinary actions are determined by the professional judgment of the Deans, Administration or Discipline Board and dealt with on a case-by-case basis. Steps may be skipped depending on the student's infraction and disciplinary record.

Students must carry their Bishop Alemany High School ID with them at all times while on campus or at school events. Failure to have ID may result in detention.

Step Five:

- Further infractions of violations following Strict Probation, or
- A major violation of school rules includes the possibility of Dismissal:

Additional:

- Depending on the severity of an infraction, disciplinary action may skip steps.
- This process is cumulative for the whole school year.
- Assignment to a particular step is at the discretion of the Dean based on the frequency and severity of violations.
- Infractions at end of year carry over to the following year. Juniors-to-be-Seniors need to be aware that their privileges and graduation may be in jeopardy if they violate rules at the end of the year.

Dismissal Procedures for Serious Infractions

1. The incident is reported to the Dean.
2. The student is suspended while the matter is investigated.
3. The School Administrator/Dean's Office will notify the parents of the infraction that is grounds for dismissal or that the student has been recommended for dismissal based on their disciplinary record
4. If the Administrator/Dean's Office deems it necessary, the student and parent(s) may appear before the Discipline Review Board.

Possible recommendations from Discipline Review Board to the principal include:

- Strict Probation
- Strict Probation with Student Behavior Contract
- Immediate Dismissal/Withdrawal
- Any other consequences deemed appropriate

5. The Principal renders a decision.
6. If a student is asked to withdraw from the school and the parents fail to withdraw the student, the principal may exercise his or her right to expel/dismiss the student including notification of student's home school district.

Disciplinary Review

Student disciplinary records are reviewed each semester. If a student has a poor record and there has been no improvement in behavior, appropriate action will be taken in the subsequent semester. Such action could be probation, strict probation, denial of re-registration or dismissal, depending upon the particular situation.

Dismissal

A student's attendance at Bishop Alemany may be terminated under these circumstances:

- If, after exhausting the steps of the discipline procedure there is no improvement in a student's behavior, as determined by the deans, the Discipline Board may recommend to the principal that the student be dismissed. Parents will be offered the opportunity to withdraw the student.
- If a student commits a serious violation of school rules the Deans and or Discipline Board may recommend to the principal that the student be dismissed.
- Bishop Alemany reserves the right to dismiss a student from the school if they are arrested for any violation of civil or criminal law.

Students who have been dismissed or required to withdraw may be ineligible for re-admission. Neither are they allowed to attend school curricular or co-curricular events, or be on campus except as described under DANCES.

The Deans may recommend to the Principal that a student not be permitted to return at the end of a school year based on her or his discipline record

INFRACTIONS OF SCHOOL RULES

Classroom Infractions:

These are dealt with by the individual teacher:

- Minor classroom disturbance, such as being out of an assigned seat, excessive talking, impertinence (rudeness), grooming, etc.
- Failure to follow classroom procedural rules set by the teacher.
- Failure to do homework or class work.
- Failure to have necessary books and materials in class.
- Inappropriate use of electronics including, but not limited to cell phones and iPads. Cell phones and iPads should be off and not used during class time, unless permitted by the teacher.
- Failure to remove sunglasses.
- Failure to remove hood or head covering in class
- Food or drink in the classroom.
- Sleeping or other non-attentiveness in class.
- Gum Chewing
- Tardy to class. The teacher enters the tardy on the attendance report. The student is automatically assigned one hour Saturday detention for each tardy.
- All Dress Code Violations are to be reported to the Deans office by the teacher. The student will be assigned 1 hour Saturday detention for each infraction

School Infractions and Consequences for Violations:

These must be reported to and dealt with by the Deans. The school authorities acting in the place of the parents or guardians (*in loco parentis*) reserve the right to question students regarding infractions without the parents or guardians present. If the infraction is serious the parents or guardians will be contacted in a timely manner. . (Repeated offences will result in the Progressive Steps of Discipline).

1. Riding a skateboard, roller blades or bicycle, hover boards, etc. on school grounds.

2. Repeated or inappropriate use of electronic devices on or off campus (Defiance).

- Cell phones and other devices may not be disruptive during school hours (cell phones should not be seen or heard during class time).
- The item may be confiscated and may only be picked up by a parent or guardian.
- **All confiscated cell phones, iPads and digital cameras are subject to search by Deans & Administration.**
- Any use of blocked sites or apps during school hours is prohibited.
- Any derogative, inappropriate or unauthorized use or posting pictures of students or faculty/staff is strictly prohibited.
- Anything posted that is determined to do detrimental to Bishop Alemany High School.
- Any pictures or texts of drug use, drugs or drug paraphernalia or any other pictures or texts of inappropriate or immoral actions found on phones, laptops or any other electronic device is against school policy. Any violation-parents of parties involved will be called and possible referral to a counselor.

Detention, Probation (regular or strict) and/or Suspension, & Dismissal are possible actions to the above infractions. Action will be taken according to the circumstances.

Bishop Alemany High School is not responsible for theft of or damage to personal property, including textbooks and any kind of electronic device.

3. Posting or distributing unauthorized flyers or suchlike materials.

4. Possessing or using matches or lighters on school grounds.

- Action will be taken according to the circumstances. This will include confiscation of the items and possible detention, probation, parent conference and/or dismissal.

5. Using faculty restrooms – 1 hour Saturday detention.

6. Tardy to School

- 1-hour Saturday detention beginning with the fourth tardy each semester.
- 1-hour each subsequent tardy throughout each semester.
- All tardies are counted, including those due to traffic.

7. Tardy to Class.

- 1-hour each subsequent tardy throughout each semester.
- Excessive tardies (refer to Progressive Steps of Discipline).

8. Out of Dress Code.

- Students out of Dress Code are assigned a minimum of 1 hour of detention for each infraction. The student must be in dress code or be subject to suspension until the requirements of dress code are met.
- Clothing/items confiscated by the school must be picked up by a parent or guardian.
- Repeated offenses (refer to Progressive Steps of Discipline).

9. Parking out of bounds.

- Students must park in the student parking lot on San Fernando Mission Blvd. **only (this includes students in morning classes & team or group practices)**. No other parking is allowed unless assigned by Administration. Violation – vehicle may be towed, \$25 fine and detention. All school rules, policies, searches and discipline apply to cars parked off campus
- Students who drive to school are required to park on campus and to purchase a parking permit. Parking permits must be current and visible.

- Continual violations – parking permit revoked and probation.

10. Failure to report to an assigned detention.

- 1st violation – Time in detention doubled
- 2nd violation – Step Three Probation (detention will be made up as part of probation.)
- Suspension from all activities (games, dances, etc.) if excessive detention hours are owed

11. Defacing school property.

- 1st violation – Step Three Probation or Step 4 Strict Probation and a minimum fine of \$100. Depending on severity of the violation, the students may be required to make complete restitution of all costs incurred by the school and/or be subject to dismissal.

12. Gambling on campus.

- 1st violation – Step Three Probation or Step 4 Strict Probation (Action will be taken according to the circumstances).

13. Possession or use of a laser pointer

- 1st violation – Step Three Probation or Step 4 Strict Probation (Action will be taken according to the circumstances).

14. Violation of Academic Integrity Policy

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 write up an academic integrity report and turn in materials and report to the appropriate disciplinary dean.

1st offense: one hour Saturday detention

2nd offense: two hours on each of the two consecutive Saturdays

3rd offense: Step Three Probation

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
- Student will receive a zero on the exam or quiz.
- The teacher will contact the parent.
- The teacher will write up an academic integrity report and turn in materials and report to the appropriate disciplinary dean.

1st offense: Step Three Probation (Quiz); Possible Step Four Strict Probation (Test/Final Exam)

2nd offense: Step Four Strict Probation (Quiz); Possible Dismissal (Test/Final Exam)

3rd offense: Subject to dismissal regardless of the number of semesters between the 1st and 3rd incident

If a student uses, purchases, or blatantly plagiarizes 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 any necessary material
- Student will receive a zero on the assignment.
- The teacher will contact the parent.
- The teacher will write up an academic integrity report and turn it in with the materials to the appropriate disciplinary dean.

1st offense: Step Three Probation - Step Four: Strict Probation (action taken depends on the severity of the offence and is at the discretion of the dean or administrator).

2nd offense: The student will be subject to dismissal regardless of the number of semesters from the 1st to the 2nd incident; the Studies office will denote plagiarism on the official school transcript of the student

Note: The Bishop Alemany High School Academic Integrity Policy will view violations on a case-by-case review, with disciplinary consequences up to and including expulsion with a permanent note on the student's transcript

If a student has a combination of violations of academic integrity for an academic year, the student may appear before the Discipline Board and face dismissal from Bishop Alemany High School.

15. Unauthorized absence from class or Leaving campus without permission (Partial Truancy)

- 1st violation – Step Three: Probation
- 2nd violation – Strict probation
- 3rd violation – recommendation for dismissal

16. Truancy

Truancy is defined as absence from school with neither school nor parent consent.

- 1st violation – Step Four: strict probation
- 2nd violation – Recommendation for dismissal

Students who are truant are to receive an “F” in their classes for that day and are not allowed to make up any assignments.

17. Possessing or using tobacco products, including electronic cigarettes, on campus.

- 1st violation – Step Four: strict probation
- 2nd violation – Recommendation for dismissal

18. Possession, under the influence, or use of drugs or alcohol

- Where students seek help for a drug or alcohol related problem from administration or faculty, the school may work with families and support the student as they deal with the problem.
- Any violation – subject to dismissal (Discipline Board)
- Reasonable suspicion: BAHS has right to drug test student at school prior to parent notification.

19. Fighting on or off campus at any time or encouraging a fight.

- Any violation –subject to immediate dismissal (Discipline Board)

20. Unauthorized Internet Web Sites & Use of Social Media.

- It is unacceptable to use the Bishop Alemany High School name, initials, logos or pictures of staff, students, the school or school activities with anything that is degrading, lewd, threatening or violent. Deliberate publication or harassment on the Internet or anywhere else, may result in serious disciplinary action including expulsion. Any violation – subject to dismissal.

21. Sexting

- Sexting is defined as the act of sending or receiving sexually explicit messages or photographs, primarily between cell phones.
- Any violation – Parents will be called and counselor notified;
- Action will be taken according to the circumstances; students may be subject to dismissal and law enforcement may be notified.

22. Formal Dress

- 1st violation – up to 3 hours detention depending on extent of violation
- 2nd violation – Probation (refer to Progressive Steps of Discipline)
- Students out of uniform are subject to suspension

Students who have committed a serious violation of rules will be suspended from school and placed on strict probation. In each case, the Administration reserves the right to invoke a more severe penalty up to and including requiring counseling or expulsion if it judges that the nature of the action or the circumstances warrant it.

While all on-campus rules and regulations are to be observed on and off campus, a student is a Bishop Alemany Catholic High School Student at all times. Any student who engages in conduct, whether inside or outside of the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

INFRACTIONS THAT ARE GROUNDS FOR DISMISSAL (DISCIPLINE BOARD AND/OR TERMINATION OF ENROLLMENT)

1. A pattern of disruptive behavior in the classroom
2. A pattern of defiance or non-compliance with school rules.
3. Violation of terms of probation or strict probation.
4. A major violation of school rules that may result in immediate dismissal, including but not limited to:
 - a. Destroying or defacing school property; vandalism on school grounds, including tampering with locks or locked doors, computer hacking and pranks of any kind.
 - b. Disrespect or extreme impertinence towards any faculty or staff member or anything that manifests contempt for school authority.
 - c. Serious misconduct in speech, writing or action including cheating or dishonesty and forging school or legal documents.
 - d. Being in possession of, under the influence of or using drugs or alcohol on campus, in the immediate vicinity of the campus, at school activities or at school functions. Being in possession of drug paraphernalia. The appropriate authorities will be contacted
 - e. Selling or giving drugs, drug paraphernalia or alcohol to another member of the Bishop Alemany student body. The appropriate authorities will be contacted
 - f. Theft of any school or personal property.
 - g. Setting a fire. Tampering with fire alarms or fire extinguishing equipment.
 - h. Scandalous, illegal or immoral conduct on or off campus at any time while the student is enrolled in the school.
 - i. Fighting, encouraging a fight on or off campus at any time.
 - j. Assault, extortion, threatening behavior or endangering the well being of any person (for example, setting off a firecracker, throwing objects in class or on campus, possession of flammable or explosive materials.)
 - k. Bring any kind of weapon onto campus or to a school function. The appropriate authorities will be contacted.
 - l. Harassment, including verbal, physical or written intimidation; including, but not limited to, using electronic communications to victimize, degrade or libel other persons; using ethnic slurs; name calling; prejudicial behavior; employing actions that victimize and make life miserable for other persons.
 - m. Gang or crew involvement, including any behavior, dress, mannerism or action interpreted by the Administration to signify gang or crew affiliation, for example, the wearing of gang colors, the writing of gang graffiti; association with known gang members, dance crews, party crews, etc.
 - n. Association with any person or group that poses any kind of threat to Bishop Alemany High School or its students.
 - o. Graffiti: possession of any object (for example books, notebooks, clothing, etc.) that is marked with tags or graffiti or possession of items used to produce graffiti (for example, spray paint can, markers, etc.)
 - p. Hazing or any act that injures, degrades or disgraces a fellow student or person attending the school.
 - q. Establishing, maintaining, participating in or posting on unauthorized Internet web sites.

In addition to the above criteria, the Administration reserves the right to dismiss a student from Bishop Alemany High School for what it considers due cause.

SCHOOL SEARCHES

Students' legitimate expectations of privacy in person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school official conducts a search of a student's person or personal effects, an adult witness should be present.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his/her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his/her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that a law or school rule is being or has been violated.

An alert from trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car or his/her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral. Further refusal may result in dismissal. In the event that any items belonging to a student are confiscated, the school official should document that fact.

INTERVIEW AND REMOVAL FROM SCHOOL OF STUDENTS BY POLICE OFFICERS

Police officers have the right during the school day to interview students who are suspects or witnesses. School personnel should not unnecessarily hinder the release of a student to police officers. School personnel are not liable for releasing students for this purpose, or other legitimate law enforcement purposes, which require taking the pupil from the school if they are taken with "proper standard of care" which is defined below.

When a student is taken into police custody and removed from school during school hours, the school will inform the parent or guardian except in child abuse cases and will maintain a record of circumstances involved.

Students can be removed from school during school hours by law enforcement only under the following conditions:

- By properly identified representatives of law enforcement agencies who are making an arrest, with or without a warrant, presenting a warrant for the arrest of a pupil, or taking a student into custody without a warrant
- By properly identified representatives of law enforcement agencies when not making an arrest or taking a child into custody as stated above under the following conditions, with the express permission of the parent obtained prior to the release of the pupil and in cases of emergency, when the parents cannot be reached
- By properly identified representatives of a Child Protective Agency when taking a child into custody
Principals must notify the Department of Catholic Schools if a student is removed from school by law enforcement or Child Protective Services.

1. Interview of a Student During School Hours by a Police Officer

Upon presentation of proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and the child protective agencies in the performance of their official duties shall be allowed to interview students in those cases in which an interview out of school hours is impossible, impractical or would duly interfere with the enforcement of law.

Although the law does not require it, the parent or guardian should be informed by the principal that such an interview has taken place, except upon request of law enforcement.

Before releasing the student for the interview, the principal must exercise the “proper standard of care” which is to:

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts
- In the case of the release of the student to the officer, the reason for such an action

Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school.

Before a student is taken into police custody and removed from the school during school hours, the school will attempt to inform the student’s parent or guardian. The school will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of police officers.

2. Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer

While it is the duty of the police officer to notify the parent or guardian of the person taken into custody or placed in detention, the school principal shall take immediate steps to notify the parent or guardian of the minor regarding the release of the student to the officer and regarding the place to which the student is reportedly being taken, except when a student has been taken into custody as a victim of suspected child abuse. The principal shall provide the police officer with the address and telephone number of the student’s parent or guardian.

Even in the case of child abuse it is the Child Protective Agency’s duty to notify the parent or guardian, but the principal should obtain the following information:

- The name of the police officer or Child Protective Agency representative
- The telephone number of the police station
- The officer’s badge or ID number
- Instructions from the officer regarding parental inquiries concerning the whereabouts of the student
- Although the law does not require it, the parent or guardian should be informed by the principal that such an interview has taken place, except upon request of law enforcement. It is the policy of the archdiocese that an adult, school staff person will be present for any interview unless the student selects otherwise.

Before releasing the student for the interview, the principal must exercise the “proper standard of care” which is to:

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts
- In the case of the release of the student to the officer, the reason for such an action 26

Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school.

Before a student is taken into police custody and removed from the school during school hours, the school will attempt to inform the student’s parent or guardian. The school will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of police officers.

SECTION V: ATTENDANCE POLICIES

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

THE SCHOOL DAY BEGINS AT 8:00am EACH DAY, MONDAY THROUGH FRIDAY.

ABSENCE

Absence is defined as non-attendance at classes when school is in session. Parents do not have the right to excuse their student from attending except for a legitimate reason. Arriving 20 minutes or more late to class constitutes an absence.

EXCUSED ABSENCES:

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

1. Valid Illness. A parent may be requested to provide medical verification. Medical verification is required for an absence of more than three (3) consecutive days or if a student has accumulated excessive absences or an unusual pattern or absences throughout the academic term.
2. Attendance at funeral services or bereavement in the immediate family.
3. Court Summons.
4. Quarantine directed by a County or City Health Official.
5. An emergency or special set of circumstances judged as sufficient cause by school authorities (administration and/or dean). The principal should be notified of the circumstances immediately.

UNEXCUSED ABSENCES:

All other absences taken with permission of the parents, but not that of the school. This includes family vacations, trips, personal reasons, etc. Such absence counts towards excessive absence. (Absences that fall under the “excused list” will be deemed unexcused until proper documentation and/or a parent note is submitted to the Attendance Office).

TRUANCY:

Absence from school with neither school nor parental knowledge and/or consent. Students who fail to turn in a parent note may be deemed truant. (See truancy policy).

EXCESSIVE ABSENCE:

A student who misses 12 or more class sessions for a particular course in a semester will lose academic credit for the course(s) in which excessive unexcused absences occurred. See Academic Section of Handbook for Appeal Procedure. (Students may also face disciplinary action)

SPECIAL CIRCUMSTANCES:

The Attendance & Counseling Offices are to be notified in regard to serious illness or accidents so that appropriate arrangements can be made.

Absence Procedures:

- Parents must notify the Attendance Office before 8:00 am if a student will be absent. Parents may call 818-837-5202, and leave a message, or email: attendance@alemany.org. Please include student’s name and grade, reason for absence, and parent name and contact phone number in case verification or more info is needed.
- When the student returns to school after an absence, he or she must turn in a written note signed by the parent or guardian explaining the reason for absence to the Attendance Office. The Attendance Clerk will then issue a readmit slip to the student. Students will not be admitted to class without having obtained a readmit slip prior to the start of the school day. It is the student’s responsibility to obtain the slip with adequate time to report to class on time. Students arriving late to class or who fail to obtain a readmit slip prior to class may be marked as tardy. Students will receive 1 hour of detention if a note is not submitted upon return.

- Students whose absences are not reported to the Attendance Office by a parent phone call, parent email or parent written excuse will be referred to the Dean's Office. Students who fail to bring in a parent note will be marked as an unexcused absence and are subject to disciplinary action. (Absence with no note may be deemed a truancy).
- If a note has been forged or falsified the student will be reported to the appropriate Dean who will assess the proper consequence up to and including dismissal if it is a case of truancy.
- Students who must leave school during the school day must obtain an off-campus permit from the Attendance Office. Any student who misses more than two (2) periods on a regular day will be counted absent for the day. Any student who misses more than one period on a block day will be counted absent for the day.
- Participation in school activities and athletics: students who wish to participate in any school activity of any kind on a particular day must be in school at least 4 full periods (or 2 full block schedule periods). If the game or activity is on a Saturday or Sunday, this obligation must be fulfilled on the previous Friday.

Tardiness Policies:

- Tardiness is defined as arriving in any class after the bell for the start of class has rung.
- Students will be issued a 1 hour detention for each tardy to class.

First Block of the Day:

- Students who are 20 minutes or more tardy to the first class of the day must go to the Attendance Office to obtain a tardy slip before attending their first class. 20 minutes or more tardy is considered an absence and student is subject to disciplinary action.
- Students will receive a 1 hour detention for each tardy beginning with the 4th tardy to school each semester. (The first 3 tardies of each semester - detention is waived in consideration of unforeseen circumstances.)

Classroom:

- Tardiness to any class is a school infraction. It may be excused only when it is the result of a counseling or other appointment with a school official and the student presents the teacher with a note from that person.
- A student who is tardy to any class must attend detention. There are no exceptions allowed, including but not limited to athletics, clubs or medical appointments.
-

0 Period & 7th Period Classes:

- Students enrolled in these classes are subject to all Absence and Tardy Policies. (0 period classes begin at 7:00am).
- Credit may be withheld if a student accumulates an excessive number of unexcused absences. (See Excessive Absence Policy).

Off-Campus Permits:

- It is strongly recommended that medical or dental appointments be scheduled when school is not in session.
- Written verification of the appointment is required from the doctor's office noting the time and length of the appointment.
- Permission to leave school before the time of dismissal requires a written request with a daytime phone number from the parent or guardian which is presented to the Attendance Office before the first period of the day. The request must state the reason. The office will then verify the note and issue an off-campus permit.
- For the safety and well-being of the student when she or he is issued an off-campus permit, (i.e., doctor/dentist appointment, family business, sent home because of illness, etc.) she or he must wait in the Administration Office for a parent/guardian pick-up at the appointed time.

- The student will be released **ONLY** after the parent/guardian has produced proper picture identification.
- The student will not be released to any other person who is not designated by the parent and on file with the school.
- In cases which a written explanation of a foreseen absence has been received by the school and the student has been issued an off-campus permit in advance, the student must report to the Attendance Office upon return to obtain a readmit slip before returning to class.
- Time absent from school with off-campus permits will be charged as equivalent absences.
- Student must sign out from the Attendance Office and provide off campus permit to security guard in order to exit campus.

No students will be released from school during preparation or celebration of Mass or Prayer Services. Also, no student will be released during any pep rally. Arrangements must be made by parents to pick up students at least 45 minutes **prior to the start these events**. Students are to follow dismissal procedures and bring in a parent note in the morning prior to the start of the school day. All offices will be closed during this time so all faculty and staff members may supervise our students. Please plan accordingly. Please consult our school calendar for specific dates and times of these Masses, Prayer Services and Rallies.

Illness During The School Day

- Students who become ill during the day outside of class must report to the Administration Office immediately.
- During class time, students must obtain written teacher permission to report to the Administration Office.
- A student may **never** independently call the parents and tell them to come and pick her or him up during the school day.
- If the student should leave school without the necessary written permission (off-campus pass), the student is liable to school discipline.
- Student must follow the procedures to obtain a readmit slip upon return to school.

Corridor Passes

A student who receives permission from a teacher to leave class during the class period must obtain a Hall Pass from that teacher. Students out of class without a written pass will be considered truant.

Release of Students

Students may not leave the campus for any reason at any time during the school day unless they have parent and school permission. All release of students must be done through the Main Office. It is the policy of the school to refrain from interrupting a class in order to call out a student for dismissal unless it is an emergency or unavoidable. All students who are to be dismissed during a class session should have obtained an off campus permit from the Attendance Office prior to the beginning of the school day. All students are required to sign out from the Attendance Office. All legal regulations and insurance requirements must be met. Students may not have off-campus lunch privileges. Please note that due to student safety and accountability, students will not be dismissed from Mass or assemblies/pep rallies unless prior arrangements have been made.

Masses and Pep Rallies/Assemblies

All students are required to attend all Masses, Rallies and Assemblies. No students will be released from school during preparation or celebration of Mass or a prayer service, rally or assembly. If an urgent situation should occur, parents must make arrangements to pick up students at least 45 minutes prior to the start of the event. Students are to follow dismissal procedures and bring in a parent note in the morning prior to the start of the school day. All offices are closed during Masses, rallies and assemblies so that faculty and staff members may attend. Please plan accordingly. Please consult the school calendar for specific dates and times of these events.

SECTION VI: ADMISSIONS

Bishop Alemany High School's strong comprehensive curriculum enables the school to welcome students whose academic abilities differ greatly by providing courses on all levels. Thus, it prepares every student for a number of post-secondary educational and career choices. Alemany also emphasizes competence in using computer systems and technology.

Staff, parents, students, state mandates, college entrance requirements, archdiocesan directives and financial restrictions determine the academic program. Tuition costs are moderate in order to provide for Catholic families within as broad a range of incomes as possible.

Financial aid is available for practicing Catholic families. The immediate community that Alemany serves in the northeast San Fernando Valley encompasses a variety of neighborhoods, ranging from low-income areas to those which are quite affluent.

Alemany strives to educate every student for responsible community living. To this end and to assist students in reaching their full potential, the school provides counseling and guidance in the areas of personal needs, academic goals and career awareness.

Non-Catholic students and parents are respected for their individual beliefs and are expected to cooperate in the educational goals of Alemany. They bring an ecumenical perspective, which enriches the school as a Catholic Christian community.

The total school program is designed to assist parents in fulfilling their primary responsibility for the education of their children. To take even small steps toward the implementation of this philosophy requires discipline on the part of all and sincere cooperation with the grace of God.

School as a Community

Whenever people associate with other people in a public setting, such as school, they assume responsibility for conducting themselves in a manner that respects the dignity of others. They are expected to eliminate from their behavior those elements that display hostility or reveal a lack of concern for promoting what is desirable in human life. Members of a Catholic school community are challenged to express in their behavior a genuine love and concern for each other that flows from their faith in Jesus. Each member's own personal behavior should reflect a willingness to grow and mature as a contributing member of the community.

School as a Facility

Since a school is also a facility that young people use to pursue their education each member of the school community is responsible for the use and care of the school plant. The situation demands that everyone respect the buildings and the property so that the school will be attractive in appearance and useful for the good of all who attend.

School as an Institution

The administration of the school is charged with the responsibility of assuring conduct in accord with its stated policies and those of the Archdiocese. By the act of registering to attend Bishop Alemany, students and their parents indicate their agreement to abide by and support the policies and rules of the school.

NON-DISCRIMINATION POLICIES

Bishop Alemany High School in the Archdiocese of Los Angeles, mindful of its mission to be a witness to the love of Christ for all, admits students of all race, color and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. Bishop Alemany High School of the Archdiocese of Los Angeles does not discriminate on the basis of race, color, disability, sex or national and/or ethnic origin in the administration of educational policies, scholarship programs and athletic and other school administered programs although certain athletic leagues and other programs may limit participation.

While Bishop Alemany High School does not discriminate against student 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 a 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 desire a Catholic education. Although a full range of services may not be available to every student, Bishop Alemany High 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 or her to participate in the general education curriculum of Bishop Alemany 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.

For additional information, please contact Juanita Chauvin in our Office of Academic Support Services. Her direct line is 818-837-5278, or she can be reached by calling our main phone number, 818-365-3925, ext. 5278.

ADMISSIONS

Admission to the ninth grade at Bishop Alemany High School is based on the results of a Placement Test, a satisfactory transcript of grades and conduct from the prior school, teacher recommendations, and a discerned ability to benefit from the total education program offered at Bishop Alemany. Final decisions on acceptance rest with the Admissions Committee of Bishop Alemany High School.

- Students may apply for admission to the 9th and 10th grades. Normally, transfers into the 11th or 12th grade are accepted only if the student is coming from another Catholic school or is newly moved into the area. Other students applying for the 11th or 12th grade will be evaluated on an individual basis. Practicing Catholics always receive preference in admission.
- Students are not permitted to repeat a grade level unless approved by Administration.
- Incoming students who miss the regularly scheduled Placement Test in January may be charged a late Application Fee, which includes a make-up exam scheduled in the spring.
- Foreign students applying for admission to Bishop Alemany High School must demonstrate proficiency in the English language through a written/oral exam. Students not able to demonstrate English proficiency will be recommended by the school to take an E.S.L. program on campus. Students may re-apply to Alemany once they have learned the English language. Students will again be tested for English proficiency.
- Admission to the school will normally only be considered at semester breaks.
- Transfer students must have the following number of units:

For 10th grade -	First semester -	60 units
	Second semester -	90 units
For 11th grade -	First semester -	120 units
	Second semester -	150 units
For 12th grade -	First semester -	180 units

- Students transferring from public school may apply for a waiver of 5 units per semester of religion.

Transfer students and late applicants will be conditionally accepted pending receipt of final official transcripts from the school(s) last attended. If the student's transcript indicates one or more failing or incomplete grades, that student will be required to immediately withdraw from Bishop Alemany High School.

The Admissions Committee reserves the right to grant exceptions in extraordinary circumstances.

Criteria for admission to the 9th grade:

- Satisfactory scores on the Placement Examination administered at Bishop Alemany in January of the 8th grade year.
- Satisfactory completion of the 8th grade. Students with any failures in the 8th grade are disqualified.
- Positive recommendation from 8th grade teacher and/or principal.
- Transcript of 7th grade and first semester grades in the 8th grade.
- Students who do not return a transcript and letter of recommendation to Bishop Alemany by the specified date will be disqualified for admission.

Criteria for admission to the 10th grade:

- Satisfactory scores on the Placement Examination administered at Bishop Alemany.
- 60 public school credits or the equivalent from 9th grade. Non-catholic Schools may apply for a waiver of the religion credit. (Students with any failures in the 9th grade are disqualified.)
- 8.5 reading grade level or enrollment in a reading class.
- Positive recommendation from 9th grade counselor or principal.
- Transcript of first semester grades in 9th grade.
- Students who do not return a transcript and letter of recommendation to Bishop Alemany by the date specified will be disqualified for admission.

Late Applicants for all grade levels:

- Late applicants will be accepted on the basis of space availability and according to the stated criteria for admissions.
- Ordinarily late applications are reviewed after registration in March and at the conclusion of summer school.
- Late applicants maybe interviewed prior to acceptance for admission.
- If limitations of space prevent qualified applicants from being accepted, priority is given to Catholics

and to students who have been in Catholic School.

CIF Statement

Bishop Alemany High School follows all CIF SS constitution and Bylaws California Interscholastic Federation State Bylaw 214C14:

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

SECTION VII: CAMPUS MINISTRY

The work of the Campus Ministry Center is the recognized heart of Bishop Alemany High School. Its responsibility is to promote and nourish the Catholic identity of the school community and property. Through works of justice and charity and prayerful devotion our Catholic school informs and assists our students, their families, and our staff in the formation of a Christian character.

The Sr. Elizabeth Anne Sheehy Campus Ministry Center endeavors to achieve the following goals:

- To provide opportunities for members of the school family to deepen their understanding and commitment to Jesus.
- Assist the principal in developing a community of faith
- To assist the Religion Department and Christian Service office in providing a comprehensive approach to living the Gospel message.
- To help foster the total personal and spiritual growth of each person at Bishop Alemany High School, regardless of religious affiliation.

To achieve these goals the Campus Ministry offers a number of services, for example:

- Liturgy is offered daily at 7:10 am in the Our Lady of the Angels chapel.
- School liturgies are celebrated each month during the school day to commemorate significant feasts and seasons. Consult the school calendar for more information.
- The Sacrament of Reconciliation is celebrated for all students during the seasons of Advent and Lent. This sacrament is available for any student at any time with the Campus Ministry Center chaplains.
- The Campus Ministry Center staff offers the opportunity for counseling and spiritual direction to students and staff.
- Students are given the opportunity to participate in a number of informative and participative programs intended to encourage spiritual growth and participation in Church life.
- Training and opportunities in Liturgical ministries is offered to students and staff.
- Adult education programs are offered for personal enrichment and updating.
- Retreats are offered for all segments of the Bishop Alemany family: all grade levels, faculty and staff and families. For students. All students are required to attend a retreat each year. Participation in a retreat will account for 10% of their grade in Religion class during the first semester for Freshmen and the second semester for all other students

The Freshmen and the Sophomores attend a one-day off-campus retreat. Both the Freshmen and Sophomore retreats celebrate themes of community and spiritual growth. They allow for small group discussion, personal reflection, and communal prayer.

Juniors and Seniors are required to attend either an overnight retreat or a one day retreat option. It is the responsibility of the student to register for a retreat that best accommodates their schedule, especially in regards to extra-curricular activities. Early consultation with their coaches, teachers, and club moderators is encouraged.

The Junior overnight retreat is a three-day and two-night retreat held at Canyon Creek Retreat Center, CA. The theme, *Discipleship*, provides students with the opportunity to develop their understanding of God's call.

The Senior Kairos retreat is a four-day, three-night, retreat usually held at Forest Home Retreat Center in Ojai, CA. Kairos ("the Lord's time") enables the Seniors to focus on their relationship with God, with themselves, and with family and friends. It fosters the values of Christian living as the students work to build a true faith community.

A one day retreat is required for all Junior and Senior students who choose to not attend the Discipleship or Kairos retreats.

Policy Regarding the Celebration and Reception of the Sacrament of the Eucharist

As a Catholic school community, Bishop Alemany High School regularly celebrates the Catholic Mass of the Holy Eucharist. The Catechism of the Catholic Church reminds us:

1323 "At the Last Supper, on the night he was betrayed, our Savior instituted the Eucharistic sacrifice of his Body and Blood. This he did in order to perpetuate the sacrifice of the cross throughout the ages until he should come again, and so to entrust to his beloved Spouse, the Church, a memorial of his death and resurrection: a sacrament of love, a sign of unity, a bond of charity, a Paschal banquet 'in which Christ is consumed, the mind is filled with grace, and a pledge of future glory is given to us.'"

1324 The Eucharist is "the source and summit of the Christian life." "The other sacraments, and indeed all ecclesiastical ministries and works of the apostolate, are bound up with the Eucharist and are oriented toward it. For in the blessed Eucharist is contained the whole spiritual good of the Church, namely Christ himself, our Pasch."

With these teachings in mind, the Eucharist is the source and summit of our community life at Bishop Alemany. Our Eucharistic celebrations are moments in which we participate in the life of the larger world Church and in the life of Christ. We lift our prayers with and for each other. We acknowledge our need for, and our reception of, our Savior. We receive the nourishment that the Lord offers us as we become that which we receive, bread for the world in the Body of Christ. At the mass we express our thanksgiving, the very meaning of the word *Eucharist*.

The Bishop Alemany community rightfully expects that all members of the community are present and participatory at our Eucharistic celebrations, including those of us who are well-churched and those who are not, and those of us who are Catholic and those who are of other faiths. The basic expectation is that all are respectful and prayerful throughout the celebrations, following the norms of the Church.

Regarding the reception of the Sacrament, the body and blood of the Eucharist is only to be received by baptized Catholics, who have received their First Communion at their parish, who are in the state of grace with God, and who have observed the required fast.

For the non-Catholic members of our community, the U.S. bishops' guidelines for receiving Communion state: "We also welcome to this celebration those who do not share our faith in Jesus Christ. While we cannot admit them to Communion, we ask them to offer their prayers for the peace and the unity of the human family. .. (Further) Because they have not received baptism, the gateway to the other sacraments, non-Christians cannot receive Communion."

Student Discipline Policy regarding the celebration and reception of the Eucharist:

Disruptions or demonstrations of disrespect at Eucharistic celebrations counter the very Catholic identity of Bishop Alemany High School and, therefore, they will be treated seriously by the Deans of Discipline according to the school disciplinary procedures listed in this handbook. Further, students who willfully act to desecrate the Eucharist in any way, including, but not limited to, the taking of the Eucharist for any reason other than prayerful and contrite reception of its grace will be recommended to the Discipline Board for dismissal from the school community.

CHRISTIAN CHARACTER POLICY

In order to develop a sense of Christian morality and live the mission of the school, all students, staff and faculty of Bishop Alemany High School are expected to demonstrate in daily living, on and off campus, those moral virtues encompassed in the Gospel of Jesus Christ. In order to facilitate this commitment, the Bishop Alemany community recognizes that this campus-wide honor policy is desirable. We believe that students have a duty to be truthful and just. Therefore:

- All students at Bishop Alemany, as members of a Christian community, are expected to conduct themselves courteously in their relations with teachers, staff members, visitors and each other. This applies not only during school hours and on school grounds, but also at all school activities, such as athletic contests and dances.

- Students should always conduct themselves in speech, manner and dress that reflect a commitment to Christian morality and Christian charity on or off campus at all times.
- Students are to refrain from vulgar, obscene, suggestive, or insulting expressions, overt demonstrations of disapproval and all other behavior disruptive to the classroom situation.
- Students are not to argue about tests, grades and punishments during class, but rather contact the teacher after class or at the end of the school day in order to resolve such difficulties in a respectful manner.
- Students are not allowed to use stylized graffiti writing on any assignments or tests. No credit will be given for any assignment of test written in this fashion.
- Students are also required to treat school property with respect by not defacing it in any way and by making proper use of waste containers
- Cheating, dishonesty and falsification of records are included under “immoral conduct.”
 - A student submitting work for credit under his/her name must have personally completed the work. (Using unauthorized materials or advanced information is not being truthful).
 - A student taking a quiz or test must follow the individual teacher’s instructions.
 - A student’s communication and interaction with others must be honest and considerate.

Catholic Vision of Human Sexuality

Human sexuality and sexual morality are studied within the context of moral formation in Christ. The *Catechism of the Catholic Church* and the U.S. Conference of Catholic Bishops' *National Directory for Catechesis, Doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age*, and *Catechetical Formation in Chaste Living: Guidelines for Curriculum Design and Publication* provide authors of textbooks and teachers with a holistic view of moral formation and formation in sexual morality.

A positive and balanced Catholic view of sexuality begins with the premise that human sexuality is a gift from God in whose image human beings are created. Human sexuality should be viewed as a gift possessing inherent goodness and properly placed within a faithful, fruitful, and lifelong marriage (*National Directory for Catechesis*, 45.F).

A primary purpose of Catholic education in a school, religious education program, or another parish program, whether for youth, adults, staff, or clergy, is to guide all persons in the growth and formation of Christian values and moral conduct, including Catholic teachings on the sanctity of all human and family life and a recognition that the sanctity of family life is enhanced by a loving, permanent, and mature commitment in marriage.

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age-appropriate expressions of affection, friendship, and love. Parents/guardians are expected to love and respect each other and their children. To their children, they are to be the principal role models, examples, and educators of these teachings. All faithful are called to continue their formation and serve as examples for others throughout their life. Those who are not married should reserve for marriage the expressions of affection that belong to married love.

"All the baptized are called to chastity. The Christian has 'put on Christ,' (Gal 3:27) the model for all chastity. All Christ's faithful are called to lead a chaste life in keeping with their particular states of life. At the moment of his Baptism, the Christian is pledged to lead his affective life in chastity" (*Catechism of the Catholic Church*, 2348). Chastity is not limited to sexual conduct, but includes moral decision-making and mutual respect for people, through interactions with others and respect for one's own body. Accordingly, whether in thoughts or acts, lust, masturbation, fornication, adultery, prostitution, pornography, and rape involve a disregard for the call to chastity.

Pornography and sexting immerse all who are involved in the illusion of a fantasy world. They offend against chastity because they pervert sexual acts. They do grave injury to the dignity of participants: actors, vendors, the public (see *Catechism of the Catholic Church*, 2354).

"Homosexual persons are called to chastity. By the virtues of self-mastery that teach them inner freedom, at times by the support of disinterested friendship, by prayer and sacramental grace, they can and should gradually and resolutely approach Christian perfection" (*Catechism of the Catholic Church*, 2359).

Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person, not only violates these moral teachings but also may be unlawful under civil law. Misconduct, whether it occurs in the school, church, home, or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual, must be reported and can have criminal implications if one of the participants is not yet 18. For more information, see Safe Environment

SECTION VIII: GENERAL POLICIES, RULES AND REGULATIONS

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, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings 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).

Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion, or influence or coerce another person to have an abortion. Moreover, given the already existing network of prenatal programs and pregnancy counseling available in the Archdiocese of Los Angeles, there is no acceptable reason why any student should be coerced into having an abortion.

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school. Furthermore, if any student's parent or guardian coerces and/or assists in the procurement of an abortion for his or her daughter or any other student, this action is also cause for the son or daughter of that parent or guardian to be dismissed from school.

In cases where abortion has become public knowledge, dismissal from the school will be automatic. This also applies to a student who assists another student in obtaining an abortion.

ADULTS INTERACTING WITH MINORS AT SCHOOL ACTIVITIES OR EVENTS

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off school locations. **Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the school where you work or volunteer.**

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.

- Staff members/faculty/volunteers planning school events in their homes with minors must have the permission of the school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent/guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.

AIDS POLICY

Infection with AIDS in and of itself is not a reason to exclude students from Bishop Alemany High School. However, alternate educational and catechetical arrangements may be made for infected students whose behavior has been shown to be a danger to others.

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

ASSEMBLIES

Assemblies are a part of the school program. Therefore, students are required to observe the same rules of conduct as apply throughout the school day.

AUTOMOBILES

Students who drive to school are required to register for a parking permit and park in the student parking lots. Students are never permitted to park on nearby streets. There will be a \$20 fee for student parking permits. The fee is due when the form is returned. All school rules, policies, searches and discipline apply to cars parked off campus

Students driving on campus are restricted to the following areas: student parking lot, stacking area and the access road behind the lunch area. Students driving in unauthorized areas are subject to detention and may have their parking permits revoked.

Students **are not** to loiter in the parking lots either before or after school, nor are they to go there at all during the school day, except with permission from the Deans. Students are to observe the 5 mph speed limit on school grounds, as well as the posted speed limits on the streets adjoining school property.

The student parking gate at San Fernando Mission Blvd. will be open until 8:30 am (a half-hour after school starts). The gate will re-open a half-hour before school ends and be closed once again a half-hour after the end of school. The Rinaldi St. entrance will be open during school hours. When exiting the student parking lot, students should always turn right onto San Fernando Mission Blvd. **NO LEFT TURN IS ALLOWED.**

Parents should not come in the San Fernando Mission gate before school or right after school.

Bishop Alemany High School assumes no liability of any kind for automobiles parked on campus.

CANINE CONTRABAND DETECTION PROGRAM

Bishop Alemany High School is committed to providing its students, faculty and staff with a learning environment and workplace free of drugs, alcohol, and weapons as well as the violence that often accompanies such things. To this end, Bishop Alemany High School contracts the services of Impact Canine Solutions a private non-police affiliated company that utilizes canines trained in the detection of the following odors:

1. Illegal Drugs (marijuana, heroin, cocaine, opium, etc.)
2. Over-the-Counter and Prescription Drugs (aspirin, muscle relaxants, etc)
3. Alcoholic Beverages (beer, wine, liquor, etc.)

4. Gunpowder (fireworks, ammunition, firearms, etc.)Residual Odor (where one of the above was previously present

The Program

Bishop Alemany uses these detection canines to check odors from student lockers, vehicles, book bags and Bishop Alemany common areas. At no time do the canines check individual persons. An Impact Canine Services “handler” and canine are escorted around campus by a Bishop Alemany Administrator, usually a Dean of Discipline. In the event of a canine “alert” (the term used when a canine detects the scent of a substance they are trained to detect), the handler will advise the Dean of the location of the alert and the following steps are then followed:

Lockers

The Dean will open the locker and the Dean and handler will conduct a thorough search of the locker and all its contents. Depending on the circumstances, the student assigned to the locker will be summoned to the Dean’s Office where the appropriate Dean will conduct a reasonable and limited search of the student’s person.

Book Bag

The Dean and handler will conduct a thorough search of the book bag and all its contents. Depending on the circumstances, the student will then be escorted to the Dean’s Office where a reasonable and limited search of the student’s person will be conducted by the appropriate Dean.

Automobiles

The Dean will summon the owner of the vehicle and, with the handler, will conduct a thorough search of the vehicle and all its contents. Depending on the circumstances, the student will be escorted to the Dean’s office where a reasonable and limited search of the student’s person will be conducted by the appropriate Dean.

A student who refuses to submit to any of the previously mentioned searches will be presumed to be in possession of contraband and will be subject to dismissal from Bishop Alemany.

In the event of an “alert”, the appropriate search will be conducted. Then the Dean will do any necessary investigation and then notify the student’s parent. Depending on the nature of the contraband, police may be notified and appropriate school discipline will be rendered - Discipline Board or Dismissal from Bishop Alemany.

Each time a canine alert occurs, the handler will complete an “Incident Maintenance Report” detailing the items detected, the location of the alert and a list of any items retained.

CELL PHONES / WEARABLE TECHNOLOGY

Cell phones may not be seen or heard during class time unless permitted by the teacher. This means that a cell phone may not be used for communication or any other purpose, including but not limited to: as a camera, a calculator, a timepiece, or to send messages in class.

Wearables (smartwatches and other wearable technology) are permitted, but cannot be used for distractive or non-academic purposes during class. All rules regarding cell phones also apply to wearable devices.

If a student violates this rule, the device(s) may be confiscated by Deans or Administration to be picked up by a parent or guardian. Additionally, the student may be assigned a classroom detention. All confiscated devices are subject to search by Deans and Administration. Repeated violations will be treated as defiance and turned over to the Deans and may result in Saturday detention, probation, or strict probation.

COMPLAINT REVIEW PROCESS FOR PARENTS AND STUDENTS

Please refer to the Appendix.

CONFIDENTIALITY AND PRIVACY

Privacy and Access to Records

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents/guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, and the principal.

Pupil Records

“Pupil records” means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include “directory information” or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher’s aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child’s pupil records in accordance with the school’s reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

Directory Information

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access.

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

The Emergency Card for each student shall be complete and current, must be readily available to authorized employees, and shall indicate whether or not the parents/guardians have given the school permission to choose a physician in an emergency.

At the beginning of each school year as well as mid-year, the Emergency Card for each student should be completed by the parents/guardians. Subsequently, the parents/guardians must inform the school when there are changes to key information, including addresses for home or work, numbers for cell or work phones, names of persons to notify in case of an emergency, or medication prescriptions for the student.

In case of an emergency, the Emergency Card should be shown to the paramedics or emergency room staff in order to authorize treatment and advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the Emergency Card information be accurate, complete, and current. Parents/guardians are required to update information about any medication the student takes on a regular basis.

When a student becomes ill or injured, the parents/guardians must be contacted immediately. If the parents/guardians cannot be reached, the school shall contact another person listed on the Emergency Card.

Verbal/Written Confidences

Confidential information may be provided by students or parents/guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

CONTROVERSIAL ISSUES

Those topics or issues of a religious, moral, social-political or scientific nature concerning which there are definite but differing opinions among recognized theologians, moralists, social scientists, and scientists are considered to be controversial.

Bishop Alemany High School is already committed to the teachings of the church in matters of faith and morals, and is not free to accept or reject these teachings. However, with issues which are not in violation of those principles, teachers will handle controversial

issues in a manner suited to the range of knowledge, maturity and competence of the students and will deal with conflict issues as impartially and as objectively as possible. Parents, who have concerns about the handling of such issues, should discuss those concerns with the teacher.

CLOSED CAMPUS POLICY

To preserve the academic environment and security Bishop Alemany High School is a closed campus. Only Bishop Alemany students are permitted on the school grounds before, during or after school hours. No person may enter the campus unless authorized by school authorities. Visitors must present themselves at the Administration Office during the school day and obtain a Visitor Pass. Parents must sign in at the front office and may not go directly to classrooms. Students are prohibited from receiving deliveries or visits from off campus guests.

CROSSWALKS

For safety purposes, students must obey the traffic signals at Rinaldi Street while crossing to the athletic fields.

DANCES

All dances are male-female date dances and for Bishop Alemany High School students only, unless otherwise announced. If guests are allowed, Guest Passes must be approved by the Deans prior to the event. Students are limited to one approved guest. The Alemany student is responsible for the good conduct of their guest. The policy regarding guests who have withdrawn or been dismissed from Bishop Alemany may be found below. All guests should be under the age of 21.

Dances are normally scheduled from 7:00pm to 11:00pm. Students must be present from a half-hour after the starting time of the dance until a half-hour before the ending time. Prom is an exception to this rule since students must arrive and leave on school-provided transportation.

After a careful analysis of problems associated with underage students utilizing limousine services, Bishop Alemany High School joins many other high schools in the area in prohibiting the use of limousines and other chauffer driven vehicles at all Bishop Alemany High School dances and events. Any such vehicles will not be allowed on campus. Students who arrive in such vehicles will be turned away at the gate and forfeit any kind of refund.

In addition, limousines or other chauffeur-driven vehicles may not pick up students after the Prom.

If any student is suspected of being under the influence of drugs or alcohol by any school faculty or staff member, they may be subject to a sobriety test. In addition, parents will be called to take the student home. The student will be suspended pending disciplinary action.

Any student absent from school on the day of a dance or social event may not attend the event.

Freshmen are not permitted to attend Prom. If any student owes detention money or detention hours, they may not be allowed to attend any dance, including, but not limited to homecoming, winter formal and prom.

Former Students

Any student who has been asked to withdraw or expelled from Bishop Alemany High School may not attend any extra curricular functions that are sponsored by Bishop Alemany or take place on Bishop Alemany's campus. The events that the former student may not attend include, but are not limited to, dances, athletic events, concerts, or theater productions.

One Calendar year from the time a student is asked to withdraw or is expelled from Bishop Alemany High School that student may petition for permission to attend extra curricular activities sponsored by Bishop Alemany or that are on Bishop Alemany's campus. Any request by a former student to attend a specific event must be made at least one month prior to the scheduled event. The petition must include:

- A signed type-written letter from the former student requesting permission to attend activities sponsored by Bishop Alemany High School. The letter should include the reasons the former student believes that he or she should be allowed to attend these activities, how the former student's behavior has changed sufficiently to warrant this permission, and what type of behavior the student will guarantee if given permission.
- Two letters of recommendation. If the former student is currently attending another high school, then one of the letters must be from a dean or counselor from the student's current school. The letter must address the student's discipline record at the current school. The other letter (or both letters if the former student is not currently enrolled in another high school) must be

from adults who are not members of the former student's immediate family. The letters should describe the adult's relationship with the former student and comment on the former student's current behavior and character.

- An interview. Bishop Alemany will assign a Committee including an administrator and a dean to meet in person with the student.

After all the requirements of the petition are submitted the student will be notified of the decision of the school in writing within two (2) weeks of the interview. This decision will be final and not subject to any further discussion.

If permission is granted to attend the petitioned event, the student will fill out any contract for the event (if applicable) and abide by further Bishop Alemany High School policy.

Normally the only former students who will be given permission to attend Bishop Alemany sponsored activities will be those who were not on strict probation prior to the request to withdraw or expulsion and did not have a significant negative discipline record while a student at Bishop Alemany. It is up to the discretion of the Dean & Administrator to determine if the appeal will be accepted.

A SAMPLE BISHOP ALEMANY DANCE CONTRACT IS IN THE APPENDIX TO THIS BOOK

DRUG AND ALCOHOL POLICY

Students who seek help for a drug or alcohol related problem from the Administration or faculty will be given support and guidance to defeat the problem. Bishop Alemany will work with families to free a student from substance abuse. This would include required counseling. However, students who do not seek prior help and are guilty of the use, possession or distribution of drugs or alcohol will be liable to immediate expulsion.

Bishop Alemany considers substance abuse an extremely serious moral and personal problem. This rule will be strictly enforced. The Bishop Alemany Administration may require a test for illegal substance any time it suspects a student may be involved in drugs or other illegal substances. These tests will be performed at the parent's expense. Tests may also be administered at school if the school administration deems that there are sufficient grounds. Parents who allow substance abuse at parties or the like in their homes are advised that Bishop Alemany deprecates this practice vehemently.

Use

Use implies that a student is reasonably known to have taken or to be under the influence of illegal substances while under the jurisdiction of school authorities. This includes such actions as: smoking marijuana, using steroids, taking drugs, drinking alcohol, etc. Bishop Alemany High does not recognize Medical Marijuana licenses.

Possession

Possession of drugs or alcohol implies that a student has on his/her person, or within his/her personal property, in the car they are driving, or has under his/her control, any drugs or alcohol (including marijuana) on campus, in the immediate vicinity of the campus, at school activities, or school functions. Bishop Alemany High does not recognize Medical Marijuana licenses

Distribution

Distribution of drugs or alcohol implies the transfer of such substance to another person, with or without the exchange of money or other valuables. Students in possession of drug paraphernalia including a Medical Marijuana license will be suspended and subject to dismissal.

Penalties

Students determined to be distributors of drugs or alcohol, as defined above, shall be subject to dismissal from school. In cases of drug possession and/or distribution, the police will be consulted. Students in possession of drug paraphernalia will be suspended and subject to dismissal.

Student Searches

Bishop Alemany must be able to provide a safe and healthy school environment for all students. Therefore, a student who refuses to submit to a reasonable search by an appropriate Dean of their person, book bags, vehicles, and any other belongings will be presumed to be in possession of contraband and will be subject to dismissal from Bishop Alemany. The Dean will notify the student's parent after any search.

DESIGNATED AREAS

The following rules are to be observed in the designated areas:

a. Classrooms

Students are to be in classrooms when the tardy bell rings. No food, drinks or gum chewing are allowed in classrooms or corridors. Classroom furniture is to be kept in good condition. Students are not to be in any classrooms without proper supervision.

b. Hallways/Stairways/Balconies

Unnecessary noise, rough housing, running and/or loitering are strictly prohibited. Students may not sit or walk on balcony walls. Students are not to be in any hallways without proper supervision. Use of the elevators is strictly prohibited. These areas are off limits to all students unless under the direct supervision of a staff or faculty member.

c. Lunch Area

Students must remain in the designated lunch areas during the entire lunch period. Orderly conduct is expected here at all times. The vending machines are for use during lunch and nutrition times only. They are not to be used between classes. All food and drinks are to remain in the lunch area.

d. Assemblies

Assemblies are a part of the school program. Therefore, students are required to observe the same rules of conduct as apply throughout the school day.

e. Gymnasium

No student is to be in the gym or locker room either during or after school hours, unless under the actual supervision of a designated faculty member. This applies especially during lunch periods.

It is the student's responsibility to remain in designated & supervised areas of campus. No student is allowed to loiter in any area without supervision at any time.

ESTABLISHING WHO HAS CUSTODY

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

EMANCIPATED OR EIGHTEEN YEAR OLD STUDENTS

All school regulations apply to students who are emancipated or eighteen years of age as long as they are enrolled in the school. Bishop Alemany High School will continue to report to the parents concerning grades and discipline. In addition, Bishop Alemany High School will require parental certification of absences and off-campus requests. Students may not write their own notes to excuse absence. Students who are legally emancipated (other than students who have been in a foster home or guardian arrangement) and are not living in the home of parents/guardians may be precluded from continuing to attend an archdiocesan or parish high school.

PROCEDURES

Bishop Alemany High School has developed extensive procedures for emergency response needs. Drills are scheduled throughout the school year. Emergency maps and procedures are posted in each classroom. Students are to follow the directions of the teacher.

In the event that an emergency situation arises during the school day, students will be kept on campus in the practice field areas supervised by faculty under the direction of the Deans and Administration.

- Students will be released to parents or guardians only, upon presentation of ID.
- Students who drive themselves or a carpool must have parent permission on file to be allowed to leave campus.
- In the event that school communications are down, the school will post information with KCBS and KCAL television stations and KFWB 980 and KNX 1070 radio stations.

GIFT DELIVERIES

Bishop Alemany does not accept deliveries of gifts for students, e.g., balloons, flowers, etc.

GRADUATION

Graduation is a Senior Class activity and consists of two parts:

- A Baccalaureate Mass giving thanks and praise to God
- Commencement Exercises at which each student is recognized and their diploma is issued.

Graduation is a privilege and not a right and is reserved for those seniors who have met all academic, financial and disciplinary criteria and obligations established by the school. Parents and friends are most welcome to attend graduation activities, but are to be mindful of the appropriate dignity of the occasion.

HARASSMENT, BULLYING, AND HAZING POLICY

Bishop Alemany High School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students 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 that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- Verbal harassment - Derogatory comments and jokes; threatening words spoken to another person.
- Physical harassment - Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- Visual harassment - Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- Sexual harassment - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

RESPONSIBILITIES OF THE SCHOOL

It is the responsibility of Bishop Alemany High School to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

RESPONSIBILITIES OF THE STUDENT

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.

- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.
- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

STUDENT THREATS

All student threats to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the principal, or a teacher. The principal should notify the police immediately. The Department of Catholic Schools should also be notified.

The student who has made the threat should be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat should be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, should be notified immediately.

The student who has made the threat, shall be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat should be made by the principal on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. These actions may result in suspension or removal of a student from school.

INTERNET USAGE POLICY

(See Electronic Communications Policy, Page 36)

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

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

- Sending, displaying or downloading offensive messages or pictures;
- Using obscene language;
- Harassing, insulting or threatening others;
- Violating copyright laws;
- Using another person's log-on and/or password;
- Trespassing in other's folder, work or files;
- Revealing another's personal phone number, name or address.

WIRELESS LAPTOP PORTAL AGREEMENT

(See Electronic Communications Policy, Page 37)

This network is provided as a service to the students of Bishop Alemany High School to aid in their studies and to further their development as morally courageous agents of peace and justice. Students are reminded to use campus computer resources responsibly and to respect the terms of the Computer Network Use Agreement. All Bishop Alemany High School policies regarding responsible behavior and the use of technology will be upheld while connected to this network.

Students are reminded that data on this network is not encrypted and publicly viewable. All activity on the Bishop Alemany Wireless Network is logged including uniquely identifiable computer information. Abuse of this system will result in the revocation of access privileges in addition to possible disciplinary action.

Neither Bishop Alemany High School nor any agent of Bishop Alemany High School assumes responsibility for student laptops or other wireless devices attached to this network. Any damages, physical or virtual in nature which may occur to wireless devices connected to the network will not be the responsibility of Bishop Alemany High School or of its agents. Bishop Alemany High School promises to maintain the Bishop Alemany Wireless Network to the best of its ability, though no guarantees are made on consideration to availability of quality of service.

These terms are subject to change without notice.

Parents and students are required to sign a Computer Network User Agreement.

LOCKERS

(See Searches, Page 47)

With the implementation of the Ipad program here at Bishop Alemany High School and the diminishing use of printed textbooks, locker usage has become unnecessary. Most students do not use lockers, therefore, automatic assignment of lockers will no longer occur. If your student is in need of a locker, they should contact the Deans Office at deans@alemany.org to request a locker.

Lockers may be used before school, during nutrition, the first and last ten minutes of lunch and after school only.

- Bishop Alemany assumes no responsibility for loss of any personal property due to theft or damage.
- All students must purchase and use an official Bishop Alemany lock from the Bishop Alemany bookstore. All unauthorized locks will be cut off.
- Students may only use their assigned locker and are responsible for keeping them in good condition. Bishop Alemany reserves the right to search lockers at any time. Students are responsible for all items found in their lockers.
- Students are also responsible for following all other locker rules posted in classrooms, locker halls, etc.
- The same rules apply to the use of PE lockers, which are for PE materials only and **not** to be used for storing books or other classroom equipment

Locker Search:

All lockers are subject to search by school authorities at any time without notice. It is the proper function of school authorities to inspect lockers and to prevent their use for unauthorized or illegal purposes. Students are responsible for anything found in their assigned locker.

LOST OR STOLEN PROPERTY

The school is not responsible for lost or stolen property. It is suggested that students do not bring property of value to school including, but not limited to, cell phones, iPods, laptops, tablets, and musical instruments. The school is not responsible for these items even though tablets and laptops may sometimes be used in the classroom for instructional purposes with the teacher's consent.

MARRIED STUDENT POLICY

Central to the philosophy of archdiocesan/parish secondary schools is the belief that parents are the primary educators of their children. In support of this, the school and the parents work in close collaboration in all aspects of the student's educational process. Since a married student is in effect no longer accountable to a parent or guardian, the relationship between the school and the parent is compromised. Therefore, any student who marries may not be allowed to attend an archdiocesan/parish secondary school. The principal is expected to confer with the Regional Supervisor before making any final decision.

MEDICAL IMMUNIZATIONS

The California Health and Safety Code requires students to provide proof of immunization for school entry and also requires schools with kindergarten or seventh grade to assess and report annually on the immunization status of students in these grades. Schools may report online at Shots for School. Issued annually by the State of California, all directives regarding immunization shall be implemented. All immunization records must be current in order for a student to maintain enrollment at Bishop Alemany High School.

Up-to-date information on immunization requirements can be found at Shots for School, the County of Los Angeles Department of Public Health, and the California Code of Regulations section on immunization.

NON-SPONSORED STUDENT TRIPS

Parents should be warned that there are several companies that arrange field trips that are not sponsored or supervised by Bishop Alemany High School. Parents are encouraged **NOT TO** send their students on any of these excursions. We want to make it very clear that Bishop Alemany is not responsible for your child's safety or conduct should your student participate in one of these activities. In addition, Bishop Alemany is **NOT** financially responsible for any monies lost.

OFF-LIMITS AREAS

The following areas are off-limits to students without proper authorization:

- Swimming pool area,
- The area behind the west building bordering the Cemetery,
- The Chapel,
- The San Fernando Mission,
- The dining hall (Alumni Hall)
- The cemetery,
- The orange groves and any construction areas
- Private hallway on west campus next to C wing
- Brand Park
- All athletic facilities, hallways, stairwells, and classroom areas without proper faculty/staff supervision.

PARENTS AUTHORIZATION TO USE STUDENT PHOTO

(See form in Appendix.)

Any parent or guardian who does not want their student's photo image, name, voice and/or work used for non-commercial purposes must notify the Principal's Office in writing prior to the start of each school year.

POST PROM

Students who attend the annual Prom must attend the Post Prom party as contract indicates.

POSTING SIGNS

The Director of Student Government must approve any signs before they may be posted.

PREGNANT STUDENT POLICY

Students involved with a pregnancy have changed their lives and also some of their obligations and priorities. The prospective parents must take on new responsibilities and act accordingly. The school will respond with a required program of counseling based on the circumstances of each case. There will be no discrimination in the manner in which young men and women are considered in the issue of pregnancy.

Every effort will be made to assist the pregnant student to complete her education, generally through a referral to St. Anne's Maternity Home or similar program through Catholic Social Services. The time at which the student leaves the school will be determined after the parties have considered the needs of the student and the common good of the school. Any pregnant student attending school must have a doctor's medical approval on file at the school.

A new mother can return to classes only after meeting with the Principal and any other parties deemed necessary. The students will be treated with respect in a spirit of forgiveness and reconciliation by the school community. This does not imply support for immoral activity, but is rather a recognition of reconciliation.

PUBLIC AFFECTION POLICY

Bishop Alemany High School supports healthy boy-girl relationships in so far as they yield emotional, psychological and social growth in all students. **Excessive displays of affection will not be accepted on campus since they fall short of these goals.** Those students who engage in this behavior become liable to Step Two disciplinary action.

STUDENT NO LONGER LIVING WITH PARENTS OR GUARDIANS

Central to the philosophy of archdiocesan/parish secondary schools is the belief that parents are the primary educators of their children. In support of this, the school and the parents work in close collaboration in all aspects of the student's educational process. A student not living in the home of a parent or guardian may not be allowed to attend an archdiocesan/parish secondary school. The principal is expected to confer with the Regional Supervisor before making any final decision.

STUDENTS ON CAMPUS

No student will be allowed on campus after 5:00 p.m. unless involved in a faculty-moderated activity as a participant or spectator. Coaches and moderators are not to allow an activity to extend beyond 6:30 p.m. without direct approval from the Principal. Students who trespass on campus will be subject to dismissal.

SWIMMING POOL

Students wearing swimsuits must remain in the pool area. When leaving the pool area, students must be appropriately dressed. This applies to all students, including athletic team members. Students should not be in the pool area unless they are with a Bishop Alemany High School staff member.

VISITORS

Students are not allowed to bring visitors, e.g. Non-Bishop Alemany students, on campus during the school day, unless written permission has been obtained from a Dean of Discipline one day in advance. The appropriate paperwork showing parent consent must be submitted. Permission will rarely be granted and only for reasons deemed worthy by the Administration.

- All visitors will be greeted, signed in, and given Visitor's Passes at the Guard Station. They will then be directed to the Main Office.
- The Main Office receptionist will contact appropriate administrative assistant for any appointments.

SECTION IX: STUDENT SERVICES

SR. THERESA EBERST MEDIA CENTER

The Media Center will continue to host the Technology helpdesk. Before sending a student for technical assistance, please call the iPad desk to make sure the desk is manned.

Teachers must not send a student to the Media Center to use the computers or printer without first checking to ensure the Center is open and available.

Teachers wishing to bring a class to the Center must make appropriate arrangements

TEXTBOOKS

A list of e-books, print books, apps, and other materials used in courses is available on the school website at the beginning of the school year.

STUDENT ACCIDENT INSURANCE

The Student Accident Insurance Program is provided for all registered students attending Bishop Alemany High School. This program is secondary to the family's insurance and assists only with medical expenses incurred because of accidental bodily injury sustained by a student while attending Alemany, while traveling to or from school, or while participating in a solely school sponsored and supervised activity.

BEREAVEMENT

In the unfortunate loss of a loved one, there are services available through Bishop Alemany that may help families through a difficult time. Whether through prayer, counseling, assistance with funeral plans, or other support, there is a bereavement team made up of several faculty and staff members who are trained and available to offer assistance. Contact the Campus Ministry Office or the school Chaplain.

HEALTH OFFICE

Bishop Alemany provides a Health Office located next to the Administration Office. A student who becomes ill during the school day must go to the Administration Office and a member of the staff will contact parents or guardians. The school does not provide treatment of any kind.

At no time should the student contact their parent or guardian for pickup during the school day.

In the event of any accident on campus or during a school-sponsored event a written report, including date and time, will be made and filed with the Registrar's Office.

Student Medication Policy

State law does not permit students to carry ANY medication with them on school campus without first notifying the school. Students bringing ANY TYPE of medication to school must obtain a Request for Medication form from the Administration Office. This form must be signed and submitted to the office by the parent indicating the frequency that the medication should be taken. It is important to understand that several over-the-counter and prescription medications are detectable by the school's contraband canines. To minimize the possibility of an unnecessary "alert" parents and students are urged to comply with this medication policy.

Non-Prescription Medication

Students bringing any type of non-prescription medication, including any pain relievers or cold medicine to campus, must obtain a Request for Medication form from the Administration Office. This form must be signed and submitted to the office by the parent indicating the frequency that the medication should be taken. Once the form has been submitted, the student will be allowed to carry the non-prescription medication on their person while on campus and be responsible for taking the proper dosages at the proper times.

Prescription Medication

All prescription medication must be provided in the original package and kept in the Administration Office where a school employee designated by the principal will allow the student to take the medication. Students must be ultimately responsible for knowing when and how much medication to take. Bishop Alemany is NOT responsible for administering proper dosages at proper times to students.

kkkAsthma Inhalers

The policy regarding asthma inhalers and Epi Pens is the same as non-prescription medication. Students who have a prescription to use an asthma inhaler or Epi Pen will be permitted to carry it on their person after submitting the proper parent permission form to the Health Office. The student will be personally responsible for taking the proper dosages at the proper times.

WORK PERMITS

No minor under eighteen years of age and over sixteen years of age who is required to attend school and no minor under sixteen years of age may work without a permit.

Work Permit applications may be obtained from the school or from a public school. To obtain a permit, students must present their applications at a public school in their attendance area. Work Permits will be processed within 24 hours after receiving application.

Federal and state laws restrict child labor, regulating the number of hours worked as well as the working conditions. Any employer who hires a minor (under 18 years old) must keep a copy of the minor's work permit on file. Employers must require minors to present a work permit before allowing the minor to work. Students can obtain work permits from the local school district (for public school students) or their archdiocesan or parish school (for Catholic school students). However, a minor who is 16 or 17 years old and has graduated from high school is not required to show a work permit and may be employed for the same hours as adults; evidence of high school graduation must be kept on file.

SECTION X: STUDENT GOVERNMENT AND ACTIVITIES

STUDENT GOVERNMENT AND ACTIVITIES Bishop Alemany High School Associated Student Body

Objective: The Bishop Alemany Student Government and Student Activities/Special Events work simultaneously to develop skillful and experienced student leaders through a variety of hands-on opportunities. The Associated Student Body Elective Class is designed to teach effective leadership and team building across the four grade levels. The numerous student activities held over the course of the year provide additional leadership opportunities through student clubs, teams, intramurals and special events.

Student Government: The Student Government at Bishop Alemany is comprised of two groups: Elected Officers (Student Body and Class) and Commissioners. Each position has a unique set of responsibilities, however all positions work together to form the Associated Student Body.

The Associated Student Body (ASB) is an opportunity for students to be involved in the day-to-day governance of Alemany and in a variety of special events. The ASB class represents the entire student body population and act as a liaison to the Administration and community. The Associated Student Body works to assist in furthering the school's mission, provide constructive input, as well as design and coordinate student activities and community events.

Executive Student Body Officers: Current school year Freshmen, Sophomores, and Juniors elect the ASB President, Vice-President, Secretary and Treasurer. The newly elected ASB Officers take part in interviewing and appointing the ASB Class Commissioners.

The ASB Officers spend an average of 8 to 15 hours a week planning and overseeing school events including but not limited to: Athletic Events, Rallies, Dances, Intramurals, School Spirit and Community Outreach Events.

Class Officers: Each class elects its own President, Vice President, Treasurer and Secretary. These offices have a set of duties unique to their class needs and require additional time commitment outside of the regular class hours. Fundraising is required at each class level and is a yearlong effort. Class Officers report to both the ASB Director and their Class Moderator.

Commissioners: Students interested in serving as an ASB Commissioner apply and interview for a position in the class. It is the goal of the ASB Director and Elected Officers to identify and appoint students with a variety of talents who accurately represent the student population and student interests. Time commitments outside of the regular school day are required and vary over the course of the school-year.

Eligibility For Elections

Students interested in seeking candidacy for an executive ASB Office or a Class Office must meet the eligibility requirements as defined for current elections. Students on academic or disciplinary probation are not eligible to hold ASB or Class Office.

ACTIVITIES AND ORGANIZATIONS

Academic Decathlon

Bishop Alemany High School Academic Decathlon teams have a proud tradition of success in Regional and State competition. The team puts in many extra hours of study and practice in addition to their regular classwork obligations.

Assemblies and Rallies

These are a part of the regularly scheduled curriculum and exist to inform students in a given area or to promote school spirit.

Cheerleaders

Another active group on campus is the Bishop Alemany Cheerleaders. Their purpose is to promote and maintain spirit among the students and to develop a tradition of loyalty. Cheerleaders perform at football and basketball games, paint spirit banners and participate in pep rallies. Bishop Alemany Cheerleaders also have a competition squad. A group of off-campus judges select Cheerleaders annually.

Dance Team

The Dance Team was started in 2007- 2008.

Intramural Sports

The lunchtime inter-mural sports program started in 2007.

Mock Trial

Students are trained in courtroom presentation and procedures and participate in competition against other school in a set court case.

Speech and Debate

Bishop Alemany speech and debate members participate in numerous interscholastic debates and speech contests. Speech and Debate offers the student the opportunity to learn the process of effective reasoning, communication, research, and argumentation skills, which are mandatory in any career.

Student Publications

Student publications at Bishop Alemany include the student newspaper, the Yearbook, and the Literary Magazine. Each publication is governed and operated by student editors overseen by their respective moderator. Through participation in the publications program, students gain valuable writing, editing, and design experience; learn to work cooperatively as members of a staff; and develop a personal dedication to excellence through a shared commitment to producing a product of the highest quality.

Theatre

The Theatre Department is an active and vibrant part of the Bishop Alemany community. The Theatre Department produces 5 major productions a year. These productions offer a variety of entertainment including One Act Plays, Comedies, and the annual Spring Musical.

CLUBS

Clubs are organized to provide the students with an opportunity to share similar interests with other students, inform and educate the students in a variety of subjects and provide service to the school community.

Establishment of New Clubs

As prescribed for the current school year, students may establish student clubs, which respond to the interests of the students. Club Charter week, which occurs each fall, is the time when students may obtain the appropriate paperwork to begin a new club. Applications are available in the Student Government Office. Applications will be reviewed by the Administration and the final decision regarding the formation of new clubs rests with their professional judgment.

CLOSE UP, WASHINGTON, D.C.

Bishop Alemany High School has participated in the Close Up Trip to Washington, D.C. since 1983. This trip is more than just a field trip. Students experience a week-long study visit of our nation's capitol, where they have the opportunity to experience government and the political process firsthand.

Who Can Participate:

Students in grades 11 and 12 are eligible to participate. Furthermore, since students who participate in any school trip act as ambassadors of Bishop Alemany High School, there are certain disciplinary guidelines regarding this very special trip:

- Any student who has been on STRICT PROBATION within the last twelve months may NOT be eligible to attend Close Up.
- Should a student be placed on strict probation after money has been paid that student will NOT be allowed to go on the trip, and Bishop Alemany High School is NOT responsible for any loss of money.

What To Do: The exact cost of the trip is announced by Close Up in September. Students need to carefully listen to P.A. announcements during school to hear about important Close Up meetings. Parents should try to attend the Close Up Information meeting on the evening of Back-To-School Night in early September.

SECTION XI: ATHLETICS

(This section is a summary of the complete Athletic Code, which is printed separately.)

ATHLETIC DEPARTMENT PHILOSOPHY

Participation in athletics at Bishop Alemany High School is considered a uniquely valuable experience for every young person, and all are encouraged to participate in one of the many competitive sports offered during their high school years.

Participating in athletics at Bishop Alemany High School is a privilege that is earned. Student/Athletes are expected to appreciate the opportunities provided by high school athletics. We believe that the development of skills and attitudes, which result from athletic participation, are of special importance in our society today. A balance must be achieved and maintained between the desire for personal success and the accomplishments of the team.

PHYSICAL EXAMINATION

As many students as possible are encouraged to participate in the athletic program. All athletes are required to have a physical exam before they can try out for a sport, as mandated by CIF. Physicals completed during the previous school year are not valid the following school year. Parents are encouraged to have their child’s physical administered during the summer prior to the beginning of the school. Check the website for all necessary forms for participation, including physical forms, medical history, emergency card information and concussion form.

CIF-SS/CAA

Bishop Alemany High School is a member of the California Interscholastic Federation, Southern Section (CIF-SS). As a Catholic high school, Alemany is also a member of the Catholic Athletic Association (CAA).

ATHLETIC TEAMS AND SEASONS

Fall: Late August to mid-November

Football - Boys Varsity JV Frosh	Cross Country - Boys/Girls Varsity - Jr. Varsity	Tennis - Girls Varsity - Jr. Varsity Golf - Girls Varsity	Water Polo - Boys Varsity - Jr. Varsity	Volleyball - Girls Varsity - Jr. Varsity Freshman
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Winter: Mid-November to February

Basketball - Boys/Girls Varsity - Jr. Varsity – Frosh (Boys only)	Soccer - Boys/Girls Varsity - Jr. Varsity	Water Polo - Girls Varsity - Jr. Varsity	Wrestling Varsity -Jr. Varsity
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Spring: February to June

Baseball Varsity - Jr. Varsity Fr/Spoh Softball Varsity - Jr. Varsity	Golf - Boys Varsity	Swimming - Boys/Girls Varsity - Jr. Varsity	Volleyball - Boys Varsity - Jr. Varsity Frosh
		Track - Boys/Girls Varsity - Jr. Varsity Frosh/Soph-Boys	

CODE OF CONDUCT

A Bishop Alemany High School athlete in competition is expected to follow certain principles:

1. Never use profanity or illegal tactics.
2. Be gracious in defeat and modest in victory.

3. Always congratulate the opponent.
4. When speaking to an official, always speak in a tone of respect and only to clarify a rule.
5. Violations of good behavior will result in removal from the team for a specified period of time by Head Coach or A.D.
6. Bishop Alemany High School adheres to CIF policy with regards to ejections/removals from athletic contests.
 - a. The first offense will result in a one game suspension and a parent conference.
 - b. The second offense in the season will result in a two game suspension.
 - c. The third offense (in the same season) will require the student athlete to sit out the remainder of that season of competition per CIF rules.
7. Any athlete who is involved in a fight for any reason may be suspended per CIF rules for one game. Should this happen a second time, the athlete may be suspended for one year to the day and not receive a letter or any post-season awards per CIF and school rules.
8. Any student found guilty of striking an official will be barred from athletic competition at Bishop Alemany High School during the remainder of his or her athletic eligibility. This would constitute grounds for expulsion from school.
9. Any player found using any form of chewing tobacco at practice or during a game will be automatically suspended for one game.

HAZING

Bishop Alemany is committed to providing an environment that is free from any type of harassment. The school will treat any and all allegations of harassment seriously. Harassment, including verbal physical or written intimidation, degrading of a person, ethnic slurs, name calling, prejudicial behavior, employing actions to victimize and make life miserable for other persons, and team initiation tactics will never be tolerated. Such actions call for serious disciplinary follow up from the school.

GENERAL ATHLETIC POLICIES

1. Bishop Alemany High School provides secondary insurance coverage for physical injury for all students automatically. Injuries incurred in athletic participation are included in this coverage for all sports except tackle football. Before a student can participate in football, he must buy the extended coverage from the school's insurance carrier. The cost of insurance is determined by the insurance carrier on a year to year basis.
2. A student who receives a GPA of less than 2.0 in any two consecutive quarters is ineligible to participate in interscholastic athletics for the time specified in the school regulations.
3. Students absent from school may not participate in a game or a practice on the day he or she is absent. Absence is defined as failure to report to school for a minimum of half of the instructional day. Students absent from school on Friday may not compete in a game on the following day, unless they present written permission from their parents to do so prior to the game. The same rule applies when the student is absent on the day before a school holiday and the game is played on the holiday.
4. If an athlete drops a sport, he or she forfeits all awards for that sport. No athlete who drops a sport after the first scheduled game (not scrimmage) will be allowed to participate in another sport during the season or portion of the same season except with mutual consent of both Head Coaches involved and final approval of Athletic Director. If student/athlete is removed from team for discipline reasons, he or she will not be allowed to compete or practice in another sport without the approval of the Athletic Director and Deans of Discipline.
5. **The athlete is financially responsible for all equipment checked out to him or her. All equipment issued must be returned or paid for before the athlete can receive his or her awards, or begins another sport. Replacement costs will be based on the current market value. An athlete may not take quarter or final exams until restitution is made. In addition, grade reports and transcripts may be withheld.**
6. Uniforms and related equipment will be used only during scheduled practice and games of that sport. They may not be worn at any other time unless permission to do so is obtained from the Coach and Athletic Director, or as the approved day-of-game apparel.
7. Excessive Heat: Bishop Alemany follows all state and local recommendations regarding excessive heat situations. These recommendations will be considered by the Athletic Department, Athletic Trainer, and Coaching Staff to maintain the highest level of safety for our student athletes.

LETTERING

Letters are awarded according to school, league and CIF rules and regulations. All coaches reserve the right to deny anyone a Letter who is in violation of any rules, even though the athlete qualifies in every other way. . Any players who suffer an injury, which prevents them from continuing to participate, can receive a Letter if they have met or if at the time of the injury, the coach felt that they would have met the requirement had the injury not occurred.

The Athletic Directors, acting in conjunction with the Head Varsity Coaches, reserve the right to award a letter to an athlete who does not meet the requirements but is judged to be deserving.

ATHLETIC AWARDS

The Bishop Alemany Scholar-Athlete Award is determined at the conclusion of the school year. The athletic department, that is Athletic Director, Assistant Athletic Directors and Head Varsity Coaches, will select male and female 12th grade student-athletes who have demonstrated excellence in the classroom, athletic arena, and be in good standing within the school community.

The individual honors used in the selection process include but are not limited to:

- All American**
- All State**
- CIF Player of the year**
- All Southern section**
- All CIF (awarded by division)**
- League MVP**
- All League First Team**

CARE AND USE OF UNIFORMS AND EQUIPMENT

Please remember the following guidelines:

1. Athletic equipment is loaned to team members by the Athletic Department.
2. Athletes are responsible for equipment and uniforms issued to them. Lost items must be paid for by the athlete.
3. Team uniforms are not to be used or worn at home or away from school unless on a team trip.
4. All uniforms will be washed by the athlete before each contest.
5. All uniforms will be turned in on time at the end of the season. Please see General Athletics Policy #5.

RESPONSIBILITY OF STUDENTS AND PARENTS

Quoted from the Catholic Athletic Association Gold Book

A. ATHLETES:

1. **Serve as a positive example by exercising self-control and good sportsperson ship.** Players will shake hands with players on the opposing team at the conclusion of a game.
2. Accept both victory and defeat with pride and compassion.
3. Accept seriously the responsibility and privilege of representing your school community.

B. CHEERLEADERS/PEP ORGANIZATIONS

1. Always be positive. Never be negative. Base your crowd control plan on this rule.
2. Choose the appropriate cheers at the right time, **insuring that cheering is positive** and does not inflame or incite rooting sections and spectators.
3. Adhere to all CAA and CIF regulations on the use of noisemakers and musical instruments at athletic events.
4. Skits at pep rallies should be positive. Build the skits around your team, not the team at the other school. Never belittle, degrade or put down the other school in a skit. Posters, banners, etc., used at rallies and games must follow the same guidelines. Do not use provocative words such as “kill”, “bury”, and “cripple”.
5. **Cheers must always be of a positive nature. Provocative, vulgar, and obscene language or gestures must never be used.**
6. Do not use cheers, which use the other school’s name, colors, symbols, mascots, coaches or players names.
7. **Do not use cheers, which are aimed at game officials. Booing is not an expression of good sportsmanship.**
8. Work cooperatively with the other school’s team and cheerleading squad.
9. In a confined environment such as a gym, special guidelines must be followed. At basketball and volleyball games do not use noisemakers, bells, horns, etc.
10. Inappropriate social media remarks may cause disciplinary action by the athletic department and/or school

N.B.:

The host school may have a pep band. This band may play before the game, during time-out, intermissions, and after the game. Electronic amplification is prohibited. The visiting school is not permitted to bring its pep band.

C. STUDENT SUPPORTERS AND SPECTATORS

1. Use announcements and posters to promote school spirit and good sportsmanship at events. Signs and posters are the responsibility of cheerleaders/pep squad organizations and therefore must be approved by the appropriate adult at the school.
2. Promote pre-game interest and activity so that the athletic program is shared by all, not just athletes. Give positive support at all rallies.
3. Be a good host or guest in relationship to the other school. Treat them as you would wish to be treated. Be respectful during the playing of the national anthem, pre-game ceremonies, half-time activities, and the singing of the Alma Mater.
4. Follow the directions of cheerleaders and security personnel. **Stay away from the visiting school’s rooting section and avoid any provocative activity. Students involved in unauthorized activity at athletic events will be subject to disciplinary action.**
5. Stay away from the other school’s campus and vicinity prior to and after athletic events (except on official school business). Any vandalism or destruction of another school’s property will be subject to the student to severe disciplinary action.
6. Stay out of playing areas until athletic event is completed.

D. PARENTS

1. **Insist that your sons and daughters adhere to the high standards of good sportsmanship on and off the playing field, as athletes or spectators.**
2. Support the school athletic program through participation in booster clubs, security programs, and by attendance at athletic events.
3. **Set a good example by your behavior at athletic events, whether your daughter or son is a player or a spectator.**

SECTION XII COUNSELING AND GUIDANCE

COUNSELING DEPARTMENT

Philosophy

The Counseling Department builds its goals on the belief that the needs of the whole person must be served. The department believes that it must offer students the opportunity to develop an awareness of their responsibilities to God, to themselves, to the school community and to the community at large.

Throughout their years at Bishop Alemany, students collaborate with the Counseling Department in the planning of their academic programs. Counselors, working with the Studies Office, faculty and parents, assist students in evaluating their ability and guide them to pursue a course of studies that best suits their potential and future life goals. Where necessary, remediation and enrichment are encouraged. Standardized tests administered regularly according to national and local schedules, are recommended to students as part of this evaluation and guidance process.

Each student has an appointed counselor who will contact him/her at various times each semester to discuss academic progress, to motivate the student to reach his/her highest potential, to offer encouragement and any help which is needed. Students are free to request appointments with their designated counselors or with another counselor at any time.

All Counselors may assist students in the areas of academic, college, career and personal counseling.

College Career Center

The College Career Center provides the latest in college and career information, and is open daily for use by the students.

Testing

Necessary information and applications for the following tests are available to students who attend Bishop Alemany:

Preliminary Scholastic Assessment (PSAT) (Grades 9-11)

These tests are designed as a preparation for the SAT test. The 11th grade test is also the qualifying exam for the National Merit Scholarship Program. The College Board has redesigned this series of exams so that each grade level takes an appropriate version: PSAT 8/9, PSAT 10 and the traditional PSAT (primarily intended for 11th graders).

Scholastic Assessment Test (SAT Reasoning Test)

This is a 3-part test on critical reading, mathematical abilities, and writing skills that the student has developed in high school. It is the basis of admission to most 4-year colleges and universities. Any senior planning to go to a 4-year college should take the SAT Reasoning Test by November of his or her senior year. Juniors are encouraged to take the SAT Reasoning Test in the spring of their junior year. Dates for this test are available in the College Career Center, the school calendar in the Student Handbook and in the various bulletins distributed to students and parents throughout the year.

College Board Achievement Tests (SAT Subject Tests)

This is a series of tests that assess what has been learned in a particular subject area. The SAT Subject Test(s) may be required depending on the college or choice of major. Each senior must check the test requirements of the college and major that he or she chooses. See the calendar for deadlines.

American College Testing Program (ACT)

The ACT, like the SAT Reasoning Test, is a college entrance test. Every senior should check the test requirements of the college he or she chooses. Bishop Alemany encourages all students intending to attend a four-year college to take both the SAT Reasoning Test and ACT.

Armed Services Vocational Aptitude Battery (ASVAB)

This test offers an evaluation of the abilities of a person in many different areas. The results of this test are most helpful in deciding a career. This test is offered free to all seniors (in the Fall semester) and juniors (in the Spring semester), whether or not they are considering a military career. See the annual school calendar for dates.

NOTICE OF EXAMINATIONS AND TEST DATES

Bishop Alemany High School Code: 052-898

This school code is required for PSAT, SAT Reasoning Test, SAT Subject Tests and other college tests, college admissions, scholarship applications and other applications.

SAT Reasoning Test and SAT Subject Tests 2016-2017

Test	Fees
SAT	\$57.00
SAT Subject Tests Basic Registration Fee	\$26
Language Test with Listening (add to basic reg. fee)	add \$26
All other SAT Subject Tests (add per test to basic. reg. fee)	add \$20

- SAT Fee includes reports for you, your high school (if you authorize reporting), and up to four college choices (if valid codes are provided when you register).

2015-2016 Test Dates	Test	Regular Registration Deadline (postmark/submit by)
October 1, 2016	SAT & Subject Tests	September 2, 2016
November 5, 2016	SAT & Subject Tests	October 7, 2016
December 3, 2016	SAT & Subject Tests	November 4, 2016
January 28, 2017	SAT & Subject Tests	December 30, 2016
March 11, 2017	SAT Only	February 10, 2017
May 6, 2017	SAT & Subject Tests	April 7, 2017
June 3, 2017	SAT & Subject Tests	May 5, 2017

Online SAT registration is at www.collegeboard.org.

Basic ACT registration fee (per test option)

Test	Fees
ACT (No Writing)	\$42.50
ACT Plus Writing	\$58.50
(Please note: Most colleges require that students complete the Writing Section to be considered for admission.)	

* ACT Fee includes reports for you, your high school (if you authorize reporting), and up to four college choices (if valid codes are provided when you register).

2015-2016 ACT Test Dates

Test Date	Registration Deadline	
September 12, 2016	August 7, 2016	
October 24, 2016	September 18, 2016	
December 12, 2016	November 6, 2016	
February 6, 2017	January 8, 2017	
April 9, 2017	March 4, 2017	
June 11, 2017	May 6, 2017	

Online ACT registration is at www.actstudent.org.

COLLEGE ADMISSION INFORMATION

The following subject requirements are those for University of California, California State Universities and most four-year colleges. In addition to these subject requirements, a student must be a graduate of an accredited high school (Bishop Alemany High School is a WASC accredited high school), must have maintained a good scholastic record and taken required exams (such as the SAT or ACT). It is suggested that each student check additional subject requirements for certain majors and other requirements in the catalog of the college of his/her choice.

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

A. UNIVERSITY OF CALIFORNIA – UC (See website <http://www.ucop.edu>)

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

SUBJECT REQUIREMENT

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

SPECIFIED "A-G" COURSE REQUIREMENTS

- a. **History/Social Science** – 4 semesters
2 semesters of U.S. History, U.S. Government AND 1 year of college prep World/Global History
- b. **English** – 8 semesters
Courses must be chosen from those that are certified by the University of California
- c. **Mathematics** – 6 semesters required, 8 recommended
For example: Algebra I, Geometry, Algebra II, etc.
- d. **Lab Science** – 4 semesters required, 6 recommended
2 semesters of Biology and 2 semesters of Chemistry or Physics
- e. **Foreign Language** – 4 semesters required, 6 recommended
2 years of the same college-prep foreign language
- f. **Visual and Performing Arts** – 2 semesters required
Courses must be chosen from those certified by the University of California

g. College Preparatory Electives – 2 semesters required.

One year, in addition to those required in “a-g” above chosen from the following areas:

History, social science, English, advanced math, laboratory science and language, other than English.

Please note that a second year of visual and performing art may only fulfill this requirement in very limited situations.

SCHOLARSHIP REQUIREMENT

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

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

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

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

a. History/Social Science – 4 semesters Includes one year of U.S. History and 1 semester of U.S. Government

b. English – 8 semesters Must be approved college prep courses

c. Mathematics – 6 semesters, 8 recommended: Algebra I, Geometry, and Algebra II, etc.

d. Laboratory Science – 4 semesters One year biological and one year physical (Biology and Chemistry, for example)

e. Foreign Language – 4 semesters 2 years of the same language

f. Visual and Performing Arts – 2 semesters Must be approved college prep courses

g. Electives – 2 semesters Must be approved college prep courses (see UC requirement)

ELIGIBILITY

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

CERTIFIED COURSES FOR ADMISSION TO UC/CSU

It is important to note that the University of California certifies a number of courses offered at Bishop Alemany as acceptable for admission to the university. These courses are considered demanding and rigorous both in content and grading to serve as a good basis for prediction of success in college. Students must select courses at Bishop Alemany only from the approved list to meet requirements for admission to any University of California or California State University campus. Courses not appearing on this certified list are NOT acceptable for admission.

Note: Underlined courses are certified by the University of California as honors level or advanced placement and receive extra honors credit. (A=5; B=4; C=3).

Certified courses are:

HISTORY/SOCIAL SCIENCE – U.S. History, AP U.S. History, U.S. Government, AP U.S. Government, Global History, AP World History, Global History.

ENGLISH - Honors English 9, English 9, American Literature, Honors American Literature, English Literature, Honors English Literature, AP English Language, Understanding Literature, College Composition, AP English Literature, Art/Cultures/Literature, English Composition, Shakespeare & Literature, The Modern American Novel.

MATHEMATICS - Algebra I, Honors Algebra I, Geometry, Honors Geometry, Honors Algebra II, Algebra II, Trigonometry A/B, Trigonometry & Math Analysis, Advanced Topics, CP Calculus, AP Calculus AB, AP Calculus BC.

LABORATORY SCIENCE - Biology, Accelerated Biology, AP Biology, Chemistry, Honors Chemistry, AP Chemistry, Physics, Physics, AP Physics, AP Physics C, Anatomy/ Physiology, Kinesiology.

FOREIGN LANGUAGE - French I, French II, French III, French IV, Spanish I, Spanish I, Spanish for Bilingual Students I, Spanish II, Spanish II, Spanish for Bilingual Students II, Spanish III, Spanish Bilingual III, Spanish IV, AP Spanish Language, AP Spanish Literature.

VISUAL AND PERFORMING ARTS - Art and Artist, Ceramics A/B, Dance A/B, Schola Cantorum, Theater A/B, Advanced Art I A/B, Digital Video Production, Studio Art A/B, Band, Orchestra, Adv. Choir, Adv. Digital Production, Adv. Theater

ELECTIVES - Economics, Psychology, Introduction to Sociology, Law & Society, History Through Film, AP Economics, Rhetoric & Composition, Humanities, Earth Science, Comparative Religions, Introduction To Western Philosophy, Science

C. PRIVATE UNIVERSITIES

Subject requirements for freshman admission are often very similar to the University of California and California State University. Since there are differences, students should check the catalog of the college of his/her choice. [Students should also check subject requirements for their specific major.](#)

D. COMMUNITY COLLEGE

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

E. NCAA ACADEMIC ELIGIBILITY

Division I General Requirements:

Student-athletes entering collegiate institutions must graduate from high school and earn a minimum grade-point average in a core curriculum. The exact requirements vary depending upon (1) whether the student-athlete will be allowed to play or will red-shirt during his or her first year of college, and (2) the year in which the student-athlete begins college. Details may be found at NCAA Eligibility Center website at www.eligibilitycenter.org

INTERNATIONAL STUDENT POLICY

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community.

All international students who do not live with a relative must live with host families who are identified on the student's I-20 forms. Student apartments, dormitory-style living, and unsupervised living are not permitted, even if the students are 18 years old or older. The school is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required. The parents/guardians, host family, and/or ISEVPO, if used, shall notify the school if there is any change in the student's host family or residence. Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians. Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so.

All international students are required to be enrolled in a religion course for a grade/credit each semester (see Knowledge of the Faith). The international student will be expected to participate, as appropriate, in religious functions and events.

To maintain status, international students must be enrolled as a full-time student at Bishop Alemany High School. International students are expected to follow all rules in the Parent-Student Handbook (regardless of age or religious background), as well as adhere to the following.

As a Catholic school, Bishop Alemany respects the religious backgrounds of all of its students. However, being a Catholic school we teach and practice the Catholic faith and its rituals. Like every student, international students must be willing to respect and participate in the religious programs and classes of the school in order to be considered for admission.

Temporary Leave and Vacations:

Students must receive approval from school administrators for a temporary leave during school session. The primary designated school official must endorse page 3 of the Form I-20 A-B for reentry. During annual school vacations, F-1 students are considered in status if they remain eligible and intend to return the following term.

Students may NOT leave in advance of the final examination dates or return from scheduled breaks late. Any student who exceeds the allowed number of absences per semester will be in jeopardy of violating the terms of their I-20 which may result in cancellation.

Renewing I-20s:

If the student wishes to continue the academic program at Bishop Alemany High School they must complete re-registration including payment of all fees and then submit their original I-20 to the Studies Office for a new endorsement at least one month prior to the expiration date. Signatures expire after one year.

English Language Proficiency:

All international students are required to participate in the International Student Program. Language proficiency or language support is mandated by the program.

Out of Status:

Failure to comply to the aforementioned rules and any and all Bishop Alemany rules can result in a student being "out of status." If at any time a student is found to be "out of status" the school will report to the Primary Designated School Official.

SECTION XIII: APPENDIX

Parent organizations:

- Are advisory in nature
- Have no legal status apart from the school and therefore may not be separately incorporated
- Function in accordance with a written constitution and bylaws that comply with all current provisions of archdiocesan policy that govern the structure and operation of such an organization
- Are subject to all Department of Catholic Schools regulations and policies

Membership

The membership of the parent organization shall include the pastor of the parish or his designee, principal, parents/guardians of currently enrolled students, and religious and lay faculty (if the organization is a parent-teacher organization). The pastor and principal shall have the right to approve officers and other members of the executive committee during the nomination process. The pastor or his designee and the principal shall be ex officio members of the executive committee of the organization

CONSTITUTION OF THE BISHOP ALEMANY HIGH SCHOOL PARENT ASSOCIATION

***NOTE: Current Constitution is being updated.**

VISION STATEMENT

The Bishop Alemany High School Parent Association exists to support the Alemany Community consistent with the Mission Statement of the School and its curricular, co-curricular and spiritual programs by providing parents with service participation opportunities, a social organization and an avenue for parent communication with the Administration.

ARTICLE I

Name

The name of this organization shall be the Bishop Alemany High School Parent Association.

ARTICLE II

Purpose

The primary purposes are:

- To coordinate the Parent Service Program
- To oversee Chair support and fundraising activities
- To provide communication avenues for parental input on matters of concern
- To provide liaison with the Bishop Alemany School Council through the President of the Parent Association.

ARTICLE III

Membership

Membership is available to all parents whose child(ren) is(are) currently attending Bishop Alemany High School and becomes effective at the time of enrollment.

ARTICLE IV

Parent Association Executive Board

Section 1 The Principal of Bishop Alemany High School works in cooperation with the Parent Association Executive Board and shall oversee and have final approval of all proceedings.

Section 2 The School Principal shall appoint a member of Faculty as Advisor to the Parent Association Executive Board

Section 3 The Parent Association Executive Board consists of:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Counseling Support Chair
- f. Parent Activities Chair
- g. Arts Chair
- h. Athletics Chair
- i. Parent Service Program Chair
- j. Faculty Advisor
- k. Principal

Section 4 Term of Office

Each Executive Board member shall serve a term of office of one year, June 1st through May 31st with a maximum of two years consecutively.

Section 5 Voting

Decisions on all matters shall be the out come of a consensus. A simple majority of votes, one per member present, shall affirm the decision.

Section 6 Quorum

The Executive Board members present shall constitute a quorum.

Section 7 Participation:

All members of the Executive Board are expected to be present at some of the events put on by the Parent Association and the school, such as Back to School Night, New Parent Orientation, Freshman Registration day, Open House, Casino Night, Golf Tournament and Post Prom.

ARTICLE V

Parent Association Executive Board Member Appointment

Section 1 Eligibility for Office

- a. Positions on the Executive Board are open to all members of the Parent Association.
- b. If more than one person wishes to take a position they may share in the position.

Section 2 If a position becomes available during the school year due to a resignation or vacancy, the position will be filled through the recommendation of the President of the Parent Association with the approval of the Principal.

Section 3 Any person who wishes to be a member of the Executive Board for the following year shall submit their name to the Secretary before the March meeting of the Leadership Team.

Section 4 At the March meeting, the members shall draw up a list of assignments and persons who wish to either continue in their position and/or those who wish to apply for vacant positions.

Section 5 Where more than one person wishes to be considered for an Executive Board position of President, Vice President, Secretary or Treasurer, or when there is only one person running for the office their names shall be placed on an election ballot.

Executive Board positions of President, Vice President, Secretary or Treasurer are to be voted upon by ballots, approved by the Principal, sent to Parents and guardians in the April issue of the 'Alemanian', available in hard-copy in the Administration Office and on the Bishop Alemany website.

ARTICLE VI

Removal From Office

Section 1 The School Principal may remove a Executive Board member from office for any just reason. The School Principal will appoint a new member on the recommendation of the Parent Association President.

ARTICLE VII

Duties

Section 1 The responsibilities of the President shall include but not be restricted to:

- a. Presiding at all meetings of the Executive Board, general meetings of the Parent Association and at special meetings;
- b. Approving the volunteer committee heads;
- c. Being the representative for the Bishop Alemany community to the school Administration;
- d. Approving fundraisers proposed by the Executive Board committees;
- e. Developing a budget and approving requests for expenditures.

Section 2. The responsibilities of the Vice President shall include but not be restricted to:

- a. Performing the duties of an absent President;
- b. Performing such duties as assigned by the President;
- c. Arranging for annual elections and forming a Nomination Committee consisting of 2-3 current Board members and general Parent Association members. Committee members should not be running for a current Executive Board position.

Section 3 The responsibilities of the Secretary shall include but not be restricted to:

- a. Taking and publishing minutes of meetings;
- b. Notifying the members of all meetings, publishing an agenda and taking attendance;
- c. Ensuring parents' awareness, interest and involvement in school functions through e-mail, telephone and printed materials;
- d. Assisting the Chair for Parent Service Program.
- e. Submitting monthly publications to church bulletins, the Alemanian and the Alumni newsletter.

Section 4 The responsibilities of the Treasurer shall include but not be restricted to:

- a. Coordinating accounts of all receipts and disbursements of the Association with each Event Chair and/or a Committee Treasurer and the school bookkeeper.
- b. Reporting receipts, disbursements and balance to the Executive Board and to the general membership at regularly scheduled meetings.

Section 5 The responsibilities of the Parent Service Program Chair shall include but not be restricted to:

- a. Overseeing the Parent Mandatory Service Hours Program; keeping accurate records of each family's service program fulfillment;
- b. Notifying the general membership of their standings on a quarterly basis;
- c. Obtaining volunteer needs, and submitting volunteer lists for those needs

Section 6 The responsibilities of the Counseling Support Chair shall include but not be restricted to:

- a. Coordinating parent volunteers to support and facilitate activities run by the Counseling department and other academically orientated activities;
- b. Reporting the schedule of events to the Executive Board at monthly meetings and requesting participation as needed.

Section 7 The responsibilities of the Parent Activities Chair shall include but not be restricted to:

- a. Working with and supporting committee chairs to plan and implement Parent Association fundraisers such as Communion Breakfasts, Casino Night and Golf Tournament to raise funds for Post Prom and other activities;
- b. Creating committees to run activities such as the Teacher Appreciation Luncheon and recognizing teacher birthdays;
- c. Helping organize parent volunteers for such activities;
- d. Reporting to the Executive Board at monthly meetings.

Section 8 The responsibilities of the Arts Chair shall include but not be restricted to:

- a. Coordinating parent volunteers to support the Visual Arts, Drama, Band, Schola, and Dance programs of the school and to effect approved fundraisers each year to help support them;
- b. Reporting to the Executive Board at monthly meetings.

Section 9

The responsibilities of the Athletics Chair shall include but not be restricted to:

- a. Coordinating parent volunteers to support the Athletic programs of the school;
- b. Reporting to the Executive Board at monthly meetings.

ARTICLE VIII
Parent Association Meetings

Section 1 The Parent Association Executive Board shall meet on the first Wednesday of the month, September through May unless otherwise noted. All Executive Board members must be present. All Association members are invited. Members should consult the school calendar and website for dates and times.

Section 2 The meetings are intended to:

- Plan and coordinate the work of the Association committees
- Coordinate the Bishop Alemany Parent Service Program
- Develop an annual budget and approve requests for expenditures for the Association
- Approve fundraisers proposed by the Chair Committees
- Represent the interests of the Alemany Community to the School Administration
- Discuss parent concerns. Parent must submit their concern in writing one (1) week before the meeting to the President of the Parent Association.

Section 3 The Parent Association will have General Meetings for all members. These meetings shall provide occasional religious programs, programs of interest and information.

The General Meetings are also to inform parents on the status of the Association, current activities of the school, and to give updates on School Administration information.

During these meetings parents will be allowed to voice their opinions in a courteous and professional manner.

ARTICLE IX
Standing and Ad-Hoc Committees

Section 1 There shall be such special Ad-Hoc Committees set up as needed by the Executive Board members.

ARTICLE X
Procedures

Common sense and cooperation shall be the basis of authority for all parliamentary procedures.

ARTICLE XI
Amendments

Amendments to this Constitution require a simple majority vote of the Executive Board members of the Parent Association and the approval of the Principal. All revisions hereafter must be submitted on a yearly basis to be reviewed and approved by August of said year.

ARTICLE XII
Effective Date

This Constitution shall go into effect on July 1st, 2007. Upon adoption, any previous Constitution shall be null and void.

PARENT/STUDENT COMPLAINT REVIEW PROCESS

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted during the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

SCHOOL LEVEL

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it frankly with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).
- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

DEPARTMENT OF CATHOLIC SCHOOLS LEVEL

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

SEXUAL MISCONDUCT POLICY OF THE ARCHDIOCESE OF LOS ANGELES

A ministerial relationship is one in which a person is receiving pastoral care from a church leader. Whenever a person begins a relationship with any person in his or her capacity as a church official or leader, a ministerial relationship is created.

This applies to:

- Clergy (bishops, priest and deacons)
- Members of religious communities (priests, brothers, sisters)
- Lay ministers, lay pastoral associates, youth ministers and liturgical ministers
- Spiritual directors and pastoral counselors
- School personnel
- Seminary faculty, staff and administrators
- Religious education teachers, church camp counselors, choir directors, coaches etc.

The Nature of Sexual Misconduct:

Sexual misconduct is a general term that includes sexual harassment, sexual exploitation and sexual abuses.

Sexual Abuse arising from the Ministerial relationship:

While ministry is never about sexual contact, sexualized contact or sexualized behavior may arise within a ministerial relationship. In our Catholic faith this is never acceptable in a pastoral relationship with a parishioner, employee, student, spiritual director, counseling client or anyone who has sought the church's ministry.

Sexual harassment:

Please refer to the section above on this topic.

Sexual exploitation:

Sexual exploitation is the sexual contact between a church leader and a person who is receiving pastoral care from the church leader.

Sexual Abuse:

Sexual abuse is sexual contact between a church leader and a minor or "vulnerable adult" as defined by law.

Physical Contact:

Either sexual exploitation or sexual abuse can include physical contact from the church leader such as:

- Sexual touching or other intrusive touching (i.e. tickling, wrestling or other physical contact.) that causes uneasiness or discomfort to the one touched
- Inappropriate gifts (such as lingerie)
- A prolonged hug when a brief hug is customary
- Kissing on the lips when a kiss on the cheek would be appropriate
- Showing sexually suggestive objects or pornography
- Sexual intercourse, anal, or oral sex

Verbal Behavior:

Sexual exploitation and sexual abuse can also include verbal behavior such as:

- Innuendo or sexual talk
- Suggestive comments
- Tales of sexual exploits, experiences or conflicts
- Making sexual propositions

Factors that might lead to Sexual Misconduct in a Ministerial Setting:

It is a common dynamic in ministry for some to feel attracted to those in church leadership positions or to feel flattered by his or her attention. This never excuses any form of sexual misconduct. Clergy or other church leaders who engage in any form of sexual misconduct are violating the ministerial relationship, misusing their authority and power and are taking advantage of the vulnerability of those seeking spiritual guidance.

Because of the respect and even reverence with which many people seek help from the church's ministries there is an imbalance of power and hence a vulnerability inherent in the ministerial relationship. In these circumstances there is an absence of meaningful consent to any sexual activity even if the person is an adult. This imbalance of power makes it never "o.k." It is the responsibility of the church leader to maintain appropriate emotional and sexual boundaries with those with whom they work and serve.

Impact of Ministerial Sexual Misconduct on its Victims:

Victims of ministerial sexual misconduct frequently feel deep shame or self-condemnation. They may fear not being believed or fear being blamed by church officials or members. Many times they may not even realize that the way they were treated was abusive. Sadly, victims can experience a crisis of faith and even leave the church altogether.

Response to Complaints of Sexual Misconduct:

How Complaints or Allegations of Sexual Misconduct are handled by the Archdiocese of Los Angeles:

The Archbishop treats all complaints of sexual misconduct seriously and deals with such allegations in a prompt, confidential and thorough manner with compassion and consideration for all those involved.

- A complaint against an Archdiocesan priest or deacon, Catholic school personnel, or other Archdiocesan employee may be initiated in writing or by telephoning the Assistance Ministry Coordinator at 800-355-2545.
- Complaints against religious order priests, men or women religious are made to their own religious superior. The Archdiocesan Ministry Coordinator is able to assist directing such a complaint to the proper authority.
- Complaints against parish employees or volunteers may be directed to the pastor or associate pastor of the parish in question.

Complaints Lodged against a Member of the Clergy (Bishops, Priests and Deacons):

When a member of the clergy is accused, a team (including the Assistance Ministry Coordinator, the Vicar for Clergy and a special fact-finder known as an Auditor) responds promptly to the complaint. In dealing with these the Archdiocese will:

- Make every effort to act in a way that protects people from being harmed, including relieving an accused priest or deacon from ministerial duties if there is sufficient evidence to support the allegations;
- Comply with all civil reporting mandates governing sexual abuse;
- Strive impartially to determine the facts and circumstances as accurately as possible;
- Offer victims and their families assistance in obtaining psychological counseling and spiritual directions;
- Deal as openly as possible with members of the parish community while respecting the privacy of the individuals involved and in accordance with church law governing such situations.

Preventing Sexual Misconduct:

What is being done to prevent Sexual Misconduct in the Church:

Every effort is made to assure that all persons ministering in the Archdiocese are aware of and will abide by the policies prohibiting sexual harassment, exploitation or abuse and of the procedures for dealing with incidents of sexual misconduct.

School personnel are screened for their ability to work safely with children, are provided information to help recognize and deal with issues of child sexual abuse and are offered guidance and instruction on appropriate professional conduct with students.

All seminarians and candidates for the diaconate go through an extensive evaluation and psychological assessment before entering formation. After ordination priests and deacons receive ongoing training in maintaining the integrity of the ministerial relationship.

Every person has the right to be respected and treated with dignity befitting a child of God. Every person has the right to have appropriate boundaries respected. Every person has the right to challenge any behavior or comment that is offensive or inappropriate. It is the responsibility of everyone to protect the safety of children, families, women and men and to promote healing where there is injury with firm justice and mercy toward all.

Zero Tolerance Policy

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person, or volunteer to serve in its parishes, schools, other pastoral ministries, or in any other assignment when such an individual has previously engaged in the sexual abuse of a minor.

Under the Zero Tolerance Policy of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a minor under the age of 18:

- May not have any paid or volunteer assignment in any ministry in the archdiocese
- May not volunteer in any non-ministerial activity or event

The Cyber Tipline at the Center for Missing and Exploited Children

The Cyber Tipline at the Center for Missing and Exploited Children is funded by the U. S. Congress and is the recommended method for reporting the sexual exploitation of children (under the age of 18) over the Internet. Since the Child Services departments in most states are not equipped to deal with the sexual exploitation of children through electronic media, the Cyber Tipline is a reporting structure that delivers the information directly to the FBI's electronic division for tracking for tracking and prosecution. It is not required for E-Rate, however, it is recommended that all schools publish the information to employees and parents. This site is used to report the following types of crimes:

- Possession, manufacture and distribution of child pornography
- Online enticement of children for sexual acts
- Child prostitution
- Child-sex tourism
- Child sexual molestation (not in the family)
- Unsolicited obscene material sent to a child
- Misleading domain name

The address of the Cyber Tipline is <http://www.missingkids.com>.

Bishop Alemany High School

As a Catholic High School, is a community enriched by faith that develops intellectually prepared men and women who are committed to promoting a just and peaceful world as conscientious and morally courageous leaders in service to others.

Dance Contract 2016 - 2017

**** EACH INDIVIDUAL BISHOP ALEMANY STUDENT IS REQUIRED TO HAVE HIS/HER OWN COMPLETED CONTRACT. THIS CONTRACT IS VALID FOR ALL SCHOOL DANCES DURING THE SCHOOL YEAR WITH THE EXCEPTION OF PROM ****

Please read the following guidelines and sign, acknowledging your agreement.

- **I understand that this contract is valid only for BAHS students. Guests of BAHS students must complete a Guest Contract which is available at the ASB Office.** I will be alcohol and drug free when I arrive at the dance and remain so.
- I understand that I must be in compliance with the Dance Dress Code. Noncompliance for students and dates will result in non-admittance.
- I understand that if my date or I are **suspected to be under the influence of alcohol or drugs**, by any school faculty or staff member, my date or I **may be subject to a sobriety and/or Breathalyzer test**. In addition, our parents will be called to take us home.
- I understand that this dance is a school-sponsored event and I am therefore subject to the disciplinary guidelines of the **Bishop Alemany Parent Student Handbook**. I understand that if my date causes any disciplinary disturbance at the dance, my parents will be called to remove us from the dance.
- I understand that freak dancing is not allowed. I understand if I am freak dancing, or if my date is freak dancing, I/we am/are subject to disciplinary action.
- I understand that any student who has been asked to withdraw from BAHS any for disciplinary reasons may not be on campus at any time.
- After careful analysis of problems associated with underage students utilizing limousine services, BAHS joins many other area high schools in **prohibiting the use of limousines and other chauffer driven vehicles** at all BAHS dances and events. Any such vehicle will not be allowed on campus. Students who arrive in any such vehicle **will be turned away at the gate** and forfeit any type of refund.
- I understand that I am required to arrive at the dance no later than 45 minutes after the start of any dance to be admitted. After that time I will forfeit my right to enter the dance and receive any type of refund.
- I understand that I may not leave until 30 minutes before the end of the dance.
- I further understand that I am required to bring my current BAHS I.D. to this event. If my date is a BAHS student, he/she is also required to bring their I.D. (temporary I.D.s are available from your dean).
- I understand that if my date is not an BAHS student they are required to bring their current school I.D. or a valid California State I.D.
- **Additionally, I understand that students who falsify or submit falsified contracts are subject to dismissal from Bishop Alemany.**
- **I understand that I must be picked up no later that a half hour after the dance ends.**
- By signing below I agree to all of the above stated terms and recognize that I am responsible for my actions and the actions of my date.

STUDENT

Student's Name (PRINT) _____ **Phone # (____)** _____ - _____

Student's Signature _____

PARENT OR LEGAL GUARDIAN OF STUDENT

Out of concern for my child's safety and the safety of all concerned, I promise not to provide any alcoholic beverages before or after the dance. Further, I understand that if my student or his/her date causes any disciplinary disturbance I will be called to remove them from the dance.

Parent/Guardian's Name (PRINT) _____

Signature _____

Parent/Guardian's Phone # (____) _____ - _____

Emergency Name (PRINT) _____ **Emergency Phone # (____)** _____ - _____

Parent’s Authorization to Use Child’s Image, Name, Voice and/or Work for Non-Commercial Purposes

This section to be completed by Bishop Alemany High School

Bishop Alemany High School

Class/Activity:

The School intends to use your child’s image, name, voice and/or work for the following non-commercial purposes (describe class/activity, date(s) if applicable):

The following person(s)/entity not connected to the School will be involved in the class/activity:

This section to be completed by Parent/Legal Guardian:

I, _____ (name), am the parent or legal guardian of _____ (child’s name), a minor. I hereby authorize the Archdiocese/School/Parish to use the following personal information about my child:

Please initial the applicable boxes

Image/visual likeness: yes no Voice: yes no
Name: yes no Work: yes no

I understand and agree that my child’s image, name, voice and/or work (the “Personal Information”) will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the “Materials”).

The Archdiocese/School/Parish may use the Personal Information at its sole discretion, with or without my child’s name or with a fictitious name, and with accurate or fictitious biographical material. The Archdiocese/School/Parish will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. While the Archdiocese/School/Parish will take care to maintain the particular intents and purposes of the photographs or electronic recordings, editing may be necessary to obtain the best results. I release and discharge the Archdiocese/School/Parish and its employees and agents from any liability that may arise out of the making or editing of the photographs or electronic recordings, including but not limited to, distortion, blurring, alteration, optical or auditory illusion or use in composite form.

In exchange for the Archdiocese/School/Parish’s giving my child an opportunity to participate in the class/activity, I hereby agree that neither I, nor my child, will receive monetary compensation, royalties or credit for use of the photographs or electronic recordings by the Archdiocese/School/Parish. I understand and agree that the Archdiocese/School/Parish shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Archdiocese/School/Parish intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.

I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Archdiocese/School/Parish and its employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.

I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to the Archdiocese/School/Parish. However, my new

authorization will not have the effect of revoking this Authorization, and the Archdiocese/School/Parish will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

I represent that I have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.

Signature:

Date:

Print Name:

Relationship to Child:

Address:

Telephone:

Name of Child:

Age:

DISABILITY DISCRIMINATION COMPLAINT AND REVIEW PROCESS FOR STUDENTS AND THEIR PARENTS OR GUARDIANS

Section 504 of the Rehabilitation Act of 1973 is a Federal statute that prohibits discrimination on the basis of disability. The purpose of this Complaint and Review Process is to provide a structure for bringing about resolution and reconciliation when disagreements arise between a school family and the school arising out of a student's physical or mental impairment or disability.

Everyone involved in the Complaint and Review Process is to be free from restraint, coercion, discrimination or retaliation in any form. You should use the Complaint and Review Process when issues arise at the School relating to your child's disability that have a significant impact on your child and you have been unable to reach a resolution with your child's teachers or other members of the School staff.

INITIAL COMPLAINT PROCESS:

1. If you have a complaint or disagreement regarding your child's disability, you should first try to resolve your complaint by discussing it promptly with the person(s) directly involved.
2. If you cannot reach a resolution or you are not comfortable with discussing the issue with the person(s) directly involved, you may bring the matter to the Principal of the School, in writing, within 15 days of the event which is the subject of your complaint. You should also send your complaint to the Archdiocesan Compliance Officer, who is charged with monitoring such complaints at:

Archdiocesan Compliance Officer
Department of Catholic Schools
3424 Wilshire Blvd.
Los Angeles, Ca, 90010

If you do not submit a written complaint to the Principal of the School within the 15 day period it will be considered untimely.

3. The Principal will conduct an investigation as promptly as possible. The scope and nature of the investigation will depend on the nature of the issue presented. The goal is to achieve a just resolution and reconciliation with everyone concerned. The parties are advised to maintain confidentiality. The Principal will advise you in writing of the outcome of the investigation and his or her decision within 20 days of submission of your written complaint.

REVIEW LEVEL:

1. If you disagree with the decision of the Principal, you may appeal the decision in writing to the next level for review. The request for review must be submitted within ten (10) days of the Principal's written decision or it will be considered untimely. The request for review must be sent to the Supervisor at the Department of Catholic Schools assigned to this School. The Supervisor can be reached at: 213-637-7313. The School Supervisor, with the assistance of the Archdiocesan Compliance Officer, will conduct the review of your complaint.
2. The School Supervisor will set the date, time and location for the review and will facilitate the review process. Your review may be conducted by a single person or by a representative committee, including the Archdiocesan Compliance Officer, as the case warrants. All persons involved in the complaint may select someone to help in preparations for the review, to attend the hearing, and to provide support during the process. No attorneys are allowed to appear at or participate in the hearing. The hearing will be set within 10 to 15 days after receipt of your request for review, giving consideration to the schedules of all persons involved.
3. At the Review Hearing:

1. You explain your complaint, present relevant documentation, and answer questions the reviewer(s) may have.
2. The reviewer(s) interview(s) other parties involved in the case, giving each an opportunity to respond to the complaint and present relevant facts and documentation.
3. The reviewer(s) will encourage the parties to reconcile their differences and come to a mutual agreement on some or all issues.
4. If the complaint cannot be resolved at the review hearing, the reviewer(s) will prepare a final, binding decision, which will be communicated to all parties, in writing, within 10 days of the hearing.

Your participation in this Complaint and Review Process does not prevent you from making a complaint to an applicable government agency. For complaints about discrimination, you can go to:

U.S. Department of Agriculture, Office of Assistant Secretary for Civil Rights

http://www.ascr.usda.gov/complaint_filing.html

The addresses of the government offices closest to you can be found in the front of your telephone book.

HOW TO REQUEST A MINOR ADJUSTMENT PURSUANT TO SECTION 504 OF THE REHABILITATION ACT OF 1973

If you feel that your disabled child needs a minor adjustment to enable him/her to participate in the general education curriculum of the School, please talk to your child's teacher and/or the Principal of the School. Be prepared to submit medical documentation to verify both your child's disability and the nature and extent of the requested minor adjustment.

Bishop Alemany High School iPad Acceptable Usage Policy 2016-2017

(Updated policy will be given to students for parent signature and can be viewed on Alemany.org)

All iPads are subject to the same acceptable use guidelines as any electronic devices used on campus. Alemany reserves the right to confiscate and search a student's iPad to ensure compliance with the Acceptable Usage Policy. Students in violation of the Acceptable Usage Policy are subject to disciplinary action, confiscation of the iPad, and removal of content. In the event of confiscation, completion of classwork remains the responsibility of the student.

STUDENT RESPONSIBILITIES

Caring for the iPad

- The iPad screen is made of glass and subject to cracking and breaking if misused. Never drop or place heavy objects on top of the device.
- Only a soft cloth or laptop screen cleaning solution is recommended to clean the iPad's screen.
- Defacing of the iPad is prohibited. Note: You may decorate the case only, as long as such decorations are appropriate.
- To extend battery life, turn the iPad off if it will be unused for a period of time.
- Do not subject the iPad to extreme heat or cold (do not store in vehicles).

Prohibited

Bishop Alemany High School does not support "jailbreaking" your iPad. This is the process that removes limitations placed on the device by Apple. This will result in severe problems for the device and may subject you to disciplinary action.

- DO NOT access or install inappropriate materials. All material on the iPad must adhere to the values and mission of Bishop Alemany High School. Students must abide by the same policies as those covering the use of on-campus computers, laptops, and cell phones. Students are not allowed to view, send, upload or download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials. Any student found with apps or profiles designed to circumvent the above policies will be subject to disciplinary action.
- DO NOT engage in illegal activities using the school's Internet / email accounts.
- DO NOT violate copyright laws pertaining to printed and recorded materials.
- DO NOT misuse passwords or gain unauthorized access to other student's accounts, files, or data.
- DO NOT engage in malicious use or vandalism of the iPad or its contents.
- DO NOT turn off "Location Services" in the iPad's Settings. This is to protect YOU from losses. If your iPad is lost, you can attempt to find it using iCloud's "Find My iPad" service, but your Location Services need to be turned on.
- DO NOT use the camera or microphone to record inappropriate, illicit, sexually explicit, harassing, or embarrassing pictures or words. Any use of the camera in restrooms or the locker room, regardless of intent, will be treated as a serious violation. Use of the camera or microphone in the classroom is subject to the guidelines of the classroom teacher.

Accounts and Passwords

- Keep your usernames and passwords in a safe place.
- Use your Alemany email address for all communications with the school, including your teachers.

Standard School Procedures

- You will bring your iPad to every class every day. You will be using it in many different capacities, and so you must always be prepared.
- Always bring your iPad to school fully charged. Get into the habit of charging it every evening.
- All of your media needs to be stored in a virtual storage space, such as iCloud, Google Drive, Dropbox, Box.net, or Sugarsync, so that you can access your classwork at any time, from any location and/or device. You should download the Application for one (or more) of these onto your iPad, using your Apple ID. These Applications are free. iCloud, however, is not an app — it comes with the iPad.

- You can sync your iPad to your personal computer. It is safer and simpler to sync it to iCloud.
- Do not overload your iPad memory with personal files and apps. The main purpose of the device is using it for academic purposes. Books and apps for class use are your priority.
- Do not delete apps pushed to you by Alemany. These have been selected for widespread use and teachers will expect that you have them available at all times.
- If your iPad is not working properly, bring it to the Help Desk located in the Media Center before school, during break or lunch, or after school.
- If your iPad is damaged: Back up your data, such as notes and pictures.
- If your iPad is stolen: Contact the local police on where the theft occurred, and report the theft.
- If you lose your iPad: First, log into iCloud and click on “Find my iPad”. Then report the lost iPad at the Alemany Help Desk in the Media Center. If you are unable to recover the iPad, you will be responsible for replacing it.
- A Bishop Alemany Staff Member may check your iPad at any time without warning. If you refuse to give a Bishop Alemany Staff Member necessary password(s) to gain access to the iPad, or you don’t remember your password(s), the iPad will be confiscated and given to the Help Desk and the Administration will be contacted.
- You are allowed to use the iPad in any appropriate manner, as long as these activities take place when you are not in class, subject to your own parents’ approval. During class time, non-academic activities are not permitted, unless specifically permitted by your teacher.

Software and Media

- You can put your own media on the iPad, in accordance with school policy with respect to content as noted above (i.e., no profanity, etc.).
- In general, the policy is as follows: anything that is related to student productivity, and all free Apps, will be purchased by you. Some curriculum related Apps will be purchased by the school and will be provided. For example, below are three productivity processes Alemany would like all students to be able to perform.
 1. Note taking: this includes typing, and inking (writing on the iPad screen with your finger or a stylus), importing PDFs, inking on PDFs, and exporting the inked on PDFs.
 2. Document creation: the ability to create high quality documents with text, tables, graphics, and pictures.
 3. Presentation creation: the ability to create high quality presentations like, but not limited to, a slide show.
 4. These three general processes can be achieved by a variety of Apps. Bishop Alemany would like you to use the Apps that you like best to accomplish these processes. If, however, you do not have any preferences, or you do not know where to start, Alemany has set default Apps for each function.
- The Help Desk will be able to offer assistance with these four default Apps:
 - Note taking: **Notability**.
 - Document creation: **Pages**.
 - Presentation creation: **Keynote**.
 - Learning Management System: **Canvas**
- **Keynote** allows exports and imports to **PowerPoint**. **Pages** allows exports and imports to **Word**. If you have a PC with **PowerPoint** and **Word**, you’ll still be able to work on an assignment from different machines. **Keynote** and **Pages** also allow export and import of PDF format documents.
- Bishop Alemany High School recommends that you perform iOS updates when they become available — a notification will come in the form of a little red circle, with a “1” inside, appearing at the top right corner of the Settings App icon. You can update Apps that you have purchased yourself.
- You may want to purchase extra items such as a stylus (which makes some activities easier. Regardless, your finger can always be used as a stylus) or a keyboard (if you prefer typing on a separate keyboard instead of the iPad version).
- Bishop Alemany High School is not responsible for lost cases, cable, power adaptors or other accessories.

THE STUDENT MUST READ AND SIGN BELOW:

I have read, understand, and agree to abide by the terms of the above iPad Usage Policy and all other policies of Bishop Alemany High School regarding use of electronic devices on campus. Should I commit any violation or in any way misuse my access to Bishop Alemany's computer network and the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

NAME: _____ ID Number _____
(Print clearly)

SIGNATURE: _____

THE PARENT OR GUARDIAN MUST READ AND SIGN BELOW:

As a parent or legal guardian of this student, I have read, understand, and agree that my child will abide by the terms of the above iPad Usage Policy and all other policies of Bishop Alemany High School regarding use of electronic devices on campus. I understand that access is being provided to the students for educational purposes. However, I also understand that it is impossible for the school to absolutely prevent access to all offensive and controversial materials on the Internet and understand my child's ultimate responsibility to abide by school policies. I am therefore signing this Policy and agree to indemnify and hold harmless Bishop Alemany High School and its employees against all claims, damages, losses and costs, of whatever kind, that may result from my child's use of the iPad and access to such networks or violation of the foregoing Policy and other Alemany electronic device policy statements. I hereby give permission for my child to use the iPad and the school-approved account to access the computer network and the Internet.

NAME: _____ DATE: _____
(Print clearly)

SIGNATURE: _____



**Bishop Alemany High School
2016-2017 Bell Schedules**

	MONDAY (Cardinal)	TUESDAY (Cardinal)	Block	WEDNESDAY (Gold)	Block	THURSDAY (Gold)	Block	FRIDAY (Gold)
0	7:00 - 7:48	7:00 - 7:48	0	7:00 - 7:48	0	7:00 - 7:48	0	7:00 - 7:48
1	8:00 - 9:00	8:00 - 9:00	1	8:00 - 9:36	2	8:00 - 9:36	1	8:00 - 8:53
2	9:07 - 10:01	9:07 - 10:01	Break	9:36 - 9:51	Break	9:36 - 9:51	3	9:00 - 9:46 9:53 - 10:39
Break	10:01 - 10:16	10:01 - 10:16	3	9:58 - 11:28	4	9:58 - 11:28	Break	10:39 - 10:56
3	10:23 - 11:17	10:23 - 11:17						
4	11:24 - 12:18	11:24 - 12:18	Lunch	11:28 - 11:58	Lunch	11:28 - 11:58		
Lunch	12:18 - 12:48	12:18 - 12:48					4	11:03 - 11:49
5	12:55 - 1:49	12:55 - 1:49	5	12:05 - 1:35	6	12:05 - 1:35	5	11:56 - 12:42
6	1:56 - 2:50	1:56 - 2:50					6	12:49 - 1:35
	Homeroom			Mass (W or T)		Rally (W or T)		
1	8:00 - 8:53		1/2	8:00 - 9:27	1/2	8:00 - 9:27		
2	9:00 - 9:47		B	9:27 - 9:42	B	9:27 - 9:42		
Break	9:47 - 10:02		3/4	9:49 - 11:12	3/4	9:49 - 11:12		
Home-room	10:09 - 10:44		M	11:40 - 12:50	L	11:12 - 11:42		
3	10:51 - 11:38		L	12:50 - 1:21	5/6	11:49 - 1:11		
4	11:45 - 12:32		5/6	1:28 - 2:50	R	1:50 - 2:50		
Lunch	12:32 - 1:02							
5	1:09 - 1:56							
6	2:03 - 2:50							

****HOMEROOM/MENTOR DAYS—Oct 25, Nov 14, April 3 and as needed**

Every Cardinal Day dismisses at 2:50 pm. Every Gold Day dismisses at 1:35 pm.
Check the Calendar for those Wednesdays and Thursdays that have 2:50 dismissal.

Hail to cardinal and gold, our colors!
Loyal students we.
True to God and to each other,
Firm in loyalty.
Ever working, ever striving,
Always brave to be.
Now all hail to Alemany,