Dear Saint Mary’s High School Families:

Welcome to another exciting year of learning at Saint Mary’s High School – a community of excellence! We are thrilled to have you join our family for the 2019 - 2020 school year. Our primary responsibility is student learning and offering our students the educational opportunities that will maximize their potential. This responsibility is supported in our school’s mission statement, “Saint Mary’s High School provides opportunities for spiritual growth, strives for academic excellence and empowers students with the skills and compassion necessary to thrive in an ever-changing global society.”

Saint Mary’s High School is a college preparatory diocesan high school under the canonical direction of the Bishop of the Diocese of Stockton, assisted by the Director for Catholic Schools. Saint Mary’s High School is fully accredited by the Western Association of Schools and Colleges and the Western Catholic Education Association.

The Saint Mary’s High School Parent/Student Handbook provides a great deal of important information regarding our programs and services, as well as our policies and procedures. Please take time to read the handbook thoroughly and discuss this information with your student. This relationship between home and school helps to promote the well-being of your children and their learning process.

Saint Mary’s High School has a long tradition of excellence in academics as well as extracurricular and co-curricular activities. One of our greatest strengths is the pride and support from our community and you, our parents, are critical contributors to the success of our students. We encourage a close proactive relationship with our parents and look forward to working with you.

Please feel free to contact any member of our school staff if you have any questions or concerns. Saint Mary’s High School is a wonderful environment for developing young minds and we hope to create lasting memories for your child. Please remember that our doors are always open for questions, comments or concerns.

In Mary’s grace,

Jim Brusa
President

Kathy Smith
Principal
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Important Information Regarding Enrollment and this Handbook

SCOPE OF THIS HANDBOOK
Enrollment at Saint Mary’s High School is a privilege. Ongoing student status is subject to the school’s academic and behavioral standards which may evolve and change over time. Decisions regarding academic matters (including but not limited to the issuance of grades), student discipline, and an individual’s continuing status as a student at the school are within the discretion of the school administration. The purpose of this handbook is to set forth general guidelines that will assist students and their families in understanding what the school expects of them. The provisions of this handbook are subject to change at any time by the school administration. Questions about items contained in this handbook should be directed to the President or Principal.

PARENT/STUDENT HANDBOOK AGREEMENT
Signing the Health & Emergency Information Form is deemed an agreement on the part of the student and his/her parents/guardians to comply with all policies, rules, guidelines, and regulations of the school as outlined in the most current Parent/Student Handbook and in any subsequent updates or revisions of the handbook. Parents/guardians and students agree that Saint Mary’s High School has the right as a private academic institution to make rules that require specific conduct on the part of the parents/guardians and students. Parents/guardians and students agree to comply with required conduct and to support the policies and procedures contained herein, and intend to cooperate fully with Saint Mary’s High School and its personnel as educational partners. Students may not attend class or participate in any school activities until the agreement is signed.

RIGHT TO AMEND
Saint Mary’s High School reserves the right to amend or waive provisions of this handbook when deemed necessary by the President or Principal. The contents of this handbook are subject to change at any time when this is determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians and students will be notified in a timely manner. This handbook exists to foster the efficient operation of Saint Mary’s High School. The school administration exercises flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians, including a right to continued enrollment at the school.

The contents of this handbook are to be accepted by the parents/guardians and students as an essential element of the contract between home and school. Violations of the spirit, intent, or letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules, and regulations of Saint Mary’s High School if the parent/guardian expects the student to remain in good standing with the school.

GOOD STANDING AND CONTINUED ENROLLMENT
Students are enrolled at Saint Mary’s High School on the basis of an evaluation and acceptance that is ongoing. The school reserves the right to dismiss students at any time for violation of any policy in this handbook (whether on campus or off campus), unsatisfactory academic standing, or for other reasons that, in the judgment of the school administration, adversely affect the welfare of the individual student or other students, the school and its employees, the reputation of the school, or the school community.
In order to continue enrollment at the school, a student must be in “good standing.” A student considered to be in “good standing” is one who has not become subject to dismissal for academic reasons, one whose record of conduct is at least satisfactory, one whose family supports the school faculty and the policies and procedures outlined in this handbook, and one who has met all financial obligations to the school or made satisfactory arrangements for those obligations. Continued enrollment, then, is a privilege earned by cooperative personal conduct and fulfillment of academic requirements and financial obligations. The school reserves the right to refuse registration or re-registration. When the school judges that the parents/guardians do not support school policies, the school reserves the right to terminate the student’s enrollment.

Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving Vice Principal will contact the Principal of the originating school to discuss and review student academic and behavioral performance, parent financial obligations, family involvement, etc. and to provide records as appropriate.

**CONDITION OF ENROLLMENT FOR PARENTS/GUARDIANS**

It is a condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any Parent/Student Handbook and contract of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
3. Parents/guardians and students may not send or post content on email, text messaging, or social media (e.g., Facebook, Instagram, Snapchat, Twitter, etc.) that is contrary to the mission and philosophy of the Roman Catholic Diocese of Stockton and Saint Mary’s High School. This includes expressing displeasure with the school administration, or with a teacher, staff member, student, or any authority at Saint Mary’s High School in regards to a policy, homework, assignment, or any school-related program.
4. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If a difficulty impacts the environment of the school, the Principal has the authority to intervene and work to determine an outcome.
5. These expectations for students and parents/guardians are expected on and off campus and include, but are not limited to, all school-sponsored programs and events.
6. The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus grounds and/or participate in school activities, volunteer work, etc., or permanently withdraw enrollment from the school).
7. The school reserves the right to determine, in its discretion, which conduct is of such a severe nature as to warrant immediate disciplinary action without a warning.
ABOUT SAINT MARY’S HIGH SCHOOL

MISSION STATEMENT
Saint Mary’s is a Catholic college preparatory high school that provides opportunities for spiritual growth, strives for academic excellence and empowers students with the skills and compassion necessary to thrive in an ever-changing global society.

PHILOSOPHY STATEMENT
"Be Who You Are and Be That Well"

Saint Mary's High School is a Catholic secondary educational institution rooted in the Salesian teachings of St. Francis de Sales. As such, our students are encouraged to be authentic and understand the sanctity of doing the ordinary extraordinarily well. Saint Mary's believes in developing the total person - spiritually, intellectually, creatively, socially, and physically. We cherish our diversity and welcome students of all faiths and backgrounds. Saint Mary's strives to provide an affordable, quality Catholic education, steeped in tradition, to students throughout our community. Since our establishment in 1876, we encourage our students to grow spiritually and challenge them to become lifelong learners by focusing on Respect, Academics, Mission and Spirituality.

INTEGRAL STUDENT OUTCOMES (ISO’S)

R: Respect
Through participation in our four-year college preparatory curriculum and a variety of secular and non-secular extracurricular activities, students and staff cultivate respect and appreciation for the diversity and similarities of the human condition, thus empowering students to understand people throughout their lives.

A: Academics
Saint Mary's students demonstrate the fundamental academic skills and performative literacy and communication skills necessary to pursue postsecondary education and career opportunities. Saint Mary's students develop critical thinking and technological skills necessary for application across disciplines and situations.

M: Mission
Saint Mary's students participate in campus life beyond the classroom through participation in athletics, Campus Ministry, service learning, and various club activities in order to develop and share their talents and gifts in service to others and to form a balanced outlook on life. Saint Mary's students experience the support of a community that encourages each student to contribute to the long tradition of Saint Mary's High School and thrive in an ever-changing global society.

S: Spirituality
Saint Mary's students integrate religious instruction into their daily lives to assist them to make good moral decisions based on their understanding of the Gospel values and apply the message and teaching of Jesus Christ and the Catholic Church. Through prayer, students build community and foster a personal relationship with God allowing for the development of a moral and social conscience.
HISTORY

The present campus of Saint Mary's High School was opened on September 6, 1956. Saint Mary's High School dates back to 1876, having been located at several places in the city of Stockton, and having served the community well. A larger school which could provide for the growing student population had long been recognized as a pressing need.

In the opening year of the present Saint Mary's, which is located on a 25-acre lot, the campus included the administration building, four wings of classrooms, a cafeteria, and ample playing fields. The administrative staff of the school included Father Xavier Harris, O.F.M., Principal; and Sister M. Colette, O.P., Vice Principal; four Franciscan priests, ten Dominican Sisters and seven lay teachers. The student enrollment was 496. An academic and commercial curriculum was supplemented with classes in art, music appreciation, and glee club in order to provide a cultural and liberal arts education for the students. Auxiliary Bishop Hugh A. Donohue of San Francisco presided at the formal dedication of the new Saint Mary's on May 19, 1957.

By the Fall of 1957, the enrollment of the school had increased to 530 students. Plans were made during this year for the construction of the Field House, Bonaventure Hall, and for the equipping of the football field with nightlights. These projects were completed for the opening of school, 1958.

The event of greatest importance for Saint Mary's in its fourth year was the graduation of 171 seniors on June 15, 1960. Since the enrollment had risen to 705, permission was granted in May, 1960 to continue with the expansion of the school plant. The following buildings were contemplated: a gym/auditorium, a student chapel, a Friary and a Convent. Under the supervision of Father Everette Chandler, O.F.M., these additions were completed and dedicated on May 7, 1961, by Auxiliary Bishop Merlin J. Guilfoyle of San Francisco. Father Chandler was succeeded by Father Emery Tang who served as Principal until 1964. The Diocese of Stockton was established in February, 1962, and in the spring of that year, Saint Mary's, after months of preparation, was granted an accreditation of five years from a Visiting Team of the Western Association of Schools and Colleges. Father Tang was succeeded in turn by Father Neil Scott in 1964 and Father Barnabus Hughes in 1966. At the conclusion of the school year 1967, the Franciscan priests withdrew from Saint Mary's High School because of a shortage of teaching personnel. Monsignor James DeGroot, the Treasurer and Assistant Superintendent of Schools, was appointed Principal.

In the Fall of 1970, the Oblates of St. Francis de Sales were invited by Bishop Merlin J. Guilfoyle to administer Saint Mary's High School. Father Thomas P. O'Neill, O.S.F.S., became Principal and Sister Gene McNally, O.P. was appointed Vice Principal. The staff included six Oblate priests, one Oblate brother, one Franciscan priest, one Diocesan priest, nine Dominican sisters and twenty-one lay men and women. The student enrollment for the year was 700. In February 1972, Saint Mary's was visited by a team from WASC and given an accreditation of full approval for five years. During March 1977, Saint Mary's was again visited by a team of evaluators from WASC, and as a result of this visitation, Saint Mary's was granted full accreditation for the next five years. In the school year 1977-78, Sister Emilie Schenone, O.P., replaced Sister Gene as Vice-Principal, and Father John Fallon, O.S.F.S., replaced Father O'Neill as Principal. During the 1970's the enrollment at Saint Mary's steadily increased until it reached capacity of 1,050 in 1980. A Computer Center was established and located in what had been the Library Reading Room. In March of 1983, Saint Mary's was once again visited by WASC and received a full term of accreditation for six years.
In order to serve the Stockton community with quality Catholic education and to insure a viable future, Saint Mary's undertook a two-year study of all of its programs and publics. This study was conducted under the direction of McManis Associates of Washington, D.C., a management consultant firm. The study showed that Saint Mary's is a strong, visible and viable institution. In July 1986, the school administration was restructured and Mrs. Mary Devincenzi was appointed Academic Dean and Father John Foley appointed Curriculum Coordinator. Following the successful completion of a WASC visit in 1989 and the granting of a full term of six years by the accrediting agency, Saint Mary's undertook a major restructuring. The President - Principal model of governance was adopted with Father John Fallon serving as President, Mr. Peter Morelli serving as Principal and Mrs. Karen Gherardi as Academic Dean. In order to provide for the ongoing improvement of instruction and the development of curriculum, a Curriculum Coordinator was appointed. In 1995, 2001, 2007 and 2013, six-year terms of accreditation were granted by WASC. On June 25, 2019 Saint Mary's was granted a clear six year term by WASC after a careful study of the Visiting Committee Report, which noted many laudable aspects of the school, citing the quality of instruction being offered.

In the summer of 2004, site construction improvement began in preparation for the Academic Services Building. New water lines, fire sprinkler lines, wiring, permits, and a new parking area were installed.

In the summer of 2005, Saint Mary's undertook the most significant growth in the school's history since the opening of the campus. The process of building the Lagorio Family Academic Building, a 23,000 square foot building containing a library, counseling services, administrative and business offices, faculty areas and classrooms. The necessity for our school to improve its academic buildings and other structures is paramount for the future of our high school. This building was completed and became operational for the 2006-07 school year.

In March of 2007 the school began construction on a swimming pool complex. The Cortopassi Aquatics Center was dedicated in September, 2007.

Saint Mary's High School has a long and distinguished history of preparing its students for the college experience. The colleges to which Saint Mary's students have been admitted and the scholarships awarded give testimony to the outstanding preparation received here. In recognition of these facts, beginning with the academic year 2010/11, Saint Mary's will be known as SAINT MARY'S HIGH SCHOOL, A COLLEGE PREPARATORY HIGH SCHOOL.

In 2012, Saint Mary's, under the direction of Kathy Smith, Dean of Students and a parent committee, established a program for the community entitled Empowering Young Women. On March 18, the Saint Mary's Chapel, Mary, Queen of Angels, was completely remodeled and re-dedicated. The Bonaventure, football dressing rooms and weight rooms were demolished to make room for a new field house.

In 2013-14 the Basso Family Tennis Facility was completed. Saint Mary's formed a new Board of Directors.

In 2014-15 Father Fallon retired and was appointed President Emeritus. Saint Mary's formed a new Board of Directors, Peter D. Morelli was appointed President and Kathy Smith was appointed Principal. In the fall of 2014 the Chase Family Athletic Performance Center opened. In 2017 Peter Morelli retired and Jim Brusa was appointed President.
ACCREDITATION

Saint Mary’s High School is accredited by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). These Associations are non-governmental, nationally recognized organizations whose members include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by these associations indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school or college/university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives clear evidence that it will continue to do so in the foreseeable future.

NONDISCRIMINATION POLICY

Saint Mary’s High School and the Diocese of Stockton, mindful of their primary mission to be witnesses to the love of Christ for all, admits students of any sex, race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. Saint Mary’s High School in the Diocese of Stockton does not discriminate on the basis of sex, race, color, national and/or ethnic origin, or disability in the administration of education policies, scholarships and loan programs, and athletic, and other school-administered programs.

ENVIRONMENTAL PROTECTION AGENCY’S (EPA) ASBESTOS INSPECTION

As required by the Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA), an asbestos inspection of all our school buildings was completed in 1989. This inspection was conducted in accordance with guidelines established by the EPA.

The inspections at Saint Mary's indicated that the asbestos in the building materials used in the 1950's was primarily the less hazardous form of asbestos. Samples of the suspected asbestos containing building materials (ACBM) were submitted to an EPA-approved laboratory for analysis.

All friable asbestos was removed the summer of 1989. When water damage caused the ceilings in the locker rooms to become friable, the plaster containing asbestos was removed and new ceilings were installed.

Locations of non-friable ACBM were also identified. The school has instituted a periodic surveillance and maintenance program to ensure that the non-friable (and less-hazardous asbestos) does not become hazardous (friable). The most current inspection was completed in October 2016 and indicated that Saint Mary's is in total compliance with all EPA regulations and has an excellent maintenance plan working. A copy of the school’s maintenance plan, including the inspection reports, is available in the Main Office.
SCHOOL STRUCTURE AND ORGANIZATION

BOARD OF DIRECTORS
The Corporate Board is a fiduciary Board of Directors made up of Catholic laity under the canonical governance of the Bishop of Stockton, supervises the President in the delivery of the Bishop’s vision for Catholic education. The Board has no direct supervisory or managerial role over individual schools.

CATHOLIC SCHOOLS OFFICE
The Catholic Schools Office (CSO) endeavors to support the mission of the Diocese of Stockton in all of its administrative, operational, financial, intellectual, and spiritual pursuits. The CSO is comprised of a Director for Catholic Schools (Superintendent), a Curriculum and Instruction Coordinator, a Business Development Consultant, and an Administrative Assistant.

DIRECTOR FOR CATHOLIC SCHOOLS
In support of the mission of the Diocese of Stockton, the Director for Catholic Schools provides leadership, direction, and support for the President and Principal, serving in accordance with the Saint Mary’s High School Service Agreements.

PRESIDENT
The President is the administrative officer of the school. As the Bishop is the chief pastor of the Diocese, so is the President the head of the school. Just as the Bishop delegates school-related responsibilities to the Director for Catholic Schools, so does the President delegate the administration of the school to the Principal.

PRINCIPAL
The school Principal is delegated by the President to serve as the school's spiritual and educational leader. The Principal is responsible for managing the faculty, as well as policies, regulations, and procedures to ensure that all students are formed in a Catholic learning environment that meets the approved curricula and mission of Saint Mary’s High School.

SCHOOL FINANCE COUNCIL
The School Finance Council assists the President in the administration of all financial aspects of the school.

ADMINISTRATIVE TEAM
The functions of the Administrative Team include assisting the Principal in specific delegated functions and receiving suggestions from teachers and presenting them at regular administrative or faculty meetings.

FACULTY AND STAFF
The faculty is selected by the Principal in consultation with the President. The staff is selected by the President in coordination with the Director of Business Operations. A directory of faculty and staff may be found in this handbook and on the school website.

PRINCIPAL ADVISORY COUNCIL
Members of the Principal Advisory Council will serve as ambassadors, working collaboratively with the Board of Directors and the administration to foster communication and dialogue in promoting the mission and philosophy of Saint Mary’s High School.
ADMINISTRATION, FACULTY AND STAFF

Administration

President        Jim Brusa
Principal         Kathy Smith
Vice Principal   Sheila Madary
Assistant to the Principal   Kathy Salady
Director of Academic Affairs  Alana Weisz
Dean of Students     Gianna Ripa
Dean of Students/Facilities Manager  Art Zanini
Director of Athletics  Adam Lichter
Director of Advancement   Gregory Traverso
Director of Student Life and Student Leadership  Laura Howze
Sacramental Minister     Fr. Mathew Issac, O.S.F.S.

Guidance Department

Counselors         Elizabeth Nisby (A-Go)
                     Gina Davenport (Gr-0)
                     Misty Chapman (P-Z)

Admissions

Director of Admissions  Margaret Stephens

Scholarships

Scholarship Counselor   Jennifer Giannini
Assistant to Scholarship Counselor  Jolene Giovannoni

Class Moderators

Senior Class Moderators  Jean Aguilar
                        Stefani Delucchi
Junior Class Moderators       TBA
                        Margo Kozina
Sophomore Class Moderators   Claire Debity
                        Angela Delgado
Freshman Class Moderators    Gina Davenport
                        Adrian Morano

Faculty Coordinators/Services

Athletic Team Ministry  Fr. Mathew Issac, O.S.F.S.
Christian Service Coordinator  Lisa Pijl
Coordinator of Salesian Identity and Charism  Fr. Mathew Issac, O.S.F.S.
Faculty Coordinators/Services continued

Director of Aquatics       Jeff Hoornaert
Director of Business Operations     Joy Riley
Director of Campus Ministry/Liturgical Activities    Kevin Costello
Director of Information & Technology Services
                        Technical Support Specialist
Drama Director          Kevin Costello
Human Resources/Payroll Administrator    Anabel Partida
Librarian               TBD
Licensed Clinical Social Worker    Mario L. Starc, PhD., LCSW
Plant Maintenance Supervisor    Adam Lichter
Facilities Manager        Art Zanini
Ram Center
                        Manager
                        Purchasing
                        Ram Shack
Science Camp Coordinator    Tammy Zerweck
Social Moderators for Faculty  Stefani Delucchi

Spirit Coordinator
Yearbook & Kettle Coordinator    Josh Landin
JoAnn Kirby

Office of Advancement

Director of Advancement       Gregory Traverso
Operations Manager             Charlene Plappert
Alumni and Memorials            Rose Leonardini

Support Staff

Accounts Payable/Receivable    Danette Curtis
Administrative Assistant to the Principal & Vice Principal    Chris Kilby
Athletics Secretary           Barbara Harada
Attendance Secretary          Lynee Monckton
Cafeteria Services Coordinator    Kelly Pudwell
                        Supervisor
                        Staff
                        Staff
Executive Assistant to the President    Lynn Owens
Maintenance Staff
                        Detra Cotton
                        Jackie Villegas
                        Yanory Norwood
                        Steve Farley
                        Greg Huber
                        Daniel Montijo
                        Kelly Pudwell
                        Stefani Delucchi
                        Su Towne
                        TBD
                        Juan Torres
Academic Departments

Department I
Language Department
  Department Chairperson: Octavio Lopez

Ester Bruno
Claire Debity
Rui Sousa
James Stoker
Lourdes Truyols
Sarah Ward

Mathematics Department
  Department Chairperson: Julianne Harper

Angela Delgado
Jackie Fugazi
Jacki Montijo
Michelle Morone
Matthew Roche
Dwight Swanson

Religion Department
  Department Chairperson: Margo Kozina

Laura Chance
Kevin Costello
Fr. Mathew Issac, O.S.F.S.
Kent McCormack
Sharon Piasecki
Lisa Pijl
Joe Wortmann

Social Studies Department
  Department Chairperson: Bart Dykzeul

Enrico Atienza
David Bertocchini
Christina Foo
Tim Gildea
Jay Jordan
Jerry Ruiz
Paul Scheet
Department II

English Department
Department Chairperson: Kim Gillespie

Jennifer Cavagnaro
Emma Doerfler
Alyssa Milstead
Judy Rajala
Harry Stoner
Devyn Weymouth

Fine Arts, Vocational Arts and Computer Department
Department Chairperson: Jean Aguilar

Elizabeth Costello
Kevin Costello
Michael January
JoAnn Kirby
Joshua Landin
Paul Scheet

Physical Education Department
Department Chairperson: Felicia Rowley

Tony Franks
Margo Kozina
Lisa Pjl
Amy Shafer

Science Department
Department Chairperson: Isabel Aquino

Harpreet Bajaj
Emily Kilby
Regina Lasiter
Melissa Milgrim
Adrian Morano
Matthew Roche
Felicia Rowley
Class Schedule/Lunch Schedule
All classes begin and end at the time indicated. Each class meets four times each week for 50 minutes.

First Semester:
Halls C & D, Rooms 71, 75, the Band Room, Rooms 81, 82 and the Lagorio Family Academic Building have first lunch. Halls A & B, Room 22, 72, 73, 74, 76 and P. E. have second lunch.

Second Semester:
Halls A & B, Room 22, 72, 73, 74, 76 and P. E. have first lunch. Halls C & D, Room 71, 75, the Band Room, Rooms 81, 82 and the Lagorio Family Academic Building have second lunch. Community Involvement has second lunch both semesters.

All D period T.A.s report to the library 1st D period.
Class Schedule

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<td>12:40</td>
<td>5 (F) 12:15-1:05</td>
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<td>6 (G) 1:10-2:00</td>
<td>6 (G) 1:10-2:00</td>
<td>6 (G)</td>
<td>6 (G)</td>
<td>(H) Assemblies Rallies/Makeup Classes</td>
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<tr>
<td>2:35</td>
<td>8 (H) Planning Session/Meetings</td>
<td>8 (H) Planning Session/Meetings</td>
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</tbody>
</table>

Assemblies and/or School Masses may be added to the schedule.
COMMUNICATION

SCHOOL CONTACT
School Office: (209) 957-3340
Office Fax Number: (209) 957-0861
Website Address: www.saintmaryshighschool.org

PARENT CONTACT INFORMATION
It is essential that parent/guardian contact information be kept current at all times on the Health & Emergency Information Form in the Attendance Office.

CONFIDENTIALITY
Members of the staff will not divulge information concerning any student to anyone who does not have a clear “need to know.” In disciplinary or academic situations, the only persons who meet this definition are appropriate members of the faculty/staff and the parent(s)/guardian(s) of the student(s) involved.

CONTACTING TEACHERS
Parents must not interrupt a teacher during class time, which includes arrival and dismissal time. Instead, parents may make an appointment in person, leave a voice mail, or email the teacher directly. In the case of an urgent message, the attendance or front office should be contacted. Parents and students should never call a teacher at home or on his or her cell phone.

EMAIL USE
Email is a great means of communication which has been embraced by schools as an effective way to communicate back and forth between parents and teachers. However, the impersonal face of email unfortunately makes it easy to say things in such a manner that one would not use during a face-to-face meeting or in a personal phone call. The following guidelines govern appropriate email use:

• Email is an appropriate vehicle for quick, uncomplicated messages to teachers or administrators when time and/or confidentiality are not critical factors.
• Email is an appropriate place to ask questions that require simple, direct answers.
• Email is not an appropriate communication tool when a parent requires an immediate response or when the requested response would be highly sensitive and/or complex in nature.
• Email is not an appropriate communication for extensive chronologies, opinion statements, critiques, or judgments.
• Email should not be used to avoid a difficult situation; the people involved should be spoken to directly.
• Email messages lack the nuances of voice inflection or facial expressions that are part of personal conversations and are therefore open to misinterpretation.
• Email should not be used when the sender is upset.

SAINT MARY’S STUDENT EMAIL SYSTEM
The purpose of the student electronic mail system is for students to communicate with school staff, outside resources related to school assignments, and fellow students to collaborate on school activities.

Students are responsible for messages sent from their accounts. Students should not share their passwords.
Use of the Saint Mary’s student email system is a privilege and the account may be revoked if used inappropriately. Use of the email system aligns with the Saint Mary's Rules of Conduct beginning on page 52. Illegal activities on school email may be referred to law enforcement authorities as well as subject the student to possible disciplinary action from the school.

Student email accounts will be removed from the system upon graduation, in the event the student discontinues enrollment, regardless of the reason, or for inappropriate use while still enrolled.

Any technical problem with the student email account should be brought to the attention of the Director of Information and Technology Services. Also, students must report any unusual activity such as "spam" communications, obscene email, etc. Students must not forward chain letters, jokes or graphics files.

Students will not provide any personal information via the school email account.

Electronic email sent or received through saintmaryshighschool.org is not confidential and is the property of Saint Mary's High School. Saint Mary's High School reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure.

Saint Mary's High School scans all inbound and outbound emails, plus attachments, for viruses, but does NOT guarantee such messages to be virus free. Saint Mary's accepts no responsibility for any damage caused by sending or receiving e-mails through our email system.

All emails sent from school accounts have the following legal notice appended to the content:
"This e-mail is confidential and is intended solely for the use of the individual or group to whom it is addressed. Any views or opinions presented are solely those of the author and do not represent those of Saint Mary's High School. If you are not the intended recipient, be advised that you have received this e-mail in error and that any dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited." Please note that Saint Mary's High School may monitor and intercept email communications.

**PROTOCOL FOR ANONYMOUS MESSAGES**

Only signed or in-person communication will be acted upon. No response (such as a return email) will be made to an anonymous message.

**DELIVERIES AND FORGOTTEN ITEMS**

Any deliveries to students such as lunches, books, athletic equipment, or homework must be made in the office and not the classroom. Items should be clearly labeled with student first and last name and grade level.

**PROCESS FOR CONFLICT RESOLUTION**

Disputes in schools are usually due to misunderstandings, differences in judgment, opposing interpretations of school policy, or perceived inequalities in the relationship between and among students, parents, teachers, and the Principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual respect, confidentiality, and Christian charity.
Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place. Appeals to higher authorities may not be considered until this attempt at resolution has been completed.

- If a conflict arises between a teacher and a student, a conference will be arranged with the teacher, student, and parent(s). Every effort must be made to resolve the issue at this level.
- The next level of appeal is to involve a Vice Principal or Dean of Students, if applicable. A conference will be held with the parties listed previously.
- The final appeal at the local level is to the Principal. The Principal will consult with the President who may be invited to a conference with all parties if he or the family so desire. Every effort should be made at this level to be sure that all parties are able to present their cases.
- After consultation, it is the responsibility of the President to render the final decision.
- In the event that irreconcilable differences remain, an appeal may be made to the Catholic Schools Office only when all steps above have been followed. The Catholic Schools Office may serve as a liaison between the school administration and the family. The appeal will be addressed according to the school’s procedures in effect at that time, which will be provided to all those involved in the appeal.
- Local advisory commissions (or School Boards) and parent organizations are NOT part of this appeal process.
- Should it become obvious that a parent is unable or unwilling to support the philosophy will recommend/require that the parent transfer his child/children to another school.
- In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral, and the parents involved in the dispute must make every effort to resolve the dispute between themselves, and to keep it away from the school environment. Individual parents are prohibited from directing any requests to the school or staff members for information or assistance that is designed or calculated to give that parent an advantage in his or her dispute with the other parent. **Staff members may not write letters on behalf of a parent in a custody dispute.**
<table>
<thead>
<tr>
<th>Need</th>
<th>Department</th>
<th>Contact Person</th>
<th>Voice Mail Extension/ Email</th>
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<tr>
<td>Absence Notification</td>
<td>Attendance</td>
<td>Lynee Monckton</td>
<td>122/lmonckton@</td>
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<tr>
<td>Academic Advising</td>
<td>Guidance</td>
<td>Guidance Counselor</td>
<td>See Guidance Dept.</td>
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<tr>
<td>Accounts Payable/Receivable</td>
<td></td>
<td>Danette Curtis</td>
<td>113/dcurtis@</td>
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<td>Admissions</td>
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<td>Margaret Stephens</td>
<td>187/mstephens@</td>
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<td>Advancement</td>
<td>Advanced</td>
<td>Greg Traverso</td>
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<td>Alumni Relations</td>
<td>Alumni/Memorials</td>
<td>Rose Leonardini</td>
<td>112/rleonardini@</td>
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<td>Aquatics Director</td>
<td>Athletics</td>
<td>Jeff Hoornaert</td>
<td>143/jhoornaert@</td>
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<tr>
<td>Athletics</td>
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<td>Adam Lichter</td>
<td>108/alichter@</td>
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<td>Band/Cloir</td>
<td>Fine Arts</td>
<td>Joshua Landin</td>
<td>142/jlandin@</td>
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<td>Cafeteria</td>
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<td>Lynn Owens</td>
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<tr>
<td>Campus Ministry</td>
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<td>Kevin Costello</td>
<td>222/kcostello@</td>
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<tr>
<td>Cheerleading</td>
<td>Physical Education</td>
<td>Margo Kozina</td>
<td>295/mkozina@</td>
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<td>Guidance</td>
<td>Guidance Counselor</td>
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<td>Religion</td>
<td>Lisa Pijl</td>
<td>224/lpijl@</td>
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<td>Greg Bahr</td>
<td>107/gbahr@</td>
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<td>Alana Weisz</td>
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<td>Dance Guest/Pictures</td>
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<td>Discipline/Detention</td>
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<td>Drama Production</td>
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<td>Art Zanini</td>
<td>249/azanini@</td>
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<td>Joy Riley</td>
<td>109/jriley@</td>
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<td>Business Operations</td>
<td>Chris Kilby</td>
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<td>101/kpudwell@</td>
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<td>222/kcostello@</td>
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<td>Liturgy/Retreats</td>
<td>Campus Ministry</td>
<td>Girl's PE</td>
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<td>Fr. Mathew Issac, O.S.F.S.</td>
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<td>Jacki Montijo</td>
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<td>142/jlandin@</td>
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<td>Yearbook</td>
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Protocol Regarding Academic Concerns

If concerns arise regarding matters of an academic nature, protocol dictates that the student and/or parent conference with the teacher directly. If these parties cannot come to agreement, the department chair and/or Vice Principal will moderate a conference in hopes of bringing resolution to the matter.

First Contact: Classroom Teacher
Second Contact: Department Chairperson
Third Contact: Student's Respective Guidance Counselor
Fourth Contact: Vice Principal

If matters come to the attention of the Vice Principal without having been addressed through the above stated procedures, the matter will be returned to the appropriate department level for review and decision.

Guidance Department Members:

Mrs. Gina Davenport Ext. 126
gdavenport@saintmaryshighschool.org

Mrs. Elizabeth Nisby Ext. 125
enisby@saintmaryshighschool.org

Mrs. Misty Chapman Ext. 123
mchapman@saintmaryshighschool.org

Financial Aid/Scholarship Department Members

Mrs. Jennifer Giannini Ext. 121
jgiannini@saintmaryshighschool.org

Ms. Jolene Giovannoni Ext. 121
jgiovannoni@saintmaryshighschool.org

FINANCIAL POLICIES, ADMISSIONS AND GRADUATION REQUIREMENTS

PARTNERSHIP OF SCHOOL AND FAMILY
Saint Mary’s High School works with the parents in the faith formation of their children and continues the value development begun in the home. The school, however, has a mission to be a Catholic school and to form students in the Catholic faith. All students must participate fully in Religion class and other faith-formation activities subject to the restrictions by the Church upon full participation in the Eucharist by non-Catholics.

Acceptance to Saint Mary’s High School is a privilege, not a right. Parents have a right to apply to Saint Mary’s High School for admission of their child(ren), but the privilege of attending the school is contingent upon the parents’ acceptance of the school’s program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education.
Because the Church acknowledges parents as the primary educators of their children, the school believes that it has a responsibility to continue the child’s faith formation. If the parents’ public beliefs, values, and practices cause disruption of the school’s educational climate, it becomes impossible for the school to support the parents in the faith formation of their children. In cases where parents engage in such conduct, continued enrollment of their children may be denied.

Acceptance into Saint Mary’s High School is dependent upon the ability of the school to meet the educational needs of the child. The school may not have all the resources necessary to meet the educational, physical, psychological, and/or emotional needs of an individual child. While the school will try to accommodate reasonable needs, if the needs of the child exceed the resources of the school, the best interests of the child may be best served by placing the child in a different educational environment with appropriate resources for the child.

**DOCUMENTATION REQUIREMENTS**

As part of the application process, the school shall require the parent(s) to provide copies of the student’s birth certificate and health records including an up-to-date immunization record.

**IMMUNIZATIONS**

Immunizations can be a complicated topic which may be explained more fully by the child’s physician. Every child must show up-to-date proof of required immunizations by the submission of a current California School Immunization Record (this can be provided by the physician).

The California Health and Safety Code sections 120325-120380 set forth current California law on this topic, a summary follows:

- Required immunizations for grades TK – 12 currently include the following: polio (OPV or IPV); diphtheria, tetanus, pertussis (DTP, DTaP, or DT); measles, mumps, rubella (MMR or MMR-V); hepatitis B (HepB or HBV); and varicella (chickenpox, VAR, MMR-V, or VZV).
- The California Dept. of Public Health may require vaccination for "any other disease deemed appropriate."
- The school will be permitted to temporarily exclude a student who has not been immunized, if there is good cause to believe the child has been exposed to one of the itemized diseases, until the county or city health department is satisfied that the child is no longer at risk of developing or transmitting the disease.

Subject to changes as laws are amended.

Questions regarding immunizations should be directed to the Registrar. The following website provides thorough information: www.shotsforschool.org
FINANCIAL POLICIES

REGISTRATION

The student body will register for classes for the following school year in the spring. For spring registration dates please refer to the Master Calendar on the Saint Mary's website.

The Registration Fee of $350 must be paid for each student before that student will be scheduled for classes. This is a NON-REFUNDABLE FEE.

TUITION

The Saint Mary's Board of Directors determines tuition and fees for Saint Mary's High School in consultation with the President in late January of each year.

All tuition is payable through FACTS Tuition Management. Families not currently enrolled in FACTS must enroll online.

Tuition for the 2019-2020 School Year is as follows:

CATHOLIC: $9,500.00* per year
NON-CATHOLIC: $9,900.00* per year

*Several installment plans available. There are several programs to help offset tuition including Financial Aid, Scholarships, Stockton Arena and more.

Late Entrance and/or Withdrawal Fees

If a student enters Saint Mary's after the regular academic year begins or withdraws before the year is ended, tuition payments must be current through the end of the month. This determination will be made by the President's Office.

All students regardless of the time they enter are obligated to pay the $350 registration fee and the $230.00 Student Body Fee.

In order to be admitted to take Mid-Year Examinations in December, and Final Examinations in May, students must be current with FACTS tuition.

Mid-Year and Final Examinations

In both December and May, every effort is made to contact parents when tuition is delinquent. Parents are contacted by letter, e-mail and/or phone call before semester and final exams.
Financial Obligation and Delinquency

It is not the policy of the school to involve students in questions of delinquent tuition, however, if there is no response from parents, the only alternative the school has is to contact the student at school.

All financial obligations to the school such as tuition and fees must be kept current. Students whose accounts become more than 30 days delinquent may be placed on the financial ineligibility list. Students on the financial ineligibility list may not be allowed to begin attending classes in August, sit for semester exams, or participate in co-curricular activities. This includes but is not limited to athletics, ASB government, field trips, club activities, dances (including winter formal and prom), spirit leading, plays and musicals, Speech and Debate, and/or senior trips. The parties financially responsible for accounts with past due balances will be contacted by the business office and/or the tuition billing service.

Delinquent accounts will be placed with an outside collection agency and legal remedies pursued. An acceptable written payment plan between the financially responsible party and the School may be made at the sole discretion of the school.

If the account continues to be delinquent the School reserves the right to refuse continuing enrollment for the remainder of the school year.

Other Fees

The Student Body Fee is mandatory for all students, and must be paid with your first tuition payment.

APPLICATION FEE $75.00
REGISTRATION FEE $350.00 non-refundable
STUDENT BODY FEE $230.00 (includes yearbook)*

GRADUATION FEE (Seniors only) $150.00
Due & payable in January, 2020

PARKING FEE (Optional) $100.00

SCHEDULE CHANGE FEE $25.00

CAMPUS MAINTENANCE FEE $200.00 ($20.00/month – per family)
ATHLETIC PARTICIPATION $225.00 (per family - per year)**
ATHLETIC SPORT Varies
BOOKS Varies

*Required of every student
**Purchasing Scrip cards can offset or eliminate this fee

It is imperative that all tuition payments are kept current. If for some reason a financial difficulty is encountered, it is important that you contact the office to arrange an appointment so that a plan for payment can be arranged. Saint Mary's is committed to working with parents to help finance each student's education.
Meeting Financial Obligations

Parents are asked and expected to honor their financial obligation to Saint Mary's High School through the timely payment of tuition and fees. However, when Saint Mary's families experience severe financial situations, parents should contact Mrs. Kelly Pudwell by phone or at kpudwell@saintmaryshighschool.org.

In the case where parents have a serious change in their financial situation, Saint Mary's High School Financial Assistance Committee and the President will discuss the possibility of adjustments in scheduled tuition payments.

If no alternative arrangement for payment is made and authorized by the Saint Mary's High School President and the committee, or a student's tuition account becomes past due, the student may be subject to suspension from classes or given a recommended transfer. No student may take semester examinations until all financial obligations to the school have been satisfactorily addressed as defined by the Saint Mary's High School President.

Emergency Grants

The President may use his discretion in awarding additional grants in cases where the extreme financial problems of a family jeopardize a student's continued attendance at Saint Mary's High School. In these cases, the parents will be asked to complete the FACTS Grant & Aid assessment even if it is past the normal deadline for applying.

Return Check Fee

A $30 non-sufficient funds fee will be charged for each check or EFT draft returned by the bank.

Late Fee

A $25 late fee will be assessed for all late payments.

Financial Aid/Scholarships

We at Saint Mary's High School understand that a Catholic school education is a gift that leads to a brighter future, and we know that this gift represents a significant investment and commitment for any family. Saint Mary's works with families on a confidential, individual basis to ensure that qualified students have the opportunity to attend our school. Financial Aid may be available to those families who show demonstrated need of financial support. This assistance is made to as many students and families as possible, regardless of their ethnic or racial backgrounds.

Those applying for Financial Aid and/or Scholarships must complete a FACTS Grant and Aid Application. Financial Aid funds are limited so it is imperative that the application is submitted before the deadline.

Scholarship and Grant award amounts will be communicated to applicants by Saint Mary's prior to registration in the Spring.
Please note that scholarships awarded may be rescinded at any point during the school year for breaches of our disciplinary policies including repeated violations of the dress code and related policies.

Please see the section beginning on page 52 for an explanation of the standards of behavior.

Admissions
Educating the student is the shared responsibility of the parents and the school. Every effort is made to keep parents informed of the purpose, policies and programs of the school. Parents are asked to familiarize themselves with the school regulations, especially those concerning regular attendance and home study. When a parent has a concern, a conference should be requested with the teacher.

Transfer Students
As a rule, Saint Mary’s does not accept transfer students into the 12th grade from local high schools.

Saint Mary’s does not accept 12th grade second semester students transferring from local high schools.

Transfer student's application must include a transcript. The Dean of Students may be asked to review the attendance and disciplinary records of applicants and make the appropriate recommendations to the Vice Principal and/or admissions committee. Consultation with personnel at the student’s previous school will be made.

A placement test may be administered by the Guidance Department.

Upon acceptance, the transfer student will be scheduled into classes. It should be understood by each transfer student and the student's parents that Saint Mary’s has established certain requirements for graduation. Saint Mary's expects transfer students to conform to these requirements. It should also be understood that it is not always possible to provide a transfer student with all of the courses requested because of class enrollment capacity and/or other student requirements.

Transfer students who desire to participate in athletics should meet with the Athletic Director.

Procedures For The Admission of Freshmen

The placement test for all applicants will be administered at Saint Mary’s.

The Department Chairperson recommends courses according to Department criteria.

The course schedule proposed by Saint Mary’s for each applicant will be approved by the parent and the student at a meeting in the spring. If parents have additional concerns, they should make an appointment with the Department Chair or the Guidance staff.
**Procedures For The Admission Of Students After The Start of School Or During Summer Break**

In order to better meet the needs of new students and at the same time to give us an opportunity to screen applicants, the following procedures will be in effect for students who apply for admission once school has begun or during the summer.

The Registrar obtains completed application and current transcript.

If no test scores are available, testing with the Guidance Department may be arranged.

All documentation, including application, transcript, test scores, and the registration fee of $350 will then be submitted to the Vice Principal.

The application and other documentation will be reviewed by the admissions committee and a decision will be made concerning the student's acceptance.

The Vice Principal will review the documentation, schedule the student and interview the student and their parents.

All acceptances during the summer are probationary.
GRADUATION REQUIREMENTS

General

Required Courses

In order to graduate from Saint Mary’s High School, a student must have successfully completed the following:

4 years of English 40 units
4 years of Religion* 40 units

3 1/2 years of Social Studies

Geography (9) 5 units
Modern World History (10) 10 units
United States History (11) 10 units
Government (12) 5 units
Economics (12) 5 units

2 years of Mathematics 20 units
2 years of Physical Education 20 units
2 years of Science 20 units

1 year of World Language 10 units
Health Education 5 units

Composition & Speech 5 units
Visual/Performing Arts 10 units

Required Course Units 205 units

Additional units of electives 50 units
Total units required for graduation 255 units

*Transfer Students Excepted.

Policy With Regard To Units That Must Be Completed

For the 10th grade standing 60 units
For the 11th grade standing 125 units
For the 12th grade standing 190 units

For graduation 255 units + 60 hours of community service
Saint Mary’s High School Christian Service Project

The program is designed to encourage and facilitate students’ active involvement in service, faith development, personal leadership and giving back to the community. Students are required to complete 10 hours of Community Service during their freshman year, and continue with annual service hours their four years at Saint Mary’s.

Sixty hours of service must be completed to participate in graduation. All sixty hours must be completed by the end of the Fall Semester of the senior year.

Requirements per year are as follows: Freshmen 10 hours, Sophomores 20 hours, Juniors 20 hours, and Seniors 10 hours.

Early Graduation Policy

Requests for early graduation will be considered by the Vice Principal and Administrative Staff on an individual basis.

The school policy is that the student applying for early graduation must:

a) Pick up the proper forms from the Vice Principal during the first week of February of the student’s Junior year.

b) Submit a letter presenting reasons for desiring early graduation.

c) Submit a letter signed by the student's parents indicating their approval of early graduation.

d) Submit all such requests in writing to the Vice Principal by the first week in March of the student’s Junior year.

e) Give evidence that all tuition owed to the school has been paid in full.

f) Submit to a review of the student's grade and attendance records.

g) Any student intending to graduate at the end of the first semester will take one English course at a college or university in addition to the first semester Senior English course.

All other courses required for graduation will be scheduled in the first semester.

Failure of Required Courses

If a student fails a course required for graduation, or does not earn full credits required for graduation, that student will not be able to participate in graduation ceremonies unless the student has successfully completed a course which is acceptable for satisfying the Saint Mary’s requirements.
Evidence of successful completion must be submitted to the Vice Principal by 8:00 a.m. on the day before graduation.
ACADEMIC GUIDELINES

PROTOCOL REGARDING ACADEMIC CONCERNS
Saint Mary’s High School embraces the vision of a Catholic educational philosophy. Christian values and traditions of the Catholic faith are integrated into the curriculum and all teaching/learning situations, within and beyond the classroom.

Guidelines for the curriculum at Saint Mary’s High School are developed and implemented in cooperation with the Catholic School Office of the Diocese of Stockton. Teachers and school administration review and evaluate textbooks according to specified curriculum areas to ensure that standards are met.

All students are required to maintain the unit-credits commensurate with their class standing. These must include passing grades in subjects required for graduation. Students are expected to have their textbooks/iPads the first day of scheduled classes.

ESSENTIAL, CORE CURRICULUM
Saint Mary’s High School provides complete academic instruction in essential core curricular subjects: English/Language Arts, Reading/Literature, Mathematics, Science, History/Social Studies, Physical Education, and Religion.

ENRICHMENT CURRICULUM
Students participate in programs of study in music, fine arts and computer technology as an enrichment of the academic curriculum.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES
Families with students coming from a public school with an already-established IEP (Individualized Educational Program or Plan) or a 504 Plan are advised that such plans relate to public school; if a family wants the full implementation of an IEP (or full access as outlined in a 504 Plan) from the public system, they must enroll the student in public school. Catholic schools endeavor to work with the public school and the family to address whatever needs they can in terms of an IEP or 504 but are only required to implement reasonable accommodations.

Students with identified learning disabilities may receive reasonable accommodations to assist with their academic success. Such accommodations may include added time to complete class work or homework, preferred classroom seating, minimizing distractions, etc. These accommodations will be discussed on an individual basis with the family, teacher(s), and counselor.

RELIGION CLASSES, SACRAMENTAL PREPARATION, AND WORSHIP
Saint Mary’s High School provides daily religious instruction (Catechesis) that educates students every year, at every grade level, in the four pillars of the Catechism of the Catholic Church: The Profession of Faith, The Celebration of the Christian Mystery, Life in Christ, and Christian Prayer. This age-appropriate approach invites students to discover the meaning and presence of God’s activity in their lives and to encounter and know the faith of our Catholic Christian community.

All students who receive sacraments must be baptized and active, participating members of the Catholic faith. Each school day begins with prayer in the classroom. Opportunities for community and personal prayer are offered throughout the school year. School wide Masses celebrating the church calendar are offered throughout the school year.

Opportunities for the Sacrament of Reconciliation are offered to students during Advent, and Lent.

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Advanced Placement Philosophy of Saint Mary’s High School

Saint Mary's High School encourages its students with the necessary skills to expand their academic horizons and to fully develop their academic potential through the taking of Advanced Placement classes. Students must be aware that such courses do require additional work, and while AP classes do receive a weighted grade, students will more than earn that extra grade point. The goal of an Advanced Placement course is to prepare students for an intense competitive nationwide test for college credit* offered by the College Board in May. Students will be expected, but not required, to take AP exams in the subject areas offered. Students who are interested in scheduling such courses should contact the instructor prior to registration if they have questions regarding an AP course and its content/requirements. Students are encouraged to make mature, responsible decisions regarding AP scheduling. An AP course contract is required prior to enrollment. The contract will usually outline course requirements and expectations. Consult with your counselor before you apply. In addition, the contract will state the length of time that a student must remain in the class before dropping or transferring (this is normally one full semester), along with the summer work requirements.

*Most colleges have special AP acceptance requirements. Contact: www.apcentral.collegeboard.com for information regarding the specific college requirements. Check under Higher Education.

Policy With Regard To Course Changes

Student requested course changes and/or drops will be considered for the following reasons:
1. Parent request or interview.
2. Successful completion of summer school.
3. Obvious school related errors.

Final date for student-initiated class transfers is noted in the school calendar. This is generally the third week into each semester. Parent permission is required for any class change. In order to encourage students and parents to consider course selection seriously, make the most efficient use of available staff members, and help defer clerical costs, there will be a $25 fee for schedule changes made due to student/parent preference.

Transfer options may be limited due to impacted classes.

Teacher initiated requests for class transfers should be made within three weeks of the beginning of each semester and with prior approval by the counselor and/or Vice Principal. Parent permission is required for any class change.

Students may withdraw from an elective course, taking no credit, through the 10th week of each semester. Counselor, teacher and parent should consult, and parent permission is required for withdrawal. After the 10th week, students must remain enrolled and take a semester grade. Free A and/or G period is available to seniors who meet graduation requirements. Seniors must be enrolled in a minimum of 5 classes each semester.
Absences and Effects on Course Credits Given

If a student is absent from class nine (9) or more days in a given quarter, or from class eighteen (18) or more days in a given semester, credit may be withheld. Excessive absences may be reflected in the grade. For further details see Attendance and Tardies, page 38.

- In cases of serious illness, a letter from a doctor must be submitted to the Attendance Secretary prior to final exams, who will then inform the Dean of Students, who will forward the information to the appropriate counselor.
- There will be cases in which a student will not be able to make up the work due to the nature of the illness/injury and the nature of the course, e.g., Physical Education.

Incompletes

If a teacher gives an “Incomplete” grade to a student at the semester, such grade must be removed within two weeks of the date grades were due.

Online/Correspondence/Summer School

Saint Mary’s encourages students to take advantage of summer school courses for enrichment, to improve grades, or remediate themselves. Summer school grades and credits will not be accepted for courses that are required for graduation, specifically English, Science, and Social Studies, unless the student has first attempted the course at Saint Mary’s. Exceptions such as schedule conflicts, must be brought to the Department Chair or Vice Principal for written approval before the student enrolls in online/correspondence courses or summer school. A member of the Saint Mary’s Guidance Department will proctor final exams for online and/or correspondence courses. Appointments for taking final exams must be scheduled ahead of time with a member of the Guidance Department. A fee of $25 will be assessed for each final exam proctored. The fee is due prior to the administration of the final exam. (Note: Prior to enrolling in an off campus course or attending summer school, students should consult with their Guidance Counselor to ensure credit will be given for courses taken. Some colleges and universities as well as NCAA will not accept online or other off-campus coursework for admission or eligibility.)

Policy on Failures and Deficient Grades

Please bear in mind that because of constrictions placed on us by our size and schedule, it is not possible for us to guarantee a student the opportunity to retake any course. Therefore, it is imperative that each student take and pass the course the first time. If a student is dissatisfied with their achievement in a particular class, the only way to improve the grade is to repeat the class at an accredited high school or college and provide a report card or transcript indicating such completion.

Failures In Required Courses

Each department has established a policy for students making up failures.

English

Students who fail English classes must repeat and pass courses at summer school or another accredited school. These courses can be repeated at Saint Mary’s if class size permits.
Mathematics
Students have sufficient time in their four years at Saint Mary's to schedule the necessary required units.

Physical Education
The two-year requirement can be made up through scheduling in the Junior and Senior year or in summer school.

Religion
Students must pass the Religion courses identified as graduation requirements.

Science
Students who fail Physical Science and/or Biology may attend summer school or repeat the class at Saint Mary’s if class size permits.

Social Studies
Geography, Modern World History, U.S. History, Economics and Government must be repeated and passed at summer school, or other accredited school. These courses can be repeated at Saint Mary’s if class size permits.

Policy On Progress Reports
The purpose of progress reports is to inform parents about their student’s unsatisfactory academic performance. Notices are available online at least once each quarter. Parents should contact the teachers of the courses in which the student is deficient.

Release of Records and Grades
Parents and/or guardians of currently enrolled or former pupils may request to inspect and review pupil records maintained by the Registrar, the Deans and/or the Counselor(s) during regular school hours. Access to records shall be provided no later than five days following the receipt of a written request. Qualified personnel will interpret records where appropriate. When requested by educational/scholarship institutions, transcripts and other pertinent student information will be released. Transcripts will not include standardized test scores.

Official transcripts are available online through parchment.com. There is a $5.00 charge per transcript. Unofficial transcripts are available from the Registrar.

Incorporation of Credits Earned Elsewhere Into Saint Mary’s Permanent Records
Saint Mary's may incorporate credit for such courses in a student's permanent record under the following conditions:
- When such a course is taken to make up for a deficient grade.
- When the course taken is not offered at Saint Mary's.
- A student wishing to repeat a course in which a low grade was obtained during the regular year may have the higher grade recorded.
- Summer school credits will be added to the permanent record of a student. They will be used for calculating grade point average.
- It is the responsibility of the student to notify the Registrar of a course taken at another school and to bring in the grade and proof of credit. Once a grade from another school is placed on the transcript, it will not be removed.
"Goodness is the only investment that never fails ..."
Henry David Thoreau

"... For we are taking pains to do what is right, not only in the eyes of the Lord, but also in the eyes of man ..."
Romans 8:21

Saint Mary's High School is a community with a proud tradition in which faculty and students share knowledge, ideas, and creative works. Saint Mary's High School Academic Honor Code expresses our commitment and moral responsibility to accurately represent the contribution of each individual and to ensure that those contributions are made in an honest fashion with personal integrity as a cornerstone of this call to honor.

The purpose of the Code is to help students develop habits of moral character. Each student is an important member of the Saint Mary's High School family and must make the ethical and moral commitment to act honestly and to encourage other students to act in the same way.

This Code outlines the expectations of the Saint Mary's High School student and the consequences for violating those same expectations. The teacher will notify the Academic Dean of all MAJOR violations of the Academic Honor Code. The teacher will provide proof of the violation and the teacher will be informed of the appropriate consequence. The Academic Dean will notify the parent/guardian of the situation.

EXPECTATIONS
1. All work will be the student's own original work. All quotes, statistics, facts and sources will be properly cited as taught by the SMHS English Department using the MLA format. Plagiarism will not be tolerated. Plagiarism is defined as taking ideas or writings knowingly from another person or source and presenting those ideas or writings as one's own original work.
2. All tests will be taken according to the teacher's instructions and requirements. Cheat sheets, electronic cheating, or any other verifiable proof of cheating is a violation of this honor code.
3. The student will submit projects, papers, and essays to turnitin.com as instructed by the teacher.

Honor Code Definitions

MAJOR VIOLATION: This is an assignment or test which makes up a major part of the student's grade (at least 5% of the quarter grade). The violation must be accompanied by PROOF to the Academic Dean.

MINOR VIOLATION: This is cheating on an assignment such as a daily reading quiz or written homework assignment. Copying or cheating on such routine assignments will be handled by the classroom teacher in a way he/she feels appropriate and reasonable. Minor violations may also include the teacher seeing the student copying an answer from another student's paper.

These violations will be dealt with by the teacher. The class syllabus will outline the consequences for minor violations of the Student Honor Code and the teacher will enforce his/her class rules.
PROOF: Major violations of the Student Honor Code must be provable. Such proof includes, but is not limited to, cheat sheets, notes on a student's physical person, turnitin.com violations, two tests that are 100% exactly alike, phone or text messages, twitter or other electronic messages, emails, etc.

CONSEQUENCES: Major violations of the Honor Code may result in a student/parent conference with the Academic Dean as well as a zero on the assignment in question. Students may also be placed on an Honor Code contract. Repeated major violations will result in an additional conference with the Academic Dean and additional academic and disciplinary sanctions.

LIBRARY

The library is open Monday through Thursday from 7:30 a.m. to 4:00 p.m. and from 7:30 a.m. to 3:00 p.m. on Friday. Students are expected to keep all conversations quiet so that others who are studying will not be disturbed. Those who break the rules will be asked to leave.

Books behind the circulation desk are for library use only and may not be checked out.

Library rules are as follows:
1. Lost books must be paid for at the replacement cost of the book.
2. Students in debt to the library may not be allowed to check out additional books until the outstanding fines are paid.
3. Distribution of yearbooks will be withheld from students with outstanding fines at the end of the year.
4. No food is allowed in the Library at any time. Drinks must be covered.
5. Electronic devices are allowed for school use only. Phone calls are not allowed in the library before, during, or after school.
6. Parents may not excuse students to the library during regularly scheduled school hours.

The library offers computers and a laser printer. The library also has a photocopy machine for student use. All copies printed on the printer or the photocopy machine cost 10c per page. The computers are available to students for word processing of reports. Internet access is available to all students for educational research only. Games, "chat rooms", and inappropriate websites may not be accessed at any time.
Study Rooms

Study rooms are available for group projects upon request. No more than 8 students may be allowed in a single room. The rules of the library are strictly enforced for those in the study rooms. There is no eating or drinking allowed. Those making excessive noise will be asked to leave. Repeated ejections from study rooms may result in the refusal of future requests to use the study rooms.

Room 109 is reserved for quiet study. Groups are not allowed in room 109.

TEXTBOOKS

iPad 1 : 1 Program Policies and Procedures

Students’ Personally Owned iPads
Students are required daily to bring a fully-charged, personally-owned iPad to school for educational purposes. Parents and students accept responsibility for security, maintenance and repair of the iPad. Saint Mary’s High School assumes no responsibility or financial liability for any damage the student or parent suffers on or off campus, including but not limited to: theft, physical damage, loss, software malfunction or loss of data. Students and parents are responsible for managing iPad capacity, content and settings.

iPad School Use
iPads are intended for school use each day for classroom work, school messages, announcements, calendars, etc. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by the teacher. If a student does not have an iPad in class, or the battery is not charged, he/she is responsible for completing all course work expected that day. Please note: The absence of a functional iPad will not excuse the student from completing assignments or fully engaging in class activities.

Student/Parent Responsibilities
Enrollment in the SMHS Mobile Device Management System

Students are required to enroll their iPad with Saint Mary’s mobile device management system (MDM). This is necessary as it enables the iPad to connect with Saint Mary’s network and gain access to the Internet. It also provides safeguards and filters, which limit access to inappropriate websites when connected to the school network. Students will be held accountable for any deliberate attempt to remove the management profile. For security reasons, wireless network changes will occur at random. Removal of the MDM may eliminate apps, settings, and Internet connection essential to optimizing the iPad in the Saint Mary’s academic environment.

Recommended Security Measures
Students are responsible for securing their iPad at all times. Saint Mary’s recommends the following security measures:
- Keep iPad with student or locked in locker at all times, including during after school activities and sports.
- Store and use iPad in a protective case.
- Password protect the iPad and do not share the password or one’s Apple ID.
- Enable the “find my iPad” feature found in Settings.
• Immediately report lost or missing iPad to the Dean’s office.
• Enroll in optional warranty and insurance programs through Apple or another vendor.
• Add the iPad to the family homeowner’s insurance.

Device Capacity, Sound and Personal Streaming
1. Academic content takes precedence over personal files and apps. In case of memory space conflict, personal files/apps must be removed.
2. Overuse of streaming may impede the network capability and students may be asked to curb iPad use occasionally to allow for classroom use of the network.
3. Sound must be used in a respectful and responsible manner at school.
4. If iPad has cellular access, it must be turned off when on campus.

School Responsibilities
The school will
• Provide Internet access to students and staff for the purpose of study, research, service and other activities, which must be used in the conduct of school business.
• Provide a Learning Management System (Schoology) that will help students access and post assignments and class information, and provide a streamlined method of communication for teachers and students.
• Assist students experiencing difficulty with connecting their iPad to campus network, and basic support for general iPad use.

iPad Loaner Program
1. If a student’s iPad is lost, stolen or broken, that student should obtain an iPad Loaner Request form available in the main office and library. If a student’s iPad is lost or stolen on campus, the student should notify the Deans immediately.
2. Once the loaner form is completed, it should be turned in to the Librarian.
3. If it is determined that a loaner iPad is needed for the short term, and one is available, a parent signature and a rental fee are required.

GUIDANCE
The purpose of the Guidance Department is to assist students in developing a degree of self-knowledge and insight which will help them to make mature and realistic decisions about their goals and future plans.

More specifically, Counselors are ready to assist parents and students with issues related to class scheduling, academic advising, and other areas relating to planning, progress, and student success.

In addition, Counselors will address many of the developmental needs appropriate to age and grade levels. For Freshman, the Counselor will assist incoming students with adapting to high school life. During the Sophomore year, our Counselor will encourage students to see beyond high school and begin to explore college and careers, as well as what it takes to get there. As Juniors, it becomes more critical for the Counselor to promote the need for students to actively monitor their academic progress toward meeting high school and college requirements. Finally, for Seniors the Counselor will focus on preparing students for the transition from high school to college.
Subject Requirements For Admission To California State University (CSU) And University Of California (UC)

California State Universities*

English 4 yrs.  
Mathematics 3 yrs. (Alg., Geo., Alg.2)  
World History, 2 yrs.  
US History & Gov't.  
Lab Science 2 yrs. (Bio., Chem., Phys.)  
World Language** 2 yrs. (same language)  
Visual & Performing Arts 1 yr.  
Electives** 1 yr. (English, advanced Math, Social Science, lab Science, World Language, Visual Arts, Performing Arts and Agriculture)

University of California*

English 4 yrs.  
Mathematics 3 yrs. (Additional recommended)  
World History, 2 yrs.  
US History & Gov't.  
Lab Science 2 yrs. (Additional recommended)  
World Language 2 yrs. (Additional recommended, same language)  
Visual & Performing Arts 1 yr.  
Electives 1 yr. (from at least two of the following areas: History, English, Adv. Math, lab Science, World Language and Social Science)

*A "D" grade in any required course is not acceptable.  
**Students with competency in a language other than English may qualify for an exemption.  
In general, elective courses should aim to improve a student's analytical ability, promote artistic development and strengthen written and oral skills.

GRADING PROCEDURES

Grading Procedures and Guidelines

PowerSchool is the official gradebook for all classes.

1. The grading system for each class will be fully explained by the teacher.  
2. When percentages are used to indicate academic evaluation, the following are used:  
A  100 - 90  
B  89 - 80  
C  79 - 70  
D  69 - 60  
F  59 - 

Teachers keep a record of their students’ progress and grades.
The teacher's grading system must be clearly presented to the students at the beginning of the course. Plus and minus grades may be given at any marking period.

A student or parent who has a concern about a grade or assignment in a particular class should speak with the teacher to clarify matters. If further discussion is necessary, the student or parent should consult with the Department Chairperson, Counselor, and finally, the Vice Principal.

**Pass/Fail Requests**
1. A written request, signed by student and parent, must be submitted to the Vice Principal no later than two weeks before the end of the first quarter for Fall Semester courses, and no later than two weeks before the end of the third quarter for Spring Semester courses. Note that students must apply separately for each semester of a year-long course. The Pass/Fail option is available only for elective courses.
2. The Vice Principal will act on the request and notify the student, parent, and teacher of the action taken. Approval should not be considered automatic.
3. Students should be aware that taking a course on a pass/fail basis does not make failure any less likely; they must do the same work to pass as would be required under a normal letter-grade basis. A pass grade will not be calculated in the G.P.A. A failure will be calculated in the G.P.A.

**Homework Policy**
Teachers will give an out-of-class assignment each day when appropriate and beneficial. Assignments are usually written, but reading assignments are also regarded as “homework”.

In assigning homework, teachers are to be considerate of just claims of the other classes upon the students’ time for study. Students are expected to spend time at home each night preparing for classes.

When absent, it is the student’s responsibility to communicate with teachers about making up missed work. When students are able to work during the absence, they are encouraged to obtain their assignments from Schoology, email or classmates. A teacher is expected to submit class assignments upon request. If a student will be absent because of illness for three days or more, parents should contact the teachers or Counselor to obtain assignments to be completed at home for the length of absence.

Saint Mary’s has a policy regarding unscheduled vacation time. It is the responsibility of the parent or guardian to plan vacations when school is not in session. Therefore, the administration, faculty, and staff are not obliged to render any special services to a student who is absent because of vacation.
Final Exams Policy

Final exams are crucial to the process of student assessment. Attendance is mandatory with the following considerations:
Make-up or pre-arranged advance exams shall be considered for the following:
1. In the event of a documented illness, medical condition or family emergency.
2. In the case of a CIF-sponsored playoff event which cannot be rescheduled.
3. In the case of a school-sponsored activity which covers one final exam period. Any event under this guideline must be pre-approved by the principal or a designee.

All make-up or pre-arranged advance exams must be arranged through the teacher(s) and approved by the Vice Principal or designee.

HONOR ROLL, SCHOLARSHIPS AND AWARDS

In order to be eligible for the semester Honor Roll, a student must:

1) Earn a college-prep grade point average (PE, Cheer, Drill and TA excepted) of:
   a. 3.50 - and above for 1st Honors
   b. 3.00 - 3.49 for 2nd Honors
2) Have no "D’s," "F’s" or Incompletes on the report card.

NOTE:
Honor Roll achievement at Saint Mary's is based solely on Saint Mary's grades. Summer school, make-up grades or grades for courses taken outside of Saint Mary's do not count.

Privileges Attendant Upon Honors

Academic privileges are granted to those students who are eligible for the school Honor Roll:

a) Seniors who have achieved 1st and/or 2nd Honors for the first seven (7) semesters receive special recognition in the form of a gold stole at graduation.

b) Seniors who have achieved 1st Honors for the first seven (7) semesters receive special recognition in the form of a gold stole and a medal at graduation.

c) The top 5% of seniors with the highest cumulative GPA’s through 7 semesters will be invited to apply for the position(s) of graduation student speaker. A selection committee comprised of faculty and administration will review each candidate's written application, transcript and activities, and conduct a personal interview with each candidate to determine the graduation speaker(s) each year.

Awards and Scholarships

The goal of the Scholarship Office is to assist parents and students with issues relating to the application procedures for general financial assistance at both the secondary and post-secondary levels. The office provides assistance with state and federal financial aid, scholarship and grant applications, as well as offering assistance with financial aid programs sponsored by Saint Mary's and the greater Stockton community. Supporting materials such as the FAFSA (Free Application For Federal Student Aid), Saint Mary's High School Scholarship Application, promotional/information booklets, and materials relating to community-wide
scholarships and grants may be found in the Scholarship Office. Members of the Scholarship Office also serve as coordinators for scholarships, monetary awards, and other forms of recognition received by graduating seniors and awarded at graduation and the school-wide awards ceremony.

**Graduation Awards**

The two religious communities who administer and staff Saint Mary’s High School present two awards at graduation to a senior girl and boy selected by a committee. These awards are:

THE DOMINICAN AWARD - The citation reads as follows:
The Dominican Award is given each year to the Senior girl whose womanhood exemplifies the virtues of selflessness, affability, courtesy, responsibility, and the love of God.

THE OBLATES OF ST. FRANCIS DE SALES AWARD - The citation reads as follows:
St. Francis de Sales was a true gentleman, a zealous apostle and a serious student. The Oblates of St. Francis de Sales who exist to spread his spirit are always proud to acknowledge someone who possesses these qualities. It is our hope that the recipient of this award will continue to develop these qualities in his future life.

**ATTENDANCE AND TARDIES**

Attendance and punctuality are essential at Saint Mary’s. Since physical presence and active participation in classroom activity are an integral part of the learning experience, excessive absence and tardiness is a major obstacle to the educational process. The attendance policy at Saint Mary’s High School is as follows:

**Absences**

If a student is absent from a class for 9 or more days in a given quarter (18 or more in a given semester), that student will not receive credit. If a student does lose credit for a quarter because of excessive absence, he may still pass the course at the semester but will receive only half the credits assigned to that course. Exception to this policy will be a serious illness attested to by a letter from a physician on file prior to final exams. A review of excessive absences will be conducted by the Vice Principal, Attendance Secretary and Dean of Students. **Saint Mary's does not approve of or condone a senior cut day.** Any senior absent on this day will receive a cut and as many hours of detention as the number of class periods missed unless a parent has phoned the attendance office before 10:00 that morning. However, if deemed necessary and even though a parent has phoned the attendance office excusing their student's absence for this day, further disciplinary action may take place for conduct unbecoming of a Saint Mary's High School student.

**Parental Notes/Emails**

If a student is absent for any reason, a parent must telephone or email the Attendance office on each morning of the absence. Upon return from the absence, the student must provide a written note from the provider to the Attendance Office before returning to class. If you must leave for an appointment, you must either call ahead, email or provide the attendance office with written permission for the appointment. Any student who has had a communicable disease must have a release from their doctor before being readmitted to school. Students, including those 18 years old, may not write their own notes. If a student does not submit a parental note, the absence is unexcused.
**Participation In Extra-Curricular Activities**

Students who are absent from school all day may not be allowed to participate in or attend any extra-curricular activity on that day (i.e., sporting events, practices, dances, rehearsals, try-outs, performances or any other Saint Mary's sponsored function). **Minimum attendance for participation is three full class periods.** The Dean of Students may make exceptions to this rule if they deem it warranted.

**Tardies**

a) Students who arrive late to school must report to the Attendance Office before going to class. Failure to do so may result in disciplinary action.

b) When a student is on campus they are expected to be in their classroom and not in the library, bathrooms, etc. If a student is sick, they must go to the infirmary right away.

c) Tardies can only be excused between 8:15 a.m. - 2:00 p.m. and only on the day the tardy occurs.

d) For every unexcused tardy a student receives, the student must serve up to 1 hour of detention immediately after school the day of the tardy.

e) Students must report to the designated place for detention within 5 minutes after the last class of the day ends. If there is an assembly, rally, class meeting, etc., students must go to detention immediately afterwards.

f) Failure to serve a one-hour tardy detention on the day the tardy was received may result in additional hours being added to the original number, and the student being socially suspended until all hours (including the additional hours) have been served. Students may not be able to participate in or attend any extra-curricular activities until all hours are served and with further approval of the Deans.

g) Students will be limited to 3 parental excused tardies per quarter. After the third parental excused tardy in a quarter, all tardies will be considered unexcused.

h) Students who accumulate 7 unexcused tardies in a given quarter may be required, along with their parent(s), to attend a meeting with the Dean of Students; teachers and coaches most affected by the students' excessive tardiness may also be asked to attend the meeting.
Off Campus Permission

a) A parent must notify the Attendance Office and students must check-out through the attendance office before leaving school. Leaving school grounds without an off campus "Blue Slip" obtained directly from the attendance office will result in a "cut".

b) Students are required to remain on campus for all days shortened due to on campus activities (including, but not limited to Masses and rallies).

c) The student must report to the Attendance Office when returning and turn in the "Blue Slip" before going back to class.

d) For field trips, a special off campus permission form signed by parents is required. Overnight field trips are subject to an attendance and academic review, with permission being granted at the discretion of the Vice Principal and the Dean of Students. If a field trip is scheduled and falls on a Sunday, arrangements will be made to attend Sunday Mass.

e) College visits are considered absences with parental permission.

f) Seniors are allowed off campus for lunch every day; Juniors are permitted to go off campus for lunch on Wednesdays. Sophomores and Freshmen do not have off campus lunch privileges. Upperclassmen who drive underclassmen off campus for lunch will be held responsible and subject to disciplinary action.

g) The school is released from any liability for a student who goes off campus for lunch.
DRESS CODE
Parents are expected to ensure that their child comes to school in regulation Saint Mary's dress code. Parents may be called to bring regulation uniform clothing to school if their child is out of compliance with the school uniform policy.

Girls

Required
Appropriate and neat attire are expected at Saint Mary's High School. Sloppy and exaggerated attire are unacceptable. Such attire also reflects a poor image of the school to the local community. Dressing in an appropriate and neat manner signals to self and others that school is a place where a seriousness of purpose can be found.

Uniforms for all students, must be purchased from the school uniform vendors (Zuester's or Mariani's) and are to include any combination of the following:

a) Pants - dark khaki, navy or grey.

b) Shorts - dark khaki, or navy. Shorts must not be more than 3 inches above the knee. Girls who violate this policy may be required to wear long pants until appropriate length shorts are purchased and approved by the deans.

c) Uniform SM embroidered polo shirts - white, black or dark green. These shirts are only available in and must be purchased through the Ram Center. Only a white, black or green T-shirt will be allowed underneath the uniform polo shirt.

d) Full or mock long-sleeved turtlenecks - white, black or dark green. This will be the only type of long-sleeved shirt that will be allowed to be worn underneath a uniform polo shirt.

e) Crew or uniform style V-neck sweaters - white, black or dark green. Sweaters must be worn with a collared uniform shirt underneath. Cardigan (button-up) sweaters - White, black or dark green.

f) Sweatshirts - Saint Mary's High School sweatshirts only. A collared uniform shirt must be worn underneath at all times. All sweatshirts including zip-up sweatshirts must be purchased from the Ram Center. Plain sweatshirts are not allowed.

g) Jackets are acceptable and must be of a solid color and free of writing, designs and logos. College/Pro sports team jackets, flannel, and denim jackets are not acceptable.

h) Shoes - hard sole dress shoes and tennis shoes are the only acceptable shoes. Shoes must have backs and be worn at all times. Sandals, slippers, boots of any kind, and moccasins are not allowed.

i) Socks - socks must be visible above the shoe. Knee socks - white or black. Tights - white or black. Footless tights are not allowed. Only topsiders may be worn without socks.

j) Long pants must be worn on Mass days.
Boys

Required
Appropriate and neat attire are expected at Saint Mary's High School. Sloppy and exaggerated attire is unacceptable. Such attire also reflects a poor image of the school to the local community. Dressing in an appropriate and neat manner signals to self and others that school is a place where a seriousness of purpose can be found.

Uniforms for all students must be purchased from the school uniform vendors (Zuesters or Mariani's) and are to include any combination of the following:

a) Pants - dark khaki, navy or grey - Pants must be fitted around the waist and appropriately tailored for school wear.

b) Shorts - dark khaki, navy or grey. Shorts may not extend more than 3 inches below the knee. Boys who violate this policy will be required to wear long pants until appropriate length shorts are purchased and approved by the deans. Cargo shorts are not allowed.

c) Uniform SM embroidered polo shirts - white, black or dark green. Only a white, black or green T-shirt will be allowed underneath the uniform polo shirt. These shirts are only available in and must be purchased through the Ram Center. Polo shirt must be worn at all times.

d) Full or mock long-sleeved turtlenecks - white, black or dark green. These will be the only type of long-sleeved shirts that will be allowed to be worn underneath the uniform polo shirt.

e) Crew or uniform style V-neck sweaters - white, black or dark green. Sweaters must have a collared uniform shirt underneath.

f) Sweatshirts - Saint Mary's High School only. A collared uniform shirt must be worn underneath at all times. All sweatshirts including zip-up sweatshirts must be purchased from the Ram Center. Plain sweatshirts are not allowed.

g) Jackets are acceptable and must be of a solid color and free of writing, designs and logos. College/pro sports team jackets, flannel, and denim jackets are not acceptable.

h) Shoes - hard sole dress shoes and tennis shoes are the only acceptable shoes. Slippers, sandals, boots of any kind, and moccasins are not allowed.

i) Socks - must be visible. Only topsiders may be worn without socks.

j) Long pants must be worn on Mass days.

Hair
1. Hair must be neat, clean and of the student's natural color.
2. Hair styles that draw undue attention (e.g., shaved heads, spiked hair, bleached or dyed hair) are not allowed. Ponytails are not allowed. Headbands are not allowed.
3. Hair must not touch the collar or extend beyond the eyebrow.
4. Sideburns may not extend beyond the earlobe and cannot be wider than one inch.
5. Boys must be clean shaven unless a doctor's note is provided. The Deans may require a boy to shave during the school day.
6. The final decision on hairstyle rests with the Deans.

**Cosmetics/Accessories - Boys and Girls**

1. Any cosmetics or jewelry that draw undue attention are not allowed.
2. No writing or graphics are allowed on backpacks.
3. Facial/body piercings are limited to the ears. Boys are not allowed to wear earrings of any kind while at school or at any extra-curricular Saint Mary's event. Band-aids are not permitted to cover earrings.

**Not Acceptable - Boys and Girls**

a) Any uniform shorts/pants purchased anywhere other than Zuester's or Mariani's.

b) Sweatshirts and hooded sweatshirts purchased anywhere other than the Ram Center.

c) Sagging or baggy pants.

d) Hooded sweatshirts worn underneath the uniform polo shirt. College/Pro Sports Team jackets, flannel, and denim jackets. Hoods are not to be worn during the school day.

e) Colored T-shirts other than white, black or green. T-shirts with writing are not allowed underneath a uniform shirt.

f) Heels, above one inch, shoes with open toes, open backs, and boots of any kind. Slippers, sandals, Uggs boots of any kind, and moccasins.

g) Hats of any type, including knitted, worn during school hours.

h) Any shirt that hangs out or below a jacket, sweatshirt, sweater, uniform polo shirt.

i) Facial piercings, such as nose, lips, eyebrows or excessive ear piercings.

j) Tattoos. If a student has been tattooed, the tattoo(s) must be completely covered at all times during the school day or during any extra-curricular Saint Mary's activity, on or off campus.

k) Sunglasses during school hours (8:00 a.m.- 2:30 p.m.)

l) Girls shorts shorter than 3 inches above the knee.

m) Boys shorts longer than 3 inches below the knee.

n. Earbuds are not to be worn during school hours.

o) Skirts.
Parents are required to actively support the dress code. A student who comes to school out of dress code may be given a detention (to be served the same day) and the student may also be required to contact a parent/guardian to have proper attire delivered to school before the student is allowed to return to class. Continual disregard for the school uniform is grounds for dismissal from Saint Mary's High School. The Dean of Students shall be the arbiter and decision-maker on what is a violation of the dress code.

PARKING AND DRIVING

All parking rules for students come under the jurisdiction of the Dean of Students. Parking for the entire year is $100.00. No refunds. Students are to be dropped off in designated areas. Do not drop off or pick up students in the lot behind the Lagorio building.

a) Cars may park in designated parking areas only. Illegally parked cars are subject to being towed at the owner’s expense.

b) Juniors and Seniors will register for parking during August registration. Parking fees will be automatically billed on the September tuition statement. Sophomore parking is subject to availability.

c) Students found speeding or driving irresponsibly in or exiting from the parking lot may lose on campus parking privileges or be issued detentions based on the severity of the offense.

d) The parking lot is off limits during school hours, including the break and lunch periods. Students must park in their assigned space at all times during school hours and have their parking tag on display.

e) The parking area in front of and behind the Lagorio Family Academic Building is reserved for faculty members and visitors.

f) Please be considerate when parking on neighborhood streets. Residents, when warranted, have the right to call the S.P.D. or a towing agency.

g) A $5.00 replacement fee may be assessed for lost or misplaced tags.

h) Accidents occurring in the school parking lot are handled as private matters between the parties involved. Saint Mary's assumes no responsibility for accidents.

i) Students are responsible for and will be held accountable for the contents in the vehicle they drive to school.

j) Any student placed on a drug/alcohol contract will be required to park on campus. At the discretion of the Deans, if a search is warranted, a student parked off campus may be requested to move their vehicle onto campus whether or not a space has been assigned to them. Parents will be notified as soon as possible.

k) Saint Mary's High School will impose disciplinary sanctions on students where conduct in the neighborhood is unlawful or disturbing. Loitering, littering, and trespassing are some of the concerns for which action will be taken.

Note: Any damage to cars parked in the Saint Mary's parking lot is not the responsibility of Saint Mary's High School. Students are advised to lock their cars when parked in the school parking lot.
HEALTH AND SAFETY

HEALTH AND EMERGENCY INFORMATION FORMS
Each student must have a completed Health and Emergency Form on file in the Attendance Office. These forms must be kept up to date. Any change in address or phone number must be reported to the office to ensure timely contact should a student become ill or hurt.

SCHOOL INSURANCE COVERAGE
All Saint Mary’s High School students are covered by insurance for injuries incurred while:
• attending regular classes
• participating in school sponsored and directly supervised activities, including all interscholastic sports (except interscholastic high school tackle football)
• field trips and summer activities
• traveling directly to and from:
  1. home and school for regular attendance
  2. school and off campus locations to participate in school sponsored and directly supervised activities provided such travel is arranged by and is under the direction of the School
  3. or in School Vehicles anytime.
Coverage is administered by the Myers-Stevens and Toohey Company for all students. In the event of an injury, parents may obtain a claim form from the school office. The injury must be brought to the attention of the office the day the incident occurs. This coverage is secondary to family primary insurance coverage, but will assist with any out of pocket expenses and co-pays. Insurance information is sent home the first week of school to familiarize parents with the coverage.

MEDICATIONS
• The school does not provide medications of any kind.
• Students are prohibited from having any medications, prescribed or over-the-counter, on their persons on school grounds, and all such medications must be kept in the attendance office. If a student’s condition potentially requires inhalers or epipens for severe allergic reaction, the school will develop a plan with the parent and physician for the maintenance and potential use of those medications.
• Prescribed or over-the-counter medications must be brought to the Attendance Office by the parent in the original container.
• Only in RARE instances will the school permit a student to take medication at school. The parent is urged, with the help of the family health care provider, to work out a schedule of taking medication outside of school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to take the medication during school hours.
• If it is essential that medications be administered at school, these medications must be administered from the Attendance Office only.
• Where reasonable and feasible, the student’s medication should be self-administered.
• NO member of the faculty or staff in the school office is permitted to administer any medication without the following:
  1. A signed written statement from the parent or guardian of the child
  2. A written statement from the physician detailing the method, amount, and schedule by which the child will come at the designated time with specific instructions included for emergency treatment if an allergic reaction should occur.
3. All medication must be kept in its original container which must be clearly identified with a prescription label with the child's name, drug identity, dosage instructions, physician's name, and prescription date (for over-the-counter medications, the original commercial container will suffice); the prescription must be current (and over-the-counter medications within the expiration limits).

4. Medical treatment is the responsibility of the parent and the family health care provider. While office personnel will make every attempt to administer medications as requested, the school will not be held responsible for missed doses or mis-administration of any kind.

5. Parents may request special arrangements with the school administration to allow a student to carry an additional supply of emergency medication (e.g., Epi-Pens or inhalers), if the child is sufficiently capable, mature, and responsible.

ILLNESS AT SCHOOL, INJURY AND FIRST AID

Should a student become ill or injured, the school will make every effort to contact the parent(s) of the student for information and instructions. However, the school may contact emergency agencies (911) first depending on the nature of the situation. This action does not obligate the Principal or the school to assume financial responsibility for the treatment of the student.

All injuries to the head, no matter how small, must be made known to the parent as soon as possible. Students who become ill or injured at school may not leave the school on their own; parents (or another designated adult on the emergency form) are required to pick up an ill or injured student as soon as possible after being notified.

In the case of an injury at school, school staff will render first aid, with or without parental consent, using a reasonable and ordinary standard of care.

If a student is stabilized, school staff will await instructions from parents or emergency staff regarding further action.

STUDENTS WITH SEVERE ALLERGIES

Families with students who have identified severe allergies should work with the school as follows:

- Provide written notification (health record) to the school of an at-risk student’s allergies that pose a serious threat to the student.
- Confer with qualified school representatives to develop a plan that reasonably accommodates the at-risk student’s needs throughout the school campus and facilities.
- Provide the school with written medical documentation, instructions, and medications as directed by a physician or health care professional.
- Include a photograph of the student on the written form.
- Provide properly labeled medications and replacement medications, as required, such as after use or upon expiration.
- Review policies/procedures with the school representatives, the child’s physician, and the student (if age-appropriate) after a reaction has occurred.
- Provide and update current emergency contact information.
- Educate the child in the self-management of his/her allergy including the following:
  - safe and unsafe foods and exposures
  - strategies for avoiding exposure to unsafe foods or other items such as sharing foods with others or consuming food or drink where ingredients are unknown
  - symptoms of allergic reactions
  - how and when to tell an adult he/she may be having an allergy-related problem
  - how to read food labels (if age-appropriate)
MANDATED REPORTING
Saint Mary’s High School is legally required to comply with the Child Abuse and Neglect Reporting Act. Those employees of the school who are designated “mandated reporters” by law are responsible to report suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, police department, sheriff department, etc.). Although such reports are typically confidential, if a parent/guardian discovers the identity of a school employee who made a report of child abuse, the parent/guardian may not retaliate against the employee in any way for making the report.

STUDENT THREATS OF HARM TO SELF OR OTHERS
Saint Mary’s High School will treat student threats to inflict harm to self, to others, or to destroy property, very seriously. Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated. Threats that are substantiated may result in disciplinary actions, up to and including dismissal.

• Anyone hearing or becoming aware of any threat is to report it directly to the Principal or his/her designee.
• Threats of harm to self will be treated differently than threats of harm to others.
• The student making the threat will be removed to the office and kept under adult supervision at all times; the student may be suspended pending an investigation.
• All threats will be reviewed and investigated in a prompt and thorough manner, and the investigation will be kept confidential to the extent practicable.
• If the threat is judged credible and serious, the Principal will notify the following groups/individuals of the threat: parents, pastor, potential victims and their parents, the Catholic Schools Office, and the police or health care professionals as appropriate.
• The student will not be allowed to return to school until the investigation has been completed and final disciplinary or therapeutic action, if any, has been determined.
• If the Principal, after investigation and consultation, determines there is sufficient evidence of a risk of harm by a student, to others, and/or to property, the Principal will continue the student’s suspension and not consider the readmission of the student to the school until appropriate counseling which is acceptable to the school occurs; the guidelines for this procedure will be handled on an individual basis.
• In some cases, the nature and credibility of the threat is such that the Principal may request withdrawal of the student, or expel the student, without possibility of returning to the school.

PREGNANCY
Human life at all stages, including the preborn child, is a sacred gift from God, and an abortion is never an alternative at any stage of pregnancy. Students who become pregnant deserve and need the full support of the school administration, teachers, and other students.

• Ordinarily the expectant student shall be allowed to remain in school.
• The school will continue to assist the student through graduation, including the ceremony and other related activities. However, if attendance in the classroom is judged not to be in the best interest of the student or the school community, other arrangements will be made. Counseling will be required of the students involved.
• Any student who publicizes and advocates an abortion, either planned or already obtained, will be asked to leave school.
• This policy pertains to the boy or girl directly involved, or to any student continuing to spread rumors about an alleged abortion.
SEVERE ILLNESS OUTBREAK
If the school administration should decide that illness among students and/or staff is severe enough to make the running of the school either unsafe or infeasible, school will be closed until safety and feasibility can be reasonably restored. Interim steps prior to the closing of school may include any of the following measures:
- Custodians will disinfect surfaces and door handles.
- Classes not part of the core curriculum may be cancelled and teachers may act as substitute teachers for various classes.
- School administration, office staff, and extension staff may act as substitute teachers.
- Classes may be combined.

CONCUSSION POLICY

CONCUSSION DEFINITION
A concussion is a complex injury that causes a disturbance in brain function. It usually starts with a blow to the head, face, or neck, and is often associated with temporarily losing consciousness. However, it is important to understand that a blackout is only one possible symptom. When an athlete suffers a concussion, the brain suddenly shifts or shakes inside the skull and can knock against the skull’s bony surface. If left untreated, a concussion can lead to a slow brain bleed.

SYMPTOMS
The signs and symptoms of a concussion can be subtle and may not show up immediately. Symptoms can last for days, weeks, or even longer. Common symptoms after a concussive traumatic brain injury are headache, loss of memory (amnesia), and confusion. The amnesia usually involves forgetting the event that caused the concussion. Signs and symptoms of a concussion may include:
- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears
- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed
- Fatigue
- Loss of consciousness
- Seizure or convulsions

The injured person may have some symptoms of concussions immediately, while others may be delayed for hours or days after injury, such as:
- Concentration and memory complaints
- Irritability and other personality changes
- Sensitivity to light and noise
- Sleep disturbances
- Psychological adjustment problems and depression
- Disorders of taste and smell
Symptoms in younger children:
- Appearing dazed
- Listlessness and tiring easily
- Irritability and crankiness
- Loss of balance and unsteady walking
- Crying excessively
- Change in eating or sleeping patterns
- Lack of interest in favorite toys or hobbies

With a loss of consciousness, it is clear that emergency medical services are needed. However, the non-blackout symptoms listed above must not be ignored. Unfortunately, a pervasive mindset in some sports is that getting “dinged” is part of the game and the athlete needs to tough it out. This thinking is dangerous because it exposes the child to further injury when his or her brain needs a rest and prevents him or her from obtaining a proper medical assessment as soon as possible.

FOLLOWING INJURY
The following steps must be followed (by the athlete, parents, teammates, and coaches) whenever an athlete has experienced a bump or blow to the head or body and evidences any of the symptoms or signs of a concussion:
1. Remove the athlete from play immediately.
2. Call 911 and/or administer first aid as appropriate.
3. Inform the athlete's parents or guardians about the possible concussion and provide them with the CDC fact sheet on concussion.
4. Ensure that the athlete is evaluated by a healthcare professional.**
5. Keep the athlete out of play and practice the day of the injury and until a healthcare professional, experienced in evaluating for concussion, states in writing that the athlete can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.
6. Athlete should limit all forms of physical activity.
7. Athlete should minimize the use of all electronics (including cell phones, computers, TV, etc.) and be in a quiet atmosphere as much as possible. Social interaction, sporting events, concerts, etc., can all have a negative impact on recovery.

**"Health care professional" means a physician of medicine, physician of osteopathic medicine, licensed nurse practitioner, licensed physician assistant, or licensed physician of psychology; any of these medical professionals MUST have had training in neuropsychology or concussion evaluation and management.

RETURN TO SPORT
Players with even the MILDEST concussion symptoms should NOT return to a game or practice. They should be assessed by a physician immediately. If symptoms do not appear until several hours after the game, the child should still seek medical assessment. UNDER NO CIRCUMSTANCES CAN AN ATHLETE RETURN TO PRACTICE OR GAME WITHOUT CLEARANCE FROM A MEDICAL PROFESSIONAL.

Anyone who has suffered a concussion needs to rest the brain until all the symptoms are gone. This means the athlete should be able to read, do math, and think at his or her usual pace with no headaches, fatigue, or other symptoms. This can mean a few days resting at home, not doing school work, and refraining from any exercise.
There is no timetable chart to follow; each athlete needs a treatment program tailored to his or her symptoms and circumstances. Younger children seem to take longer to recover than adults, and it is not unusual for children to be out of sports for a month after suffering a concussion. If a player suffers one concussion, he or she is more likely to sustain future concussions. Researchers believe the younger the child, the more vulnerable the brain may be to these repeat concussions.

SECOND IMPACT SYNDROME
If someone with a concussion too hastily returns to contact sports or activities, a second concussion can result in Second Impact Syndrome — a potentially fatal condition. Second Impact Syndrome is when another blow to the head (even a minor one) results in the brain losing its ability to control its own blood flow, which increases pressure in the head and can lead to death, usually within 2 – 5 minutes. Second Impact Syndrome most often affects young athletes (in junior and senior high school), but any athlete who returns to a sport too soon is at risk.

RETURN to SCHOOL
Following concussion, NO student may return to school until cleared to do so by the physician. Because the needs for recovery from concussion are dependent on many factors, parents should work with the school and physician regarding a plan for returning to school and full academic work. Students recovering from concussion may not attend field trips, dances, etc., until they have been fully cleared by the physician. Reasonable accommodations regarding gradual re-entry to class and full academic activities may include the following:

• Extra time to complete classwork, homework, and tests
• Reasonable reduction of workload
• Postponement of high-stakes testing, large projects, and standardized testing
• Provision of hard copies to limit iPad use or online access
• Wearing of sunglasses for sensitivity to light
• Supervised breaks during the day
• Modified/shortened school day
• Incomplete grades (rather than zeroes) until recovery takes place
EMERGENCY PROCEDURES

EMERGENCY CARE PLAN
The school’s emergency care plan follows clear and practiced safety procedures in the event of fire, earthquake, lockdown, active shooter, bomb threats, and other emergencies. In the event of an actual school-wide emergency, the automated Alert Now system will provide parents/guardians with rapid notification by text message and/or email.

Parents should not call the school directly but wait for notification; school lines need to be used for calling out only. Parents should not block access to the school as access needs to be available for emergency vehicles. Should it ever become necessary to evacuate and relocate off campus, Saint Mary’s High School has arranged for different sites.

In the event of a city/countywide disaster, parents should tune to a local Emergency Broadcast Station to receive emergency instructions. All students will be accounted and cared for by school staff and necessary emergency steps will be taken. Parents will be notified as soon as possible through Alert Now emergency features and/or school emergency phone contacts.

No student will be released until all Saint Mary’s High School students are accounted for and emergency responders give permission. No student will be allowed to leave school care unless an appropriate, competent adult comes to sign a release.

EMERGENCY DRILLS/EVENTS

• FIRE: Fire drills take place regularly. The school will follow the instructions of the Fire Department.
• LOCKDOWN/ACTIVE SHOOTER: Lockdown drills will take place periodically. In event of an actual lockdown, law enforcement will be involved as soon as possible (or may call for the lockdown). The school will notify parents via Alert Now as soon as possible. However, the safety of students is of primary importance; this may mean that the school needs to be made secure before parents can be contacted.
• BOMB THREAT: Law enforcement will be called and the school will follow their instructions. Parents will be notified when the school is instructed to do so.
• FLOOD: The school will follow emergency agency instructions. Students may be evacuated if called for. Parents should await notification via Alert Now.

For any other emergencies, the steps of the Emergency Care Plan above will be followed.
STUDENT DISCIPLINE

GENERAL POLICY
The values of Catholic education are the foundation for all interactions and relationships at Saint Mary’s High School. A student is considered at all times and places a member of the Saint Mary’s High School student body. This is an honor and privilege and therefore, students must be conscious of their actions at all times, whether on or off campus, including but not limited to games, dances, rallies, assemblies, service projects, field trips, and other gatherings. Courtesy and respect should be manifested at all times. Any behavior or attitude that stands in opposition to Catholic Christian values, on or off campus, toward anyone in the community, will be viewed as a very serious violation of the school’s code of conduct.

Saint Mary’s High School reserves the right to review and consider instances of student conduct and actions, regardless of when or where such conduct or actions occur, if they express or show an incompatibility with the mission and philosophy of the school. Such actions may result in a student being barred from participation in school activities and may subject a student to the full range of disciplinary sanctions up to and including termination of enrollment.

General Rules of Conduct
All students are required to wear his/her issued Student ID card at all times during the school day.

• No student shall conspire to hazing, or committing any act that injures, degrades, or disgraces any fellow student or person attending Saint Mary’s.
• The entire school area will be considered a closed campus during school hours. Anyone who wishes to visit classes must obtain a pass from the Vice Principal.
• Eating or drinking in the school buildings and hallways is not allowed.
• No student shall place litter of any kind (paper, cans, wrappers, food, etc.) on the ground, on a table, or any place other than a trash can or recycling bin of some kind. Gum is not allowed. If, at the discretion of the Deans, the school grounds are considered littered, school will be extended for that day until the trash has been picked up by students assigned from each class.
• School lockers are the property of Saint Mary’s High School. At no time does Saint Mary’s relinquish its exclusive ownership and control of lockers provided for the convenience of the students.
• All locks used on lockers shall be purchased from the Ram Center and must be locked on lockers at all times.
• PE locks and lockers will be issued through the PE department. Any loss or damage to lockers or the contents of the lockers shall be the responsibility of the student to whom the locker was assigned.
• Students shall carry their Student ID with them at school and school related activities and present the card upon request.
• No student is allowed to use the school facilities for any purpose without the permission and presence of a faculty member or coach. This includes, but is not limited to the athletic fields, weight rooms, gymnasiums, hallways, cafeteria, classrooms, and pool area.
• Cutting: Students will be given 3 hours of detention for each class cut and socially suspended until the detention hours are cleared.
ELECTRONIC DEVICE USE POLICY

a) Electronic devices (including but not limited to cell phones) have a Limited Use Policy on campus. This means that students are prohibited from engaging in verbal conversations on their devices during school hours unless a faculty or staff member has given students permission to do so. Students may use their devices for school-centered work outside the classroom during break and lunch. Students are not allowed to travel around campus while using their devices. Cell phones may not be used in the classroom, unless authorized by a teacher. Teachers will enforce the policy per their classroom rules and may ask students to hand in their phones at any time. Any student, who refuses to hand over his/her electronic device to school personnel when asked, will be met with more serious consequences that may include suspension from school. Many cell phones function as mini computers. As such, they are subjected to all terms and conditions that apply to other technology devices on campus.

b) Students who violate rules surrounding electronic devices may have their device(s) confiscated. Students are expected to hand over their electronic devices immediately when asked by school personnel. Confiscated items will be returned after the student serves a detention. If a cell phone or device is confiscated an additional time, parents may be required to pick up the confiscated item in the Main Office at the convenience of our staff (this could mean that the device is not picked up until the following school day). If a student continues to abuse the rule, electronic devices may be kept for as long as the Dean of Students deems necessary (including for the remainder of the year).

c) Students must use good judgment when using cameras on their devices. Cameras must not be used to take discriminatory, harassing, violent, threatening, or obscene photographs or videos, nor are they used to embarrass anyone in any way. Any use of cameras in restrooms or locker rooms, regardless of intent, will be treated as a serious violation. Cameras and microphones may be used in the classroom only with express permission by the teacher.

d) Saint Mary’s reserves the right to make final decisions regarding use that is unacceptable, even if the precise type of use is not defined here. Saint Mary’s reserves the right to inspect the contents of any electronic devices brought on campus. The following are strictly prohibited:

• Inappropriate use of any device that disrupts or distracts classroom activity and learning.
• Unauthorized recording of Saint Mary’s faculty and staff.
• Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, violent, harassing, discriminatory, or sexually explicit material.
• Cyber bullying/harassment - distributing content that attempts to be harmful or cruel to another student or individual through offensive electronic communication. Serious incidents, including “sexting” threats, or intentionally embarrassing students, teachers or staff, will be turned over to law enforcement authorities.
• Impersonating another individual.
• Establishing personal web sites or participating in blogs or social networking sites containing material or connections to material contrary to the teaching, mission and philosophy of Saint Mary’s High School, or that amount to bullying, or that include harassing, discriminatory, obscene, threatening or violent content.
• Use of unauthorized chat rooms, message boards or sites selling student work.
• Taking pictures of student work (e.g. homework) and/or assessments on any electronic device and using it for personal use or distributing it for the purpose of cheating.
• Spamming or sending mass emails or emails that violate school policy.
• Use of anonymous or false communications.
• Unauthorized distribution of personal information over the internet.
• Sharing account credentials (e.g., login and passwords).
• Utilizing account credentials other than your own to gain access to accounts or electronic devices (e.g., email, learning management systems, iPads, phones, student information systems, etc.).
• Excessive use of network bandwidth.
• Removing Mobile Device Management profile (e.g., Meraki MDM).
• Use of the school’s internet for financial or commercial gain or for any illegal activity.
• Attempting to bypass Saint Mary’s High School filtering software or utilizing non-school provided internet while on campus.
• Attempting to gain unauthorized access to system programs or computer equipment.
• Use of school’s name or logos, or the use that negatively impacts the school’s reputation.

Parents/Guardians are expected to monitor their son/daughter’s social media accounts as well as the content on their electronic devices. By signing the Parent/Student Contract, parents/guardians acknowledge that they are responsible for the supervision of their child’s online communication.

POLICY FOR POSSESSION/USE/SELLING OF DRUGS/ALCOHOL WHILE ENROLLED AT SAINT MARY’S

Philosophy
Saint Mary’s High School recognizes the hardship created by drugs and alcohol at the individual and community levels. In so doing we unite to provide a drug free environment, safe for student growth and learning. While we recognize the need for compassionate treatment of those addicted and seeking help, we also uphold the policy of not using drugs/alcohol any time while on or off campus or at any off campus Saint Mary’s event. In accordance with this, we will maintain a NO TOLERANCE policy toward drug and alcohol use. Saint Mary’s Administration has approved the use of breathalyzers and drug dogs as a deterrent to the use of drugs and alcohol. The term “controlled substance” for the purposes of this handbook typically refers to any illegal drug, marijuana, alcohol, tobacco, tobacco products, e-cigarettes and vapor products, or the intention misuse of prescription medication. The intentional misuse of other types of substances may also be addressed under this policy, at the discretion of the school administration. A full listing of drugs that are illegal under federal law can be found in the Controlled Substances act (21 U.S.C. Ch. 13§ 801,et.seq.)

Policy
The policy relating to such abuses is designed to be preventative in nature and is intended to help any student having problems with alcohol or drugs.
Possession/Use: First Offense
When a student is found for the first time in possession of, under the influence of, or using drugs, alcohol, or paraphernalia on the way to or from school, at school, before, during, after or at school-sponsored event the unauthorized substance or paraphernalia will be taken away from the student. Saint Mary’s High School reserves the right to use a breathalyzer at school or school related activities. The police may be contacted whenever any individual is found in possession of illegal substances or is in violation of the law. Parents will be contacted to take the student home. If emergency services are needed, such services shall be contacted and the expense borne by the student and their family.

Disciplinary Action: First Offense
Any student who is found in possession or under the influence of drugs or alcohol shall be suspended from school for 5 school days and socially suspended for 30 calendar days. The student will also be placed on a Drug and Alcohol Contract through graduation from Saint Mary’s.

Please note: A student who is already on a Disciplinary Contract will be asked to leave Saint Mary’s without the option of going on a Drug and Alcohol Contract.

As a condition of continued enrollment, the student, at the expense of the student’s family/guardian, may be required to meet with a drug/alcohol counselor or psychologist. Upon completion of counseling the student must submit a professional assessment to the Dean(s) of Students. The student shall be subject to random drug/alcohol testing, also at the family’s expense, for the duration of enrollment at Saint Mary’s. If the student drives to school they will be required to park on campus. The school is bound by law, as are individuals and families, and it will act in compliance with the law when circumstances indicate certain actions are necessary.

Note: Should a family refuse the recommended professional treatment (including random drug testing), the school reserves the right to permanently dismiss the student from Saint Mary’s High School.

Possession/Use: Second Offense
Any repeated violation of the school’s drug/alcohol policy will result in automatic dismissal from Saint Mary’s High School.

Trafficking or Selling Drugs/Alcohol Policy
If a student is found to be trafficking-buying, giving away or offering to trade, sell, or give away alcohol/drugs (including prescription medication), on the way to or from school, at school, before, during, after or at school sponsored events, the student will be dismissed immediately from Saint Mary’s High School without the option of returning. The parents will be notified and the police may be contacted.

DISCLAIMER: Nothing in the school’s controlled substance policy should be construed to mean that, as a result of this policy, Saint Mary’s High School has undertaken a duty to detect, prevent, or treat drug or alcohol use by students, even if such use becomes apparent.
Search Of Personal Property

Inspection of personal property including but not limited to cell phones, text messages, Facebook, Twitter, Instagram or any type of social media communication, lockers and their contents, clothing pockets, backpacks and vehicles may be conducted by the Principal, Dean of Students or their designee for any reason, at any time, without notice and without student or parent consent.

Grounds for Disciplinary Action, Contract, Suspension/Expulsion

The Dean will inform the student and the parent/guardian of the consequences. The parent(s) and the student may be requested to meet with the Dean(s) before the student will be permitted to return to school. Students may be put on a Disciplinary Contract as a condition for returning to school at the discretion of the Deans or Principal. A student shall be suspended for no more than 5 consecutive school days. Grounds for suspension can become grounds for expulsion at the discretion of the Deans and Principal.

A student may be placed on a social suspension, placed on a Disciplinary Contract, suspended, or expelled for actions taken prior to, at, or following any school related activity including, but not limited to:

- Possession of or assault with a lethal instrument or weapon, or possession of harmful weapons and materials or objects that can be used as weapons.
- Use of, possession of, under the influence of, or distribution of any alcohol, narcotics or controlled substance or anything passed off as drugs, on or off school premises or at any school-related activity regardless of where.
- Any action deemed by the administration to be detrimental to the moral or spiritual welfare of other students or school personnel.
- Theft, attempted theft, dishonesty or extortion.
- Failure to uphold any of the conditions of a Disciplinary or Drug/Alcohol Disciplinary contract.
- Conduct or statements at school or elsewhere which would reflect adversely on the mission and philosophy of Saint Mary’s High School.
- Disruption of school activities in or outside the classroom.
- Any act of vandalism involving school property or the property of another on school grounds.
- Gambling.
- Forgery – students are not allowed to write their own excuse notes, even with parent permission.
- Continual cutting or leaving school without prior permission.
- Smoking, vaping or chewing tobacco during school or at any school function.
- Being on another campus during the school day, other than as an invited guest.
- Disobedience, insubordination, or disrespect for authority.
- Receiving a referral for misconduct in the classroom.
- Unexcused absences or continued tardiness.
- Outrageous, scandalous or serious disruptive behavior.
- Habitual lack of effort leading to failure in classroom work.
- Conduct that has the purpose or effect of unreasonably interfering with an individual’s academic performance, inciting disruptive behavior, or of creating an intimidating, offensive or hostile, educational environment.
- Continual disregard for the Saint Mary’s dress code.
- Tampering with the computer, grades, or files of any school personnel.
• Fighting, verbal abuse (including: text messaging, cyberbullying, sexting, tweeting, Facebooking, etc), assault, battery, bullying, harassment, threat of violence, or encouraging others to violent actions directed toward any school personnel, student, or their property.
• Language or behavior which is immoral, profane, vulgar, or obscene.
• Behavior or comments which are offensive and/or of a sexual nature will not be tolerated. Sexual harassment includes sexting, unwelcome sexual advances, and/or other verbal comments.
• Students found to have reported or filed false reports and/or accusations.

Please note: any student who is suspended is expected to have all work completed the day he/she returns to school.

Please note: A student who is involved in a sport in season, an extra-curricular activity, or a participatory performance class who is suspended from school, will not be allowed to participate in the next scheduled game/event/performance after returning from school following the suspension.

Accusations of harassment and/or abuse will be dealt with by the Dean of Students in consultation with the Principal.

ANTI-BULLYING POLICY

Saint Mary’s High School affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment/bullying. Harassment/bullying of or by any student is prohibited. Saint Mary's will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

1. Secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in his or her social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment/bullying. Part of any investigation into a charge of harassment/bullying will be to determine if the incident was a mistake, or something deliberate or repeated.
2. Any individual seeing or hearing about any incident of harassment/bullying is encouraged to follow the procedures below. If the harassment/bullying stems from the Principal, the person being harassed/bullied is to contact the President.
3. Students who feel aggrieved because of conduct that constitutes harassment/bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop. The following are procedures to be followed for filing and investigating a harassment/bullying claim:

   a) If the student does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the Dean of Students, who will then report it directly to the Principal. Parents of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school as those steps are undertaken as appropriate to student privacy.
b) The student(s) alleging harassment will be asked to complete a written complaint or verbally explain their complaint. The claim will be documented, investigated thoroughly, and confidentiality will be maintained to the extent practicable.

c) The investigation will include a meeting with the student alleged to have harassed/bullied, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.

d) Once the facts of the case have been gathered, the Principal, in consultation with the Dean of Students, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment/bullying and can include all disciplinary actions up to and including immediate expulsion; if appropriate, law enforcement may also be contacted.

e) If a party disagrees with the decision, he or she has the right to appeal. The Director for Catholic Schools will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal.

4. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.

5. **REPRISAL AND/OR RETALIATION:** Reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in such a reprisal or retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

**Prohibition of Harassment, Intimidation, and Bullying**

Once again, Saint Mary’s High School is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written, electronic, verbal, photographic or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student’s property
- Has the effect of interfering with a student’s education
- Is severe, persistent, or pervasive so that it creates an intimidating or threatening educational environment
- Has the effect of disrupting the orderly operation of the school.

Harassment, intimidation or bullying can take many forms including, but not limited to: cyberbullying, air-dropping pictures, Tweeting, texting, sexting, Facebook, emails, snap shots, slurs, rumors, jokes, innuendos, demeaning comments, drawing of cartoons, pranks, gestures, physical attacks, threats, or other written, electronic, online, verbal, or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).
Disciplinary Records
Disciplinary records are kept separate from the student’s cumulative file and may be shared beyond enrollment at Saint Mary’s High School as appropriate.

Other Disciplinary Definitions, Procedures, and Policies

The definition of detention is having to spend time outside of school hours or performing "public service" at school or elsewhere. There are four types of detention at Saint Mary's:

1) DETENTION GIVEN TO A STUDENT BY A TEACHER BECAUSE OF INAPPROPRIATE BEHAVIOR IN THE CLASSROOM. This will be dealt with by the individual teacher in the classroom. After notifying the parent, a teacher may detain a student for up to one hour after school.

2) DETENTION GIVEN TO A STUDENT BECAUSE OF A TARDY (See Tardy Policy)

3) A MANDATORY AFTER SCHOOL DETENTION GIVEN IN THE FORM OF A "DETENTION NOTICE."
Detention notices are issued to the student for dress code violations and other infractions of school rules. When delivered a detention notice the student is made aware that they have a 45-minute mandatory detention which is to be served on the day the notice is issued. Note: extra-curricular activities, car pools, sports, etc., are not acceptable excuses for missing detention.

4) FAILURE TO SERVE A DETENTION. If a student fails to serve detention, the student will receive a 3 hour detention. If the student fails to serve his/her 3-hour detention, the student will be given 6 hours of detention and will be socially suspended from all extracurricular activities (including sports) until all 6 hours have been served. Failure to serve any of these hours may result in further disciplinary consequences including, but not limited to suspension, disciplinary contract, or other consequences.

Social Suspension/Loss of Privileges

A student is placed on social suspension by the Dean of Students. During the term of the social suspension, the student will not be permitted to take part in any extra-curricular activities including try outs, team practices and/or games, attend any school functions, or be allowed to go off campus for lunch.

Custody

No unauthorized organization, agency, or person shall be allowed to visit or assume custody of any student(s) on school premises during school hours or before or after school unless authorized in writing by the parent or guardian. In order to cooperate with student and family needs, the school must be informed of custody arrangements. It is the responsibility of the parent or the guardian to inform the school of custody status and subsequent changes. The school may ask for legal documentation of these arrangements.

Emancipated minors (those not residing with a parent or legal guardian) may not attend Saint Mary's High School.
Interview of Students

Law enforcement officials have the right to arrest, take into custody, or interview students in attendance at school. Saint Mary’s High School has no obligation to protect a student from interview by law enforcement officials. In any such matter, other than child abuse, parents shall be informed of the interview as soon as possible. In some cases this may be after the police investigation is complete.

The Advisory Board of Discipline

The purpose of the Advisory Board of Discipline is to aid and advise the Deans in the administration of school disciplinary policies.

This Advisory Board reserves the right to call upon any party or parties who are able to shed light on the issue(s) under consideration. Students, when requested, are expected to be at the Advisory Board meeting; parent attendance is optional but encouraged. No other parties may attend an Advisory Board hearing without the prior consent of the Deans and Principal.

The Advisory Board of Discipline will make a recommendation to the Deans, who in turn will communicate this recommendation to the Principal.

The Dean will communicate the decision of the school to the parent(s) after the Principal has made the ultimate decision.

Members of the Advisory Board of Discipline

Members of the Advisory Board of Discipline are the Dean of Students and members of the faculty recommended by the Dean to the Principal. The Principal and Vice Principal may also attend meetings.

INFORMATION AND COMMUNICATION TECHNOLOGY POLICIES

ONLINE SOCIAL MEDIA AND NETWORKING POLICY FOR PARENTS AND STUDENTS

Saint Mary’s High School recognizes that many different social networks exist on the Internet (Twitter, Facebook, and Instagram, among others). Millions of people, including students and parents, utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with Catholic school activities presents many opportunities for enhancing the experience of students and their families. Without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). The nature of social networking sites leaves open the possibility of abuse and misuse (including by students and their parents), necessitating the following standards of conduct for all individuals connected with Catholic schools.
ETHICS AND RESPONSIBILITY

When a Catholic school student or parent is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school, the parish, the Diocese, and the Roman Catholic Church as a whole. As a consequence, it is imperative that all students and parents conduct themselves in an ethical and responsible manner when using online social media. Specifically, the following standards of conduct should be observed at all times:

• Any official organization of the school may only develop online media with the permission of the school administration.
• Content that has the potential to be a source of scandal for the Church should never be posted. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the school, the Diocese, or the Catholic Church, or to other students, parents, diocesan (school) employees, or parishioners.
• If a student or parent regularly identifies him or herself as a student or parent of the school in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonable prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the view of Saint Mary’s High School, or the Diocese of Stockton."
• Students and parents should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.
• Students and parents may not use school, parish, or diocesan trademarks, or reproduce any school, parish, or diocesan materials or logos without express permission from the Principal, pastor, or their designees.

PHOTOGRAPHS AND VIDEOS

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the Diocese that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools. Saint Mary’s High School has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to Catholic school activities, then students and parents must all observe the following guidelines:

• Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected and the image should not be posted.
• If photographs or videos, particularly those of minors, are posted with or without permission, and the student or parent asks that it be removed, the student or parent's wishes should be observed.
• Even if parents have granted permission for the use of photographs or video images of their children, care should be taken to ensure that any such postings do not identify the child by name, unless there is specific permission granted by the parent for the additional connection.

DISCIPLINE FOR THE POLICY ABOVE

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).
ACCEPTABLE USE OF TECHNOLOGY FOR STUDENTS

To ensure that all students comply with school rules regarding electronic equipment, the following policies and procedures have been established for using school computers, electronic devices, the wireless network, the Internet, and all peripherals. No set of policies and procedures can provide rules to cover every possible situation. Instead, what follows is designed to express a framework and to set forth general principles when using electronic media and services. All policies are inclusive of the use of computers and electronic devices including, but not limited to, iPads and other tablets, the wireless network, the network, the Internet, and all peripherals.

SOCIAL MEDIA USE

- Use of social networks at school may be limited by school personnel.
- Students who use social media must adhere to the discipline policies in this handbook, the Technology Use Policy, and the Harassment and Bullying Policy.
- Students are reminded that they are always Saint Mary’s High School students, both on and off campus, and that ALL electronic content is both public and permanent.
- Saint Mary’s High School reserves the right, at its discretion, to review and/or request removal of any student’s social media content. Failure to comply may result in disciplinary action.
- Permission of the school administration is required for the use of the school’s name, initials, logos, pictures, property, or representations of the faculty, staff, students, or other individuals. Deliberate publication or postings of such material on the Internet without permission may result in serious disciplinary action, including dismissal from the school.

USE OF ELECTRONIC DEVICES OWNED OR ISSUED BY THE SCHOOL

- Electronic devices owned or issued by the school are to be used for academic purposes only.
- Students have no reasonable expectation of privacy in their use of the school’s electronic equipment or network (or a personal electronic device at school).
- The school reserves the right, upon reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies, to review any student’s electronic devices, files, and messages including, but not limited to, email, photos, texts, video, and other applications to ensure compliance with all school rules. Students must comply with all requests for access.
- All users are only permitted to log on to their own school-issued account. Sharing of account and/or account information is prohibited and may result in the account being disabled.
- All users may never move, change, or disconnect any of the hardware or wires/cables.
- Regardless where it takes place, students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations of devices owned or issued by the school.
- Use of technology on campus or at school functions or events is subject to inspection and audit by the school administration, which may include a physical inspection of material contained on, or accessible by, the device. Students agree to cooperate with any such inspection.
- All students must agree to abide by the following Acceptable Use Pledge.
ACCEPTABLE USE PLEDGE COVERING ELECTRONIC DEVICES

Code of Conduct For Use of Technology

General Technology Policy
Saint Mary’s High School is responsible for securing its network and computing systems to a reasonable degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. Any attempt to violate the provisions of this policy will result in disciplinary action. Once the user accesses the network and computer systems the user is solely responsible for all actions taken.

• Students are responsible for their work saved on school computers. A backup of work is recommended.
• Deleting, examining, copying, or modifying of files is prohibited.
• Attempting to evade or change network security is prohibited.
• Bypassing network security through cellular access or other means is prohibited.
• Use of facilities for commercial purposes is prohibited.
• Any unauthorized, deliberate action which damages, disrupts or alters a computing system's normal performance is prohibited.
• The copying of copyrighted materials without express written permission is prohibited.
• Attempts to gain unauthorized access or interfere with the regular operation of local or remote systems are prohibited.
• Usage of technology for any purpose other than those prescribed or explicitly permitted by the high school is prohibited.
• Sending harassing, obscene or other threatening messages is prohibited.
• Users of technology shall obey the instructions of the supervisors.
• Actions which disrupt or adversely affect other users are prohibited. This includes, but is not limited to: eating, drinking, excessive noise or playing games.
• Representing Saint Mary's High School under false pretenses is prohibited.

iPad 1:1 Program Policies and Procedures

Students’ Personally Owned iPads
Students are required daily to bring a fully-charged, personally-owned iPad to school for educational purposes. Parents and students accept responsibility for security, maintenance and repair of the iPad. Saint Mary’s High School assumes no responsibility or financial liability for any damage the student or parent suffers on or off campus, including but not limited to: theft, physical damage, loss, software malfunction, loss of data. Students and parents are responsible for managing iPad capacity, content and settings.

iPad School Use
iPads are intended for school use each day for classroom work, school messages, announcements, calendars, etc. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by the teacher. If a student does not have an iPad in class, or the battery is not charged, he/she is responsible for completing all course work expected that day.

Please Note: The absence of a functional iPad will not excuse the student from completing assignments or fully engaging in class activities.
**Student/Parent Responsibilities**

1. **Enrollment in the Saint Mary’s Mobile Device Management System**
   Students are required to enroll their iPad with Saint Mary’s mobile device management system (MDM). This is necessary as it enables the iPad to connect with Saint Mary’s network and gain access to the Internet. It also provides safeguards and filters, which limit access to inappropriate websites when connected to the Saint Mary’s network. Students will be held accountable for any deliberate attempt to remove the management profile. For security reasons, wireless network changes will occur at random. Removal of the MDM may eliminate apps, settings, and Internet connection essential to optimizing the iPad in the Saint Mary's academic environment.

2. **Recommended Security Measures**
   Students are responsible for securing their iPad at all times. Saint Mary’s recommends the following security measures:
   - Keep iPad with student or locked in locker at all times, including during after school activities and sports.
   - Store and use iPad in a protective case.
   - Password protect the iPad and do not share the password or Apple ID.
   - Enable the “find my iPad” feature found in Settings.
   - Immediately report lost or missing iPad to the Dean’s office.
   - Enroll in optional warranty and insurance programs through Apple or another vendor.
   - Add the iPad to the family homeowner’s insurance.

**Device Capacity, Sound and Personal Streaming**

1. Academic content takes precedence over personal files and apps. In case of memory space conflict, personal files/apps must be removed.
2. Overuse of streaming may impede the network capability and students may be asked to curb iPad use occasionally to allow for classroom use of the network.
3. Sound must be used in a respectful and responsible manner at school.
4. If iPad has cellular access, it must be turned off when on campus.

**School Responsibilities**

The school will:
- Provide Internet access to students and staff for the purpose of study, research, service and other activities, which must be used in the conduct of school business.
- Provide a Learning Management System (Schoology) that will help students access and post assignments and class information, and provide a streamlined method of communication for teachers and students.
- Assist students experiencing difficulty with connecting their iPad to campus network, and basic support for general iPad use.

**iPad Loaner Program**

1. If a student’s iPad is lost, stolen or broken, that student should obtain an iPad Loaner Request form available in the Main Office and library. If a student’s iPad is lost or stolen on campus, the student should notify the Deans immediately.
2. Once the Loaner Form is completed, it should be turned in to the Librarian.
3. If it is determined that a loaner iPad is needed for the short term, and one is available, a parent signature and a rental fee are required.
CONSEQUENCES FOR VIOLATIONS OF INFORMATION TECHNOLOGY POLICIES

Students who violate the rules set forth in these policies will be subject to all customary disciplinary actions, including but not limited to, payment for labor charges and/or parts necessary to undo changes or restore any equipment or system to its proper operating configuration as determined by the network administrator and Saint Mary’s High School administration.

ELIGIBILITY FOR ACTIVITIES

Participation in extracurricular activities is a privilege. It is presumed students who are representing Saint Mary’s High School in various activities are maximizing the educational opportunities available to them.

Saint Mary’s High School requires that students who participate on an athletic team or extra-curricular activity maintain a grade point average (GPA) of 2.00 or higher from the previous (quarter/semester) grading period in order to be eligible to remain on that team or activity.

For those students who do not earn the required 2.00 GPA, Saint Mary’s High School allows a student, ONE grading period probationary period. It can be used only once in his/her high school career.

In order for your student to choose his/her probation, you and he/she MUST sign a probation agreement and return it to the Athletic Director or staff member who directly supervises the program. It is IMPERATIVE that it is understand that a student may use this probation only once in his/her high school career.

By choosing probation, your son or daughter is making a commitment to earn a 2.00 GPA or higher every quarter he/she is enrolled, or he/she will not be eligible to participate in sports or extra-curricular activities at Saint Mary’s High School.

a) Any student member of a sports team, student government or class office, drill team, cheerleading squad, band, chorus, speech and debate team, newspaper and yearbook staff, Senate or Cabinet, Campus Ministry and drama, will fall under this policy. (Please refer to "I" of this section for grading period description.)

b) A student must have a 2.0 GPA on the report card from the previous grading period (all subjects count toward the determination of the 2.0 GPA) in order to be considered eligible to participate in sports/activities for the next quarter. No student with two or more grades of "F" is eligible.

c) For the school year: the eligibility period (ability/inability to participate) begins when the Vice Principal publishes the list of ineligible students based on the marks received on the previous semester/quarter report card. Students are ineligible from one publication date to the next.

d) The same procedure will be used for the remaining quarters. The eligibility will always be determined by the previous quarter or semester grades. (See “I”)

e) If a student earns below a 2.00 GPA on the 2nd semester report card and hence is ineligible to participate in Fall activities, that student may attend summer school or enroll in online or correspondence courses to raise his/her GPA. Such a student (summer school student) shall be permitted to practice but not participate in events until eligibility is determined. For eligibility purposes, final grades and earned credits from schools other than Saint Mary's, including summer school and online classes, must be verified by the first full day of classes in August for Q1 eligibility and the Friday before Martin Luther King, Jr. holiday in January for Q3 eligibility. Grades from courses taken at schools other than Saint Mary's, including online classes, will be computed for eligibility in the Fall and Spring semester GPAs only. Q2 and Q4 eligibility will be determined using only Saint Mary's grades earned the previous quarter.

f) Students who are identified for exclusion from participation may be permitted to remain as students in credit-awarding classes associated with activities from which they are excluded as participants and shall
continue to be eligible to earn appropriate grades and/or credits for work. In performance classes, ineligible students may be asked to drop the class.

g) Students shall not be permitted or encouraged to drop classes, change teachers, or otherwise alter their schedules for the purpose of defeating the intent of this policy.

h) Some classes such as Teacher Aide only count as 2.5 credits when computing GPA. Such classes do not carry full credit when weighted against normal 5 credit classes.

i) No student entering Saint Mary’s from the 8th grade shall be affected by this policy until after their first grading period at Saint Mary’s High School.

j) Any special case or extenuating circumstances surrounding disputed eligibility of a student shall be reviewed by the Vice Principal and/or the Principal.

k) When a student transfers to Saint Mary’s from another high school:
   1. If that student’s previous quarter GPA is below 2.0, they will be ineligible.
   2. Continued eligibility will be determined by the grades received in their 1st quarter/semester of attendance at Saint Mary’s.
   3. In all transfer cases, it is presumed that the student is eligible to participate based upon the C.I.F. transfer rules.

l) C.I.F. rules require that semester grades be used to determine eligibility at the end of the 2nd and 4th quarters. Thus, grading periods shall be 1st quarter, 1st semester, 3rd quarter and 2nd semester.

The eligibility policy shall affect the following groups of students: Cabinet/Senate Members, Class Officers, Homecoming Court, Spirit leader, drill team and Student Body Officers.

In order to be considered for the office of Student Body President or Vice President, candidates must be seniors. All other Student Body officers may be juniors or seniors.

**Eligibility For Student Positions**

a) A student must be enrolled at Saint Mary’s one full semester before being considered for one of the above positions. Freshmen are excepted.

b) In order to be considered for the office of Student Body President, the candidate must have a cumulative GPA of 3.0 and must have one year of experience on Student Council.

c) All students who are being considered for one of the following: Student Body office, Cabinet or Senate, Campus Ministry, Homecoming Court, Spirit leader, and Drill Team must have a 2.0 GPA in the quarter or semester prior to the time they are being considered for election or appointment.

d) In the event that report cards are issued before the election or appointment is conducted and the student does not attain the required GPA, that student is ineligible.
e) Students must have the permission of the Vice Principal and meet the requirements stated in the Student Constitution.

f) Students must have the permission of the Dean of Students. Permission may be denied or removed for the following reasons:

1) Eleven or more unexcused tardies for the year.
2) Twelve absences during the year in any one quarter. Unscheduled vacations are included in this number. Students in excess of 11 absences must have on file in the attendance office, a doctor's note verifying that the student has been under a doctor's care for an extended period of time. Failure to have verification on file by the end of the filing date will result in disqualification.
3) Four or more detentions for any reason.
4) Unauthorized leaving of campus.
5) Disciplinary Contract.
6) One referral based on inappropriate behavior.
7) Cutting school or class.
8) Suspension from school.
9) Failure to meet the filing deadline.

The following will be the procedure for consideration for a student office:

a) The Director of Student Life and Student Leadership will establish a filing date each year. Before this date, all students who wish to be considered for any position must submit their name to the Director of Student Life and Student Leadership.

b) Once the student is cleared by the Dean of Students and by the Vice Principal, the Director of Student Life and Student Leadership will issue to the student an application as well as the necessary information and dates for completing the process.

c) Spirit leaders and members of the Drill Team must be cleared by the Dean of Students and by the Vice Principal in order to participate in the tryouts.

ATHLETICS

Philosophy

Saint Mary’s High School administration, Athletic Director, and coaches believe that students who are selected for the privilege of membership on teams should conduct themselves as responsible representatives of the school. In order to assure the integrity of the Athletic Code of Conduct, the Athletic Director and coaches will enforce this Code of Conduct. Furthermore, matters which are brought to the attention of the Dean of Students concerning members of teams who fail to abide by the Athletic Code of Conduct are subject to disciplinary action by the office of the deans. Members of teams must always serve as exemplars of high moral character and must demonstrate appropriate academic commitment. As recognized representatives of Saint Mary’s High School, team members are expected to exhibit appropriate behavior whether in season or out of season, in uniform or out of uniform, on campus or off campus.
Athletic Program

The interscholastic program is an integral part of Saint Mary’s High School. It holds many educational benefits 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 curriculum.

All interscholastic activities of the school’s athletic department will maintain the ideals and standards that are the policy of the school administration, the Tri City Athletic League (TCAL), the San Joaquin Section (SJS), and the California Interscholastic Federation (CIF). Saint Mary’s High School’s athletic department strives to create an environment that promotes competitiveness, spirituality, teamwork and self-discipline. We are committed to building character, developing responsibility, and promoting sportsmanship which will become life-long traits. The teams fielded are as follows:

Fall Sports

Cross Country
Boys/Girls Frosh/Soph & Varsity

Football
Freshmen, Sophomore & Varsity

Golf
Girls Varsity

Ice Hockey
Boys Varsity

Tennis
Girls Varsity

Volleyball
Girls Freshmen, Sophomore & Varsity

Water Polo
Boys/Girls Frosh/Soph & Varsity

Winter Sports

Basketball
Boys/Girls Freshmen, Sophomore & Varsity

Soccer
Boys/Girls Frosh/Soph & Varsity

Wrestling Frosh/Soph & Varsity
Spring Sports

Badminton
Boys/Girls       Junior Varsity & Varsity

Baseball
Freshmen, Sophomore & Varsity

Beach Volleyball
Girls          Varsity

Golf
Boys            Varsity

Lacrosse
Boys           Frosh/Soph & Varsity

Softball
Girls          Junior Varsity & Varsity

Swimming
Boys/Girls      Frosh/Soph & Varsity

Diving
Boys/Girls      Varsity

Tennis
Boys            Varsity

Track & Field
Boys/Girls      Frosh/Soph & Varsity

Trap Shooting
Boys/Girls      Junior Varsity & Varsity

Informed Consent
Parents and students need to be aware of the potential dangers of participation in interscholastic athletics since there is a risk of being injured in any sport. The risk of injury may be severe, including varieties of fractures, concussions, sprains, contusions, brain injuries, paralysis, or even death. Risk of injury may be somewhat reduced through parent insistence upon student-athletes following carefully all of the guidelines given by the coaching staff and school regarding training rules, safety procedures, proper use of equipment, legal and safe playing techniques, and any and all other safety procedures.
Scholastic Requirements
The school’s program operates on the concept of the “student-athlete.” A student wishing to participate in the sports program must meet the following eligibility standards, while making satisfactory progress toward graduation.

a) An athlete must maintain a 2.00 grade point average or be excluded from participation in an athletic sport until the student attains a 2.00 GPA at the next grading period.

b) CIF rules require that semester grades be used to determine eligibility at the end of the second and fourth quarters. Grading periods shall be first quarter, first semester, and third quarter and second semester.

c) A student must have a 2.00 GPA on the report card from the previous grading period (all subjects count toward the determination of the 2.00 GPA) in order to be eligible to participate in sports for the next quarter. No student with two or more grades of “F” is eligible. 2.00 eligibility by CIF Rules means ineligible to participate in any CIF game. If a student is ineligible during a tryout period the student may, at the Athletic Director's discretion, be allowed to practice until the next grading period. If a coach makes cuts in a sports team any ineligible student will not be allowed to participate in any activities with that sport. Ineligible student athletes are required to be participating in the Student Enrichment program. Any student in the Enrichment program, whether eligible or ineligible, cannot be involved in practice until the Enrichment period is over for the day.

d) For the school year: the eligibility period begins when the Vice-Principal publishes the list of ineligible students based on the marks received on the previous semester/quarter report card. Students are ineligible from one publication date to the next.

e) The same procedure will be used for the remaining quarters. The eligibility will always be determined by the previous quarter or semester grades.

f) In the event a student receives below a 2.00 GPA on the 2nd semester report card and would be ineligible in the Fall, and goes to summer school and raises their grade and the grade is acceptable to Saint Mary's it may be counted. If, in the recomputing of the GPA, it rises to 2.00 or above, the student would be eligible for participation in the fall quarter. The student shall remain ineligible until the Vice Principal reviews the grades. Such a student (summer school student) shall be permitted to practice but not participate in events until eligibility is determined after the receipt of the summer school grades. Note: prior to attending summer school, students should consult with the Vice Principal and Counselor to ensure that credit will be given for courses taken.

g) Students shall not be permitted or encouraged to drop classes, change teachers, or otherwise alter their schedules for the purpose of defeating the intent of this policy.

h) No student entering Saint Mary's from the 8th grade shall be affected by this policy until after their first grading period at Saint Mary's.

i) In all transfer cases, it is presumed that the student is eligible to participate based upon the C.I.F. transfer rules.
**Attendance Requirements**

a) Minimum attendance for participation in a practice or game is one-half of the school day. Parents must call the Attendance Office to excuse all absences. The Athletic Director and Dean of Students must clear any exceptions.

b) Any student-athlete enrolled in a physical education class who does not dress and participate in class on a given day may not participate in practice or in a game on the same day.

c) A student-athlete who cuts a class as determined by the Dean of Students, will not be permitted to participate in any practice or game that day (or as soon as the Athletic Director is notified and can notify the coach).

**Uniform/Equipment Requirements**

a) Any student who is issued equipment or uniforms is fully accountable for the return, in good condition, of the items issued. Parents will be held financially accountable for any items lost, stolen, or damaged. It is also the policy of the athletic department for all equipment/uniforms being used in the previous seasonal sport to be returned before the athlete will be allowed to participate in the upcoming sport.

b) Uniforms and equipment issued to the student at the beginning of the season for use throughout the sport, shall be stored in a LOCKED locker at school or kept at home for use on game days. No student should give out the combination to any other. It is the student’s responsibility to lock all valuables and possessions at all times during use of the locker room for storage. All lost possessions must be reported to the coach immediately.

**Medical Requirements**

a) Each student who participates in any sport must provide evidence of a physical examination by a licensed physician M.D., or D.O. in order to satisfy C.I.F. and Saint Mary's athletic regulations. Physical examinations are valid for one calendar school year and are offered by the school prior to each sports season.

b) Athletes must have a signed “Authorization to Consent to Treatment” card on file in the Athletic Office.

c) Football Insurance: Medical insurance is required for competition in interscholastic football. This requirement may be satisfied through policies held by the student-athlete that do not exclude interscholastic football, or by the purchase of insurance, through Saint Mary's that specifically covers interscholastic football.

d) After an injury which 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.

e) Student/Athletes diagnosed with a concussion have a return-to-play protocol which is administered by our certified athletic trainer. This certified trainer and Saint Mary's medical staff must release all concussed athletes before allowing to play.
Transportation and Travel

a) Travel to away contests may be by school vans, a chartered bus, or another method approved by parental permission slips. Transportation of students from their homes to game sites is the responsibility of the parents. Transportation of students to off campus practice sites are also the responsibility of the parents.

b) Students who travel to a contest by a school van, a chartered bus, etc. must present a signed note from their parents if they are to be permitted to go home with someone else.

c) Athletes are to be dressed neatly and appropriately when traveling to away contests as well as when attending home games.

Outside Competition

a) According to CIF rules, no student may participate for a non-school team and a school team in the same sport during the same season.

b) 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 may however request their coaches’ permission to attend organizational meetings of another Saint Mary's sport, especially if it would involve missing a practice time.

Athletic Awards Policy

a) Block SM letters will be given for varsity sports only. Athletes must have participated on the varsity level in approximately half of his/her team’s events with the final decision being at the discretion of the head coach or athletic director. Award winners will be limited to one SM block letter with subsequent recognition by certificate and emblems for each sport in which they participate.

b) Awards will be made on the basis of the coach’s recommendations. Athletes who regularly miss practices or games will not receive an award.

c) Players who participate will receive a certificate of participation. All “first-time” participants shall receive a chenille number indicating their year of graduation.

d) Student managers will receive Block SM letter awards with a manager emblem upon the completion of their duties and the recommendation of the coach. Statisticians do not receive a Block SM letter, but may receive a letter of commendation.

e) If an athlete drops out of a sport, is suspended from school during their season, or is dismissed from the team for disciplinary reasons, they automatically forfeit any award they might have received.
Drug and Alcohol Policy
Steroid Prohibition

The athletic department fully supports the policy set forth in the Parent/Student Handbook concerning the possession of, selling of and use of drugs/alcohol on the way to or from school, at school, and before, during or after a school-sponsored event. In addition to the overall school policy, the athletic department shall dismiss the athlete from the sport in which they are currently participating.

The C.I.F. mandates that, “as a condition of membership, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have all participating students and their parents/caregivers agree that the athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the American Medical Association) to treat a medical condition.” Saint Mary’s High School affirms and supports this mandate and encourages all families to discuss this important issue with their student-athlete.

General

a) A completed participation packet is required of all students intending to participate prior to the official starting date for the sport. Packets are available by registration at AthleticClearance.com.

b) Athletes who are forced to try out late due to overlapping seasons will be given an equal opportunity to make the team.

c) Any person cut from a team may request an explanation from the coach involved.

d) After joining a team, a player must finish that season before going out for another sport, unless approval is received from the coaches involved and approved by the athletic director.

e) Athletes and their parents are expected to be familiar with the policies and regulations of the Saint Mary's athletic department.

f) Sports specific team fees are paid through the Saint Mary's Sports Association. These fees help defray all or a portion of the total cost of that sport, including athletic office overhead.

g) While in season, athletic teams must attend any school optional Mass as a team. They will sit together as a team and dress appropriately. Teams are strongly encouraged to attend a morning Mass in the chapel at times throughout their season.

h) Saint Mary's affirms the dignity of every student. Hazing is unacceptable conduct, as well as illegal, and will not be tolerated.

i) A student who is involved in a sport in season, an extracurricular activity, or a participatory performance class who is suspended from school, will not be allowed to participate in the next scheduled game/event/performance after returning to school following the suspension.
Grievance Policy

If an athlete or parent should have a grievance with a coach or team member, he/she MUST first attempt to resolve any issues with the coach. When all attempts with the coach have been exhausted, then the athletic office should be contacted.

First Contact: Athlete, Coach & Parent.
Second Contact: Athletic Director, Coach, Parent & Athlete.
Third Contact: Principal

C.I.F. Pursuing Victory with Honor
Athletics Code of Conduct

Saint Mary’s High School athletes are expected to:
- Do what is right even when it is unpopular.
- Fulfill commitments to the team and school.
- Be loyal to your school and team by putting the team above personal glory.
- Treat all people inside and outside of school with respect.
- Be gracious in victory and accept defeat with dignity.
- Be respectful; do not engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual nature, trash talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
- Treat game officials, opponents and coaches with respect.
- Be a student first, knowing that the primary responsibility of a student-athlete is academic achievement.
- Remember that participation in sports is a privilege, not a right.
- Consistently exhibit good character and conduct yourself as a positive role model on and off the field.
- Be a positive role model; do not use any illegal or unhealthy substances, alcohol, tobacco, drugs, or performance-enhancing drugs.
- Exercise self-control. Do not fight or show excessive displays of anger or frustration.
- Honor, observe and enforce the spirit and the letter of rules and regulations.
- Maintain academic eligibility.
- Be at school for a minimum of one-half day in order to participate in any extra-curricular activity.
- Abide by and support the Parent/Student Handbook.

Spectator/Fan Code of Conduct

Saint Mary’s High School fan/spectators are expected to:
- Discourage any dishonest or unsportsmanlike conduct.
- Treat all participants with respect.
- Be gracious in victory and accept defeat with dignity.
- Not engage in disrespectful conduct including profanity, obscene gestures, offensive remarks of a sexual nature, trash talking, taunting, boastful celebrations or other actions that demean individuals or the sport.
- Treat game officials with respect and let the coaches coach.
- Display respect for all other spectators.
- Student fans should be at school at least one-half day in order to attend any extra-curricular event.
- Listen to and obey the requests of the public address announcer and all security personnel in attendance.
- Exercise self-control.
Parent Code of Conduct

- Let the coaches coach.
- Consistently exhibit good character and conduct yourself as a positive role model.
- Support the program.
- Encourage communication between your student athlete and the coach.
- Be loyal to the school and team; put the interests of the team above your child’s personal glory.
- Teach your child to live and play with class and be a good sport.
- Treat game officials with respect.
- Support the concept of “being a student first.”
- Be honest with your child about the likelihood of getting an athletic scholarship or playing on a professional level.
- Remember that participation in sports is a privilege, not a right.
- Teach your child to avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.
- Abide by and support the Parent/Student Handbook.

The rules, policies and procedures set forth in the Saint Mary’s High School Parent/Student Handbook will be upheld and enforced by the Athletic department and all members of the coaching staff. The Athletic Director or Dean of Students may, at their discretion, temporarily suspend or terminate any athlete’s participation on a team when that athlete violates the rules and policies set forth in the Parent/Student Handbook. An athlete’s coach may terminate any athlete’s participation on a team when that athlete violates policies/rules as set forth in the Athlete’s Code of Conduct.

ACTIVITIES, CLUBS & ORGANIZATIONS
Club moderators serve as a resource person to actively guide the students toward sound, constructive programs.

Time is provided for regular meetings of various school organizations. A regular meeting time should be arranged with the Director of Student Life and Student Leadership. Additionally, all activities sponsored by any school organization or club must be approved and scheduled by the Director of Student Life and Student Leadership. Evening meetings on school nights are discouraged.

NOTE: According to school policy, no fraternity, sorority, or any other closed membership organization is allowed on campus.

Dance Regulations

a) All dances must be scheduled with the Director of Student Life and Student Leadership.

b) Each dance is to be chaperoned by teachers and parents, if needed, as well as moderators of the class or club sponsoring the dance.

c) The Dean (or a person delegated and approved by the Principal) must be present at all dances.

d) There is to be a minimum of one security guards at all dances.

e) Any student on social suspension may not attend dances or any Saint Mary’s athletic or social activity. If a student has been asked to leave Saint Mary’s, that student may not attend any of the previously mentioned activities without the permission of the Dean of Students.
f) When a D.J. plays for a dance, the D.J. will not be allowed to bring guests with them. This fact will be noted in the contract and will be enforced by the moderator of the class or club sponsoring the dance.

g) Doors close one-half hour following the start of the dance. A breathalyzer test may be administered to all students entering a dance. At the discretion of the Deans, a breathalyzer test may be administered to students leaving a dance.

h) If a student leaves a dance prior to one-half hour before the dance ends, they must sign out and/or parents will be called.

i) Students shall not be able to return to the dance after they have left and must leave the parking lot area immediately.

k) The Junior/Senior Prom is open ONLY to Juniors or Seniors. Before a bid may be purchased, the Director of Student Life and Leadership must verify that the students are Juniors or Seniors or a graduate. No Sophomore or Freshman from Saint Mary's or any other high school may attend the prom. Anyone attending the Prom, who is not a current Saint Mary's student, must present proper identification at the door. The Prom is a formal event and requires formal attire. Those not in formal attire will be denied admittance.

l) Students who attend athletic events and choose not to attend a dance that follows must leave the campus one-half hour after the athletic event ends.

m) Saint Mary's reserves the right to deny entrance to, or dismiss anyone from the dances. Any dance of a suggestive or inappropriate nature will not be tolerated. Appropriate behavior is determined by school staff.

n) The school is not responsible for lost or stolen items.

Guest Passes

a) No outside person will be admitted to any dance without a guest pass or special invitation from class or club moderators or Director of Student Life and Student Leadership.

b) All guests will be required to show the student body card of the school they are attending. If they do not have a student body card, an I.D. card or driver’s license will be required. Failure to produce the above required identification will render the guest pass null and void.

c) Social moderators will have the right to refuse to honor any guest pass at the door.

d) A guest pass not made out in the correct manner will be collected at the door and not honored.

e) The host student is to accompany their guest at the door and is to be responsible for acquainting the guest with the school dance rules. The guest must conform with these rules. The host will be held responsible for any damage their guest might cause.
CLUBS

Ms. Emily Kilby  
BOOK CLUB promotes the joy of reading and engages students in diverse topics.

Mrs. Margo Kozina  
CROP (Christian Relief Outreach Project) - dedicated to assisting those in need - Christian Service

Mrs. Claire Debitry  
DEAF CULTURE CLUB is a gathering of students who wish to embrace and bring awareness to the deaf community and its members. This will be accomplished through interactions with deaf speakers as well as excursions to events attended by members of the deaf culture.

Mrs. Laura Howze  
EMPOWERING YOUNG WOMEN promotes the well-being of young women and develops leaders of tomorrow.

Mrs. Gianna Ripa  
TBA

Mrs. Melissa Milgrim  
INTERACT - an internationally recognized club sponsored by Rotary that provides opportunity to participate in service projects and develops leadership skills.

Mr. Greg Traverso  
INTERNATIONAL OUTREACH CLUB provides opportunities to work on global humanitarian projects.

Mr. Rui Sousa  
KEY CLUB is an internationally recognized organization sponsored by Kiwanis that gathers high school aged youth in volunteerism on behalf of the local community.

Mrs. Isabel Aquino  
MULTI-CULTURAL CLUB - celebrates and recognizes ethnic cultures at Saint Mary's.

Mrs. Melissa Milgrim  
PAWS - Protecting Animals Wellbeing & Safety focuses on helping animals in shelters.

Mrs. Lourdes Truyols  
PHOTOGRAPHY CLUB - allows students who are interested in photography to enter competitions and attend field trips - Fine Arts

Mrs. Isabel Aquino  
PRE-HEALTH CLUB - brings together students with interests in pursuing careers in the Health and Medicine field - Science

TBD  
PSYCHOLOGY AFTER HOURS - provide speakers, activities and opportunities to learn the meaning and scope of psychology in the community - Psychology
Membership in CSF is an honor conferred upon students in recognition of scholarship, character, leadership, and service. Students must apply for membership at the beginning of each semester (membership is based on a previous semester's grades) and must meet the deadlines for sign-ups. Membership is based on a point system with 3 points given for each "A" grade and 1 (one) point given for each "B" grade. One additional point shall be granted for a grade of A or B in an AP or Honors course, up to a maximum of two such points per semester. No matter how many courses a student takes, only 5 courses may count towards CSF membership (P.E. or any class that counts for P.E. does not count towards membership but a "D" or "F" grade in P.E. or any other subject automatically disqualifies the student from membership). Any student with 3 or more "A's" excluding P.E., or taking honors classes and getting "B's" is urged to apply for membership. 10 points are needed for membership, 7 of these points must come from an approved list of courses and the other three can come from any course which is granted full semester credit. Seal bearer status is obtained when a student has maintained membership four out of the last six semesters. For Lifetime membership the 9th grade and first semester of the 10th grade do not count and one of the semesters must be based on Senior grades. Note: Freshmen may join the first semester only if they came from a school which had a CJSF Chapter and they earned Honor's status in CJSF. Membership is not automatic; the student must apply each semester.

Organizations

Mrs. Gianna Ripa  CABINET/SENATE membership is comprised of senior boys and girls who have been nominated by teachers. Their role as ambassadors to the school is to promote school spirit as well as exemplify leadership qualities.

Mr. Art Zanini

Ms. Emily Kilby  CALIFORNIA SCHOLARSHIP FEDERATION
Mr. Kevin Costello  
**CAMPUS MINISTRY** membership is made up of a team of Juniors and Seniors who facilitate retreats, plan liturgies, prayer services and promote spirituality within the school. Campus Ministry members also practice the faith by reaching out to the community in various ways, and attending weekly mass together.

Mrs. Kim Gillespie  
**SPEECH & DEBATE** - provides training and competitions for students interested in public speaking - English.

Mr. Josh Landin  
Mrs. Jacki Montijo  
**GREEN MACHINE** - promotes school spirit at games working with cheer and drill to lead chants, dressing in themed spirit attire, etc.

Mrs. JoAnn Kirby  
**KETTLE** - is the school newspaper published by and for the students of Saint Mary’s High School. It is dedicated to the ideals of good journalism, endeavoring to inform, interpret and entertain.

Mr. Bart Dykzeul  
**MODEL UNITED NATIONS** Prepares selected students to role play delegates to the United Nations and simulates U.N. committees at various conferences.

Ms. Emily Kilby  
**NATIONAL HONOR SOCIETY** Membership is an honor conferred upon students in grades 10-12 in recognition of scholarship, character, leadership, and service. Membership is based on the previous semester grades.) The minimum academic grade point average is 3.0, excluding P.E.

Mrs. Laura Howze  
**STUDENT COUNCIL** is the student government organization elected by their peers whose purpose is to plan social activities, arrange and conduct student body meetings, and administer to the needs of student government. Student Council members are expected to promote spirit, be leaders and be role models.
VISITING THE SCHOOL AND VOLUNTEERING

VISITING THE SCHOOL

• All visitors and volunteers must sign in at the school office upon arrival and sign out when leaving.
• Unaccompanied siblings who are not registered students of Saint Mary’s High School are not permitted on campus during school hours without prior scheduling.
• Pets are not allowed on campus unless preauthorized.

CLASSROOM VISITS

• Parents/guardians are welcome to visit the classrooms of their children if prior approval has been obtained from the teacher and Principal.
• The Principal reserves the right to refuse a request, in his or her discretion.

VOLUNTEER REQUIREMENTS AND GUIDELINES

Volunteering is a privilege granted at the discretion of the Principal.

Anyone wishing to volunteer or work around students must follow the Diocesan Safe Environment Protocol before beginning. This protocol includes anyone over the age of 18 and applies to parents, guardians, relatives, friends, coaches, aides, etc.

The Safe Environment Protocol requires volunteers to:

Have fingerprinting/background check completed via Live Scan.
• Pay fee due at time of Live Scan.
• Receive clearance from the Diocesan Safe Environment office before work/volunteering may begin. Results can sometimes take a couple of days to several weeks to be received.
• Complete the Safe Environment Virtus online course, "Protecting God's Children", and present the completion certificate to Human Resources. The Virtus "Protecting God's Children" online course must be taken every three years.

The Live Scan form and the Virtus instructions and link for the online training are available in Human Resources.

Anyone wishing to volunteer in any capacity should adhere to the following:

• All volunteers who intend to drive students for school-sponsored activities must adhere to the driving and insurance requirements:
• Volunteers who drive students for school-sponsored activities must be 21, preferably over 25, years of age.
• Volunteers must have a clean driving record for the past three years, possess a valid Class C drivers license, and have current and valid California automobile insurance. The Human Resources office must keep on file a copy of that drivers license and proof of current insurance.
• Volunteers may use their personal motor vehicle to drive two or more minors to and from athletic, youth, and other trips or events. Volunteers may not be alone in a vehicle with a single minor who is not their own child.
• High school students driving high school students to high school events (e.g., sporting activities, Mass, service projects, etc.) must be 18 years of age.
• The privately-owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than $100,000.00 individual/ $300,000.00 cumulative each loss or occurrence, bodily injury; $50,000.00 property damage; $5,000.00 per person medical; and $100,000.00 uninsured motorist insurance.
• No vehicle larger than an 8-passenger vehicle may be used.
• The number of persons in a car should not exceed the number for which the car was constructed.
• All occupants must wear a seat belt.
• Volunteer drivers must strictly adhere to the itinerary of the planned trip; no deviation is allowed.
• Volunteer drivers must strictly adhere CA Road Rules and Driving Laws, including use of hands-free devices.
• Drivers may not bring siblings or younger children without permission granted by coach, moderator, director, appropriate supervisor, etc.
• Volunteer drivers must have a copy of the list of students in their care.

VOLUNTEER CODE OF ETHICS
Adults working with students as part of the ministry of the Diocese of Stockton must strictly adhere to the following rules and guidelines as a condition of providing services to the children and youth of the diocese. This Code of Ethics also applies to parents/guardians who are on campus or attending a school event where children are present.

Adults working with children/youth will:
1. Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration. Collaborate with other adults in service to children and/or youth;
2. Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth;
3. Refuse to accept expensive gifts from children and/or youth with whom the adult comes in contact;
4. Refrain from giving expensive gifts to children and/or youth with whom the adult comes in contact;
5. Report suspected abuse (including but not limited to physical abuse, sexual abuse, emotional abuse, and neglect) to the pastor, administrator, or appropriate supervisor. If the adult is a mandated reporter under California law, he/she will also comply with his or her reporting obligation; and
6. Cooperate fully with authorities in any investigation of abuse of children and/or youth.
7. Adults working with children/youth will not:
• Smoke or use tobacco products in the presence of, or provide these products to, children and/or youth;
• Use, possess, or be under the influence of alcohol or marijuana at any time while volunteering, and will not make alcohol or marijuana available to anyone under the age of 21;
• Use, possess, or be under the influence of illegal drugs at any time, and will not make illegal drugs available to children and/or youth;
• Pose any serious health risk to children and/or youth (e.g., contagious illnesses);
• Strike, spank, shake, grab, or slap children and/or youth (unless the physical action is necessary to prevent harm or injury);
• Humiliate, ridicule, threaten, or degrade children and/or youth;
• Touch a child and/or youth in a sexual or other inappropriate manner;
• Use any discipline that unreasonably frightens or humiliates children and/or youth; or
• Use profanity in the presence of children and/or youth.
• Share personal contact information with youth or e-mail, text, or message youth unless principal and parents are included.
• Take photographs or videos of students or post these to any social media site unless expressly requested to do so by the Principal; these must be checked for authorization by parent/guardian to release.

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).

FIELD TRIPS
• Faculty members may arrange, in collaboration with and approval of school administration, field trips of an interesting and educational nature for their students.
• Students must have a signed permission slip for each trip which is distributed by the students’ teacher. No other signed form can be substituted, and no phone call authorization can be taken.
• Those transporting children must have completed the driver’s insurance coverage form and follow the volunteer guidelines as listed in this handbook. The minimum age for a driver is 21. Those driving or chaperoning may not bring younger children on the trip. No detours or unscheduled stops may be taken.
• As students are representing Saint Mary’s High School, they are required to wear the school uniform on all trips away from school unless the Principal decides otherwise.
TRANSFER OF STUDENTS
Students clearly unable to profit from the school by reasons of ability, serious emotional instability or other condition, or the conspicuously uncooperative or destructive attitude of students and/or parent(s)/grandparent(s)/guardian(s) will be asked to transfer.

- The school will first make reasonable efforts to meet the needs of the student.
- Conferences will be held with the parent(s)/guardian(s) to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and/or educational alternatives.
- The final decision is made by the Principal in consultation with the President, teacher(s), and parent(s)/guardian(s).
- Every effort is made to assist the parent(s)/guardian(s) in finding other schools or agencies with facilities to help the child.

TRANSFER OF STUDENTS BECAUSE OF PARENTAL BEHAVIOR
Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parent(s). However, the Principal and/or pastor may recommend transfer of a student when parent(s)/grandparent(s)/guardian(s) are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school, as such conduct is itself a violation of the school’s policies. Parental interference in matters of school administration and abusive language toward Principal, pastor, or teacher(s) are some of the reasons for recommending a transfer. If parent(s) refuse to accept the recommended transfer, the procedures for disciplinary expulsion will be followed.

TRANSFER OF STUDENTS BETWEEN CATHOLIC SCHOOLS
Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving Principal will contact the Principal of the originating school to discuss and review student academic and behavioral performance, parent financial obligations, family involvement, etc. and to provide records as appropriate.

CUSTODY OF MINORS
Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

1. Normally, Principals should ask one other adult (e.g. President, teacher, secretary) to witness the presentation of the authorization unless the principal is absolutely certain that the authorization is bona fide.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.
3. In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.
4. In the absence of any court order, the school will make every effort to remain neutral, and will assume that both parent(s) have custody of a student, and the student may be released to either parent. As part of this policy of neutrality, any parent claiming a custody right superior to the other parent will be required to present a current and valid court order or agreement demonstrating and explaining that right. Only upon receipt of satisfactory documentation will the school recognize the rights of one parent over the other with regard to a custody provision that relates to the student’s enrollment at the school (such as decisions regarding enrollment or who may alter the authorized).
RIGHTS OF NON-CUSTODIAL PARENTS
In the absence of a court order to the contrary, the school will provide all the child’s parents, custodial or non-custodial, with equal access to the child and equal access to academic records and other school-related information regarding the child. If there is a court order specifying that there is no information to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

STUDENTS NOT LIVING WITH PARENTS OR LEGAL GUARDIANS
Students are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent’s consent in writing or a court order.

ACCESS TO STUDENT RECORDS
Custodial Parent(s)/Guardian(s) have access to all permanent records (the Cumulative File) maintained by the school related to their children. Students, 18 years of age or older, have this same right of access.
Parent(s) may request an appointment during school hours to inspect and review the cumulative file for their children.
The Principal or other school staff member will be present for such a review.
Anecdotal notes (such as a behavioral record) and psychological test results are not part of a permanent record.
Parent(s) do not have a right of access to these records, nor do these records follow the student.
Parent(s) may request and receive a copy of their child’s permanent records contained in the cumulative file; parents must allow school personnel a reasonable length of time to accomplish this task. The copy will be clearly marked as a copy. Originals or the original complete file cannot be released to parents at any time.
The Cumulative File is only forwarded to the next school at that school’s request; otherwise, it remains on site.
Schools will comply with any court order (subpoena) requesting a copy of the permanent records.
EWE DRAW MANDATORY FUNDRAISER

The EWE Draw is a mandatory fundraiser in which the school generates revenue necessary to run various programs. This fundraiser directly benefits financial aid and student activities, therefore, students must support the EWE Draw for it to be successful.

The EWE Draw is in the Fall, (normally mid-September through late October) and all students are expected to participate. Those students who do not fully participate in the fundraiser will be assessed the difference between the amount each student is asked to sell and the amount actually sold. For example, if a student is required to sell $80.00 worth of tickets and they sell only 20 fundraiser tickets at $2.00 each, they would raise $40.00 towards the fundraiser. This student would then be assessed a one-time charge of $40.00 to offset the required $80.00 amount.

This charge will be added to the student's FACTS account.

If tickets or monies are not turned in by the day prior to the drawing, you will be charged $100.

Refusal to participate in the EWE Draw and other fundraisers may result in the denial of scholarships and financial aid.

EWE Draw money is allocated to the following:
Senior Class
Junior Class
Sophomore Class
Freshman Class
Clubs
Financial Aid
Student Activities
The following Policy is applicable to all persons employed by or volunteering in any of the parishes and institutions in the Diocese of Stockton. So that it is clear who must be aware of the contents of this document, the addressees include, but are not limited to, priests, religious (men and women), deacons, pastoral coordinators, school/program administrators, teachers, catechists, youth ministers, support staff, custodial staff, coaches, school program volunteers, parish volunteers, seminarians serving internships, and lay theology students.

This Policy has been developed to help create a safe, appropriate and Christian environment for minors and their relationship with adults involved in Church ministry. These child-specific standards are designed to serve as a supplement to the sexual boundary guidelines/code of ethics applicable to all those involved in the ministry of the Catholic Church (whether with minors or adults) that are set forth in the Diocese of Stockton’s Code of Pastoral Conduct for Priests, Deacons, Seminarians, Lay Employees and Volunteers.

GUIDELINES WITH REGARD TO MINISTRY WITH MINORS

1. Any and all involvement with minors (i.e., individuals under the age of 18) is to be approached from the premise that minors should always be viewed -- whether in a social or ministerial situation -- as restricted individuals; that is, they are not independent. Wherever they are and whatever they do is to be with the explicit knowledge and consent of their parents and guardians. They are subject to specific civil laws in the State of California, which may prohibit certain activities. They are not adults and are not permitted unfettered decisions.

2. Whenever possible (see Nos. 3, 4, 5 and 6 below) adults must avoid situations which will place them in a position to be alone with a minor in the rectory, school, or in a closed room.

3. In meeting and/or pastoral counseling situations involving a minor, excluding Sacrament of Reconciliation, the presence or proximity of another adult is encouraged. However, in those situations where the presence of another adult is not usual or practical (e.g., piano lessons, disciplinary meeting with an administrator, etc.), another adult should be informed that the meeting is taking place. The meeting place should be accessible and visible, with the door where the meeting is taking place left ajar, unless there is a clear window built into the door.

4. An unaccompanied minor is allowed only in the professional section of the rectory or parish center, not in the living quarters. Minors age 16 and over are permitted to work in the rectory when there would normally be at least two adults present, i.e., over 21 years of age.

5. At least two adults should be present when a group of minors engage in organized events or sports activities.

6. Adults are to avoid being the only adult in a bathroom, shower room, locker room, or other dressing areas whenever minors are using such facilities.

7. Youth trips of any kind should have a sufficient number of adult chaperones to preclude the appearance of inappropriate personal involvement with students.

8. While on youth trips or program activities with minors, adult chaperones, as well as the minors, are not to use alcohol or controlled substances.

9. While on youth trips, clergy or lay leaders are never to stay alone overnight in the same motel/hotel room with a minor or minors, with the exception of a lay leader staying in the same room with his/her own child.

10. Sacristy doors should remain open whenever minors are present within the sacristy.

11. Comments of a sexual nature are not to be made to any minor except in response to specific classroom or otherwise legitimate questions from a minor.

Standards of Conduct for Those Working with Children and Young People
12. Adults are prohibited from serving or supplying alcohol, tobacco products, controlled substances, or inappropriate reading materials to minors

13. Audiovisual, Internet, music, and printed resources used in programs should be screened prior to use to ensure their appropriateness for the participants.

   If child pornography images are discovered on church, school, or agency property or in the possession of church personnel, whether on a computer or in the form of a video, printed pictures, or some other form, it must be promptly reported to law enforcement and also must be promptly reported to our Human Resources Office (209)466-0636.

   The discovery of child pornography in the hands of church personnel or on church property, including school sites, should be treated as promptly and carefully as child abuse is treated.

14. Careful boundaries concerning physical contact with minors must be observed at all times and should only occur under public circumstances. Prudent discretion and respect must be shown before touching another person in any way. An adult should not assume that a child is comfortable with an adult-initiated hug or embrace, and, in any event, special care should be taken to avoid incidental contact, unintended or otherwise, with or in the vicinity of a child’s genital areas. If the child initiates physical contact, such as a hug, an appropriate limited response is proper.

15. Adults should refrain from giving regular and/or expensive gifts to children and young people without prior approval from the parents or guardian and the pastor or administrator.

16. Clear violations of these standards, as well as any sexual misconduct, must be reported immediately to the appropriate parish, diocesan and/or civil authorities in accordance with civil law and diocesan policy.

GUIDELINES WITH REGARD TO PASTORAL COUNSELING

1. Pastoral counseling must take place only in the professional portion of a rectory or parish facility, not in the living quarters.

2. Offices or classrooms used for pastoral counseling should have a window in the door, or the door is to be left ajar during the counseling session.

3. Another adult should be in close proximity during any counseling session.

4. Unless the subject matter precludes their presence and/or knowledge, parents or guardians of minors should be made aware of the counseling session.

5. A referral for professional assistance is encouraged if counseling is expected to extend beyond two or three sessions with a minor. Evaluation of the situation should be made with the parents or guardians.

6. The counselor should remain alert to recognize any personal/physical attraction to or from a client. In such a situation, the client should be referred to another qualified adult or licensed professional.

Approved: February 11, 2019

Most Reverend Myron J Cotta
Bishop of Stockton Diocese