

2006-2007 STUDENT/PARENT HANDBOOK AGREEMENT

This agreement is to be signed and dated by the student and parent/guardian and turned in to Saint Mary's no later than Friday, August 24, 2007. Students who have neither signed nor handed in this form by Friday, August 24, 2007, will be sent home pending school receipt of this agreement.

The registration of students at Saint Mary's is considered an agreement on the part of the student and parent/guardian to comply fully with all policies, rules and regulations of the school as outlined in this *Student-Parent Handbook*.

The administration of Saint Mary's reserves the right to interpret this handbook and to revise it when necessary. Observance of any change is expected of all once the change has been communicated to the student body.

PERMISSION TO USE STUDENT PHOTOGRAPHS IN SCHOOL PUBLICATIONS

We understand that Saint Mary's College High School periodically takes photographs of its students participating in school activities for use in official school publications. We hereby give permission for Saint Mary's to use any and all photographs taken for official school publications.

PARTNERSHIP FOR SAFE FAMILIES

Saint Mary's College High School partners with parents and guardians to support an alcohol and drug free school and community environment. In our family directory we intend to denote families who commit to chaperoned off-campus activities in an effort to eliminate alcohol and drugs at off-campus parties and gatherings (see section 17.6). Families participating will be denoted with an asterisk (*) in the directory.

Please circle your intent.

YES, please include our family.

NO, we do not wish to participate.

Notes:

FOR OFFICE USE ONLY

Received on: _____ Received by: _____

SAINT MARY'S COLLEGE HIGH SCHOOL 2007-2008 STUDENT-PARENT HANDBOOK AGREEMENT

We, the undersigned, have read, understand, and agree to comply with all the policies, regulations, and directives contained in this *Student-Parent Handbook*. Please Print Clearly.

Student Signature

Date

Student Printed Name

Parent/Guardian Signature

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Parent/Guardian Printed Name

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Saint Mary's College High School

2007-2008 Student/Parent Handbook

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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SAINT MARY'S COLLEGE HIGH SCHOOL BOARD OF TRUSTEES 2007-2008

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The Board of Trustees governs Saint Mary's College High School. The San Francisco Province of the Brothers of the Christian Schools formed the Board of Trustees in 1994 and entrusted the Board with the responsibility for ensuring that Saint Mary's remains vitally and effectively Lasallian. The Board's sacred trust is the Lasallian mission of the school. The Board operates on a "macro level." It establishes broad policies and delegates the task of carrying out its policies to the president, the chief executive officer of Saint Mary's.

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LASALLIAN STUDENT LEADERS AND MODERATORS 2007-2008

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Faith	Giselle Flores
Service	Freeman Lewis
	Michael Weber
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President	Maxwell Bayer
Vice President	Genevieve Pezzola
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Freshman Moderator	Fakhri Shafai
President	TBA
Vice President	TBA
Secretary/Treasurer	TBA

SCHOOL INFORMATION

School Mascot	Panther
School Colors	Red and White
Athletic League	Bayshore Athletic League (BSAL)
Enrollment	600

MISSION STATEMENT

Saint Mary's College High School is a Catholic school in which students are loved and educated by teachers and staff who are inspired by Saint John Baptist de La Salle and the tradition of the Brothers of the Christian Schools. Saint Mary's is a college preparatory high school that provides students with a quality Christian education. Faculty, staff, administration and parents associate as zealous ministers in a faith-filled educational community.

Essentially, we at Saint Mary's seek to educate the whole person, promoting the intellectual, spiritual, physical and social development of each student through our rigorous academic and co-curricular programs. We recognize the dignity of each student in a caring, moral environment. We affirm the value of intellectual commitment and academic excellence, and we encourage students to assume personal responsibility for their education. For Saint Mary's students, education is created, not passively received. Students discover themselves and their world by actively engaging their peers, their teachers and their whole community in intellectual and moral inquiry designed to develop critical and independent thinking. We give special attention to raising an awareness of the poor and oppressed in our society and to demonstrating this concern and sensitivity to them through Christian service. We believe students thrive in an atmosphere of mutual respect within this orderly and supportive environment. We expect students who come to Saint Mary's to give, to share, to contribute, to challenge, and to grow. As graduates, they are expected to become lifelong learners, responsible, moral, productive citizens, and active members of their communities.

Saint Mary's, through shared Lasallian spirituality, is committed to its interdependence with the broader communities of the Bay Area, the nation, and the world. As we create community, we promote and honor racial, economic, ethnic, and social diversity. We are a community in which learning occurs within the framework of Catholic, Christian values, one that views all things with the eyes of faith.

HISTORY

Saint Mary's roots are in the tradition of Lasallian Catholic education. The school carries on the vision of Saint John Baptist de La Salle, the founder of the Brothers of the Christian Schools. In 1680, he formed a community of educators dedicated to the spiritual and temporal welfare of their students. Saint Mary's was founded in 1863 in San Francisco, moved to Oakland in 1889, and moved again in 1927 to the Peralta Park campus.

LASALLIAN EDUCATIONAL OUTCOMES (LEOS)

These Lasallian Educational Outcomes (LEOs) constitute the educational profile of a Saint Mary's graduate. Derived from the Mission Statement, the LEOs were received and endorsed by the Board of Trustees in the spring of 1997.

A SAINT MARY'S GRADUATE...

- understands what it means to be a mature Catholic in today's society.
- is familiar with the personal, communal, and spiritual means available for continuing to become a well-integrated person.
- has an appropriate academic foundation for college-level courses and for lifelong learning and possesses the skills to pursue such ends.
- is actively engaged as the primary agent of his/her learning.
- understands diversity and seeks to build community amid diversity.
- honors the presence of God in self and others.
- puts faith to work through service, especially to the poor and oppressed.

CHAPTER 1: ACADEMIC PROGRAMS AND POLICIES

The college preparatory nature of our school requires students to take classes that fulfill the admissions requirements of colleges and universities. Foundation classes, taken in the freshman and sophomore years, provide students with knowledge and prerequisite grades that determine eligibility for upper division elective and selective courses. The *Course Catalogue*, published annually by the administration, provides a complete list of all courses offered and their prerequisites.

1.2 ADMINISTRATION OFFICE MATTERS

Students should bring matters such as the following to the attention of the vice principal of academic affairs' office:

- Academic planning: graduation and college entrance requirements
- Course changes and add/drop procedures
- Academic expectations (coursework, projects, exams, etc.)
- Academic standing (ineligibility, probation, academic dishonesty, etc.)
- Suggestions for new courses in the curriculum

1.3 GRADUATION REQUIREMENTS

The school's goal is to provide students with a vital and comprehensive educational program. Each year the curriculum is evaluated in light of the school's philosophy, student needs, current state educational requirements, and college and university requirements and guidelines.

Each spring, the school provides an orientation to each grade level regarding the curriculum for the next school year as a part of the registration process. Before selecting the next year's academic program, students should review graduation and college entrance requirements. Then they can review their academic eligibility and sign up for classes in consultation with their parents/guardians and the appropriate department chairperson(s) and their counselors. Please refer to the annual *Course Catalogue* for specific information.

The following are the minimum course and credit requirements, per department, for graduation from Saint Mary's:

English	4 years	40 units
International Language	2 years	20 units
Mathematics	3 years	30 units
P.E./Health	1 year	10 units
Religious Studies	4 years	40 units
Science	3 years	30 units
Social Studies	3 years	30 units
Visual & Performing Arts	1 year	10 units
Service Learning	4 years*	0 units
Enrichment Week	4 years	0 units
<u>Academic Electives</u>		<u>50 units</u>
Total		260 units

* See section 1.7, Service Learning Program.

Any course taken beyond the minimum department requirements is considered an elective.

Distribution by year:

Freshman Year	70 units	
Sophomore Year	70 units	
Junior Year	60 units	
<u>Senior Year</u>	<u>60 units</u>	
Total	260 units	(minimum)

1.4 COLLEGE ENTRANCE REQUIREMENTS

College entrance requirements for the UC and CSU systems may be found in the annual *Course Catalogue*. Students may obtain information about entrance requirements for other colleges and universities from the director of college counseling.

1.5 COURSE OF STUDY

Five semester credits are awarded for the successful completion of each regular semester course. These classes generally meet four times per week in three short-block (45-minute) classes and one long-block (70-minute) class. Classes that meet less frequently are generally awarded two and one-half credits. Some classes may meet for more periods than the traditional five-credit class (e.g. *AP French*, *AP Biology*). Detailed course descriptions, as well as a schedule of the number of meetings, are contained in the annual *Course Catalogue*, available from the vice principal of academic affairs and registrar's offices. Other policies, such as those regarding Advanced Placement courses and overall course selection, are found in the *Course Catalogue*.

Students are required to take and pass core classes in specific **subject areas** in order to fulfill minimum subject area graduation requirements. Additional courses beyond the required core are necessary in order to fulfill the **unit** requirement for graduation. These additional classes are generally considered elective classes. The program of study for individual students can vary widely, depending on the student's academic and co-curricular talents, interests, attitudes, family values and goals, and the time available to the student beyond the regular school day. Lower division students are required to take seven 5-credit classes; a full load for upper division students is six 5-credit classes. Students may exceed the credit requirement by taking an additional 2.5-credit class during special periods; upper division students may also take a seventh 5-credit class each semester.

Students at Saint Mary's College High School are **not** permitted to repeat classes during the regular school year. All grade deficiencies must be made up outside of the regular school day. Students are generally allowed to take **only one class per subject area per semester**. Exceptions can be made for students enrolled in foreign study programs where graduation requirements cannot be fulfilled.

Students will take all the courses listed in the core curriculum, unless otherwise advised, plus their choice of electives. Students must take all required courses during the school year. Additional graduation requirements include participation in Service Learning and in Enrichment Week (see sections 1.7 and 1.8)

1.6 ADD/DROP PROCEDURES

Student schedule changes generally require a serious reason or new information not considered in the registration process. Schedule changes will be granted during the add/drop period in June after student's receive their course schedule in the summer mailing. Dates will be listed in the summer mailing.

1.7 SERVICE LEARNING PROGRAM

Service learning fulfills the school's mission in giving "special attention to raising an awareness of the poor and oppressed in our society, and to demonstrating this concern and sensitivity to them through Christian service." Service learning is incorporated as a teaching methodology throughout the curriculum as an integral part of the overall education of the student, contributing to the intellectual, spiritual, physical and social development of the individual. It strives to educate each student about the connection between Christian faith and action, as well as to provide students the opportunity to experience active learning in the classroom community.

Service learning at Saint Mary's is designed to:

- **Develop** an attitude of social responsibility and justice by living out Christ's message of reaching those in need.
- **Enhance** a student's sense of dignity and self-worth while recognizing the need for respect, just and love of others.
- **Empower** students to have satisfying experiences in serving others in their neighboring and global communities.
- **Enable** the entire Saint Mary's community (faculty, staff, parents and students) to further the mission of the school by encouraging direct involvement with students and/or agencies as the students engage in various service learning activities.

Service learning is part of the academic and course requirements each year at Saint Mary's. Students participate in small or large groups and/or class and individual projects depending on courses and grade level. Service learning projects and activities are to be found in various courses throughout the Saint Mary's curriculum. Students are encouraged to take a leadership role in the service learning projects in their classes whenever appropriate, in order to develop the skills necessary to promote confidence and growth.

The Plan

The service learning program emphasizes learning course content by performing service. . Every student is given at least one service opportunity at each grade level. Because we are a Catholic, Lasallian School, Catholic social teachings form the foundation of all service learning projects. Service learning at Saint Mary's is one of many ways we actively incorporate our Lasallian Educational Outcomes into the student's formative process.

How It Works

At each grade level, there is a minimum of one curriculum opportunity in which every student experiences service learning. The director of service learning helps teachers and departments design, schedule and implement projects that are fully aligned with, demonstrate, or teach to existing course content and material.

Example : Science Department – *Chemistry*

Course Content/Concept:	Calories as a unit of stored energy source. Calories as an energy source for the human body. A quantitative appreciation for the number of calories in specific foods.
Service to Teach the Concept:	Each student will develop a "food pack" like the military MRE (meal ready to eat) for a homeless person that can be distributed and can be stored without refrigeration. The "food pack" needs to contain 50% of the person's daily caloric requirement.
Additional class instruction:	Locate and tap a donor base for funding or supplying components for part two of the outcomes.
Test/outcomes:	Regular class unit test on the calorie. Test part two: to actually prepare and distribute 20 of the "food packs" with a stamped evaluation/response card completed and mailed by the recipient.

1.8 ENRICHMENT WEEK

As part of the Saint Mary's mission to educate the whole person, the Enrichment Week program promotes the intellectual, spiritual and social development of each student, while at the same time creating community. Enrichment Week occurs in March each year and provides students an opportunity to choose and participate in a course that is of interest to them outside the classroom. The curriculum for Enrichment Week is developed by the faculty and contains a variety of academic, recreational and service-oriented classes. Students are expected to explore each type of class over the course of their four years at Saint Mary's. Upper division students may also choose to design their own course of study for Enrichment Week, subject to administrative approval.

1.9 SUMMER SCHOOL PROGRAMS

Summer school classes are acceptable for make-up or enrichment purposes only. Generally, students cannot accelerate their program sequence with summer school course work. However, the vice principal of academic affairs and the mathematics department chairperson may approve a student's acceleration, only in the mathematics department, and only based on completion of an approved course of study in ATDP (Academic Talent Development Program at the UC Berkeley Department of Education); a ten-unit course must be completed with a grade of B or above. Students must first obtain the approval of the mathematics department chairperson and the vice principal of academic affairs, and a written request must be made by the student and parent to the math department chairperson prior to April 15.

1.10 OFF-CAMPUS CONCURRENT ENROLLMENT PROGRAMS

Saint Mary's students may enroll in one of the concurrent programs listed below in order to enrich their academic profile or explore an area not available to them at Saint Mary's. Students must review their transcripts and the proposed off-campus program with the Director of College Counseling in the semester before enrollment. Parents/guardians and the high school must give written authorization to the college for the student to enroll. Such concurrent enrollment programs are not allowed for remedial work, recreation or hobbies, or generally, any class available to students in their own high school. Off-campus concurrent enrollment programs are:

- Peralta Community College District: College of Alameda, Laney College, Merritt College and Vista College
- Contra Costa College District: Contra Costa College and Diablo Valley College

- California State University: A student must have a GPA of 3.0 to enroll in the dual matriculation program in this university system.
- University of California, Berkeley Extension concurrent enrollment

Courses required by Saint Mary's must be taken during the school year on campus. In general, students may not take more than one course per semester off campus while taking courses at Saint Mary's. Previous commitments to the regular course of studies, interscholastic athletic teams, visual and performing arts programs, or other student activity responsibilities may preclude a student from entering an off-campus program.

Students who opt to take a course off-campus must do so outside the Saint Mary's school day. Students may wish to take classes to get an early start on their college careers, to make up for poor grades earned during the school year, or for their own personal enrichment. Poor grades earned in Saint Mary's classes are not erased following the completion of a make-up class. **Students enrolled in off-campus programs must remain enrolled in a minimum of seven (7) lower division or six (6) upper division Saint Mary's courses, in keeping with the school's academic and graduation requirements.** Students will not be allowed to drop courses at Saint Mary's in the middle of a semester to enter an off-campus program conducted on a quarterly basis. Saint Mary's will not grant any reduction in tuition and fees to students who enroll in concurrent off-campus programs. Students are fully responsible for any tuition, fees, book purchases and any other charges associated with off-campus programs.

CHAPTER 2: ACADEMIC EXPECTATIONS

2.1 HOMEWORK AND PROJECTS

At the beginning of each semester, each teacher distributes to all students a course overview that explains the expectations of the course including the grading policy and other class procedures. The outline also includes the kinds of regular homework, large projects and papers, class participation, and tests and quizzes that students can expect during the semester. In addition to studying for tests and quizzes and preparing the larger projects, students can generally expect to spend an average of 20 to 30 minutes on homework per night per course, including weekends.

2.2 WRITING ACROSS THE CURRICULUM

Writing facilitates learning. Writing also affords students the opportunity to demonstrate their learning. Saint Mary's students are taught that good writing is the product of deliberate and careful process. Courses in all subject areas offer students the opportunity to practice process-based writing. All students are expected to generate ideas, engage in writing-to-learn activities, write outlines, create drafts, seek peer editing, revise their writing, and submit accurate, correct copy in all subject areas.

The *Writers Inc.: Student Handbook for Writing* is the school-wide resource for writing in Saint Mary's courses. Every student must purchase a copy of this book and use it as a reference when completing assignments in any subject area. In the lower division in particular, students are expected to review the basic principles of style, grammar and mechanics. In the upper division, students review and master all of the above, and also begin to place more emphasis on elements of style. Refer to the Academics and Curriculum Development section of the school website (www.saintmaryschs.org) for more information and page references to commonly used pages in the *Writers Inc.* book.

2.3 TEST AND MAJOR PROJECT CALENDAR

Assessment of student progress by testing is part of all academic classes, though the weight of that category in the overall semester grade may differ per course. Quizzes are short assessments and need not be announced in advance. Tests are longer and are always announced in advance. In addition, teachers are expected to post planned tests on the test calendar in the Saint Joseph hallway so that any grade level is not overly impacted on any given day. A teacher should not plan a test on a day when that grade level already has three tests posted. Teachers are also requested to post the due dates of major projects and are encouraged to delay testing when major projects impact the test calendar.

2.4 FINAL EXAMS

At the end of each semester, teachers of all academic courses must administer final examinations. Final exams are 90 minutes long and there are no more than two exams administered per day. Some teachers may replace a final exam with a comprehensive final project upon approval of the vice principal of academic affairs. Advanced Placement and Honors classes are required to have final examinations. Students must take final exams on the days in which they are administered, during the last week of the semester. Make-up final exams will only be administered under extenuating circumstances, and only with the approval of the vice principal of academic affairs. Failure to report for a final examination may result in a failing grade on the exam. See attendance policies for further details (chapter 12).

2.5 CUMULATIVE NATURE OF COURSES

Work in all courses is cumulative each semester, even in year-long courses. The second progress report (at twelve weeks) includes all work graded during the first six weeks; the semester report card includes all work evaluated during the entire semester. While students are expected to retain and use material learned in the first semester, the second semester's progress reports and report card do not include work from the first semester.

2.6 LEARNING DISABILITY POLICIES AND PROCEDURES

Saint Mary's provides limited services for students with documented learning disabilities in order to minimize the impact of disability and maximize opportunities to forward their education. The school will work collaboratively with students and parents to address how Saint Mary's will meet the unique needs that arise out of the student's disability.

Students with learning disabilities are encouraged to locate specially designed programs of support or tutoring to ensure academic success at Saint Mary's College High School. Saint Mary's does not have a specialized program that supports students with learning disabilities/differences. Counselors will meet with these students to check on their progress. Students are expected to develop self-advocacy skills; for example, discussing with their teachers appropriate academic accommodations in order to achieve academic success.

To be eligible for accommodations, families must submit current documentation that meets College Board standards for learning disabilities before the beginning of the student's freshman year. Students whose learning disabilities are identified and diagnosed during their enrollment at Saint Mary's College High School must submit the required documentation as soon as possible. Referral information for testing and outside resources is available upon request from the director of guidance and counseling.

CHAPTER 3: GRADING SYSTEM

At Saint Mary's, teachers normally assign students letter grades. At the end of each grading period, these grades figure in the computation of a student's grade point average (GPA).

The academic grading system at Saint Mary's is as follows:

Grade	Achievement Level	Grade	Transcript Regular Unweighted	Internal Weighted Grades **
		A+	4.0	4.9
A	Outstanding Achievement	A	4.0	4.9
90-100%		A-	3.7	4.5
		B+	3.3	4.0
B	Proficient Achievement	B	3.0	3.6
80-89%		B-	2.7	3.2
		C+	2.3	2.7
C	Satisfactory Achievement	C	2.0	2.3
70-79%		C-	1.7	1.7
	<i>Grades below this level are not college recommending</i>			
		D+	1.3	1.3
D	Unsatisfactory Achievement	D	1.0	1.0
60-69%		D-	0.7	0.7
F	Failure	F	0.0	0.0
50-59%				
P	Passing Credit	P	0.0	
I	Incomplete	N	0.0	
NP	Not Passing	NP	0.0	

** Grades of "C" or better in courses designated "honors," including AP courses, are given extra weight according to the internal weighted grade column in the table above. **Weighted grades are ONLY used internally to distinguish school honors and awards and are NOT reported on student transcripts or other reports of school statistics.** At Saint Mary's, the highest possible reported GPA, both semester and cumulative, is 4.0 (either weighted or unweighted).

3.2 PARTICIPATION IN SPECIAL PROGRAMS

Graduation from Saint Mary's requires all students' active participation in the following programs:

- Community Block
- Service Learning
- Enrichment Week

3.3 "I" OR INCOMPLETE GRADE

A grade of "I" will be assigned only at the end of the semester when students are doing satisfactory work but are unable to complete the requirements for the course due to an extended illness, accident, or some other debilitating contingency. Business trips, outings, and vacations are NOT sufficient reasons to qualify for a grade of "I." Students are normally required to make up the incomplete within four weeks

of the last day of the relevant grading period. The “I” grade is not calculated in the student’s GPA but when an “I” is assigned, the value of credits attempted and credits completed equals zero. When the required work is completed, the “I” is reversed and an “A,” “B,” “C,” “D” or “F” grade is assigned. If the work is not finished within these four weeks, the final grade becomes an “F.”

3.4 GRADE OF “D”

Since most colleges do not accept students with grades lower than “C” on their transcripts, students with “D” grades are strongly encouraged to attend summer school to repeat the course. See Transcripts, sections 4.4 and 21.8, for information about transcripts.

3.5 GRADE OF “F”

Students who earn a grade of “F” in any subject may not be promoted and/or allowed to continue at Saint Mary’s. The course in which a semester “F” was earned must be made up prior to a student’s return in the fall and in a summer school or concurrent enrollment equivalent course recognized by Saint Mary’s (see sections 1.9 and 1.10). A “C-” grade or better must be earned before continuation at Saint Mary’s is allowed. If students fail both the fall and spring semesters of a course, they will be required to make up both semesters. Retaking a spring semester course during the summer will not eliminate the requirements for repeating the fall semester as well. A senior who earns an “F” will not receive a diploma.

Other considerations concerning an “F” grade are:

- In year-long mathematics, international language, and science courses, a grade of “F” earned for the first semester of a course may be later changed to a grade of “D” if the grade for the second semester is “C” or better.
- In year-long or semester-long English, religious studies, social studies, P.E./health, and visual and performing arts courses, a grade of “F” earned for a semester must be repeated in summer school or in a concurrent enrollment equivalent course recognized by Saint Mary’s.
- Students who earn a grade of “F” in a subject not obtainable in summer school are required to meet with the principal and respective department chairperson to determine how they will make up the grade. These meetings must take place within one week of receipt of final grades.
- To be eligible for graduation, transcripts must show that all grades of “F” in semester grading periods from grades 9-12 have been made up through the successful completion of courses equivalent to those failed. No diploma will be awarded until all semester “F” grades have been made up.

3.6 GRADE DEFICIENCIES AND COLLEGE PREPARATION

When reviewing applications, the University of California and the California State University systems look upon semester grades of “D” or “F” in required courses as subject deficiencies. A grade of “D,” “F” or “I” earned in any semester in a required college preparatory course must be made up in order for the student to be eligible to apply to one of those systems. However, in yearlong courses in mathematics, international language, and chemistry, a grade of “D,” “F” or “I” earned the first semester may be validated by a grade of C or higher earned in the second semester and need not be made up. Students must make up deficiencies at another institution during the summer or after school during the school year in order to maintain eligibility to apply to public higher education in California. Consult the *Curriculum Guide* for minimum college preparatory requirements.

3.7 DETERMINING GRADE POINT AVERAGES, UNWEIGHTED AND WEIGHTED

Grade point averages are calculated as follows:

To determine a semester GPA, the points allocated to each grade are multiplied by the number of semester units of credit allotted to the class.

The cumulative GPA at semester’s end is calculated by dividing the total number of credits attempted into the total number of grade points earned.

The highest possible reported GPA at Saint Mary’s, both semester and cumulative, is 4.0 (either weighted or unweighted).

The tables that follow present a comparison of unweighted and weighted grades for a hypothetical student at the end of a first semester.

UNWEIGHTED GRADES

Class Name	Letter Grade	Credits	Grade Points	Calculation	Points
Algebra 3-4	A-	5.0	3.7	$5.0 \times 3.7 =$	18.5
Ethics & Morality	B	5.0	3.0	$5.0 \times 3.0 =$	15.0
AP U.S. History	B+	5.0	3.3	$5.0 \times 3.3 =$	16.5
Office Aide	P	5.0	0.0	$0.0 \times 0.0 =$	0.0
Chemistry	C+	5.0	2.3	$5.0 \times 2.3 =$	11.5
Classic Novel	B-	5.0	2.7	$5.0 \times 2.7 =$	13.5
Spanish 3-4	A	5.0	4.0	$5.0 \times 4.0 =$	20.0
	Total	30.0		Total	95.0

Final GPA Calculation	95pts. /30.0 credits = 3.167
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WEIGHTED GRADES

Class Name	Letter Grade	Credits	Grade Points	Calculation	Points
Algebra 3-4	A-	5.0	3.7	$5.0 \times 3.7 =$	18.5
Ethics & Morality	B	5.0	3.0	$5.0 \times 3.0 =$	15.0
AP U.S. History	B+	5.0	3.3	$5.0 \times 4.0 =$	20.0
Office Aide	P	5.0	0.0	$0.0 \times 0.0 =$	0.0
Chemistry	C+	5.0	2.3	$5.0 \times 2.3 =$	11.5
Classic Novel	B-	5.0	2.7	$5.0 \times 2.7 =$	13.5
Spanish 3-4	A	5.0	4.0	$5.0 \times 4.0 =$	20.0
	Total	30.0		Total	98.5

Final GPA Calculation	98.5 pts. /30.0 credits = 3.283
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CHAPTER 4: GRADING POLICIES AND REPORTS

4.1 SIX GRADING PERIODS

For grade reporting, the academic year is divided into six grading periods of approximately six weeks each. The first, second and third grading periods constitute the fall semester; the fourth, fifth and sixth constitute the spring semester.

4.2 PROGRESS REPORTS

Progress reports are mailed home at the end of the first, second, fourth and fifth grading periods. These reports show non-permanent grades to indicate a student's progress and determine a student's eligibility in co-curricular programs. An academic progress report night is scheduled after the first and fourth grading periods (see section 4.6).

4.3 REPORT CARDS

Report cards are mailed home after the end of the fall and spring semesters and show permanent grades recorded on a student's transcript. These grades determine academic probation, eligibility and honors status. See section 4.6 for grade report dates, sections 5.2 and 5.3 for information about eligibility and probation, and sections 6.1-6.2 for honors.

4.4 GRADES ON TRANSCRIPTS

Semester grades are the only grades recorded on the student's permanent transcript. Grades recorded on the transcript cannot be removed or replaced by supplementary course work. Grades received in summer school or in concurrent enrollment courses are listed at the bottom of the transcript in the "comment box." These grades are NOT calculated into the Saint Mary's GPA. The students are responsible for requesting that the school where summer classes take place send grade reports to Saint Mary's. For information on how to request transcripts, see section 21.8.

4.5 GRADE APPEALS

Students who question a grade earned may petition for a change of that grade. Grade appeals must be submitted no later than ten days (weekends and holidays included) after the report cards are posted. If students continue to be dissatisfied with a grade earned after discussing the matter with the teacher, they should then submit a written appeal to the Vice Principal for Academics.

4.6 DATES FOR OFFICIAL SCHOOL COMMUNICATION ABOUT ACADEMIC PROGRESS

First Semester Begins	Tuesday, August 21
Back-To-School Night	Tuesday, August 28
Six-Week Progress Report Period Ends	Friday, September 28
Twelve-Week Progress Report Period Ends	Thursday, November 9
First Semester Exams End	Thursday, December 20
Second Semester Begins	Tuesday, January 8
Six-Week Progress Report Period Ends	Thursday, February 14
Twelve-Week Progress Report Period Ends	Friday, April 11
Second Semester Exams End	Friday, May 23

CHAPTER 5: ACADEMIC STANDING

5.1 ENROLLMENT

The normal attendance requirement is the equivalent of eight semesters. Students must take all required courses in the curriculum published in the annual *Course Catalogue*. Only the principal may waive curriculum requirements. Such waivers would only be considered in most unusual situations, such as student medical emergencies.

5.2 ACADEMIC PROBATION

Students will be placed on academic probation if they earn a GPA of below 2.0 in a single grading period. Students who earn an "F" grade may have their co-curricular eligibility suspended pending the student demonstrating improved academic performance in the class in which the "F" was earned. The school may dismiss a student with a record of repeated academic probation.

5.3 CO-CURRICULAR INELIGIBILITY DUE TO ACADEMIC STANDING

If a student earns below a 2.0 GPA for consecutive grading periods, they will be placed on Academic Ineligibility. A student will not be able to participate in interscholastic athletic events or in school co-curricular performances for the duration of the subsequent grading period. Eligibility can only be re-established if the student earns a GPA of at least 2.0 in the subsequent grading period. During the term of Ineligibility, a student may be conditionally approved to participate in co-curricular activities (excluding performance) or athletic team practices once a written study plan is developed in consultation with the administration; the student's counselor, teachers, and appropriate coaches/moderators; and the student's parents. The essential condition of continued participation is compliance with the terms of the study plan.

5.4 ACADEMIC EXPULSION OR DISMISSAL

If the student's GPA is below 2.0 for two consecutive semesters, the student may be dismissed or expelled from Saint Mary's.

5.5 ACADEMIC INTEGRITY

As a community that affirms the traditions and values of Christianity, Saint Mary's College High School demands academic integrity and ethical conduct in all areas of school life. Cheating and plagiarism are forms of academic dishonesty that are condemned by the Saint Mary's community. Students, parents, teachers, staff and administrators must work together to maintain and enforce an atmosphere of honesty and respect for each other's work and ideas in all areas of campus life.

Cheating: Cheating is defined as using unauthorized notes, materials, and/or resources of any type (cell phones, digital handheld devices, MP3's, calculators, the inappropriate help of another student, looking at another paper, cheat/crib sheets, translation services, etc.) on any exam, quiz, paper and/or homework or class assignment. Providing access to another student to such resources is cheating. Allowing another student to copy from one's own exam, paper, and/or homework is considered cheating, as is using an outside source such as *Cliff Notes* or *Sparknotes* in place of completing an assignment. Disclosing information about tests or quizzes with students who have not yet completed the assignment is also cheating.

Plagiarism: Plagiarism is defined as the theft of another's ideas or writings and use of them as one's own, regardless of intent, with or without the knowledge of the other person. This includes not properly citing sources in a written work, and material taken from the Internet and/or other electronic resources.

Cheating and plagiarism are serious infractions subject to penalties including academic failure, probation, and expulsion. All faculty and staff are required to report and document any breach of academic integrity to the Vice Principal for Academics. Incidents of academic dishonesty will be handled according to the following procedure:

- The teacher must address the student involved and investigate the matter.
- The teacher must complete an "Academic Integrity Infraction Report" and submit it to the Vice Principal for Academics after the teacher's discovery of the infraction. Copies of documents in question must be attached, when appropriate.
- The Vice Principal for Academics and the teacher will investigate the matter and issue an appropriate consequence (see below). In all cases, the Vice Principal for Academics will inform the student's parent/guardian of the incident and the consequences applied and will forward a copy of the report to the student's counselor and to the student's school file.

The following **range of consequences** will be applied to any student who violates the academic integrity policy. Penalties may include any of the following: No credit on the assignment or test, disqualification from membership in CSF, disqualification from the school's honor roll, disqualification from an elected student office, disqualification of eligibility from consideration for Salutatorian and Valedictorian, no credit or failure in the class, suspension, dismissal or expulsion. Academic Integrity violations are also considered violations of the school's Code of Conduct.

All incidents of academic dishonesty are considered major offenses and will be dealt with in accordance with school guidelines and policies.

CHAPTER 6: ACADEMIC AWARDS

6.1 HONOR ROLL

Honor roll status is determined each semester by the student's weighted academic GPA.

First Honors	3.75-4.0 GPA
Second Honors	3.50-3.74 GPA
Commendation	3.20-3.49 GPA

6.2 HONORS AT GRADUATION

The student's cumulative weighted academic GPA determines academic honors granted to seniors at graduation after seven semesters. Grades received for the spring semester of the senior year are NOT included in the determination of these awards.

Summa cum Laude	3.75-4.00	Cumulative GPA
Magna cum Laude	3.50-3.74	Cumulative GPA
Cum Laude	3.20-3.49	Cumulative GPA

Valedictorian & Salutatorian

Saint Mary's selects students to represent their class at graduation as Valedictorian and Salutatorian. A Committee of faculty, administration, and students will make the recommendations to the Principal based on the following criteria:

- (a) Active participation in student extra-curricular activities, which may include athletics
- (b) Original contributions in leadership, creative thinking, and innovation in student extra-curricular activities
- (c) Achievement of an overall unweighted GPA of 3.75 (*Summa Cum Laude*)
- (d) Exemplary citizenship and behavior throughout the student's career at Saint Mary's and which models Lasallian virtues
- (e) Effective public speaking skills

Applicants for these honors must complete a written application and submit original written valedictory/salutatory speech to the Committee by a designated date. The Committee will determine which applicants will qualify as Finalists. Finalists will be asked to present their speech in person before the Committee. The Committee will deliberate and submit its recommendations to the Principal for a final decision.

CHAPTER 7: ACCESS TO STUDENT RECORDS

Although Saint Mary's College High School is not a covered entity under the Family Education Rights and Privacy Act, Saint Mary's College High School generally follows certain guidelines of the Family Education Rights and Privacy Act to protect the confidentiality of student records.

The law provides for the following:

1. Parents or an eligible student may review and inspect the student's educational records by making an appointment with the registrar.
2. Educational records generally mean those records that are directly related to a student and that are maintained by the school. Personal notes and records made by teachers and other school officials, including instructional, supervisory, and administrative personnel and educational personnel ancillary thereto, that are not shared with others, except for a temporary substitute for the maker of the record, are not considered educational records.
3. Parents or an eligible student may seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights by submitting to the registrar a written request clearly articulating the proposed amendment and the reasons for the amendment. The principal will review the request, meet with the parents or eligible student if necessary, and make a determination on the request.
4. The school will obtain written permission from the parents or an eligible student before disclosing education records to other persons except for the following: other officials of the school, including teachers, for educational purposes; officials of another school where the student seeks or intends to enroll; certain federal, state and local authorities performing functions authorized by law; individuals or organizations concerning a student's application for financial aid; organizations conducting certain studies for or on behalf of the school or other educational agencies; accrediting organizations; parents of a dependent student over 18; court or law enforcement officials to comply with a judicial order or lawfully issued subpoena; other persons in connection with a health or safety emergency; and to other persons and institutions in the event of specified disciplinary proceedings or legal violations.

CHAPTER 8: GUIDANCE AND COUNSELING

The Guidance and Counseling department is designed to support and implement the Core Principles of a Lasallian School: Faith in the Presence of God, Respect for all Persons, Inclusive Community, Quality Education, Concern for the Poor and Social Justice. To help ensure that all students are well prepared to manage an increasingly diverse and mobile society, new technologies, and expanding opportunities; students need support and guidance as they embark upon the academic, social, spiritual and developmental challenges of adolescents, a time of rapid growth and change. Our programs and individual counseling sessions offer students the opportunity to develop the characteristics necessary to become successful adults in a fast changing world.

8.2 GOALS OF GUIDANCE AND COUNSELING

Our primary goal is to guide and support overall student development and well-being in three broad areas of student life ;while keeping in mind that the central task of adolescence is: Acquiring and assimilating self-knowledge, developing future goals and purposefulness, building strategies to accomplish goals, developing decision-making skills, coping with outcomes of decisions, developing resiliency and self-efficacy, acquiring a positive self image, developing empathy, learning healthy coping skills, exploring social relationships and understanding how God's presence is experienced in our lives.

8.3 COUNSELING SERVICES

Individual Counseling Meetings:

Academic Planning, Goal Setting, Problem Solving, Education in understanding self and others, Transitions

Responsive Services:

Individual and small group counseling / Issues, After School Tutorial, Individual / family / school crises intervention, Consultation / Collaboration, Referrals

College Counseling:

College Information Nights, Application Process, PLAN /PSAT /ACT / SAT, Financial aid / Scholarships, College Fairs / Workshops

Classroom Guidance / Community Block

Academic skills support, Organizational; study and test taking skills. Post –Secondary planning and application process, Adolescent

Concerns, Education in the understanding self and others, Coping strategies, Peer relationships and effective social skills

These are not intended to be exclusive, but guidelines of the services provided

All students will meet with their counselor once a semester. There may come a time during a student's high school career when some help is needed, therefore counseling services are available to everyone. The best time to seek help is as soon as issues or situations appear that could become problematic. Problems that are not acknowledged tend to become worse rather than disappear; students are encouraged to seek help at the earliest possible time.

Students needing help can drop by the counseling offices at anytime and make an appointment with any of the counselors. The students identified counselor will be responsible for monitoring academic progress, and will be the initial contact person when problems arise: students are encouraged to seek assistance from the counselor whom they are most comfortable. The counselor will arrange for the student to be excused from class when necessary. When serious problems come up unexpectedly, most teachers will give the student permission to see the counselor at short notice.

8.4 COMMUNITY BLOCK

The Community Block program is designed to promote open communication between students, their peers and the faculty. In Community Block, groups of approximately 25 students and their faculty group leaders meet once a week and engage in activities that lead to academic, individual, and social growth within the school community. Geared toward developmental stages of high school students, the curriculum covers academic, student, and school issues in a setting that encourages discussion and is less structured than a traditional classroom. The program is also a source of communication for school procedures and activities such as course registration, study skills, class elections, community service, holiday drives, PSAT administration, and college application procedures.

The curriculum is designed to give students the support needed to succeed in high school and plan for college. It also ensures that all groups address the same topics and issues. The program is such that the faculty group leader can become a student's liaison to the school. The group leader is not expected to be a mentor to every student; however, rather, he/she serves as a reference person and resource for students in our community. Connections made in the Community Block program can make a significant difference in a student's experience at Saint Mary's.

8.5 COLLEGE COUNSELING

In keeping with its college preparatory purpose, Saint Mary's College High School offers a full range of college counseling services to its students.

Community Block is an important part of lower division college counseling, which emphasizes good study skills and careful course planning. It fosters the selection of activities that develop leadership, special talents, and dedication to service. In the fall, all freshmen take the PLAN test and all sophomores take the PSAT as an introduction to the standardized testing required of college preparatory students. The college counseling office also maintains information about summer programs that are suitable for lower-division students.

Individually and in groups, juniors and seniors are guided and supported through the many steps involved in applying to colleges and in choosing which institutions to attend. Community Block plays a key role in the college advising process throughout the junior and senior years. Community Block leaders assist the director of college counseling in helping students understand the process of preparing and following through with the college selection and application process.

In the fall, all juniors take the PSAT and spend at least one Community Block session learning how to understand their scores. In the spring they spend several of their Community Block sessions gathering information on choosing and visiting colleges, reviewing college entrance requirements, and learning about standardized test requirements. They are invited to meet with the director of college counseling this semester. A college information night is scheduled early in the semester for juniors and their parents. Juniors are encouraged to attend college fairs and other college-related information events outside of Saint Mary's.

The director of college counseling maintains and makes available to students the resources necessary to research colleges, take the necessary college admissions tests, apply for financial aid, and seek scholarships. The director of college counseling is available during lunch, after school and by appointment.

Seniors and their parents are invited to attend a college information night held early in the fall. The director of college counseling meets individually with seniors in the fall to discuss and support their college application process. Besides disseminating information to students in Community Block, the director of college counseling supports students through all aspects of their college applications. A college financial aid information night is scheduled shortly before the end of the fall semester.

During the year, but especially in the first semester, a number of college admissions representatives visit Saint Mary's to speak to interested students. Juniors and seniors are encouraged to attend some of these presentations, which typically take place during class time. Seniors are allowed up to five excused class absences to attend the information sessions; juniors are allowed three. The teacher's permission must be obtained in advance of the presentation and all missed assignments must be made up.

Students are encouraged to visit colleges as they prepare to apply to them. See section 12.15 for information about Educational Leave.

8.6 PERSONAL COUNSELING

At Saint Mary's, counseling services are designed to provide crisis intervention, assess student needs, and make appropriate referrals to outside agencies and resources.

The guidance counselors offer personal and group counseling in order to support students' academic, social, spiritual and physical development. Students are encouraged to see the counselor if they have questions or concerns regarding any school or personal situations, or issues that may hinder their success at Saint Mary's. Counseling services can be initiated via direct student request, teacher referral, or parent request. Students can make an appointment to see the counselor by visiting the guidance and counseling offices or by leaving a note for the counselor in the guidance counselors' mailbox.

In order to best serve and support our students, all conversations of a personal nature between a student and a school counselor will generally remain confidential. Parents, school administrators and appropriate authorities will be notified if a student is in danger of harming him/herself or another individual or admits to committing a crime.

8.7 ACADEMIC RESOURCE CENTERS (ARC)

Academic Resource Centers are available after school to provide discipline-specific academic support and tutoring in math, science, English and social studies for any Saint Mary's student. ARC is open four days per week after school for one hour. Students may be directed to an ARC to receive specific assistance or to make up examinations. Parents will be notified if a student is referred to an ARC to receive assistance and does not attend. Because the key to success is most often linked to a student's ability to maintain consistency, quality and timeliness with homework, ARC exists to help students where they need it most.

CHAPTER 9: BEHAVIOR POLICIES AND PROCEDURES

Students enrolled at Saint Mary's College High School assume personal responsibility for their behavior. Students must realize they are members of a Catholic, Lasallian institution. Students are obliged to be respectful, considerate and supportive of fellow students, teachers and staff.

Saint Mary's students are expected to conduct themselves according to the following principles of Christian, Lasallian and civic behavior on campus as well as at off-campus school events.

- Students are to follow the directives of the administration, faculty, coaches, moderators and staff at all times.
- Students' behavior in the classroom must contribute to and not hinder the learning process.
- Students should behave appropriately at all times on campus and in the neighborhood.
- If students are told to leave the classroom for disciplinary reasons, they are to report immediately to the main office, fill out an incident report and remain there until dismissed by the vice principal of student affairs or designate.
- Except for specific and special occasions, food and drink are not to be consumed in any school buildings, including the gym and auditorium.
- Saint Mary's maintains a closed campus policy during normal school hours. All student visitors must report to the main office to obtain an authorized pass.
- Students are responsible for the care of their personal property. The school does not assume responsibility for the loss, theft, or damage to personal student property. Personal property items should be clearly marked. The school will assign lockers to students at the beginning of each academic year. Students may not use their own locks on school lockers. Lockers must be cleaned out at the end of the academic year. Any items left in the lockers at the end of the academic year by students will be discarded or given to charity.
- Gum chewing in school buildings and on school grounds is prohibited.
- Toy weapons (including, but not limited to, plastic knives, cap guns, disc or rubber pellet guns, water guns) are not allowed on campus or at any school function.
- The following infractions are especially serious and will generate disciplinary consequences up to and including expulsion:
 - Any act of violence against another person, or the threat of such violence
 - Disrespect, dishonesty, and/or disobedience
 - Theft (see section 9.2)
 - Possession of pornographic or similarly inappropriate material
 - Vulgar language or conduct
 - Possession of alcohol and other controlled or illegal substances
 - Possession or use of any weapons, which include, but are not limited to, guns, knives, bats, sticks, tazer guns, mace and pepper spray.
 - Graffiti or vandalism
 - Forgery, alteration or misuse of school documents or records of identification
 - Any on-campus or off-campus activity that is detrimental to the reputation of Saint Mary's
 - Use of alcohol, drugs or other controlled substances. (see section 11.1)

The vice principal of student affairs has final interpretation regarding the behavior policies at the school.

9.2 THEFT

The school does not tolerate theft. Student theft will be dealt with severely. The school encourages parents and students to report students observed engaging in such activities. Incidents of theft must be reported to the vice principal of student affairs or other administrator immediately. All reasonable efforts will be made to recover lost or stolen property. However, the school does not assume responsibility for lost or stolen property, whether on school property before, during, or after the school day, or at school sponsored events.

9.3 LUNCHTIME PRIVILEGES/RESTRICTIONS

Off-campus lunch is a privilege accorded to seniors and juniors only. Any student who is late to class immediately following lunch for any reason may have this privilege revoked in addition to other disciplinary measures as deemed appropriate by the Vice Principal of Student affairs. Students who are restricted but leave the school premises during lunch without written permission from the vice principal of student affairs will face disciplinary consequences.

The following areas are out-of-bounds:

- The road to the Brothers Residence and garage/maintenance areas
- The lower campus area near Vellesian Hall
- Codornices Creek

9.4 BEHAVIOR IN THE NEIGHBORHOOD OF THE SCHOOL

It is expected that students will respect the privacy and the property of neighbors in the area of the school. Congregating on neighborhood streets, littering, defacing property, driving unsafely, playing music loudly, and showing disrespect toward neighbors and their property are behaviors that injure personal reputation and that of Saint Mary's. Students are expected to act respectfully and see themselves as ambassadors of Saint Mary's College High School on and off campus. These behaviors will be monitored and students found to be violating these policies will be dealt with seriously, up to and including expulsion.

CHAPTER 10: DISCIPLINARY ACTIONS

There is neither a particular sequence of disciplinary actions, nor should it be assumed that the following disciplinary actions are applied in a progressive manner. Saint Mary's employs a number of different disciplinary actions, dependent upon the incident, which include:

- **WARNING**

Students are notified that continuing a specific conduct may be cause for other disciplinary action.

- **DETENTION**

Students held in violation of school regulations may be assigned to detention. Disciplinary detention takes precedence over prior commitments in personal schedules (e.g., a job, meetings with teachers, student activities, club meetings, class meetings, practices, or athletic events).

- **SUSPENSION**

A period of suspension can be required for more serious violations of school policies. Students are ineligible to participate in or attend any school activities while on suspension. Ineligibility may extend beyond the suspension. In all cases of suspension, parents will be notified before the student leaves the school campus. Before any student is re-admitted after a period of suspension, a meeting with the principal, vice principal of student affairs, parent and student may be required.

- **DISCIPLINARY PROBATION**

The Vice Principal of Student Affairs and/or the Principal communicate probation officially to the student and parent/guardian with a written notice. Students who are placed on disciplinary probation may be excluded from participation in privileges, activities, and/or from the campus for a specified period of time. Re-instatement is dependent upon the observance of the terms of the probation and the decision of the vice principal of student affairs. While a student is on disciplinary probation, involvement in any other serious disciplinary problems could result in expulsion or dismissal.

- **EXPLUSION**

Expulsion signifies the permanent and immediate termination of the student's status without the possibility of re-admission to Saint Mary's.

CHAPTER 11: SCHOOL POLICIES

11.1 ALCOHOL, DRUGS AND OTHER CONTROLLED SUBSTANCES.

Students found either to be selling drugs, or possessing drugs with the intent to sell them, will be expelled from Saint Mary's College High School.

Saint Mary's College High School recognizes the many problems that challenge students and their families. The problem of alcohol and drug abuse is a serious one. Saint Mary's makes every effort to assist students who are motivated and interested in working to solve this problem. Confidentiality is observed in providing assistance. Every effort is made to enable students who are actively seeking help for themselves or others to continue their education at Saint Mary's College High School.

Any student who (a) shows evidence of having consumed alcohol and/or drugs, (b) is suspected to be in possession of alcohol and/or drugs, (c) is involved in the sale or exchange of alcohol and/or drugs (d) is under the influence of controlled or illegal substances is subject to investigation.

Students suspected of being under the influence of alcohol and/or drugs will be suspended. During the suspension the following must happen:

1. The student will be required to undergo a drug/alcohol assessment from one of the programs approved by Saint Mary's.
2. The family must consent to release all information from the assessment to Saint Mary's.
3. Following the assessment, a meeting is scheduled between the student, parent(s) and Saint Mary's.

Possible consequences may include, but are not limited to, drug/alcohol testing and assessment, education, counseling, in-patient or out-patient treatment, disciplinary probation, dismissal, or expulsion. Failure to comply with the assessed consequences may result in expulsion or other further disciplinary action. Failure of parents to cooperate and support the conditions for the student's continuing enrollment at Saint Mary's College High School may result in the school's request that the parents withdraw the student.

Saint Mary's contracts with Kontraband Interdiction Detection Services, Inc., (KIDS) in order to ensure a campus that is safe and free of illegal substances. KIDS provides trained canines which detect the odor of contraband items such as drugs, alcohol and explosive materials. Inspections will randomly take place throughout the school year.

Although some students may be 18 years old, no student is allowed to smoke on campus or in the school neighborhood.

11.2 HARASSMENT

Saint Mary's is a campus community which aspires to live by Christian principles. To that end, harassment of any student by a person or persons or by any employee, lay or religious, is prohibited. The school will treat the allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

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

Harassment occurs when an individual is subjected to mistreatment that is hostile or intimidating to the individual's race, creed, color, national origin, physical appearance, physical disabilities or gender. Harassment can occur at any time. It includes, but is not limited to, any or all of the following:

- **Verbal Harassment**

Derogatory comments, jokes, and/or threatening words spoken or written to or about another person, including malicious rumors, gossip, and other forms of social aggression.

- **Internet Harassment**

Derogatory or vulgar comments, jokes, and/or threatening words written and/or posted on chat rooms, message boards, emails, text messages, or any other form of digital communication.

- **Physical Harassment**

Unwanted physical contact (e.g. touching, 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, or gestures.

- **Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.

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

- Making unsolicited sexual advances and propositions
- Using sexually degrading words to describe an individual or individual's body.
- Displaying sexually suggestive objects or pictures
- Telling inappropriate or sexually related jokes or stories
- Making reprisals, threats of reprisals, or implied threats of reprisals, following a rejection or a negative response to sexual advances

- **Sexual Harassment by a Faculty / Staff Member**

Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occur:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress.
- Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting that student.
- Such conduct has the purpose or effect of unreasonable interference with a student's academic performance or of creating an intimidating, hostile, or offensive educational environment.

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

- Making unsolicited sexual advances and propositions
- Using sexually degrading words to describe an individual or an individual's body
- Displaying sexually suggestive objects or pictures
- Telling inappropriate or sexually related jokes
- Making reprisals, threats of reprisals, or implied threats of reprisals, following a rejection of or negative response to sexual advances

It is the responsibility of Saint Mary's to:

- Implement this policy through regular meetings with all faculty and staff, ensuring that they understand the policy and its importance.
- Make all faculty, staff, students and parents/guardians aware of this policy and the commitment of the school to its strict enforcement.
- Remain watchful for conditions that create or may lead to a hostile and/or offensive school environment.
- Establish practices to create a school environment free from discrimination, intimidation, or harassment.

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive safe school environment.
- Avoiding any activity that may be considered discriminatory, intimidating, or harassing.
- Immediately informing the student that the behavior is offensive and unwelcome.
- Reporting all incidents of harassment witnessed or experienced to a teacher, counselor, staff member or administrator.
- Discontinuing conduct immediately if they have been told that their behavior is perceived to be discriminatory, harassing, or unwelcome.

Students are asked to follow these procedures when filing a claim of harassment:

1. Students may or may not choose to tell the individual causing the harassment that the conduct is offensive and must stop. If the objectionable behavior does not cease immediately, students must report the harassment to a teacher, counselor, staff member or administrator, who will report it to the principal.
2. If the principal is the subject of the allegations, the student must report the harassment to any school official.
3. In the case of sexual harassment allegations, students may raise the issue with any administrator or faculty member, or staff member.
4. Students alleging harassment will be asked to complete a written report. All claims, written or unwritten, will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
5. The investigation will include a meeting with the person alleged to be harassing, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the person will be placed on administrative leave or suspended during the course of the investigation. A follow-up meeting will be held with the complainant.
6. Once the facts of the case have been gathered, the principal, in consultation with the president, will decide what, if any, disciplinary action is warranted. The disciplinary action can include all disciplinary actions up to and including immediate termination or expulsion.
7. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take appropriate steps, within its power, to investigate and eliminate the problem, including contacting local law enforcement.

11.3 PREGNANCY

Through its philosophy, Saint Mary's teaches and guides its students to make morally responsible decisions within the framework of the teachings of the Catholic Church.

Should a Saint Mary's student conceive a human life, the school takes the position that this life is a God-given gift and is sacred. Moreover, the school desires to support the students who have conceived the child. The school supports the student-mother and/or student-father by encouraging the continuation of studies at the school and by providing other forms of guidance.

During the student-mother's term of pregnancy, the administration will assess and determine the attendance status for the student-mother and/or student-father after consultation with the parent/guardian and the student-mother's medical professional.

The student's attendance status is subject to the following criteria:

- Counseling sessions for the expectant student-mother and/or student-father are required. The parent/guardian of the student may be required to attend some or all of these meetings.
- A doctor's medical release for the student-mother, renewed throughout the pregnancy, will be obtained and kept on file at the school.
- A waiver, signed by the student-mother and her parent/guardian, will be kept on file at the school releasing Saint Mary's and its employees from any liability for her attendance during her pregnancy.
- If necessary, the administration may place the student on academic leave at any point during the pregnancy, and that leave will be in effect until the student's baby is delivered and the student is cleared by her physician to return to school.

Timing of a student's return to the school program, following delivery of the baby, will depend on the student's and baby's health and after a consultation between the student's parent/guardian, her physician and the school administration. The conditions of such a return would include, but not be limited to, similar criteria as above and appropriate plans for the care of the baby while the student is attending school.

11.4 ELECTRONIC INFORMATION RESOURCES

Saint Mary's College High School embraces the educational benefits provided by computer technology and the worldwide web. The Saint Mary's administration acknowledges that with Internet access comes exposure to millions of people and contacts around the world, including materials that may not be of educational value within the context of a school setting. The Internet provides access to numerous resources and opportunities for collaborative work, and the administration supports prudent access to appropriate educational resources and information.

Students will have access to the Internet through school computers and the campus wireless network. Inappropriate websites are blocked by the school's filtering software. All use of the school's computers and network must be in support of education and research and consistent with the educational objectives of Saint Mary's College High School. Use of other organizations' networks or computer systems must comply with rules appropriate for that network. Transmission of materials in violation of any state or U.S. organization is prohibited. This includes, but is not limited to, copyright laws, threatening or obscene material, or materials protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

Students will be given an account to use the school's network. To set up a computer account at Saint Mary's, a student and his/her parent/guardian must first read and sign the *Acceptable Use Policy Agreement*. If a user violates any of the provisions contained in the agreement, his/her account or access privileges may be terminated and appropriate disciplinary action will be taken. All future access could be denied.

11.4.1 COMPUTER NETWORK PRIVILEGES

The use of Saint Mary's College High School's network services is a privilege, not a right. Any inappropriate use may result in cancellation of this privilege. The Vice Principal of Student Affairs determines inappropriate use, takes appropriate action, and decides the consequences. In addition, the vice principal of student affairs may close an account or deny access at any time as required. The Vice Principal of Student Affairs may close an account or deny access at any time and has the right to deny, revoke, or suspend user accounts.

11.4.2 NETWORK ETIQUETTE

The use of and access to an account requires that the student abide by accepted rules of network etiquette. These include, but are not limited to, the following:

- Privacy – A student must never give his/her user name and password to another student.
- Connectivity – A student must never use the network in such a way that would disrupt the use of the network by others.

11.4.3 SERVICES

Saint Mary's College High School will not be responsible for any damages the student may suffer while using the network. This includes loss of data from delays or service interruptions caused by a student's own negligence, errors, or omissions. Use of any information obtained via Saint Mary's College High School network services is at the student's own risk. Saint Mary's College High School denies any responsibility for the accuracy or quality of information obtained through network services.

11.4.4 SECURITY

Security on any computer system is a high priority, especially since the system involves many users. If a student feels that he/she can identify a security problem within the Saint Mary's College High School network, he/she must notify a faculty or staff member immediately, who will then inform the librarian, Network Manager, or Director of Educational Technology. A student is not to demonstrate the problem to other users. A student should never use another individual's account. Attempts to log on to the system as any other user may result in cancellation of user privileges. Attempts to log on to the Saint Mary's College High School network as a network administrator or faculty/staff member will result in immediate cancellation of user privileges and subject to further disciplinary action Any user identified as a security risk or having a history of problems with computer systems will be denied access to Saint Mary's College High School's network services.

11.4.5 VANDALISM

Computer vandalism will result in cancellation of privileges and render the student subject to disciplinary action including expulsion. If warranted, local law enforcement will be contacted. This includes, but is not limited to, contamination, deletion or reconfiguration of data, or degradation of system performances in any way.

CHAPTER 12: ATTENDANCE POLICIES AND PROCEDURES

Saint Mary's students are expected to attend the full duration of all classes and other required school programs. Unless excused by the vice principal of student affairs, students will be subject to disciplinary action for unexcused absence and tardiness. Phone calls will not excuse a student's tardiness or absence, and do not take the place of an official note from a parent or guardian.

12.2 TARDINESS

- Students are allocated eight passes for tardiness per semester. These passes will allow a student to arrive to school up to 15 minutes late. No note or phone call from a parent/guardian is required for students to use one of their passes. Students who arrive later than 15 minutes to school must present a note from their parent/guardian and a pass will be deducted from the student's total. The only exception to this rule is an official medical note. Students who run out of passes will be given detention regardless of the reason for tardiness and a parent's note may be required.
- Tardiness of over 15 minutes during a 45-minute class, and over 25 minutes for a 70-minute class results in one absence for the class.
- Any student who arrives over 15 minutes into the period may be issued multiple detentions as a late arrival.

12.3 ABSENCE

If a student is to be absent for any reason, a parent must telephone the school before 9:00 a.m. each morning of the absence. Please call (510) 559-6211 to report an absence. A written note signed by a parent or guardian is required on the first morning of the student's return to school. Please see section 12.8 for details and more information.

If a student is to be absent for any reason, a parent must telephone the school before 9:00 a.m. each morning of the absence. A written note is required on the first morning of the student's return to school. To leave a message concerning an absent student, call (510) 559-6211.

Generally, illness is the only acceptable reason for an absence. All other absences will be considered unexcused and will result in disciplinary action including parental notification. Parents are strongly encouraged to schedule legal, medical, and dental appointments after the end of the official school day or during vacations. See section 12.7, Unexcused Absences.

Students have the right to make up all assignments, examinations, tests, or other quizzes given during excused absences. For unexcused absences, students will not be allowed to make up any assignments, examinations, tests, or quizzes given during their absence.

Students are required to turn in assignments for any classes they will miss **before** any planned absence that is the result of a school function (e.g. athletic event, field trip, campus ministry event, fine arts event, student government event, etc.). Students must be prepared for class in case the school event is cancelled.

12.4 MAXIMUM ABSENCES

Barring extraordinary circumstances, students who miss 12 or more days in either semester (including excused absences) may receive no credit for course(s). School activities, (e.g., student government, field trips, athletic and fine arts events, etc.) will count toward days missed.

12.5 ABSENCES AND ACTIVITIES

Students absent for more than half the scheduled class periods of any day are not eligible for interscholastic participation or student activities that day or evening.

12.6 ANTICIPATED ABSENCES

While not advised, there may be an occasion when a student will know in advance that he/she will be absent. In such cases, the student should present a parent's note to the main office at least two weeks prior to the anticipated absence before notifying teachers.

Students are expected to communicate with teachers regarding an anticipated absence. Students have the responsibility to obtain from their teachers all class and homework assignments missed because of the excused absence. All work must be made up within a reasonable amount of time as agreed upon by the teacher and student.

12.7 UNEXCUSED ABSENCES

Absences due to situations other than those described above and absences not excused by a student's parent or guardian are unexcused. In the case of an unexcused absence, credit will be withheld for class work or tests missed.

12.8 ADMITTANCE AFTER AN ABSENCE

Upon returning to school, students must bring a note to the attendance office before returning to class. In order to verify the student's absence, the note should clearly provide the following:

- The student's name
- The dates missed
- The date of return
- The reason for the absence
- The parent/guardian signature.

12.9 MAKE-UP WORK DURING EXTENDED ABSENCES

Extended absences due to surgery, illness, or other circumstances are sometimes inevitable. Such absences can be a substantial disruption to a student's progress, especially when the amount of work missed becomes overwhelming upon return to school. Whenever possible, a student should make prior arrangements with all of his/her teachers. If this is not possible, following the steps below should make the experience less disruptive:

1. If a student is to be absent one or two days, it is best for him/her to contact a classmate to obtain the homework and assignments missed.
2. When a student needs to be absent for more than three days, the parent/guardian should call the student's guidance counselor. The counselor will contact the student's teachers and request that assignments be left for him/her in the main office. Please allow one full school day for the completion of this process.
3. The assignments collected may be picked up at the main office at the designated time. Any questions about individual courses should be addressed directly to the respective teachers.

12.10 ILLNESS

During the school day, a student who is too ill to remain in class is to report to the main office. A call will be made to the parent to pick up the student. Students will not be allowed to rest in the main office.

12.11 EARLY DISMISSAL

Should it be necessary for a student to leave before the end of the school day, an off-campus permission slip must be obtained from the main office. Students should submit a signed and dated written request from their parent/guardian to the main office and should be sure it includes the reason for the early dismissal. This needs to be submitted before the start of the school day. Upon returning to campus, the student must report to the main office. No faxes, phone calls or emails will be accepted.

12.12 OFF-CAMPUS PERMIT

Leaving the school grounds requires an off-campus permit. Off-campus permits are issued by the main office attendant. Only the principal or the Vice Principal of Student Affairs can approve a student leaving the school during regular school hours with the prior knowledge of the student's parents. No teacher or other school employee may give a student permission to leave the school premises. Leaving school grounds without an off-campus permit will result in an unexcused absence.

12.13 PARENT / GUARDIAN NOTES

Parents and guardians indicated on school records are the only people authorized to sign notes.

12.14 OUT-OF-TOWN PARENTS AND GUARDIANS

Parents and guardians who leave town during the school week must notify the main office and designate an adult who in their absence, is responsible for the welfare of their student in case of an emergency.

12.15 EDUCATIONAL LEAVE

Parents/Guardians are allowed to withdraw students from school for the purpose of college visitation, orientation, or activities designed to enhance the student's opportunity to attend college provided the following procedures are met:

1. Parents/Guardians must submit a written request for the student's educational leave at least 10 days prior to the expected absence. This request should be addressed to the vice principal of student affairs and must outline the purpose and itinerary of the trip.
2. Parents/Guardians are to obtain the dean's authorization for the absence.
3. Parents/Guardians assume personal responsibility for arranging with all teachers **before the educational leave** to make up any missed academic work.
4. The student's absences will not exceed the maximum allowed for the semester.

CHAPTER 13: COMMUTING TO SCHOOL

One of the attractive features of Saint Mary's College High School is its location in a clean, safe, and pleasant residential neighborhood. Saint Mary's wants to maintain a beautiful neighborhood environment we all can enjoy. Saint Mary's strongly encourages using public transportation, forming carpools, bicycling, and walking to and from school. Parents and students can visit www.511.org to plan the most efficient route to school using public transportation.

13.1 BART

Half-price BART tickets are available for students in the business office. The North Berkeley BART station is a short walk from school.

13.2 AC TRANSIT

There are bus stops very close to school. \$15 monthly AC Transit passes can be purchased through the business office. On school days, AC Transit Bus Route #688 is a special bus that serves Saint Mary's. It originates at Grand Avenue and MacArthur Boulevard, before ending at Saint Mary's at the corner of Monterey and Hopkins. For more information about the route, including bus stops and times, please visit www.saintmaryschs.org or www.actransit.org.

13.3 BICYCLING

Students are encouraged to ride bicycles to and from school. Saint Mary's has secure bicycle racks for students to park bikes on campus.

13.4 AUTOMOBILES

Parents and students who drive to school must always respect speed limits and practice safe driving for the sake of our students and our neighborhood.

PARENT COMMUTING AND DROP OFF AND PICK UP RESPONSIBILITIES

Parents who drop off or pick up students are expected to drive safely at all times. Moreover, parents are encouraged to consider alternative drop-off locations for students other than at the Posen Street or Albina Avenue entrances. Alternative locations include Hopkins Street (near Monterey Market), California Street or Monterey Avenue. Using an alternate drop-off/pick-up spot greatly reduces the amount of traffic on Posen Street and Albina Avenue.

DROP OFF VIA ALBINA AVENUE

Parents and students who use Albina Avenue are requested to keep in mind that it is a narrow street and therefore practice caution and prudence at all times.

DROP OFF VIA POSEN STREET

Parents and students may not enter the Posen Street parking lot for morning drop-off or during the first 20 minutes of school. Parents who drop students off on Posen Street must pull forward, into the drop-off zone. Students who are dropped off in the drop-off zone should use swiftness when exiting the car to keep traffic flowing smoothly. No U turns are allowed near the drop-off zone.

DROP OFF VIA MONTEREY AVENUE

Parents must pull off of the street into either the drop-off zone in front of the Monterey Avenue gate entrance or in the bus stop. Students who are dropped off in the drop-off zone should use swiftness when exiting the car to keep traffic flowing smoothly.

13.5 STUDENT DRIVING AND PARKING RESPONSIBILITIES, AND PARKING PERMITS

Driving on or near school grounds is a privilege accorded to Saint Mary's College High School students. The vice principal of student affairs can revoke this privilege if a student's driving is in any way reckless, obtrusive, or detrimental to the reputation of the school. Any faculty member who witnesses unsafe driving (e.g., racing, speeding, peeling out, etc.) on or near the Saint Mary's campus will immediately report the student-driver to the Vice Principal of Student Affairs. The only students who may drive to the school and park at the school are students who have applied for and received a parking permit from the vice principal of student affairs. Students may not park in front of any residence on Posen Avenue, and are not allowed to park anywhere on Peralta, Ordway, Ventura, West Place, Monterey, Albina, and Hopkins Court. Freshmen and sophomores are not allowed to drive to and park at school.

Applications for parking permits are made available in the summer mailing and must be submitted on time in order to be considered for a permit. Once Saint Mary's allotment of parking spaces is assigned, students without assigned parking spaces are prohibited from driving to school. Carpools will be monitored throughout the year. Students who have applied for and received a parking permit based on the premise of having a carpool may lose their permits if they are found not to be carpooling. Students must display the Saint Mary's parking permit at all times while they are parked at Saint Mary's. Students who park on- or off-campus do so at their own risk. Saint Mary's is not responsible for theft or damage to anyone's car or belongings.

ON-CAMPUS PARKING PERMIT HOLDERS

On-campus parking permits will be reserved for carpoolers only. Carpools are defined as two or more persons. Carpools with more than two students will be given priority over carpools with just two students. For students who have an on-campus parking permit, entry to and exit from the front of the school is permitted via Albina Avenue only. Students must park in student-designated spots only. Students are not allowed to park in visitor or employee parking.

OFF-CAMPUS PARKING PERMIT HOLDERS

Off-campus parking permits will first go to carpoolers, then to seniors, and then to juniors. Students with off-campus parking permits must park on the south side of Posen Street and never in front of the property of any neighbor.

DO'S AND DON'TS

Any Saint Mary's College High School student-driver agrees to the following conditions:

1. Students who apply for a parking permit must have a valid California Driver's License.
2. Students should always drive the speed limit.
3. Students should always drive safely and respectfully to and from school.
4. All students who drive on or near campus will keep their music at a very low volume so that it cannot be heard outside the vehicle.
5. Students should not honk their horns unless there is an emergency.
6. Any Saint Mary's student understands that excessive speed, donuts, peeling out and/or other unsafe driving (as determined by any Saint Mary's employee) is not allowed.
7. Students should never litter.

Failure to comply with these driving and parking regulations may result in consequences up to and including expulsion.

CHAPTER 14: DRESS AND APPEARANCE CODE

Saint Mary's College High School expects that its students will demonstrate modesty and good taste in their appearance, as is appropriate for a Catholic, Lasallian school community. The administration, faculty and staff will collaboratively enforce dress/appearance code having ultimate responsibility and authority for all issues pertaining to it. If a student is out of the dress/appearance code, he/she will be sent to the main office and is expected to conform to the code before returning to classes. In addition, any student who is not in dress code or within the appearance code will automatically receive a detention. More serious consequences may result if a student is habitually out of the dress/appearance code.

The administration reserves the right to make final decisions regarding student grooming and appearance. This dress code is in full effect from the time students arrive on campus until the end of the day both inside and outside of class.

The following are to be observed by all:

1. Shoes must be worn; the absence of shoes will be allowed only for a demonstrated medical necessity.
2. Clothing which allows undergarments to be visible is not permitted. Sports bras are undergarments and must be covered.
3. Bare midriffs are not permitted.
4. Halter, tube, or strapless tops are not permitted. Straps on tops must be at least two inches in width (e.g. no spaghetti straps). Overalls over spaghetti straps are not permitted.
5. Lycra and spandex tights may be worn under clothing that meets other school guidelines.
6. Sweats, athletic pants, swishy pants, velour pants, athletic shorts, and board shorts are not permitted during the school day.
7. Dresses and skirts, including slits, should not be more than two inches above the top of the knee-cap.
8. Tattered or ripped clothing is not permitted.
9. Dyed hair may be black, brown, red, or blonde but must be one uniform, natural color.
10. If a male student chooses to wear his hair long, the hair must be clean, neatly groomed, out of his face. Outlandish or excessive hairstyles—as determined by the administration—are prohibited.
11. Male students may wear neatly trimmed beards and moustaches.
12. Pierced ears are allowed. One small studded nose piercing is allowed. Piercings must be tasteful, not distracting to the learning environment and deemed appropriate by the administration. No other body piercing is allowed.
13. Inappropriate writing, logos, or graphics – as determined by the administration – are not permitted on any apparel.
14. Hats or headgear may not be worn in classrooms and offices or during school functions.
15. Sunglasses may not be worn inside any school building.
16. Excessively baggy clothing (including oversized t-shirts) is not permitted. Pants must be worn at the waist with no exposed undergarments. The length of t-shirts may not extend past the student's wrists when the student's arms are at his/her side.
17. Clothing must be modest and not revealing.

14.2 DRESS-UP DAYS

On certain days that the school celebrates special events such as liturgies, academic assemblies, and other designated assemblies, students are required to wear the following for the entire school day:

- Male students are required to wear a white collared dress shirt (tucked in), a necktie, dress slacks or khaki-style pants with a belt, and dress shoes that are in good condition. Sweatshirts may not be worn to the assembly, liturgy, or special event.
- Female students are required to wear a white collared blouse (tucked in or un-tucked); appropriate-length dress skirt, dress pants, or khaki-style pants; and dress shoes. Flat dress shoes are appropriate. Boots and similar footwear are not acceptable. Jean skirts, shorts, and capri length pants are not permitted.

CHAPTER 15: MISCELLANEOUS

15.1 BICYCLES, SKATES, SCOOTERS, AND SKATEBOARDS

Students are not to ride bikes, skateboards, scooters, or roller blades on campus at any time. Saint Mary's College High School is not responsible for any lost or stolen bicycles, skates, scooters, or skateboards. These items are subject to confiscation.

15.2 COMMUNICATION DEVICES

We recognize that cell phones and other communication devices are necessary communication tools for families. However, these devices can create distractions to the educational environment. Therefore, these devices may not be used by students during the school day nor be visible or audible. The school day is defined as follows:

- Monday, Thursday, and Friday, 8:00 a.m. - 3:00 p.m.
- Tuesday, 8:00 a.m. - 3:25 p.m.
- Wednesday, 8:50 a.m. - 3:25 p.m.

Students may use cell phones during lunch. At all other times, visible or audible cell phones / communication devices at school will be confiscated and given to the Vice Principal of Student Affairs. The school may examine the contents of the phone if deemed necessary. Students will receive detention and a fine with additional consequences resulting if the problem becomes excessive.

15.3 MUSICAL DEVICES

With the exception of lunch time, students may not listen to headphones, have them in their ears, or wear them around their necks during the school day. Visible or audible musical devices will be confiscated and given to the Vice Principal of Student Affairs. The school may examine the contents of the music player if deemed necessary. Students will receive detention and a fine with additional consequences resulting if the problem becomes excessive.

Boom boxes are not permitted on campus and will be confiscated.

CHAPTER 16: CAMPUS MINISTRY

The Campus Ministry Program is the specialized and focused means by which students, faculty and staff establish and develop a Christian and Lasallian community. Campus Ministry is responsible for the nurturing of the faith community and gives expression to its identity in every aspect of school life through its various programs.

16.1 GOALS OF THE CAMPUS MINISTRY PROGRAM

1. To develop an environment within the school in which students, faculty and staff live out the Gospel of Christ.
2. To provide resources for the human and spiritual growth of the school community.
3. To foster the living tradition of the Church through the service of others, reflection on experiences, prayer and liturgical celebration.
4. To provide opportunities for the community to put into practice the Gospel call to justice and the rich tradition of the Church's social teaching.
5. To provide various opportunities for ministry by students, faculty and staff.

16.2 RETREAT MINISTRY PROGRAM

In conjunction with the religious studies curriculum, a one-day retreat is provided for freshmen. Sophomores will participate in a service activity and retreat through their religious studies class. Additionally, sophomores, juniors, and seniors have the opportunity to participate in extended overnight retreats. Other retreat opportunities are provided throughout the school year for students. The faculty and staff also have opportunities for days of reflection and retreats.

16.3 PRAYER AND LITURGY

Regularly scheduled school-wide Eucharistic liturgies and prayer services are celebrated throughout the academic and church years. In addition, there are several opportunities for various student groups as well as families to gather in prayer with their children during the year.

16.4 LITURGICAL MINISTRIES

Students, faculty and staff have the opportunity to exercise ministry during liturgy as members of the choir, as lectors, Eucharistic ministers, acolytes, or through liturgical dance.

16.5 SOCIAL JUSTICE AND LASALLIAN EDUCATION

Along with the director of service learning, the director of campus ministry encourages all students to volunteer for various community service projects in the greater San Francisco Bay Area. There are also several programs sponsored by Saint Mary's and the De La Salle Institute in which students, faculty, staff and families can participate.

16.6 LASALLIAN STUDENT LEADERS

With the Director of Activities and the Director of Service Learning, the Director of Campus Ministry oversees and coordinates the Lasallian Student Leaders program. Student leadership skills are developed and encouraged through participation in various school activities (dances, rallies, liturgies, community service activities, etc.). Please see Chapter 17 LASALLIAN STUDENT ACTIVITIES section of this handbook.

CHAPTER 17: LASALLIAN STUDENT ACTIVITIES

Student activities encompass all co-curricular activities at school. They provide creative opportunities for student leadership and participation in a variety of ways that further school unity and civic responsibility.

17.2 STUDENT ACTIVITIES

The student activities program is coordinated through the office of student activities with the assistance of the Lasallian Student Leaders (LSL), the student class councils and the class moderators. At its best, student activities can be as educational as the traditional classroom experience. With committed participation from students within our student body at Saint Mary's, the LSL team continues to develop into a successful program focusing on Faith, Service, and Community. All students are encouraged to participate in student activities so as to optimize their education. The Lasallian Student Leaders meet every Tuesday and Wednesday Z-block to plan and coordinate the school activities and events. (Also see Chapter 16: CAMPUS MINISTRY)

17.3 CLUBS AND ACTIVITIES

The following guidelines have been established for student organizations and activities:

- The clubs are to be approved by the administration.
- Membership is open to all students with the exception of honor societies, which have specific academic requirements.
- The club or activity has an administration-approved faculty sponsor who attends all meetings and functions.
- The club or activity deposits its funds in school accounts and follows established financial procedures.
- The club or activity may use the school's name for public, social, or commercial activities with the permission of the Director of Student Support Services.
- All activities are approved by the Director of Student Activities. Extensive changes or unusual activities must be approved by the administration.
- All activities must be supervised. Actions described as resulting in suspension and expulsions incur the same penalties whether on campus or off campus.
- Students absent for more than half the scheduled class periods are NOT ELIGIBLE for interscholastic participation or student activity that day or evening. If the absence occurs on a Friday the student may not attend or participate in weekend co-curricular activities. Legitimate appointments are the exception to this rule.
- At the conclusion of all activities, students must arrive at and depart from the event in a timely manner or they will not be allowed to attend the next activity.

17.4 DANCES AT SAINT MARY'S

Saint Mary's College High School sponsors several dances during the school year. The following conditions apply:

- Dances held on campus are from 7:00 p.m. - 10:00 p.m. Students will be admitted to the dance until 8:30 p.m. Drop-off and pick-up is at the Posen Street entrance only. Students are expected to have a ride from the dance immediately after the dance.
- Saint Mary's students must present their student body ID cards to be admitted to the dance.

- Saint Mary's students may apply to bring a guest to announced dances. They must obtain a guest pass from the Director of Student Activities or the school website as instructed in the school announcements. All guests must be approved by the Director of Student Activities in consultation with the vice principal of student affairs. Only ninth grade students or older may be invited as guests and no guest over the age of 20 may attend dances. Without exception, all guests must have current picture identification printed with their date of birth.
- Students on probation, academic, disciplinary, or co-curricular ineligibility may not be allowed to attend.
- Offensive language, obscene gestures, and sexually explicit or unsafe dancing are not permitted.

17.5 EXPULSION FROM CO-CURRICULAR ACTIVITIES

In the event that Saint Mary's students or guests do not comply with school behavioral policies, they will be asked by the administrator in charge to leave the school activity. Under these circumstances the procedure will be as follows:

Expulsion due to the use of drugs, alcohol or violent behavior:

1. Parents of the student will be called by the school administrator to inform them of the situation.
2. The student will remain under the supervision of the school administrator or campus supervisor until the situation has been dealt with completely.
3. Parents will be called and asked to come to the school immediately, either to pick up their student or to follow up with the police if they have been called on site.

17.6 OFF-CAMPUS PARTIES

The staff of Saint Mary's College High School is concerned about alcohol and other drug use by students. With this concern in mind, some guidelines are offered to parents for consideration:

- Parties should be chaperoned.
- Parents of a party-goer are advised to contact host parents.
- Parents should have the phone number and address of where the party is being held.
- Parents should assure students that, in case of unexpected circumstances, they can call for a ride home.
- Parents are advised to instruct teenagers not to have parties when parents are not at home.
- Drinking by minors is illegal.
- Drugs are illegal substances.
- You may be criminally responsible if you knowingly allow minors to consume alcohol or use other drugs.
- Driving under the influence of alcohol or other drugs is unacceptable and potentially dangerous behavior at any age.

While the school is not interested in monitoring the off-campus activities of its students, too often unhealthy behavior at such events has a direct effect on the lives of students at school. For that reason, Saint Mary's will work in partnership with parents to support their efforts in raising and guiding their children. This partnership may include disciplinary consequences if students are found to be putting themselves or their school-mates at risk.

CHAPTER 18: ATHLETICS

18.1 PROGRAM OFFERINGS

The interscholastic athletic program is an integral part of Saint Mary's College High School. It holds many educational advantages for those students who elect to participate. The self-discipline required of the students participating in interscholastic competition provides a unique training opportunity not ordinarily available elsewhere in the school community.

All interscholastic activities of the school's athletic department will maintain the ideals and standards inherent in Saint Mary's College High School mission and philosophy, the North Coast Section (NCS), the Bay Shore Athletic League (BSAL), and the California Interscholastic Federation (CIF).

Sports offered are:

Fall Sports:

(Aug. - Nov.)

Boys' & Girls' Cross Country

Football

Girls' Volleyball

Girls' Tennis

Girls' Golf

Winter Sports:

(Nov. - Feb.)

Boys' & Girls' Basketball

Boys' & Girls' Soccer

Spring Sports:

(Feb. - May)

Baseball

Boys' Golf

Boys' Lacrosse

Boys' & Girls' Swimming & Diving

Softball

Boys' Tennis

Boys' & Girls' Track

Boys' Volleyball

18.2 ELIGIBILITY

- Only students regularly enrolled in CIF member schools, grade 9-12, shall be permitted to participate in interscholastic competition. Students shall neither participate nor practice on any team if they attain their nineteenth birthday before June 15th.
- A student who first enters the ninth grade of any school following his/her completion of the eighth grade in any school, may be eligible for athletic competition during a maximum period of time not to exceed eight semesters. This eligibility must be used during the first eight semesters of attendance at that school or any school. Enrollment and/or attendance for 15 days or more, or participation in one or more inter-school contests, shall count as one of the eight semesters.
- A student who transfers from one school to another without a change of address from parents or legal guardians must complete a 2604 and 505 transfer form to request eligibility. This rule also applies to students 18 years of age or older even though they are legally adults. It does not apply to students who have been promoted from elementary or junior high schools at the end of the preceding semester. Questions regarding eligibility should be referred to the athletic director.
- Foreign exchange students interested in participating in athletics should contact the athletic director regarding their possible eligibility.

18.3 ATTENDANCE REQUIREMENTS

Students absent for more than half the scheduled class periods of any day are not eligible for interscholastic participation or student activities that day or evening. If the absence occurs on a Friday, the student's absence must be reported by the student's parent and due to illness or another legitimate personal reason or the student may not attend or participate in weekend co-curricular activities.

18.4 UNIFORM AND EQUIPMENT REQUIREMENTS

Any student who is issued equipment or uniforms is fully accountable for returning the items issued in good condition. All uniforms must be returned within one week of a student's last game. Students and parents will be held financially accountable for any items lost, stolen, or damaged.

18.5 MEDICAL REQUIREMENTS

Each student who participates in any sport must provide evidence of a physical examination by a medical practitioner in order to satisfy CIF, NCS and Saint Mary's College High School athletic regulations. Physical examinations are valid for one calendar year.

1. Football Insurance: Competition in interscholastic football requires additional insurance for the student to be allowed to compete. If a student-athlete's current insurance policy does not exclude interscholastic football, that student may not be required to carry additional insurance. Saint Mary's College High School purchases additional insurance for each student who plays football.

2. After an injury that requires medical attention, a release in writing must be obtained from a doctor before a player may resume participation. This is for the protection of the player, coach and school.

18.6 TRANSPORTATION AND TRAVEL

1. Travel to and from contests other than by school bus, school van, charter bus, or rented vans, must be undertaken with parental permission. Permission slips are provided for such occasions. The transportation of students from their homes to game sites is the responsibility of the parents.
2. Students who travel to a contest by school bus, school van, charter bus, rented van, etc. must present a signed note from their parents if they are to be permitted to go home with someone other than their parents.

18.7 OUTSIDE COMPETITION

1. According to CIF rules, no student may compete on an outside team while also on a school team in the same sport during the same season.
2. Athletes are not obligated to attend any meeting when the sport is not in season or when the athlete is still a member of another school team. Athletes shall request their coaches' permission to attend organizational meetings of another Saint Mary's sport, especially if it involves missing a practice time.

18.8 GENERAL

1. Athletes who need to try out late due to overlapping seasons will be given an equal opportunity to make the team.
2. Any person cut from a team will be given an explanation from the coach involved.
3. After joining a team, a player must finish that season before going out for another sport. Any player who quits a team may not participate in another team's practice until the season is over for the team that he/she quits.
4. Whenever a question arises in a player's mind about his/her sport, the player should go to the respective coach for an answer. If that does not solve the problem or answer the question, the player should then go to the athletic director.
5. Athletes and their parents are expected to be familiar with and abide by the policies and regulations of the Saint Mary's College High School Athletic Department. Please see under Chapter 25:25.2 PARENT AND SCHOOL RELATIONSHIP regarding behavioral expectations of Saint Mary's parents.

18.9 SUMMER ATHLETICS

1. Saint Mary's College High School does not sponsor any summer athletic teams, nor do such teams receive sanction for these activities from the California Interscholastic Federation (CIF), North Coast Section (NCS), or the Bay Shore Athletic League (BSAL).
2. Participation on summer athletic teams is voluntary and private. It is not a requirement for participation on the school's athletic teams during the regular school year. The school is not responsible for the supervision, transportation, or conduct of these summer athletic activities. The school is not responsible for injuries that occur during summer athletics.
3. Occasionally a Saint Mary's employee will coach a summer athletic team not affiliated with the school. A Saint Mary's employee who coaches a summer athletic team does so as his/her own private undertaking and/or as an employee of some agency other than Saint Mary's.

18.10 SPORTSMANSHIP BEHAVIOR

1. Spectators must sit in the bleachers/stands or designated area of the field or gym.
2. Students are asked to participate in the cheering section by cooperating with the Saint Mary's cheerleaders.
3. Only the head cheerleader and the cheerleaders approved by the athletic director may lead any cheers among Saint Mary's spectators.

4. The following guidelines must be followed by all Saint Mary's students, parents/guardians, coaches, and guests at interscholastic athletic events:
 - a. Cheers shall be positive and supportive of individual and team play.
 - b. Spectators shall not heckle, deride, or verbally abuse a player or coach from any athletic team.
 - c. Spectators shall not enter onto the field or court for any reason.
 - d. Noisemakers of any kind are not allowed at basketball games.
 - e. Spectators shall respect the decisions and judgment of the coaches at all times.
 - f. Spectators are not allowed to confront an official, coach, or player before, during, or after an athletic contest.
 - g. Spectators are not to throw anything onto the playing surface.

18.11 ATHLETICS AND CHARACTER EDUCATION

1. The essential elements of character building and ethics in Saint Mary's sports are embodied in the concept of **sportsmanship and six core principles**: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."
2. It is the duty of school administrators, coaches, parents, and student athletes to promote sportsmanship and foster good character.
3. To promote sportsmanship and foster the development of good character, school sports programs must be conducted in a manner that embraces the academic, social, spiritual, intellectual, and physical development of student-athletes. Saint Mary's programs are intended to teach positive life skills, instill Christian virtues, and help students become personally successful and socially responsible.
4. Participation in school sports programs is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and must conduct themselves, on and off the field, as positive role models who exemplify good character.
5. The importance of character, ethics, and sportsmanship must be emphasized in all communications directed to coaches, student-athletes, and their parents.
6. Saint Mary's believes that education and character development responsibilities must not be compromised to achieve sports performance goals. We ensure that the academic, social, spiritual and physical well being of student athletes are always placed above desires and pressures to win.
7. Everyone involved in competition, including parents, spectators and associated student body leaders, have a duty to honor the traditions of the sport and to treat all participants with respect. Coaches have a special responsibility to model respectful behavior. They have a duty to demand that their student-athletes refrain from disrespectful conduct. Verbal abuse of opponents and officials, profane or belligerent trash talking, taunting, and inappropriate celebration are unacceptable in any sports venue and will not be tolerated at Saint Mary's.

18.12 STUDENT-ATHLETE, PARENT/GUARDIAN HANDBOOK

All parents/guardians and student-athletes will receive an athletic handbook that must be signed by both the parent-guardian and student-athlete before they start their season. The contract is good for the year 2007-08 and need only be signed once for the year.

CHAPTER 19: COMMUNICATIONS WITH THE SCHOOL

19.1 CAMPUS HOURS

Campus hours are 7:30 a.m. - 3:30 p.m. Any student on campus outside of these hours must be part of an approved and supervised activity.

19.2 CALLING THE SCHOOL

The main office is open from 7:30 a.m. until 3:30 p.m. on school days and from 9:00 a.m. until 3:00 p.m. on non-school workdays. When telephoning the school, please refer calls to the appropriate office and/or arrange an appointment through the appropriate assistant. Telephone messages for students can be accepted only on an emergency basis and only from a parent or other person listed on the student's emergency card. The telephone number for the main office is (510) 526-9242.

19.3 VISITORS TO SAINT MARY'S COLLEGE HIGH SCHOOL

Saint Mary's College High School is a closed campus. Anyone wishing to visit must obtain a visitor's pass from the main office.

CHAPTER 20: HEALTH AND SAFETY

20.1 ACCIDENT FORMS

Accident report forms are available in the main office. A report must be completed and filed in the main office for every accident that occurs on campus or during a school sponsored event.

20.2 PHYSICAL EXAMINATIONS/HEALTH EMERGENCY FORMS

Every academic school year, all students must have a current health/emergency form on file with the registrar's office. Physicians must complete and sign the Saint Mary's Health/Emergency Certificate ONLY.

NOTE: Health/Emergency Certificates for students are considered valid for one year. No facsimiles of physical exams will be accepted.

Students who do not have a completed, signed and dated by a physician health/emergency certificate on file with the registrar's office by the first day of school (Monday, August 20, 2007) for the 2007-2008 school year, will be sent home from Saint Mary's College High School until a current health/emergency form is received.

20.3 WIRELESS TELECOMMUNICATIONS FACILITY

A wireless telecommunications facility, comprised of cellular towers, is located on the roof of the school gymnasium. Appropriate local governmental approvals have been obtained, and each tower fully complies with applicable federal and state requirements relating to electromagnetic field (EMF) and radioactive field (RF) emissions.

Careful consideration was given to the location of the facility, including an assessment of other schools with on-campus wireless telecommunications facilities, and the school believes that the facility poses no health or safety risks to students. Current research on cellular facilities, while not conclusive, shows that tower-mounted cellular antennae do not present a health or safety risk. The Federal Communications Commission, which has jurisdiction in this area, states that measurements made near typical cellular and Personal Communications Services (PCS) installations, especially those with tower-mounted antennae, have shown that ground-level power densities are thousands of times less than the FCC's limits for safe exposure. See <http://www.fcc.gov/oet/rfsafety/rf-faqs.html#Q16> and <http://www.fcc.gov/oet/rfsafety/rf-faqs.html#Q17> for further information.

The California Department of Education has acknowledged an investigation conducted by the California Public Utilities Commission (CPUC), which regulates privately-owned telecommunications companies (California Department of Education Wireless Cellular Memorandum, December 1998). This EMF investigation considered the PUC's role in mitigating health effects, if any, of RF radiation generated by cellular utilities, and found that scientific studies have not indicated any obvious relationship between prolonged low-level RF radiation exposure to mortality or morbidity (PUC D.95-11-017).

Additional information can be obtained by contacting the Federal Communications Commission at (888) CALL-FCC; the California Public Utilities Commission, Telecommunications Division, (415) 703-2782; or via the worldwide web, at www.wireless.fcc.gov/siting and www.cpuc.ca.gov/static/industry/environment/index.htm.

CHAPTER 21: SERVICES

21.1 BUSINESS OFFICE

The business office is open Monday through Friday from 8:00 a.m. - 4:30 p.m. Questions regarding tuition, fees, or tuition assistance should be directed to the business office.

21.2 IDENTIFICATION CARD

Students are issued an identification (I.D.) card at the beginning of each school year. Students must carry the I.D. card at all times during the school day and at school events. It must also be carried at school events off-campus. Admission to school activities is free to Saint Mary's students who show their I.D. cards. This I.D. must be presented upon request by any school faculty or staff member. If the I.D. card is lost, students should report the loss to the director of student activities and purchase a replacement. Students without a school I.D. card may be denied admission to school events.

21.3 INSURANCE

The school insurance plan generally provides some coverage, usually secondary coverage, for students. Details of the coverage are issued to families annually. Insurance forms are available from the attendance office. Additional 24-hour insurance protection is available to students at minimal cost. A special insurance is required of football participants in interscholastic athletics.

21.4 LIBRARY

The library program provides access to information in a variety of formats and enables students and staff to locate and use information and ideas. The library collection includes thousands of volumes, subscriptions to many magazines and newspapers, and multiple periodical databases. The collection is continually evaluated to ensure it is a source of up-to-date materials for students and teachers. Recreational reading is also provided for and encouraged.

Most library materials can be checked out for three weeks and may be renewed for an additional three weeks. A fine of ten cents per school day will be charged for overdue materials. Students are responsible for lost materials and will be charged the current replacement cost plus a \$5.00 processing fee for each item. Students who abuse library materials may have their library privileges suspended. Students in possession of library materials that have not been officially checked-out may be considered guilty of theft of school property and subject to immediate suspension and possible dismissal.

The library is open from 7:30 a.m. to 5:00 p.m. Monday through Thursday, and 7:30 a.m. to 3:30 p.m. on Friday. Individual students and small groups may use the library during school hours with teacher permission. All students are welcome to use the library before and after school and during break and lunch periods. No food or drink is allowed in the library.

21.5 ASSIGNED LOCKERS

All lockers are the property of Saint Mary's. Saint Mary's reserves the right to inspect the contents of any locker at any time.

Each student is assigned a locker and a lock at the beginning of the school year. Neither this locker nor its lock combination should be shared with anyone, nor may a student change his/her locker without the permission of the Vice Principal of Student Affairs.

Each student is expected to keep his/her locker neat, clean, free of any controversial materials (e.g., contraband, pictures, etc.) and securely locked at all times.

Large amounts of money or items of exceptional value should never be brought to school or kept in lockers.

The school will not be responsible for any losses, theft, or damage to any books or other personal property kept in lockers.

21.6 LOST AND FOUND

Lost and found items may be turned in to and/or retrieved from the main office before and after school or during lunch. Students may be charged a fine to claim lost items. Collected money will be donated to charity.

21.7 WORK PERMITS

No minor under 18 years of age who is required to attend school shall be allowed to work without a work permit. Students needing work permits should request the necessary form from the registrar's office.

21.8 TRANSCRIPTS

The registrar will issue only unofficial transcripts to students, parents and, with a parental release on file with the registrar, to coaches. Transcripts will be official only when sent directly to the agency requiring an official transcript, such as college admissions offices, summer or other enrichment programs, employers, and scholarship programs. Appropriate postage must be supplied by the student.

To request a transcript, students must fill out a transcript request form, available from the registrar's office. When applying to colleges and universities, students should first consult with the director of college counseling before requesting a transcript for their applications.

The school will normally process transcript requests within 5 days; transcript requests requiring other accompanying paperwork will take slightly longer. Students should time their transcript requests accordingly.

There is no processing fee for transcripts requested by students currently enrolled in Saint Mary's College High School or those who have graduated within one year. There is a \$5.00 processing fee for all other transcripts.

CHAPTER 22: EMERGENCY PROCEDURES

22.1 EARTHQUAKE

1. Students must follow the directions of the faculty and administration at all times.
2. Stay inside, move away from windows, shelves, heavy objects, or furniture.
3. Take cover under a table or desk.
4. DUCK-COVER-HOLD.
5. If outdoors, move to an open space away from buildings and overhead power lines. Lie down or crouch low to the ground.
6. Be aware of dangers that may require repositioning or relocation.
7. Once the earthquake stops fire alarms may sound. If this is the case, follow the evacuation routes and procedures for a fire.

22.2 FIRE

1. Students must follow the directions of the faculty and administration at all times.
2. Leave all personal belongings in the classroom.
3. Close all windows and turn off the lights.
4. Leave the classroom in a quiet and orderly fashion.
5. The faculty member is the last person out of the classroom, and must lock the door behind him/her.
6. Go to the designated gathering area.
7. Wait for further instructions from the assigned administrator.
8. If it is a false alarm, three long bells will ring.
9. If it is not a false alarm, please wait for further instructions from the assigned administrator.

22.3 THREATENING INDIVIDUALS/SITUATIONS

1. Students must follow the direction of the faculty and administration at all times.
2. The main office will ring five to ten short bells on the regular bell system.
3. Any student outside is to go directly into a classroom.
4. If unable to do so, the student is to lie down on the ground and cover his/her head.
5. Remain in the classroom until an administrator notifies the teacher that it is safe to come out.

In case of a major catastrophic event, the school is prepared to keep students up to 72 hours. Emergency supplies & rations will be distributed when necessary. Students will not be released without authorization from a parent or guardian.

CHAPTER 23: ADMISSIONS, REGISTRATION AND RECORDS

23.1 NON-DISCRIMINATION POLICY

Saint Mary's College High School admits students of any color, race, ethnic origin, or gender to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate based on color, race, ethnic origin or gender in the administration of its educational policies, admission policies, scholarships, loan programs, athletic, and other school-administered programs.

23.2 ADMISSIONS POLICY

Freshman entrance requirements are not necessarily or exclusively based on intellectual ability, but also on a combination of academic achievement, personal character, citizenship, desire and motivation to learn, and other related factors. character, willingness to learn and study, and other related factors. The specific criteria for determining admission include:

1. Submission of the completed and timely application for admission.
2. Two years of transcripts including current grades and standardized test results.
3. Personal student interview.

4. HSPT entrance test results.
5. Teacher and/or Principal recommendations.
6. Agreement to complete the program of study of Saint Mary's College High School.

In addition, consideration is given to factors such as faith, legacy, relationships and feeder school.

The school's decision to accept a new student is in no way based on that student's ability to pay. New students may be accepted into sophomore and junior classes if space continues to be available and at the discretion of the school administration. It is a rare exception to accept new students into the senior class. International students needing an I-20 cannot be considered for admission.

Once accepted, students are expected to maintain good academic and disciplinary standing in their respective schools before attending Saint Mary's.

23.3 INCOMING NINTH GRADE STUDENTS

Prospective ninth grade students take a high school entrance test in January and are subsequently interviewed as part of the admission process. The administration informs local support schools of the entrance test date, posts it on the school's website, and publishes it in various admissions materials. The testing fee is incorporated as part of the application fee. There are additional subject placement tests in May for registered incoming ninth grade students.

23.4 REGISTRATION

Saint Mary's College High School asks returning students to re-register annually. A non-refundable registration fee, due by a specified date determined by the administration, secures a space for students wishing to return for the next academic year. A late fee is automatically assessed if the registration fee has not been made by a date determined by the administration. The school considers a student withdrawn at the end of the current school year if the-registration fee is not paid by this due-date.

CHAPTER 24: TUITION AND FEES

24.1 TUITION

Tuition per student (U.S. Resident)	\$12,240
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24.2 NON-REFUNDABLE FEES

Registration Fee - Freshman/Transfer	\$650
Continuing Registration Fee - Due May 1, 2007	\$600
Late Registration Fee – see POLICY, below	\$700
Capital Improvement Fee (paid over tuition plan)	\$300
Graduation Fee (seniors only-paid over tuition plan)	\$180
P.E. and Health Uniform/Lock Fee	\$ 40

POLICY: Each student must have paid the registration fee and have submitted a signed tuition contract to the business office by 5:00 p.m., May 1, 2007 (March 16 for freshmen). If either is outstanding after 5:00 p.m., May 1, 2007 (or for freshmen, March 16), the student will be dropped from enrollment and will need to reapply for entrance. When the student reapplies, the registration fee will increase to \$700.

24.3 OTHER FEES

Returned Check or NSF Fee	\$ 25
Late Payment Fee	\$ 25
<i>Applied when there is a past due balance on tuition account after the payment due date.</i>	
Non-Electronic Fund Transfer Payment Plan	\$100

Applies to payment plans utilizing checks or money orders. See Chapter 24:24.4 PAYMENT PLANS

Students whose registration fee remains unpaid and/or whose tuition contract is incomplete or has not been received by May 1, 2007 will be dropped. The registration fee is intended to encourage families to meet the specified registration deadline so that families on the waiting list can be given timely consideration.

Change in Payment Plan Fee	\$ 50
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A change in tuition payment plan after it has been processed by the business office will result in a \$50 charge to make changes to the plan. This fee must be received in advance of processing the changes.

24.4 PAYMENT PLANS

Annual Payment Plan - Annual tuition is due June 1, 2007, and is paid directly to Saint Mary's College High School. The \$200 discount is forfeited if payment in full is not received by June 8, 2007.

Semi-annual Payment Plan - Payments are due July 2007 and January 2008, paid by coupon book or automatic deduction. The due date is selected on the front page of the tuition contract.

10-Month Payment Plan - Payments are due monthly beginning July 2007 through April 2008, and are paid by coupon book or automatic deduction. The due date is selected on front page of the tuition contract. Note: An additional \$100 fee is assessed with the 10-month payment plan, if using the coupon book, and is due upon submission of the tuition contract.

12-Month Payment Plan - BY AUTOMATIC DEDUCTION ONLY (electronic fund transfer). Payments are due monthly beginning July 2007 through June 2008. The due date is selected on the front page of the tuition contract.

If no due date and/or payment plan is selected, default will be a 10-Month Payment Plan and/or due date of the first of each month. Please refer to the 2007/2008 Tuition and Fees Schedule mailed with your tuition contract for additional information and monthly payments.

24.5 OTHER COSTS

Other costs not included in tuition and fees include the cost of books, personal school supplies, upper division retreats, college entrance examinations, athletic sports packs and travel costs, Enrichment Week costs, special events and activity fees, charges for equipment or books that were not returned on time, and the other fees discussed in paragraph 24.3, above. In many situations, these costs are paid directly by parents/guardians or by the student. For example, new books are primarily purchased through VarsityBooks.com and used books through an informal student exchange. In addition, library fines are paid to the Librarian. In other situations, costs or charges are posted to the tuition account and invoiced directly by Saint Mary's to the parent/guardian for payment. For example, Enrichment Week is directly invoiced by the business office. All fees are invoiced on the 1st of the month and are due on the last day of the month. A \$25 late fee will be applied if payment is not received in full by the end of the month they are invoiced.

24.6 FINANCIAL SUSPENSION AND RELATED COMMUNICATION

Parents/guardians are expected to maintain current financial accounts as a condition of their son's or daughter's continuing enrollment. Students with past-due tuition accounts are subject to suspension until the account is paid in full and/or until written financial arrangements have been made with the business office. Parents/guardians are encouraged to contact the business office directly at (510) 559-6250 to make payment arrangements should their account become past due. After an account has become past due and written arrangements have not been made with the business office, a letter will be mailed to the address provided on the tuition contract, and requires a prompt response. In the event there is still no resolution, the student will be contacted directly by the business office and notified of impending suspension. The purpose of this student contact is to confirm that parents have received the correspondence from the business office (the student will be given a copy to take home) and to avoid suspension if at all possible.

24.7 PRORATION OF TUITION

The *2007/2008 Tuition Contract* applies to the **academic school year**. No portion of fees or tuition, paid or outstanding, will be refunded or canceled due to student absences and/or withdrawal or dismissal from school.

24.8 TUITION ASSISTANCE

The tuition assistance program is intended to help qualified students who for financial reasons would not otherwise be able to attend Saint Mary's. Tuition assistance is given in the form of a grant that reduces the amount of the tuition. This grant is only available to reduce tuition and cannot be used to pay for the registration fee, capital improvement fee, graduation fee, or any other fees or charges.

An annual application is required for the tuition assistance program. The Private School Aid Service (PSAS) form, used to apply for financial aid, will be mailed to all students in January 2008 for the 2008-09 school year.

24.9 BOOK COSTS

Books are available for purchase online through www.varsitybooks.com. Our online bookstore can also be accessed through www.saintmaryschs.org or toll free at 1-877-827-2665 24 hours a day. Several shipping options are available for delivery to students. Students are expected to have all their books for the first day of school.

Some books and materials are sold or rented to students in the classroom. In such cases, the student signs a receipt for the materials and the business office invoices parents for these items. *The Student/Parent Handbook* and the *Success Guide* are required texts and are provided to each student. All students will receive one copy of each at no charge. Replacements, if needed, cost \$10 each.

CHAPTER 25: PARENT PARTNERING

25.1 PARENT ASSOCIATION

The Parent Association is comprised of all parents and guardians of students attending Saint Mary's College High School. The purpose of the Association and its Board is to:

- partner with the Saint Mary's staff to ensure the intellectual, spiritual, social, and physical well being of all students
- partner for clear, consistent means of communication between families and the school
- further the mission of Saint Mary's in the community at large.

25.2 PARENT AND SCHOOL RELATIONSHIP

Parents are expected to uphold the mission, philosophy, learning outcomes, and policies of the school. As the primary educators of their children, parents are integral, welcome members of the Saint Mary's community. Education is a joint effort between parents and school. At times parents and the school may disagree over policies, procedures, or decisions. At all times the tenor of such disagreements must remain respectful and consistent with Catholic principles. Should a situation arise in which a parent's behavior is acutely or chronically uncooperative, abusive, disrespectful, or disruptive, the school reserves the right to suspend or expel the disruptive parent's child. Any parent, or other person, who upbraids, insults, abuses or threatens any teacher, administrator, or staff member of the school or who otherwise disrupts the educational environment may have the incident reported to law enforcement officials.

25.3 STUDENTS -- EIGHTEEN YEARS OLD

All school procedures, policies, and regulations continue to apply to students who are 18 years of age or older as long as they are enrolled in the school. Accordingly, after a student becomes 18 years of age, the school will continue to send all official correspondence regarding the student to his or her parents or guardians.

Time	A	D	E	F	G
8:00 – 8:45	1	4	5	6	7
8:50 – 9:00	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
9:00 – 9:45	2	2	2	2	2
9:45 – 10:00	Break	Break	Break	Break	Break
10:05 – 10:50	3	3	3	3	3
10:55 – 11:40	4	5	6	7	1
11:40 – 12:30	Lunch	Lunch	Lunch	Lunch	Lunch
12:35 – 1:20	5	6	7	1	4
1:25 – 2:10	6	7	1	4	5
2:15 – 3:00	7	1	4	5	6
Tuesday (T-Set)		Note: <ul style="list-style-type: none"> All Classes Meet four times a week consisting of one long block (i.e. 70 minutes) and three short blocks (i.e. 45 minutes). Letter designation indicates for calendar purposes which period starts the day (i.e. A=1, D=4, E=5, F=6, G=7) Nine school days are required to complete one rotation cycle Monday, Thursday & Friday Classes rotate daily with the exception of the second and third period classes which are frozen Tuesday and Wednesday Schedules are fixed. 		Wednesday (W-Set)	
8:00 – 9:10	1			8:00 – 8:45	Y-Block
9:15 – 9:25	Homeroom			8:50 – 10:00	5
9:25 – 10:35	2			10:00 – 10:15	Break
10:35 – 10:50	Break			10:20 – 10:50	C-Block
10:55 – 12:05	3			10:55 – 12:05	6
12:05 – 12:55	Lunch			12:05 – 12:55	Lunch
1:00 – 2:10	4			1:00 – 2:10	7
2:15 – 3:25	Z-Block			2:15 – 3:25	Z-Block