



# Bishop Alemany High School

*A Catholic Community of Excellence*

August 2018

Welcome to the 2018 – 2019 school year!

On the following pages you will find important uniform, discipline, and attendance procedures from the Parent-Student handbook so that your family can be in compliance with school rules from day one.

Safety is always of concern. Please review the following information regarding student pick-up and drop-off.

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

- Students must never be dropped off or picked up anywhere off campus, including San Fernando Mission Blvd., Noble Ave., Alexander St., Sharp Ave., etc.
- When entering the school using Rinaldi St., parents may drop off and pick-up students in the drop-off area..
- Parents or guardians are expected to follow the signs and the directions of the traffic staff.
- Students may **NOT** be dropped off or picked up in the west faculty parking lot, in the circle drive or in front of the Administration building.
- Students must not be dropped off or picked up on San Fernando Mission Blvd. in the no stopping areas in front of the student parking lot or the VIP Company's driveway west of the entrance. Violation of this rule will result in the student being penalized with a 1-hour detention. In addition, VIP may report violators to Traffic Enforcement.
- Parents please be aware of and **do not block** the entrance to Farmer John's (on Rinaldi) during drop off and pick up.

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

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

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

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

Regular Uniform

The uniform must be purchased from Dennis Uniform- [www.dennisuniform.com](http://www.dennisuniform.com)

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

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

### **Unisex Items:**

#### **Shirts**

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

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

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

#### **Sweatshirts/Pullover Jackets/Sweaters/Cardigans**

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

#### **Shoes**

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

#### **Jackets**

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

#### **Blankets**

Blankets are not permitted during school hours.

### **Restrictions**

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

6. Clothing must be in good condition and free from alterations, tears or excessive damage.
7. Only neutral colored contact lenses are allowed.
8. No hats of any type, bandanas, sweatbands, or beanies are to be worn on campus.
9. Sunglasses may not be worn in the classrooms.
10. The hoods on jackets and sweatshirt must not cover the head when the student is in class.

**Students who are scheduled to receive an award at a public formal event, such as Senior Awards Night, must follow Special Occasion Dress Code to receive the award.**

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

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

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

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

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

No sweatshirts or shorts are permitted on these days.

**Alternative Dress Code Days**

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

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

**All Students:**

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

**School Activities**

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

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

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

## **SCHOOL DISCIPLINE**

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

### GUIDING PRINCIPLES FOR SCHOOL DISCIPLINE:

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

A complete listing of our discipline policy is contained in the Parent-Student Handbook. All components will be explained to your student during the first few weeks the 2016 -2017 school year. You will receive a copy of the handbook at the start of the school year. You may also find the handbook online at [alemany.org](http://alemany.org)

## **ATTENDANCE POLICIES**

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

**THE SCHOOL DAY BEGINS AT 8:00 A.M. EACH DAY,  
MONDAY THROUGH FRIDAY**

### **ABSENCE**

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

#### **EXCUSED ABSENCES:**

(The following reasons constitute a legitimate or excused absence from school – official documentation required):

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

#### **UNEXCUSED ABSENCES:**

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

#### **TRUANCY:**

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

#### **EXCESSIVE ABSENCE:**

A student who misses 12 or more class sessions for a particular course in a semester may lose academic credit for the course(s) in which excessive unexcused absences occurred. (This includes illness without medical documentation). See Academic Section of Handbook for Appeal Procedure. (Students may also face disciplinary action)

#### **SPECIAL CIRCUMSTANCES:**

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

### **Absence Procedures:**

- Parents must notify the Attendance Office before 8:00 am if a student will be absent. Parents may call 818-837-5202, and leave a message, or email: [attendance@alemany.org](mailto:attendance@alemany.org). Please include Student's name and grade, reason for absence, and Parent name and contact phone number in case verification or more info is needed.
- When the student returns to school after an absence, he or she must turn in a written note signed by the parent or guardian explaining the reason for absence to the Attendance Office. The Attendance Clerk will then issue a readmit slip to the student. (Students will not be admitted to class without having obtained a readmit slip prior to the start of the school day. It is the student's responsibility to obtain the slip with adequate time to report to class on time. Students arriving late to class or who fail to obtain a readmit slip prior to class may be marked as Tardy). Students will receive 1 hour of detention if a note is not submitted upon return.
- Students whose absences are not reported to the attendance office by a parent phone call, parent email or parent written excuse will be referred to the Dean's Office." Students who fail to bring in a parent note will be marked as an Unexcused Absence and are subject to disciplinary action. (Absence with no note may be deemed a truancy).
- If a note has been forged or falsified the student will be reported to the appropriate Dean who will assess the proper consequence up to and including dismissal if it is a case of truancy.
- Students who must leave school during the school day must obtain an off-campus permit from the Attendance Office. Any student who misses more than two (2) periods on a regular day will be counted absent for the day. Any student who misses more than one period on a block day will be counted absent for the day.
- Participation in School Activities and Athletics: Students who wish to participate in any school activity of any kind on a particular day must be in school at least 4 full periods (or 2 full block schedule periods). If the game or activity is on a Saturday or Sunday, this obligation must be fulfilled on the previous Friday.

### **Tardiness Policies:**

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

### **First Block of the Day:**

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

### **Classroom:**

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

### **0 Period Classes:**

- Students enrolled in these classes are subject to all Absence and Tardy Policies. (0 period classes begin at 7:00am).

- Credit may be withheld if a student accumulates an excessive number of unexcused absences. (See Excessive Absence Policy).

### Off-Campus Permits:

- It is strongly recommended that medical or dental appointments be scheduled when school is not in session.
- Written verification of the appointment is required from the doctor's office noting the time and length of the appointment.
- Permission to leave school before the time of dismissal requires a written request with a daytime phone number from the parent or guardian which is presented to the Attendance Office before the first period of the day. The request must state the reason. The office will then verify the note and issue an off-campus permit.
- For the safety and well-being of the student when she or he is issued an off-campus permit, (i.e., doctor/dentist appointment, family business, sent home because of illness, etc.) she or he must wait in the Administration Office for a parent/guardian pick-up at the appointed time.
- The student will be released **ONLY** after the parent/guardian has produced proper picture identification.
- The student will not be released to any other person who is not designated by the parent and on file with the school.
- In cases which a written explanation of a foreseen absence has been received by the school and the student has been issued an off-campus permit in advance, the student must report to the Attendance Office upon return to obtain a readmit slip before returning to class.
- Time absent from school with off-campus permits will be charged as equivalent absences.
- Student must sign out from the attendance office and provide off campus permit to security guard in order to exit campus.

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

### Illness During The School Day

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

### Corridor Passes

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

### Release of Students

Students may not leave the campus for any reason at any time during the school day unless they have parent and school permission. All release of students must be done through the Main Office. (It is the policy of the school to refrain from interrupting a class in order to call out a student for dismissal unless it is an emergency or unavoidable. All students who to be dismissed during a class session need should have obtained an off campus permit from the attendance office prior to the beginning of school. All students are required to sign out from the Attendance office). All legal regulations and insurance requirements must be met. Students may not have off-campus lunch privileges. Please note



that due to student safety and accountability, students will not be dismissed from mass or assemblies unless prior arrangements have been made.

## **ATHLETICS**

Please contact the Athletic Department with any questions regarding Athletics (818) 365-3925 ext. 5254.

Some reminders:

- All athletes must have a current physical and paperwork on file with the Athletic Office before participating in any sport.
- All transfer students who would like to participate in Athletics should contact the Athletic Department.

The complete Parent-Student Handbook will be available on line at the end of August. We will not be mailing one home this year. Please feel free to contact Deans with any questions that you may have [deans@alemany.org](mailto:deans@alemany.org)