

Bishop Conaty-Our Lady of Loretto High School  
**2018-2019 PARENT-STUDENT HANDBOOK**

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**ACCEPTANCE OF PARENT-STUDENT HANDBOOK (SIGNATURE PAGE)**

# **BISHOP CONATY-OUR LADY OF LORETTO HIGH SCHOOL**

## **P A R E N T - S T U D E N T   H A N D B O O K**

### **HISTORY**

Originally named “Los Angeles, Catholic Girls’ High School”, Bishop Conaty Memorial High School was opened in September, 1923 during the episcopate of Archbishop John J. Cantwell. It was the first diocesan high school built to serve the needs of young Catholic women throughout the Los Angeles area and was erected in memory of his predecessor, Bishop Thomas Conaty. Accredited by the University of California in 1923 the school graduated well over 9,000 students by the time of its Golden Anniversary in 1973. Its alumnae serve in a myriad of professions and vocations all over the world.

Our Lady of Loretto High School, located at 227 North Lake Street, was opened in September, 1949 during the episcopate of Cardinal James Francis McIntyre. Cardinal McIntyre had just begun a building campaign for Catholic High Schools throughout the Archdiocese and Our Lady of Loretto was the first school to be opened during this campaign. During its forty-year history, the school offered a curriculum of studies that challenged the young women to meet their educational goals and to reach their fullest potential.

Over the years, the strengths, Christian mission and traditions of both schools developed, preparing young women for their roles in the world.

A changing community and changing times necessitated the merging of the two schools to enable the Archdiocese to preserve the mission it began in 1923 and strengthened in 1949. Our Lady of Loretto-Bishop Conaty High School was created in 1989. In July 1994 the name was officially reversed to Bishop Conaty-Our Lady of Loretto High School.

### **PHILOSOPHY**

Bishop Conaty-Our Lady of Loretto High School, located in central Los Angeles, is an Archdiocesan Catholic School for young women. Reflecting the rich cultural diversity of the community, it offers a peaceful environment in which to learn and grow in appreciation of one another. With the Gospel message as its foundation and unifying force, the school provides an experience of a Christian faith community for its staff, students, and families.

The school recognizes parents as the primary educators of their daughters. It shares in the education of the whole person by providing religious, academic, cultural, social and athletic opportunities that empower young women to be self-confident leaders. Care and respect for the dignity of each individual are fostered, and responsible citizenship and global awareness are nurtured. The school provides a disciplined climate where each student is encouraged to accept personal responsibility for her own growth into Christian womanhood. Each is challenged to develop her unique gifts and to offer these in service toward building a more just and peaceful society.

The school offers an inclusive curricular program that ranges from general education to college preparatory where each student is prepared for future endeavors through a rigorous course of studies adapted to her talents and goals.

A program of religious studies, enriched through liturgy, faith development, personal and communal prayer, and Christian service develops the student’s understanding and living out of the Gospel message. This atmosphere is supported by a faculty that endeavors to model Christian behavior and virtues.

The school also provides a co-curricular program that focuses on developing leadership skills, collaboration, special interests, recreational activities, and social relationships. The counseling program addresses the student’s personal needs, academic development and career goals.

Thus, Bishop Conaty-Our Lady of Loretto High School provides educational opportunities for young women in their academic development and moral decision-making that prepare them to respond to an ever-changing world.

### **MISSION**

It is the mission of Bishop Conaty-Our Lady of Loretto High School to provide a quality, affordable, comprehensive, college preparatory Catholic education to young women in central Los Angeles. Reflecting its dynamic life and history, Bishop Conaty-Loretto aims to empower women to be tomorrow’s leaders. The school strives to instill in students a lifelong commitment to learning, Christian values, responsible citizenship, and community service.

## VISION STATEMENT

Bishop Conaty-Our Lady of Loretto High School is a comprehensive, college preparatory, Catholic high school that prepares young women for success in the 21<sup>st</sup> Century. With high expectations for excellence, Bishop Conaty-Loretto educates the whole person spiritually, academically, aesthetically, physically, and technologically. An inclusive, Christ-centered high school, Bishop Conaty-Loretto accepts young women of all races and creeds, and provides them with the knowledge and skills necessary to succeed in the college or university of their choice. Bishop Conaty-Loretto graduates will be leaders of their church, workplace, community and home.

## EXPECTATIONS

Bishop Conaty-Our Lady of Loretto High School recognizes and understands the unique relationship between the school and its students and families. In an effort to provide a positive relationship among all members of the school community, Bishop Conaty-Loretto would like to share what it expects of students and parents and what the school endeavors to provide in return.

### EXPECTATIONS FOR ALL

- Open and honest communication
- Respect
- Timeliness
- Commitment and follow through
- Accuracy
- Positive, proactive attitude

### SCHOOL EXPECTATIONS OF STUDENTS

- Preparation for learning
- Consistent effort
- Compliance with school and class rules
- Adequate sleep
- Regular attendance
- Involvement in the school and local community

### SCHOOL EXPECTATIONS OF PARENTS

- Support for at-home student learning
- Support of school rules and policies
- Communication with teachers about concerns and questions
- Active participation in school life
- Informed parenting
- Safe and courteous driving and parking habits

### STUDENTS EXPECTATIONS OF SCHOOL

- Safe, welcoming environment for learning
- Quick feedback
- Praise and positive recognition
- Patience, compassion, and understanding
- Consistency and fairness in grading and in discipline
- Challenging, but reasonable work
- Variety in teaching methodology and learning activities
- Frequent communication with parents of both positive and negative news

### PARENTS EXPECTATIONS OF SCHOOL

- Safe environment
- Quality education
- Accessibility
- Faith formation
- Consistent application of school rules and policies

### **Code of Christian Conduct for Parent and Students**

The students' interest in receiving a quality, morally based education can best be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents or guardians to withdraw their children.

It shall be an express condition of enrollment that the students and parents or guardians shall 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 or procedures set forth in any student/parent handbook of the school.

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

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents or 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.
- Parents or guardians or other persons whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
- Any parent or guardian, or other person who insults or abuses an administrator, any teacher or staff member in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the school employee is required to be at such other place in connection with assigned school activities, risks the continuation of his or her child in the school.
- These expectations for students and parents or guardians include, but are not limited to, all school sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

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

### **NON-DISCRIMINATION POLICY**

Bishop Conaty-Our Lady of Loretto High School, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, disability, sex or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

Bishop Conaty-Our Lady of Loretto High School does not discriminate on the basis of race, color, disability, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs.

While Bishop Conaty-Our Lady of Loretto High School does not discriminate against students with special needs, a full range of services may not always be available. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

Parents or guardians may request a **minor adjustment** for students with a disability and of the appropriate procedure to address any complaints of disability discrimination.

## ACADEMIC PROGRAM

### Admissions Policy

Bishop Conaty-Our Lady of Loretto High School has established open enrollment policies in concert with the California Interscholastic Federation State Federated State Rule 222 with the following conditions:

- Bishop Conaty-Our Lady of Loretto High School is a Catholic, all girls' high school whose philosophy and mission is based on the call the United States Catholic Bishops, "To Teach as Jesus Did".
- Bishop Conaty-Our Lady of Loretto High School accepts students on a space available basis.
- Bishop Conaty-Our Lady of Loretto High School charges tuition for its educational services.
- Bishop Conaty-Our Lady of Loretto High School has admissions requirements pertaining to academic standards.

The admission of ninth grade students to Bishop Conaty-Our Lady of Loretto is based on the following:

- Scores on the STS High School Placement Test (HSPT),
- Standardized tests in elementary school,
- Transcript of grades from elementary school,
- Recommendation from elementary school,
- Interview with student and parents,
- Available space in the appropriate academic program,
- Fulfillment of state health/immunization requirements,

The admission of students transferring into grade 9 semester 2 through grade 12 semester 2 is based on the following:

- Transcript of grades for each semester of high school work,
- Recommendation from current high school,
- Interview with student and parents,
- Available space in the appropriate academic program,
- Fulfillment of state health/immunization requirements,

### Graduation Requirements

*All students are required to complete the Senior Project and to perform a minimum of 100 hours of Christian community service by the end of their senior year in order to graduate.*

*The course/credit requirements are as follows:*

Religion	40 credits
English	40 credits
Social Studies	30 credits
Mathematics	30 credits
Science	20 credits
Foreign Language	20 credits
Fine Arts	10 credits
PE/Health	20 credits
Technology	5 credits
Senior Project	2.5 credits
Electives	25 credits
<i>TOTAL</i>	<i>242.5 credits</i>

### Senior Project

The Senior Project is an individual synthesis project, where a senior demonstrates the knowledge and skills she has learned at Bishop Conaty-Loretto High School as well as provides evidence that she has achieved the school's Integral Student Outcomes (ISO's). The project focuses on the Christian Service Learning the senior has done throughout her high school years but also includes academics, activities, religious studies and life experiences.

### Credit Information

At the beginning of Semester 1 a student is considered a sophomore if she has completed 12 semesters (60 credits) of work, a junior for 24 semesters (120 credits) and a senior for 36 semesters (180 credits).

Each student must be enrolled in *six* classes each semester. Students are required to pass one semester of a Religion course for each semester in attendance at a Catholic high school.

Since colleges and universities do not accept the grade of D for admission purposes, it is recommended that a student retake any course in which she earns a grade of D and successfully pass the course with a grade of C or better.

*Off-Campus Courses:* In order to receive credit for a course taken off campus at an accredited school, prior approval by her academic counselor or the principal is required.

*Dropped Courses:* Students must petition with the principal or academic counselor to drop a course.

*Algebra 1 / Algebra 1 Honors Failures:* If a student fails Algebra 1 / Algebra 1 Honors *first quarter* she will automatically be transferred into Algebra 1 Part 1 at the beginning of second quarter. If a student earns a D first quarter in Algebra 1 / Algebra 1 Honors, it is recommended that she transfer into Algebra 1 Part 1 at the beginning of second quarter. If a student fails Algebra 1 or Algebra 1 Honors *second semester*, she will automatically be transferred into Algebra 1 Part 2 at the beginning of the following year, and she must make up the missing credit by successfully passing Algebra 1 Part 1 in summer school. If a student earns a D second semester in Algebra 1 or Algebra 1 Honors, it is recommended that she transfer into Algebra 1 Part 2 at the beginning of the following year and that she take Algebra 1 Part 1 in summer school to improve her grade. This policy is designed to improve the student's understanding of mathematics and better prepare her for success in future math courses.

*Credit Recovery:* If a student fails a *semester-length course* (5 credits) she must make up the missing credits prior to readmission at the beginning of Semester 1 of the following school year. She must attend an accredited summer school program, and successfully pass the course(s) in accordance with the standards set at the summer school in attendance. If the course is offered at Bishop Conaty-Our Lady of Loretto, *the course must be taken at Bishop Conaty-Our Lady of Loretto*. Failure to satisfy this requirement at the end of the immediately following summer may result in forfeiture of enrollment at Bishop Conaty-Our Lady of Loretto. The grade/credits from the summer school of attendance must be transferred to Bishop Conaty-Our Lady of Loretto High School by the middle of August.

*Course Repetition:* If a student repeats a course which she passed the first time, she receives credit for the course with the better grade; the other course earns *no credit*, and remains on her transcript.

*Academic Dismissal:* Any student who is missing 25 or more credits (F's in 5 or more courses) at the end of the School Year may be dismissed.

*Courses Taken at Other Schools:* Students must obtain written permission from the Director of Guidance to take any course at another school, including community college. Courses taken at another school, without prior written permission, will not be included in the student's cumulative record. An official sealed transcript from another accredited school must be submitted to the Director of Guidance for credit consideration. Once credit is awarded for a course, that course may not be repeated for additional credit.

### **Summer School**

*Session:* All classes meet five days a week for four weeks unless otherwise noted.

*Registration:* Registration takes place in May in the main office. The registration form and payment must be made one week before summer school begins. The registration deadline is indicated on the form. Tuition for summer school must be paid in full by this deadline and a Summer School Financial Contract and Registration Form signed by a parent must be submitted. There may be a late registration day set by the Director of Summer School. All summer school tuition must be paid in full in order to take final exams in summer classes. If the exam is not taken, a grade of Incomplete will be given.

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

*Dress Code:* Students will follow the Alternate Dress Code during summer school.

*Code of Conduct:* All students must follow the Code of Conduct that applies during the regular school year.

### **Graduation**

Participation in the commencement exercises at Bishop Conaty-Our Lady of Loretto High School is a privilege, not a right. Only those students who have satisfactorily completed all the requirements for a diploma, and have passed **all their required courses**, may participate. Students will be excluded from participating in the commencement exercises for a scholastic failure, a serious breach in the school's discipline code, failure to fulfill financial requirements (tuition, senior fees, school fees, parent service hours fees, etc.), excessive absences, failure to complete the school Christian Service requirement and Senior Project, etc. Students will not be permitted to attend senior functions **unless** tuition is current at time of function and the student is in good disciplinary standing. A senior who does not satisfy all her course requirements by the end of her senior year and fails to graduate, must attend an accredited summer school program and attain a passing grade in the course(s) according to the standards prescribed by **AUGUST 31** of the summer immediately following senior year. Failure to meet this requirement results in forfeiture of a Bishop Conaty-Our Lady of Loretto diploma.

Traditionally, the Valedictorian and Salutatorian are those students who rank first and second academically in their class. These honors are awarded prior to graduation and these students speak on behalf of their graduating class at the graduation ceremony. However, the administration has the right of approval for these two honors. Students may be ineligible for these honors for actions that represent breaches in school policies.

### Schedule Changes

Schedule changes may be requested by students or teachers. The deadline for initiating a schedule change is listed in the school calendar. A student may not drop or change a course after this deadline. If a student believes she will not succeed in a course, she should enroll concurrently in an accredited after school, evening, Saturday or online program. Requested schedule changes may not be possible.

### Grading Policy

Following is a description of the letter grades used at Bishop Conaty-Our Lady of Loretto High School.

A (90-100%)	<i>Excellent work.</i> The student far exceeds course-level-appropriate proficiency.
B (80- 89%)	<i>Commendable work.</i> The student exceeds course-level-appropriate proficiency.
C (70 - 79%)	<i>Average work.</i> The student demonstrates course-level-appropriate proficiency.
D (60 - 69%)	<i>Below average work.</i> Student approaches course-level-appropriate proficiency.
F (0 - 59%)	<i>Failing work.</i> Student does not attempt course-level-appropriate proficiency.

Grade points are assigned as follows:

Standard Grading	Weighted courses:
A 4.0	A 5.0
B 3.0	B 4.0
C 2.0	C 3.0
D 1.0	D 1.0
F 0.0	F 0.0

*Weighted courses include:*

AP English Literature & Composition	Honors Biology
Honors English 9, 10	Honors Chemistry
AP English Language and Composition	Honors Physics
Honors Algebra 1	AP European History
Honors Geometry	Honors U. S. History
AP Spanish Language & Culture	AP U.S. Government & Politics
AP Spanish Literature & Culture	Honors Economics

(The un-weighted GPA appears on the transcript, since colleges/ universities have individual weighting systems which they re-calculate from un-weighted GPA. The weighted GPA is for the Honor Roll.)

### Report Card Comments

1. PARENT-TEACHER CONFERENCE IS REQUIRED
2. Study habits are inconsistent
3. Poor attendance/tardiness affects learning
4. Work is late/missing/incomplete
5. Test and quiz scores are low
6. Participation in class is lacking
7. Student is unprepared for class
8. Disruptive behavior affects learning
9. Student is not working to potential
10. Quality of work needs improvement
11. Quality of work is improving
12. Quality of work is good
13. Participation is good
14. Effort is good
15. Student is a pleasure to have in class
16. Encourage your daughter

17. Complete homework and study daily
18. Improve class work and note taking
19. Arrange for tutoring

### **Advanced Placement and Honors Courses**

Advanced Placement (AP) and Honors Courses are designed for students who are prepared to enter into a more rigorous course of study than that of a college preparatory course. AP and Honors Courses require more coursework and study time than a college preparatory course. In addition, work may be assigned during the summer preceding an AP or Honors Course and students may be required to meet after school and/or on Saturdays to prepare for the AP Exam. Students taking an AP course must take the AP Exam.

### **Community College Courses**

Community College Courses (C.C.) offered on the Bishop Conaty-Our Lady of Loretto campus receive both college and high school credit unless otherwise stated.

**Class Work:** Each student is expected to be in class every day. If a student is absent from class she is expected to obtain any notes or any assignments from a classmate. She will be held responsible for any work missed during an absence. It is advisable to have the phone number of at least two classmates.

**Homework:** Homework may be in the form of written assignment, reading assignment, review of the day's notes, or studying. Homework and testing policies for individual courses will be distributed by the teachers at the beginning of the courses.

### **Academic Probation**

If a student's current GPA is 1.5 or lower, she is placed on Academic Probation. During this time, she is ineligible to participate in athletics, student government, and co-curricular clubs and organizations. The purpose of Academic Probation is to help the student succeed and achieve good academic standing.

*Academic Interventions:* Any student on Academic Probation and her parents must meet with her counselor and student support specialist within in the first two weeks of the semester to establish an *Academic Success Plan*. The Academic Success Plan is a contract where the student, her parents and the school establish goals for academic success and an action plan to achieve the goals. The Academic Success Plan will include requirements for attendance, mandatory tutoring, and recording of assignments in the student's Agenda.

*Dismissal for Academic Reasons:* Any student on Academic Probation who does not improve her grades by the end of two semesters may be asked to withdraw from the school. Any student who is missing 25 or more credits (F's in 5 or more courses) at the end of the School Year may be dismissed.

*Loss of Financial Aid for Academic Reasons:* Any student on Academic Probation who does not improve her grades by the end of one semester will forfeit any financial aid award from Bishop Conaty-Our Lady of Loretto.

### **Grade Conferencing**

If a student wishes to challenge grades, curriculum or teaching methodology, she should follow, to the point of satisfaction, the sequential procedure listed below:

- Conferencing with the teacher
- Conferencing with the department head
- Conferencing with the teacher and the department head
- Conferencing with the principal
- Obtaining forms from the principal for redress with Department of Catholic Schools

### **Grade Reports and Parent-Teacher Conferences**

Student grades are posted online on PowerSchool. It is expected that parents monitor their daughter's academic progress regularly on Power School.

Report cards are mailed home two times a year (at the end of each semester): January and June. Report cards are also distributed at Report Card Night at the end of the first and third quarter. The dates that report cards are distributed to parents are listed in the school calendar. Letter grades are recorded. Parents are encouraged to review the report cards carefully and to schedule conferences with teachers to discuss their daughter's progress.

Parents may arrange for a teacher conference at any time during the school year. To do so an appointment time needs to be arranged directly with the teacher. The student support specialist is also available for academic support and conferences.

### **Make-Up Work / Late Work / Extra Credit**

It is the student's responsibility to arrange with her teacher to make up a test or work missed because of absence. Make up tests and quizzes are usually scheduled before or after school. Teachers are required to permit students with absences (whether excused or unexcused) to make up tests and assignments missed during the absence based upon the rules and guidelines established at the beginning of the year. In the case of a student truancy and/or class cut, the student will earn a zero for any assignment/test missed on the day of occurrence.

*Make-Up Work:* A student has 2 days to make up missed class work/homework assignments and quizzes/test for every day she is absent.

*Late Work:* Late class work/homework assignments will be accepted for no more than ½ credit up to 2 days after the due date. After 2 days, no credit will be earned for the late assignments.

*Extra Credit:* Extra credit may be assigned *only* when *all* assignments have been completed. Extra credit is not "instead-of" credit. Extra credit is at the discretion of the teacher.

### **Textbook Policy**

Students are expected to obtain required textbooks prior to the opening of school and bring those textbooks as required to each class. The textbook list may be accessed on the school website. It is the responsibility of students/parents to order books in a timely manner in order to ensure delivery by the first day of classes.

### **Electronic Communications Policy**

- Systems, Devices and Materials
  - Electronic communications systems include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers, intranets, the Internet/World Wide Web and any other communications systems that may be created in the future.
  - Electronic communications devices include, but are not limited to, regular and mobile telephones, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment.
  - Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, e-mails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.
- Electronic Communications Systems, Devices and Materials and Users Covered
  - All electronic communications systems, devices and materials whether in a parish, school, or archdiocesan department or office;
  - All electronic communications devices and materials taken from parish, school or archdiocesan office for use at home or on the road;
  - All personal devices and materials brought from home and used on parish, school or archdiocesan premises during regular business hours;
  - All personal devices and materials, regardless of location, that are used in such a manner that the parish, school or archdiocese may be implicated in their use.
  - All users of electronic communications systems, devices and materials, including, but not limited to, students, employees, staff, contractors, volunteers, clergy and religious, and their families.
- Ownership and Control of Communications
  - All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices and materials are to be used primarily to conduct official parish, school or archdiocesan business, not personal business.
  - With permission from the principal or other person in charge, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.
  - School and archdiocesan systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the principal or other person in charge at the school or archdiocesan department.
  - Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography or materials that are otherwise harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are "ON."
  - Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the parish or school.

- All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the school or archdiocesan department.
- Schools and the archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.
- Guidelines for E-mail correspondence and other electronic communications
  - All users of school or archdiocesan communications systems and devices should use care in creating email, text, instant or voice mail messages. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of e-mail and text messages are the same as other written documentation and cannot be considered private or confidential.
  - E-mail and other electronic communications are not necessarily secure.
  - As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
  - Postings to "All Employees," "All Parents" and the like on intranets or the Internet or the World Wide Web must be approved by the principal or other person in charge at the school or archdiocesan department before they are sent out.
  - Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
- Prohibited Practices:
  - Users of school or archdiocesan electronic communication systems, devices or materials and users of personal devices and materials on school or archdiocesan premises, during normal business hours or under circumstances when the school or archdiocese may become implicated in the use, may not:
    - Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.
    - Post or distribute personal contact information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal contact information includes names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLS) of social networking sites or blogs.
    - Post or distribute communications or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
    - Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents' approval and the presence of a parent at any meeting.
    - Engage in pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
    - Post chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.
    - Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.
    - Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment;
    - Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal or other person in charge.
    - Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files.
    - Give unauthorized persons access to school or archdiocesan systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
    - Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible person.
    - Introduce a virus, attempt to breach system security or tamper with a system.
    - Alter, without authorization, a start up screen or the desktop, or install applications that will subvert these functions.
    - Allow any minor to access the Internet on school communications devices before a responsible adult has checked to ensure that active filtering of prohibited materials is enabled.

- Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission (“FCC”) or that would violate FCC rules or policies.
- Consequences of violations of electronic communications policy
- Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from school activities, or other appropriate disciplinary action.

### **Pupil Records and Transcripts**

“Parents of currently enrolled or former pupils have an absolute right of access to any and all pupil records related to their children that are maintained by school districts or private schools...” (Family Rights and Privacy Act, 1974)

Whenever a student transfers from Bishop Conaty-Our Lady of Loretto High School to a private school or school district, a copy of the Cumulative Student Report and the original Health Record shall be transferred upon written request from the private school or school district where the student intends to enroll. Requests may be faxed.

Transcripts are available to parents, for a \$5.00 fee, upon request, unless the parents are deficient in tuition or any other financial obligation.

A student may request a copy of her official transcript for colleges and universities. There is no fee for the first request for a Final Transcript. There is a \$5.00 fee for each additional request.

All requests for transcripts must be made in writing. Transcript request forms are available in the office. The processing of transcript requests takes three to five business days.

### **Inclusion**

As a Catholic school, every attempt is made to serve students whose parents desire a Catholic education. Although a full range of services may not be available to every student, the school will strive to include students with varied learning needs. All educators in Catholic schools follow “Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)”. Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should talk to the student’s teacher and principal to implement the STEP or MAP process. Parents or guardians who need a structure for resolution of complaints arising out of a student’s disability may request the “Disability Discrimination Complaint Review Process” from the principal.

### **Tutoring**

Teachers provide tutoring before and after school.

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs.

Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.

A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance. All tutors and entities must comply with the procedures and policies of the extended day program and the Archdiocesan Guidelines for Adults Interacting with Minors.

### **Academic and School Honors**

Bishop Conaty-Our Lady of Loretto High School recognizes students for academic and personal achievements throughout the school year.

*Honor Roll:* The Honor Roll is announced at the end of each semester. Eligibility is determined by a student’s grade point average (GPA) for that grading period. For earning a current GPA of 4.0 or better, a student is named on the Principal’s List; a student with a current GPA of 3.5 to 3.9 is included on the Honor Roll; a student is given Honorable Mention for a current GPA of 3.0 to 3.4.

To students in each grade level who exemplify outstanding personal character (trustworthiness, respect, responsibility, fairness, compassion, and citizenship) through their actions are recognized each month.

*Academic Honors:* Academic honors are presented at the end of each school year during the Academic Honors Assembly.

- Distinguished Scholars: Students earning cumulative GPAs between 3.5 and 3.99 are recognized as Distinguished Scholars.
- Principal’s Scholars: Students earning cumulative GPAs of 4.0 or greater are recognized as Principal’s Scholars.

- Scholar Athletes: Athletes who have maintained GPAs of 3.5 or greater and have played in varsity or junior varsity sports are recognized as Scholar Athletes. The Scholar Athlete of the Year recognizes the outstanding senior scholar athlete.
- Pallium Awards: The Pallium Award recognizes outstanding student academic achievement within the classroom. Five students in each subject area are honored with this award, and a medal is presented to the most outstanding student in each subject area.
- University of Rochester Bausch and Lomb Honorary Science Award: A junior who has been an exceptional science student during the past three years receives this award from the University of Rochester and the Bausch & Lomb Company.
- Hugh O'Brien Youth Leader Recognition: An outstanding sophomore leader is nominated to attend the Hugh O'Brien Youth Leadership Conference during the summer. The conference provides the student with leadership training, service learning and motivational building.
- California Mathematics Council Achievement Award: The California Mathematics Council Achievement Award honors a student who exemplifies outstanding mathematic achievement. St. Michael's College Book Award: The Saint Michael's College Book Award for Academic Achievement and Social Conscience recognizes an outstanding student who has demonstrated a commitment to volunteerism and leadership in her community service endeavors.

*Senior Honors:* Seniors honors are presented at the end of each school year during the Academic Honors Assembly.

- California Scholarship Federation Seal Bearer: Seniors who maintain membership in the California Scholarship Federation for at least 4 of their final 5 semesters in high school are eligible for life membership in CSF. Life members are granted Seal Bearer status and a special seal recognizing their academic achievement is affixed to their diplomas.
- National Honors Society: The National Honor Society recognizes seniors at graduation who exemplify the organization's ideals of scholarship, leadership, service, and character.
- Sociedad Honoraria Hispánica: The Sociedad Honoraria Hispánica (National Hispanic Honor Society) recognizes the high achievement of high school seniors in the Spanish language and promotes a continuing interest in Hispanic studies.
- President's Education Award: The President's Education Award recognizes outstanding academic excellence of seniors as determined by overall student grade point average (3.5 GPA or greater) and outstanding standardized (SAT & ACT) test scores. Recipients receive a letter of congratulations and certificate signed by the President of the United States.
- Citizenship Award: The Citizenship Award recognizes outstanding good conduct over four-years of attendance at Bishop Conaty-Our Lady of Loretto. Recipients have never earned a demerit.
- Archdiocesan Christian Service Award: The Archdiocese of Los Angeles Christian Service Award recognizes outstanding Christian service and exceptional character over four-years of attendance at Bishop Conaty-Our Lady of Loretto.
- Wildcat School Service Award: The Wildcat School Service Award recognizes outstanding service to the school over four-years of attendance at Bishop Conaty-Our Lady of Loretto.
- Salutatorian: The salutatorian is the senior who has the second highest cumulative grade point average in her class. She delivers the Commencement Exercises Welcome at Graduation.
- Valedictorian: The valedictorian is the senior who has the highest cumulative grade point average in her class. She delivers the Commencement Exercises Farewell Address at Graduation.

## ATTENDANCE

### Expectations and Hours

A student must be present a minimum of 165 days to be considered for promotion to the next grade. If a student is absent more than 10 days for a semester course she may receive no credit in that course.

The school campus is open between the hours of 6:45 a.m. and 4:00 p.m. When the campus is closed, students may not be on campus unless involved in a supervised activity.

The regular school day begins at 8:00 a.m. A student not in her Homeroom/Class at 8:00 a.m. is considered tardy and will be noted as such on her attendance record. (See Discipline for penalties for tardiness.) Students enrolled in Zero Period courses must be in class at 7:00 a.m.

Please refer to schedules posted on the BCL website for class schedules and dismissal times. Remember to always check the calendar on the school website for changes in dismissal times.

Parents are expected to arrange transportation and supervision of their daughters in accordance with the dismissal times. The school assumes no responsibility for a student before or after the stated times unless she is participating in an approved, school sponsored activity.

Any student who misses a total of three unexcused class sessions from a Zero Period course, but is present for the school day, will be dropped from the course, a failure will be recorded in her transcripts, and no credit will be earned for the course.

Any student who is absent from school on the day of a school event (dance, game, retreat, etc.) may not attend or participate in that event. Students serving detention for demerits, tardies, etc will report to prearranged Demerit Detention. Dismissal for those students will be one hour after the regular Wednesday dismissal time.

### **Classification of Absences**

*Excused absences* include illness, verified doctor visit, verified dental work, validated court appearance, death in the family (up to 3 days) and approved school activities.

*Unexcused absences* are all other absences which are taken with permission of the parents but not of the school. Personal business, vacations, and visits to relatives are unexcused absences. Also, a student who does not bring a note the day she returns to school will have an unexcused absence, regardless of the reason.

Students are responsible to make up all class work, tests or assignments missed whether the absence is excused or unexcused.

Unauthorized absences or truancy are those absences without parental knowledge and/or permission. A student will be considered truant if the parent or guardian fails to notify the school at the time of the absence. If a student is truant she is subject to disciplinary action. She may not make up class work or tests missed because of truancy. These cases will be handled by the vice principal who will hold a conference with the student and her parents.

### **Procedures Related to Absence**

To receive the maximum benefit from classroom and instructional participation, it is important that a student report to school each day. However, when she must be absent from school, the parents/guardians, are **required to call the school office before 9 a.m.** on the day the student is absent. The school phone number is 323-737-0012 ext. 101. If a parent fails to notify the school by the time specified, every reasonable effort will be made to contact the parent for verification of the absence. **Students must also bring a note signed by one of their parents to the attendance office on the first day returning to school after an absence.** Failure to bring this written excuse on the first day of return will result in a demerit; failure to bring the note the following day will result in suspension from classes. A parent will be asked to bring this note to school in order for the student to be readmitted to her classes, if a student is absent **three or more consecutive days, a doctor's certificate is to accompany the note.**

If a student is absent four or more consecutive days, her parents should contact the school to request assignments and make arrangements to pick up the needed books and papers. It is the student's responsibility to make up all assignments, projects, and tests she missed during her absence. A student who is absent three or fewer consecutive days should ask her teachers about assignments upon her return to school, or should contact classmates about class work and assignments during her absence.

When a student returns to school from an absence, she must present a written explanation of her absence to the attendance clerk. The note should include the student's name, the date(s) of the absence, the reason for the absence, and the parent's signature. The student will receive a re-admit slip which must be presented to each teacher. No student will be permitted to enter a class without the re-admit slip. If the student has an excused absence, she may make up the missed work in accordance with the course policy.

### **Tardiness**

A student who is not in her Homeroom/Class and in full uniform at 8:00 a.m. will be considered tardy. She must then report to the attendance office to sign in. (See "Discipline" section for consequences.)

A student must bring a note from a parent explaining the reason for her tardiness.

If a student is tardy more than three (3) times, she must serve a 60 minute after school detention for every 3<sup>rd</sup> time she is tardy thereafter. This detention, which involves "manual labor," will take place on designated days after school. If the student fails to serve the detention on the scheduled day, she must serve an extra day of detention. Failure to serve two consecutive detentions will place the student on Disciplinary Probation with all of the restrictions that accompany that status. (See "Disciplinary Probation" in the "Discipline" section for details). In addition to detentions, the vice principal will schedule a conference with the parents after a student has been tardy four times.

### **Early Dismissal, Off-Campus Permits, Illnesses and Accidents**

Parents are urged to leave their daughters in school for the entire day. **Medical/Dental appointments or other appointments** should be scheduled outside of school hours and on school holidays whenever possible. If a medical/dental/legal appointment occurs during the school day, the student must present a note to the attendance clerk **before school begins**, and must present a **written verification from the doctor, dentist, court specifying the time and length of the appointment to the attendance clerk upon her return to school.** If a special and/or emergency situation arises resulting in an early dismissal, a written request must be presented **before** the start of the school day, stating **time and reason** for this early dismissal and the means of transportation at time of departure. The student will receive an off-campus permit. When the student returns to school, she must bring the off-campus permit or a note from her parent/guardian to the attendance office to receive an admit slip to return to class.

**For legal and security reasons, phone call requests for early release will never be honored. Parents must sign out their daughter in the attendance office. No student will be permitted to leave early on any day with a scheduled class/school-wide activity for any reason whatsoever.**

If a student is injured or becomes ill at school, she is to report to her teacher and ask for permission to come to the school office. If necessary, parents will be contacted, using the information provided to the school on the emergency card. All students who are injured or become ill must check out through the office before leaving school. Students who are ill or must leave school due to an emergency, must first obtain permission to leave from an administrator or designee, contact a parent or guardian to make arrangements **to be picked up from school**, and then must sign out in the school office. *Under no circumstances will a student be released from school without an accompanying adult.* There is only one exception to this policy: a student with an on-campus parking permit may drive herself home when sick provided written parental notice is on file in the office granting the student permission to drive herself home and releasing the school from all liability. However, this is not recommended. **Remember: It is necessary that the school know where to reach a parent/guardian at all times at home and work.**

### **Student Medication Policy**

State law does not permit students to carry ANY medication with them on school campus without first notifying the school. Students bringing ANY TYPE of medication to school must obtain a Request for Medication form from the Administration Office. This form must be signed and submitted to the office by the parent and attending physician indicating the frequency that the medication should be taken. **All medication must be turned in to the front office.**

### **Communicable Diseases**

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

### **HIV/AIDS**

Infection with HIV or a diagnosis of AIDS in and of itself should not be a reason to exclude students from any Catholic elementary or secondary school, religious education program or institution of higher learning. However, alternate educational and catechetical arrangements may be made for infected children whose behavior has been shown to be a danger to others.

The school will undertake an educational effort to inform staff, students and parents about serious communicable diseases in general and Human Immunodeficiency Virus (HIV)/Acquired Immune Deficiency syndrome (AIDS) in particular.

Each instance of HIV or AIDS involving a student shall be treated in a strictly confidential manner. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well-being and individual privacy and needs. Each situation shall be analyzed and responded to as required by its particular facts.

Decisions regarding admission or retention of students should involve a confidential consultation with the student's parents/guardians, family physician, pastor, principal and regional supervisor from the Department of Catholic Schools.

The school will require a definite medical diagnosis within a prescribed period of time, as with any other serious communicable disease, for any student who has been told that she has HIV or AIDS.

The school will keep in strict confidence all information it receives from any source regarding students who have a serious communicable disease, subject to the requirements of the law and these guidelines.

### **Student Pregnancy**

In accordance with Archdiocesan policy, when a student's pregnancy becomes known to school personnel by whatever means, the Principal meets with the student and her parents. The student will be required to receive appropriate professional counseling consistent with Catholic teachings to assist her with the circumstances of the pregnancy and with making choices for the future of both parents and the new born child.

Plans for the continued education of the student will be determined in a student-parent-principal conference. Should the student remain in school she may participate fully in all activities to the extent that her condition permits and the common good of the school is fostered. It is possible that the plans for her continued education will include the student's return to school after delivery of her child.

Without jeopardy to the above guidelines, the school retains the right and responsibility to promulgate Catholic moral teaching and to implement disciplinary measures, including expulsion, for public and overt breaches of Catholic moral teaching.

### **Married Students**

Central to the philosophy of Bishop Conaty-Our Lady of Loretto High School is the belief that parents are the primary educators of their children. In support of this, the school and the parents work in close collaboration in all aspects of the student's educational process. Since

a married student is in effect no longer accountable to a parent or guardian, the relationship between the school and the parents is compromised. Therefore, any student who marries will not be allowed to attend Bishop Conaty-Our Lady of Loretto High School.

### **Students No Longer Living with Their Parent/Guardian**

Central to the philosophy of Bishop Conaty-Our Lady of Loretto High School is the belief that parents are the primary educators of their children. In support of this, the school and the parents work in close collaboration in all aspects of the student's educational process. A student not living in the home of a parent or guardian may not be allowed to attend Bishop Conaty-Our Lady of Loretto High School.

### **Emancipated or 18-Year-Old Students**

All school regulations apply to students who are emancipated or eighteen years of age as long as they are enrolled in the school.

### **Abortion**

The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings, the reverence and respect owed to each person including those conceived and not yet born, and the morally indefensible procurement of an abortion.

Abortion which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school and the values that ought to permeate Catholic education. (*Gaudium et Spes*, 51; *Code of Canon Law*, 1398)

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

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

## **STUDENT SERVICES**

### **CAMPUS MINISTRY**

In accordance with the Mission, Philosophy and ISOs of Bishop Conaty-Our Lady of Loretto High School, Campus Ministry provides a program of liturgical experiences, retreats, and Christian service in support of the spiritual development of each student.

#### **Retreats**

The Retreat Program spans all four years at Bishop Conaty-Our Lady of Loretto and strives to strengthen the students' understanding of faith and their relationship with God, while also offering an opportunity for them to connect with their classmates and grow in the unity and spirit of our school. The Freshmen, Sophomore and Junior Classes attend one-day retreats. Seniors are provided the opportunity of attending a three-day, overnight KAIROS retreat. Students missing their retreats must make up the **experience through their parishes by May 15 each year.**

#### **Christian Service**

All students are required to perform a minimum of 100 hours of Christian community service by the end of their senior year in order to graduate. A minimum of 25 hours must be performed *each* year the student is in attendance at Bishop Conaty-Our Lady of Loretto. Students are asked to explore different kinds of service and to participate in activities that include service to school and church, service with children, service with the sick and elderly, social justice service—such as feeding the hungry and helping the homeless. If a student is enrolled in a magnet program it is encouraged that Christian Service hours are served in the area of the magnet. It is believed that these different areas of service will allow the students to see and understand that Christian service involves a real human connection and exists on many levels and areas of life. Students must also reflect on their service experiences and share both written and oral presentations of their service experiences in their religion classes. This reflection will be counted as part of the student's grade. A student's Christian Service experiences are an integral component of her Senior Project.

## **GUIDANCE SERVICES**

### **Counseling Services**

Guidance services are available to students for academic and personal development. Appointments with counselors may be requested by students or by their parents.

Some of the specific services offered through the guidance program are:

- Individual and/or group academic, career and college counseling.
- Personal counseling by request or teacher referral.

- Testing, including achievement tests and interest inventories. In October, Juniors, Sophomores and Freshmen take the PSAT Exam.
- Personal guidance to assist with academic issues, college applications, and financial aid and scholarships.
- Providing information about employment possibilities as this is received from the community. (The counseling office does not offer a job placement service.)
- Opportunities to speak with representatives of colleges who visit the campus.
- Parent education and information regarding academics, monitoring and the college application process.

### **Counseling Partners of Los Angeles**

Bishop Conaty-Our Lady of Loretto High School also engages the services of *Counseling Partners of Los Angeles* which offers a full program of services to Catholic school students. Their therapists are on campus several days a week. They are available to see students by referral from teachers, parents, or self-referral. All requests and referrals for Counseling Partners go through the guidance office.

### **DISCIPLINE**

Bishop Conaty-Our Lady of Loretto High School's philosophy of discipline aims to help the student to become self-disciplined. Self-discipline is based on respect for self, others, and property, coupled with personal responsibility. The purpose of the discipline program is to promote genuine growth; to increase respect for duly constituted authority; to assist in the development of Christian values; and to provide an atmosphere that is conducive to learning. The disciplinary regulations are not designed as a form of punishment, but as guidelines that teach the student to be responsible for her own actions and to accept the consequences for her own behavior.

The Administration of Bishop Conaty-Our Lady of Loretto High School reserves the right to change rules, add rules, interpret rules or alter consequences in order to ensure a safe environment for all students, faculty and staff. Students and parents will be notified of significant changes.

### **Standards of Behavior**

Students of Bishop Conaty-Our Lady of Loretto High School are expected to embody the values of the school's Philosophy and Integral Student Outcomes (ISO's). Specifically:

- At all times, students are expected to show respect and compassion to themselves, their fellow students, the faculty and staff, the extended Bishop Conaty-Loretto community, and guests of the school.
- As young adults, students are expected to accept responsibility for their decisions and actions.
- Students are also expected to work cooperatively and collaboratively with their peers and teachers.
- Students are expected to demonstrate tolerance towards others.
- Students are expected to show reverence towards all religious aspects of the school.
- Finally, students are expected to follow all the rules and regulations of the school and their teachers.

### **Agents of School Discipline**

All administrators, teachers, classified staff and coaches are responsible for reporting violations of school rules to the vice-principal, teachers, staff and coaches will be the first to deal with minor classroom or campus violations.

### **Implementation**

When students violate rules and regulations, consequences will occur. The nature and seriousness of the offense will determine the response. Under ordinary circumstances, when a student disrupts a class, the classroom teacher will handle the matter. When a student violates a school guideline, a demerit will be issued and a 60 minute detention, which involves "manual labor," will be served after school. In more serious situations or for repeated offenses, the vice-principal may:

1. Schedule a conference with the student
2. Schedule a conference with the parents
3. Schedule a conference with the concerned teacher

If a parent or student wishes to appeal the decision of the vice-principal, they may request an appointment with the principal.

### **Classroom Behavior**

Students are expected to be on time for class and ready to begin on schedule. They should have with them the necessary books and supplies. During class, it is expected that students be polite, open-minded, tolerant and respectful. Courtesy to the teacher and other students should be shown at all times. Any conduct contrary to these expectations may result in a demerit or teacher's detention. Students must also abide by each teacher's individual class rules and expectations.

### **Cell Phones and Electronic Devices**

Following the changes in the California State Education Code, students may carry cell phones on campus, provided they abide by the following conditions:

- The school is absolved from any liability or financial loss arising from the student’s possession and use of the cell phone or electronic devices on campus or at school approved functions. The school does not assume responsibility for lost or stolen, damaged or broken cell phones or electronic devices.
- The parent and student understand that the school bears no responsibility for the cell phone or electronic device. If a student loses her cell phone or electronic device or suspects that it has been stolen, the school will bear no responsibility, financial or otherwise, for any investigation or replacement of the phone or electronic device.
- The student may not have the phone/electronic device turned on inside the classroom between the hours of 8:00 AM and 2:45 PM, nor may cell phones be out in class at any time, unless under the direction of her teacher.
- No cell phones may be used for picture taking.
- No harassment or threatening of persons via the cell phone is permitted.
- Cell phones may not be used for game playing, gambling or making of purchases of any kind or any other inappropriate use.
- If any conflict arises from the use of the cell phone, the student will lose her privilege of carrying the phone on campus for the rest of the year.
- Below are the consequences for students who violate the rules regarding cell phones and electronic devices:
  - \* The cell phone/electronic device will be confiscated and given to the vice-principal.
  - \* The cell phone/electronic device will not be returned until a parent picks it up from the vice-principal before or after school.
  - \* The student will earn a demerit.
  - \* If the student has her cell phone confiscated a second time during the same school year, the vice-principal will keep the phone for 48 hours and will not be returned until a parent picks it up before or after school.

**Standards and Consequences of Infractions**

*Any teacher or designated member of the school community who observes a student breaking a school policy may issue a demerit. A notice of demerit is sent to the vice principal.*

A student may be issued a demerit for any of the following infractions:

- Tardiness to school or class
- Food or drink in the school building or gym
- Gum
- Failure to meet dress code
- Missing a school detention
- Littering
- Disregarding teacher or supervisor instruction
- Foul language
- Being in the hallway and/or unauthorized area without written permission or pass
- Having electronic devices out or using them in the classroom
- Being in possession of and/or using a permanent marker
- Any other behavior deemed inappropriate by teachers or administrators

A student may be issued more than one demerit if the infraction is more severe. Demerits for the infractions listed below will be assigned as follows:

Vandalism	3 demerits
Class Truancy	5 demerits
Defiance	5 demerits
In-School Suspension	5 demerits
Out of School Suspension	10 demerits
School Truancy	10 demerits

The administration reserves the right to determine the demerit value of an infraction.

The consequences of receiving a demerit are as follows:

- Any demerit received in a week will result in Demerit Detention being assigned on a specified day (TBD). It is school policy that students will not be excused from Demerit Detention for any reason (athletic games, school sponsored events, transportation, appointments, work, etc.). Any student who fails to serve the Demerit Detention will automatically receive an additional day of detention.

- A citizenship grade will be issued in each grading period. The grade, based on the office record of total demerits, will be assigned as follows:

0-1 demerits	Outstanding
2-9 demerits	Satisfactory
10-14 demerits	Needs Improvement
15-20 demerits	Unsatisfactory

Any student who accumulates 10 or more demerits in a school year will automatically be placed on disciplinary probation. She is suspended from elected office, cheerleading, drama productions and sports teams. She may not receive academic honors. If the student is a Senior, she may lose the privilege of participating in Prom, Graduation and Grad Nite.

**ANY STUDENT WHO RECEIVES 20 DEMERITS IN ONE SCHOOL YEAR MAY BE AUTOMATICALLY DISMISSED FROM SCHOOL.**

A student may be suspended or expelled for any of the following infractions. These may occur while the student is on school grounds, or while she is going to or coming from school, or while she is participating in any school sponsored event or activity. Moreover, if the student commits any of these infractions off campus and they become common knowledge among the school community, the student may incur disciplinary consequences.

The following are some of the infractions that may result in suspension or dismissal from school

- Disobedience or continued disregard for school policies
- Cheating and/or repeated plagiarism
- Disrespect for authority or disruption of classes and/or school activities, and any language which is vulgar or obscene
- Use, possession, sale or distribution of drugs, alcohol, or any other controlled substances
- Injury or harm to persons or property, or threat of injury or harm through verbal, written, electronic or graphic means
- Theft or dishonesty; writing graffiti or marking up of any school property
- Touching teachers' personal property
- Forging or using forged notes or excuses
- Assault with, or possession of a harmful weapon
- Smoking or possession of tobacco
- Membership or active involvement in a gang or group that is responsible for coercive or violent activity
- Tampering with fire alarm/equipment
- Abortion
- Being the means by which violence comes to the campus or school events
- Violation of Civil Law
- Hazing or Harassment or Bullying
- Assault, Battery or Fighting
- Association with any person or group that poses any kind of threat to the school community
- Misuse of school computers and the Internet
- Unauthorized use or disparaging of school name and symbols
- Scandalous, illegal or immoral conduct on or off-campus at any time while the student is enrolled in the school
- Truancy from school or class
- Vandalism
- Violation of the electronic use policy
- Inappropriate conduct or behavior unbecoming a student in a Catholic girls' high school
- Falsifying school records

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

**Discipline Conferencing**

If a student wishes to challenge a disciplinary referral she should follow, to the point of satisfaction, the sequential procedure listed:

1. Conferencing with the teacher
2. Conferencing with the vice-principal and teacher
3. Conferencing with the vice-principal and parent

4. Appeal to the principal
5. Obtaining forms from the principal for redress by Department of Catholic Schools.

### **Disciplinary Probation**

There are times when a minimum sanction is not sufficiently effective to impress upon a student the seriousness of the offense; also, there are instances when a student receives several disciplinary referrals within a short period of time, or many disciplinary referrals for the same offense. In such situations, disciplinary probation is in order.

When a student is placed on disciplinary probation, her attitude, behavior and observance of school rules are closely observed. She is expected to demonstrate, through the exercise of self-discipline and personal responsibility, that she can live up to the standards expected of students of Bishop Conaty-Our Lady of Loretto High School. During this time, she is expected to report to the vice-principal at least once a week to discuss her progress and behavior. During the probationary time, a repeated offense of the infraction which caused the student to be placed on probation will result in suspension or may mean that she will be asked to withdraw from the school. The terms of probation will be determined by the Administration and may include, but not be limited to: the inability to function as a class or club officer or ASB representative, participate in athletic or spirit club activities, and attend school dances. If the student is a Senior, she may be kept from participation in graduation activities such as Prom, Grad Nite, Baccalaureate Mass or graduation ceremonies if she is on probation when these events occur. Other conditions may also apply.

The length of the probationary period is determined by the vice-principal, based upon the nature of the offense.

If a student is placed on disciplinary probation a second time within the same academic year, she will be suspended until her parents have a conference with the vice-principal and the Principal. She may be asked to withdraw from the school. Students who receive 15 demerits are automatically placed on probation.

### **In-School Suspension**

The purpose of in-school suspension is to remove a student from her regular schedule of classes and to provide an opportunity for her to consider changing her unacceptable behavior within the school environment. This is an alternative to a regular school suspension which may sometimes be interpreted as a "day off" from school.

A student subject to in-school suspension reports to school at the regular time in full uniform, bringing her lunch. Each teacher will give her written assignments which she must complete under the direct supervision of the vice-principal. She will not attend any classes and will be supervised during lunch in an assigned room. Five demerits accompany in-school suspension.

### **Out-of-School Suspension**

Students who are suspended from school due to one of the infractions listed above or for any other reason will be suspended for a period of one to three days. The administration will determine the length of the suspension. Ten demerits accompany out-of-school suspension. Students who are suspended may not be on campus during the length of their suspension and may not participate in extra-curricular activities.

### **Policy Regarding Expulsion**

Except in cases involving grave offenses, the following steps will be taken:

- A conference will be held with parents, students and the vice-principal to advise the family that serious action is contemplated unless there is immediate improvement in behavior.
- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, vice-principal, student and parents.
- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, or any conduct that the principal deems seriously inappropriate, the student is immediately suspended and there is no initial conference.

### **Conflict Resolution**

The philosophy of Bishop Conaty-Our Lady of Loretto High School provides for a safe, peaceful and nurturing environment where students "learn and grow in appreciation of one another, and a disciplined climate where each student is encouraged to accept personal responsibility for her own growth into Christian womanhood. To achieve this goal, Bishop Conaty-Our Lady of Loretto High School provides a vehicle for peaceful resolution of student conflicts. When conflicts arise among students, in order to empower students with the tools to handle conflicts in their lives, to aid students in achieving the school's Integral Student Outcomes (ISOs), and to safeguard the well-being of students, the school requires conflict resolution mediation through a facilitator designated by the school.

### **Academic Dishonesty, Cheating and Plagiarism**

Cheating, plagiarism, and other manifestations of academic dishonesty are contrary to the philosophy and teachings of Bishop Conaty-Our Lady of Loretto High School.

The school does not tolerate such behavior, and violations of this policy will result in the following consequences:

For the first incident of cheating or plagiarism by a student:

- The student earns no credit for the work.
- The teacher calls the parents on the day of the incident and informs them of the incident and its consequences.
- The teacher may assign Teacher Detention.
- The teacher informs the vice-principal, in writing or by e-mail, of the incident and, if possible, gives him/her a photocopy of the work in question.

For the second incident of cheating or plagiarism by a student:

- The student earns no credit for the work.
- The teacher reports to the vice-principal.
- The parents is called and informed of the incident and its consequences.
- The student earns an In-School Suspension.
- The student is placed on Disciplinary Probation.

For further incidents of cheating or plagiarism by a student:

- The student earns no credit for the work
- The teacher reports to the vice-principal.
- The status of the student is evaluated by the administration, and the student may be dismissed from school.

Serious incidents of academic dishonesty, cheating and plagiarism may result in immediate dismissal from school.

A student may also be asked to withdraw due to the uncooperative behavior and/or attitude of the parent.

### **Public Displays of Affection Policy**

It is the expectation of Bishop Conaty-Our Lady of Loretto High School that Catholic values dictate the behavior of students at all times. Public displays of affection are not appropriate in a high school setting. Inappropriate displays of physical intimacy contradict the values of modesty and respect. They distract from learning. Any student engaging in inappropriate public displays of affection, physical or written, will be subject to disciplinary action. The administration reserves the right to determine what is appropriate behavior.

Appropriate displays are limited to the following:

- Quick hug
- Handshake
- Brief shoulder pat of encouragement
- Walking arm-in-arm, elbow linked

Unacceptable behaviors and inappropriate displays include, but are not limited to, the following:

- Prolonged hug or embrace
- Hand holding
- Walking with arms around each other's shoulders or waists
- Any intimate physical contact

These behavioral standards must be maintained: on campus at school events in school uniform around the outside perimeter of school

### **Policy Regarding Gangs**

Because gang culture is completely contrary to Christian values, gang association and/or imitation cannot be tolerated in any form at Bishop Conaty-Our Lady of Loretto High School. Prohibited are any expressions of gang membership, association or imitation, including, but not limited to: attire, clothing accessories and personal belongings, hair style, make-up, signs and gestures, writing and graffiti, vocabulary and language. If a student, while on campus or in school uniform, or while participating in school functions, displays any association with or imitation of gang culture she will be subject to disciplinary action.

### **Harassment, Bullying, and Hazing**

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

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 9 through 12, the disciplinary action may include suspension or dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

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

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

Students also may be involved in cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages.
- Posting inappropriate pictures or messages about others in blogs, social media or on Web sites.
- Using someone else's user name to spread rumors or lies about someone.

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

*Responsibilities of the School:* It is the responsibility of Bishop Conaty-Our Lady of Loretto High School to:

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

*Responsibilities of the Student:* It is the student's responsibility to:

- Conduct herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the vice-principal or principal.
- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties; confidentiality will be maintained as much as possible.

### **Student Threats**

All student threats to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the vice-principal, principal, or a teacher. The principal should notify the police immediately. The Department of Catholic Schools should also be notified. The student who has made the threat should be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat should be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, should be notified immediately.

The student who has made the threat, shall be suspended until the investigation by the police and school has been completed. The decision to re-admit a student who has made a threat should be made by the principal and pastor on a case-by-case basis. Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. These actions may result in suspension or removal of a student from school.

This policy shall be communicated clearly to faculty, staff, volunteers, parents or guardians, and students.

## PERSONAL APPEARANCE

### Uniform

Students should wear the complete school uniform at all times on campus. The uniform identifies the student as a member of Bishop Conaty-Our Lady of Loretto High School and should be worn with dignity and pride. Laundering and repair of the uniform must be done at a time that will not cause the student to be out of uniform. A student who violates the uniform and personal grooming code will receive a demerit.

The uniform is available from Dennis Uniform Company.

Although students are permitted to interchange their uniform by choosing to wear a skirt, slacks or walking shorts, there will be occasions throughout the year that the student will be required to wear her **FORMAL UNIFORM** to school. The **Formal Uniform** consists of **white polo shirt with school logo, plaid skirt, black and white oxfords, solid white crew or knee-high socks and school cardigan sweater, V-neck sweater or sweater vest.** On these occasions, no other uniform options may be worn.

The following are uniform options for students:

**Skirt/Skort:** plaid skirt or solid khaki skirt/skort. All skirts must be no more than 3 inches above the knee. **Shorts may be worn under the uniform skirt only if the shorts are not visible.** (Skirts and skorts may not be shortened, rolled, or hemmed.) Tights may not be worn with skirts.

**Sweater:** burgundy, long-sleeved V-neck or sleeveless vest.

**Sweatshirt:** dark gray hooded sweatshirt with school logo only (All other BCL sweatshirts may only be worn on Spirit Wear day.)

**Slacks/Shorts:** khaki slacks/khaki walking shorts purchased from Dennis Uniforms (Shorts may not be shortened, rolled, or hemmed and inseam must be 8 inches.) Tights may not be worn with shorts. **NO KHAJI JEANS are permitted.**

**Shoes:** solid white tennis shoes (must be 100% white, with no colored logos, stripes, etc.) or black and white oxfords.

**Socks:** crew or knee high solid white socks. **No anklets or sports socks are permitted.**

**Outer-wear:** The school burgundy hooded zip front jacket with school logo sold by Dennis Uniform, and any school authorized sweatshirt are the only acceptable outer-wear. **No other outer-wear is permitted.**

**Senior Sweater:** Seniors, only, may wear the senior sweater or sweatshirt available for purchase through a vendor chosen each year by the Senior Class with the moderator's approval.

**School Letterwoman Jacket:** Only athletes and members of PAW who have achieved the required number of PAW points may wear the school athlete-style letterman (non-hooded) jacket. Prior to purchase, students must obtain moderator's approval.

Students may only wear solid white undershirts under their uniform polo shirt; no other kinds of undershirt are permitted.

### Optional Items

Students are permitted to wear **the burgundy hooded zip front jacket with school logo, and gray BCL sweatshirt with school crest. No other jackets or sweatshirts are permitted. Also, solid white tights and/or flesh-colored tights or pantyhose,** plain white T-shirts or white turtlenecks may be worn during the cold season only. **Only the approved school scarf and beanie may be worn.** No other beanies, bandanas/head wear may be worn. Tights may never be worn with shorts. Any infraction of these uniform regulations will result in disciplinary action.

**Athlete's Game-Day Attire** *On game days, except dress uniform days, athletes must wear their school uniform.*

### Grooming

- Hair must be neat and clean at all times. No extreme colors are permitted (ex: red, blue, green, pink). Hair must always be a natural color and style.
- Students may wear appropriate daytime makeup. No extreme makeup will be permitted. No false eyelashes may be worn. Make-up must be appropriate for uniform wear. Neutral tones only with a light application.
- Students may wear pastel shades of nail polish (No dark tones, ex: black, blue or bright colors, ex: red, blue, orange, etc). Fingernails, natural or artificial, are not to be worn longer than **one-fourth inch** beyond the fingertips.
- Students may wear appropriate daytime jewelry. Only school or class buttons may be worn on the uniform. Piercings other than in ears are not allowed. Jewelry hoops cannot exceed **1 inch** in diameter and/or 1 inch in length. No more than two piercings per ear.
  - **No plugs/gauges allowed at any time.**

- No visible tattoos are allowed.
- No nose rings are permitted. No facial piercings are permitted.

### Alternate Dress Guidelines

On special occasions an *Alternate Dress Day* may be permitted. Students also have the option of wearing their school uniform on alternate dress days. Clothes that have a tendency to give an unkempt appearance, even if they meet the letter of the law, are to be avoided. **Shirts, blouses and dresses must have sleeves and shoulders and must not be low cut. Underwear may never show at any time. Shirts and blouses must be able to be tucked in.** *No midriff skin should be showing when a person is standing up straight and holding her arms high above her head. The length of skirts, and dresses may be no shorter than three inches above the top of the knee when the person is standing up straight;* the top of the knee is the top of the *bump* formed by the knee cap. Appropriate women's attire is required at all times. Shorts, no matter the length, are not acceptable. The following garments are acceptable, **provided they are modest and appropriate for a Catholic girls' high school.**

- Jeans (not saggy, baggy, low-cut, or too tight); Moderately ripped/torn jeans are allowed, however skin cannot be showing.
- Pedal Pushers or Capris (not saggy, baggy, low-cut, torn or too tight)
- Overalls (not saggy, baggy or torn) with blouses, tee-shirts, sweaters, or sweat-shirts.
- Skirts
- Dresses
- Plain tee-shirts (no offensive writing or images)
- Blouses
- Body suits worn as blouses
- Sweats (no offensive writing or images)
- Sweat shirts (no offensive writing or images)
- Tennis shoes (no sandals, opened-toed or open-heeled shoes, no clogs, no high-heeled shoes, no platform shoes, no flip-flops, no spa sandals/shoes)
- Boots with hard soles (no UGG-type boots)
- Socks must be worn with all shoes.
- Hats (no baseball-style caps)
- Scarves & Kerchiefs
- Appropriate alternate dress day-time make up and jewelry
- No other item is acceptable.

The latest fashions do not always fit the alternate dress guidelines. Any fad or grooming style that is interpreted by school officials as in poor taste, immodest or inappropriate should not be worn to school.

Students who violate the alternate dress guidelines will earn a demerit and lose the alternate dress privilege for the remainder of the school year.

### Spirit Wear Attire (Worn on the second Friday of every month)

Spirit Wear consists of jeans, solid white tennis shoes, and any school sponsored shirt, sweat-shirt, or jacket. No ripped jeans are allowed.

### College Wear Attire

College Wear consists of jeans, solid white tennis shoes, and any shirt, sweat-shirt or jacket with a college or university logo or mascot.

### Graduation Dress Guidelines

Graduates will wear white caps and gowns during Baccalaureate Mass and graduation. They must also wear **light/pastel dresses or skirts and white pumps or light/pastel women's dress shorts and blouses with women's white dress shoes.** Dresses should not hang lower than the length of the gown. Dress shorts may be no shorter than two inches above the knee. Pants may not be worn. Socks may not be worn with shoes. Make-up should be modest and hair must be styled in a way that does not interfere with the correct wearing of the cap. **No jewelry or other adornment may be worn on the outside of the cap or gown.** Leis, corsages and buttons are not allowed. All other requirements listed in the handbook must be followed, such as those regarding hair color, tattoos or piercings. The Administration reserves the right to deny participation in the graduation ceremonies to any student who is not dressed appropriately.

## CO-CURRICULAR ACTIVITIES

### Organizations/Clubs/Activities/Athletics

Every student of the school is a member of the Associated Student Body (ASB), and participates in electing the officers and representatives of

the Student Government. The purposes of this organization are to unify all elements of the school—students, faculty, administration, parents—by communication; by representing the student body through elected leaders; by providing a forum for student opinions and ideas; by promoting recognition of community responsibility and citizenship; and by coordinating extracurricular activities.

There is an Executive Board elected annually consisting of a president, vice-president, secretary, treasurer and commissioners of Athletics, Public Relations and Religious Affairs. Student representatives to the A.S.B. are also elected annually on each grade level.

Each student is a member of a class organization and entitled to participate in the activities of that class.

Bishop Conaty-Our Lady of Loretto High School offers a variety of interest-based and service clubs and organizations. Any student may participate in a club provided she meets the organization's requirements for membership. For active membership in certain clubs and organizations, a student must maintain a 2.0 GPA. To be eligible to be an officer of the group, she must meet the qualifications specified in the constitution of the group.

Bishop Conaty-Our Lady of Loretto High School is a member of the Horizon League of the CIF-CAA, participating in interscholastic competition in volleyball, basketball, softball and soccer. Any student may try out for these teams but must meet the 2.0 GPA eligibility requirement of CIF. A student who makes the team is asked to pay a fee of \$100 to help defray expenses of travel and officials.

Any elected or appointed ASB, Class or Club officer may participate in at most two concurrent extra-curricular clubs and/or athletics (excluding NHS and Ambassadors Club). She may hold office in only one club.

### **Student Publications**

Student publications are important elements of the instructional program and contribute directly to the school goals. The principal is the publisher and has the legal responsibility for the newspaper, yearbook and any other publication. Copyright laws must be observed.

The principal appoints a moderator who exercises whatever control is necessary regarding material submitted for publication. All materials should be reviewed by the moderator.

### **Dance Policies**

When a class or club sponsors a dance, the following regulations are to be observed:

- School dances are held from 8:00 p.m. to 11:00 p.m. in the school gym. Admission is from 8:00 p.m. to 10:00 p.m.; no one is admitted after 10:00 p.m. Bishop Conaty-Our Lady of Loretto High School students must remain in the gym until 11:00 p.m. unless picked up by parent or guardian.
- Bishop Conaty-Our Lady of Loretto High School students and students from other Catholic high schools must present current school picture ID cards in order to be admitted. Others must present a valid picture ID card and be signed in by a Bishop Conaty-Our Lady of Loretto student.
- Students are to dress appropriately and modestly: no football jerseys, no letterman jackets or sweaters, no shorts, no old or worn jeans, no sundresses, no thongs or backless shoes or bare feet, no overcoats, no caps or bandanas, scarves or kerchiefs, no skin-tight or punk attire. All clothing must be clean and presentable. **Shoes may not have any heel.** Any person dressed inappropriately will be refused admittance.
- Guests and students leaving the dance early will not be readmitted.
- A student may be asked for an ID at any time. Guests' ID cards are taken upon admission for security purposes and returned upon departure.
- All guests must have a wristband (as proof of admission). Any person who does not have a wristband will be evicted.
- No smoking, drinking or alcoholic beverages, or using of controlled substances will be tolerated.
- Guests with alcohol on their breath or who seem under the influence of a controlled substance will be refused admittance or made to leave the dance. (Parents or guardians may be called to come and pick up an intoxicated student.)
- Faculty supervisors and security personnel have full authority to admit, refuse admittance, or dismiss any student from the dance.
- Guests and students are to remain in the areas designated for the dance.
- Bishop Conaty-Our Lady of Loretto reserves the right to determine what is appropriate behavior and dress.
- Guests must be 9<sup>th</sup> grade or older, but not more than 21 years of age.
- No large bags or purses will be allowed. Small purses will be searched before entrance is permitted.
- BCL faculty and staff chaperones will supervise students for up to 30 minutes after the completion of the dance. It is expected that parents will pick up their daughter(s) during that time and no later. Students may not participate in subsequent events if they are not picked up. A parent service hour will be assessed for every fifteen (15) minutes the student is picked up late after the deadline.
- Students who attend a Catholic High School must present a current I.D. card from their school. Students from all other high schools must present a current school I.D. and be signed-in by a BCL student in good standing.

## Prom

The Prom is a formal dinner-dance for seniors. All behavior and attire must be *appropriate* for a Catholic girls' high school. Below are the guidelines for the Prom.

- **Escorts:** Escorts must be in 9<sup>th</sup> Grade or older, but not more than 21 years of age.
- **Tickets:** In order to purchase prom tickets, payment of all financial obligations to the school must be up-to-date, the student may not be on disciplinary probation, and seniors must submit a Prom Contract.
- **Dress:** Dress is formal evening wear. Only women's formal dresses (short or long) or women's formal pants and blouses are appropriate. All attire must be *modest, tasteful, and appropriate* for a Catholic girls' high school. All attire must be women's clothing, including shoes and accessories.
  - ⇒ No undergarments should be showing.
  - ⇒ No plunging or deeply low-cut necklines or cut-out backs that go below the waist.
  - ⇒ If the dress has a slit, the slit may not rise more than four inches above the knee. If the dress is short, the skirt may not rise more than four inches above the knee.  
*If a senior is unsure of the appropriateness of her attire, she must bring a picture or photo of the dress to the Vice-Principal for approval. Inappropriately dressed students will not be permitted to remain at the prom, and their parents will be called to remove them from the premises. They will also lose the privilege of participating in Grad Night.*
- Men attending the Prom as guests must wear a tuxedo or suit with tie. Women attending the Prom as guests must follow the above guidelines.
- **Behavior:** All behavior must be *appropriate* for a Catholic girls' high school.
  - ⇒ No public displays of affection.
  - ⇒ No immodest, close dancing.
  - ⇒ No smoking.
  - ⇒ No consumption of alcohol or other controlled substances.  
*Seniors and their guests who arrive under the influence of or consume alcohol or other controlled substances will be removed from the prom, and their parents, or the police, will be called to remove them from the premises. They will also lose the privilege of participating in Grad Night.*
  - ⇒ Any violation of the school's standards of behavior will result in disciplinary action.

**Any student removed from the prom forfeits all costs associated with the prom; no refunds will be issued.**

## Grad Nite

- **Guests:** Guests must be in 9<sup>th</sup> Grade or older, but not more than 21 years of age.
- **Tickets:** In order to purchase Grad Nite tickets, payment of all financial obligations to the school must be up-to-date and the student may not be on disciplinary probation.
- **Dress:** Alternate dress guidelines are in force for this event, unless the venue has a dress code that restricts items of clothing that would be allowed by the guidelines.

## Field Trips

A field trip is an off-campus school/teacher-sponsored event that is an integral part of the instructional program. A student is eligible to attend field trips provided her parents or guardians indicate approval on the permission form, the teachers in the classes she will be missing acknowledge her participation in the field trip by signing the field trip permission form and the student agrees to abide by the rules and regulations of the school. Some field trips include participation fees.

Additional guidelines apply for field trips that include overnight stays, out-of-state, or foreign travel. For out-of-state and foreign travel, student participants will assume all costs related to the trip (inclusive of purchasing additional insurance through the Archdiocese of Los Angeles), must have met all current financial obligations to the school, and must be in good academic standing and have records of good conduct and attendance.

## ATHLETICS

Bishop Conaty-Our Lady of Loretto High School is a member of the Horizon League which is governed by the Catholic Athletic Association (CAA) and the California Interscholastic Federation (CIF).

*Teams:* The school fields the following teams: Cross Country, Varsity and Junior Varsity & Frosh/Soph Volleyball, Varsity and Junior Varsity Basketball, Soccer, Softball, and competitive cheerleading.

*Standards:* Athletes represent themselves, their parents, school, and community, and are expected to conduct themselves properly at all times.

Athletes are expected to adhere to school, Horizon League and CIF standards of behavior. Athletes must maintain at least a 2.0 average while playing on any team or run the risk of being removed from the team. Students placed on disciplinary probation lose the privilege of participating in athletics. Athletes must be in attendance at school on the day of a contest to be eligible for participation. Athletes who quit a team may not be allowed to play on another team for the remainder of the school year. Specific guidelines and policies are stated in the Bishop Conaty-Our Lady of Loretto *Athletic Handbook*.

*Athletic Letters:* Chenille letters will be presented by the Athletic Department for the athlete's first varsity letter. Athletic letters are presented by the Athletic Department upon the recommendation of the coach and Athletic Director. For an athlete to be eligible for such a recommendation, she must have finished the season in good standing, including CIF playoffs, earn the required number of PAW Points, and meet the individual sports' criteria for lettering.

## **FINANCE AND BUSINESS**

### **Tuition and Fees**

The registration **fee** is \$500 for each student and is non-refundable. This fee includes administrative expenses as well as offsetting costs for things such as earthquake supplies, annual assessments, ID cards, student retreats and yearbook.

Families have 3 tuition plans from which to choose:

- Plan A - \$7,810 plus additional \$1,000 in fundraising/service
- Plan B - \$9,975
- International Student - \$14,500

### **Fundraisers**

Each family on Tuition Plan A is required to participate in two mandatory fundraisers. These fundraisers are supported by Alumnae and Friends of Bishop Conaty-Our Lady of Loretto as well as current family members and are an important source of income for the school.

- Sell/purchase a minimum of \$200 of raffle tickets for the Fall Fundraiser
- Sell/purchase a minimum of \$200 of raffle tickets for the Second Semester Fundraiser

### **Parent Service Hours**

As a member of Bishop Conaty-Our Lady of Loretto School Community, each family is expected to contribute the minimum hours according to their financial contract with the school during the year.

- Hours must be completed by **April 30, 2019**.
- Credit is given on an actual hour-per-hour basis.
- Excess hours do not carry over to the next school year.
- Students are not eligible to earn credits to fulfill the service hours requirement.
- If working hours for another family, the name of the student receiving hours credit must be given at the time of service. Hours are not transferable after they have been served.
- To receive credit for an activity, it is the responsibility of the volunteer to get a signed Parent Service Hour Coupon from the Event Coordinator.
- For families who are unable to participate by working an event, they may with prior approval and before April 30, 2019, donate items, including supplies for Class/Club activities, office and maintenance supplies, etc. For every \$10 in value, one hour will be credited. Receipts must be submitted for verification purposes.
- After April 30, 2019 all unfulfilled regular hours will be billed at \$20 per hour.
- After April 30, 2019 all service hours completed will be credited to the 2019-2020 school year.

### **Missed Meeting Fees**

A \$25 Missed Meeting Fee will be assessed to those families on Tuition Plan A who do not attend and sign in at a General Parent Meeting. Exceptions may only be made with prior approval from the Principal.

### **Senior Fee**

A \$400 Senior Fee is required for all Seniors. The fee may be paid in full at the beginning of the school year or in three installments of \$100 each due in September, November, January and March. The Senior Fee helps to offset costs attributed the Senior Kairos retreat and graduation day expenses.

### **Tuition/Fees Policies**

Tuition is paid through FACTS Tuition Management. All families are automatically enrolled in FACTS for tuition payments. New families will setup their account with the instructions they receive via e-mail or postal mail. Current families are automatically re-enrolled in FACTS once their re-enrollment with the school is complete. FACTS Consumer Portal enables families to check their account online anytime. You can review payment history, next scheduled payment, pay on-line or change accounts.

At this time, the school does not enforce a late fee. However, the school does have policies for failure to fulfill financial obligations. These policies include but are not limited to withholding grade reports, prohibiting the student from sitting for semester exams, participating in extracurricular activities such as student council, athletics, graduation activities and/or suspension from school until financial obligations are met. While it is the expectation of the school that all tuition be paid on time, we understand that unexpected circumstances arise. The school is asking families to be proactive in contacting us in these situations. If the school has timely notice, it may be possible to make alternative payment arrangements and avoid tuition arrears action.

#### **Tuition Adjustment Policy for Non-Completion of the Semester:**

If a student withdraws or is dismissed after the fourth week of either semester, the parent(s) or guardian(s) are responsible for paying the full semester tuition and all semester fees. When a student leaves the school within the first four (4) weeks of a semester, the parent(s) or guardian(s) are responsible for a prorated share (20 percent each week) of the semester's tuition and semester fees. The tuition charged and percent of financial aid credited is based on the date that a written notice of withdrawal is received by the Business Office.

#### **Tuition Assistance**

BCLHS offers two needs-based financial aid opportunities and recommends that families begin the financial aid process early.

*Archdiocese of Los Angeles:* The Catholic Education Foundation (CEF) offers partial tuition assistance awards to families demonstrating financial need. CEF applications are available by November each year.

*Bishop Conaty - Our Lady of Loretto:* In addition to the assistance provided by the Catholic Education Foundation, BCLHS also offers needs-based financial aid. Bishop Conaty-Our Lady of Loretto High School grants financial aid solely on the basis of family need and the availability of funds.

Financial aid awards do not renew automatically each year. Families receiving financial aid one year must reapply each year in order to be considered for a new financial aid award for the following year.

#### **Finances**

The monies raised by any Bishop Conaty-Our Lady of Loretto sponsored organization, be it the PTO, Athletic Boosters, ASB or any class or club, are property of Bishop Conaty-Our Lady of Loretto High School and must be submitted to and accounted for through the Finance Office. Subsequent expenditure of such funds cannot be made without the approval of the Activities/Athletics Director and Principal. A signed Purchase Order is required before any order for goods is placed.

#### **Insurance**

Insurance coverage by the Archdiocese is included in the registration fee. It is effective during school hours and includes school sponsored events. Every accident in the school building, on campus or at school sponsored events should be reported at once to the person in charge and to the administration. Insurance forms can be obtained in the Main Office. Failure to report the injury within ninety days eliminates coverage.

## **SERVICES/DIRECTIVES**

#### **Campus Cleanliness**

Maintaining the cleanliness of the school campus is the responsibility of all who use it. The greatest burden of this responsibility falls upon the students—the largest segment of the Bishop Conaty-Our Lady Loretto High School community. It is the responsibility of all the students to pick up after themselves and dispose of their trash in the proper receptacles.

#### **Care of School Property**

Students are to take pride in the appearance of the school facilities and to respect all property. There is to be no writing on desks, lockers, walls, etc., nor any other type of vandalism or defacement of school property. The campus grounds should be kept free of litter; aluminum, glass and plastic containers should be disposed of in the recycle bins; food wrappers and any other trash should be put in the trash cans.

#### **Change of Address and/or Phone Number Emergency Information**

If a student has a change of address or telephone number, she should notify the Tuition Clerk, the Attendance Clerk and the Registrar as soon as possible. A family emergency card must be on file in the school office. It should contain:

- Name of student, her home address and telephone number;
- Business address and telephone number of the father, mother or guardian and the hours during which they will be at their place of work;
- Name and telephone numbers of 2 persons who can act in place of the parents if for some reason the parents cannot be reached.
- Parents' wishes pertaining to the treatment of their daughter should illness or accident occur during school hours;
- Name of the family physician, with office address and telephone number

- Medicines to which student is allergic;
- The nature of special illnesses or attacks to which the student is susceptible and emergency measures, including medication, to be applied in case of occurrence. A school administrator may sign a medical release in the absence of a parent.

### **Closed Campus**

To preserve the academic environment and security of the school, Archdiocesan high schools are designated as “closed campuses.” No person may enter the campus without lawful business authorized by the school administration. Visitors, including alumnae and parents, are directed to the school office for desired information or business. Visitors are not allowed on campus at any time without the expressed knowledge and permission of the school administration, nor may anything be delivered to students without express permission.

### **Disaster Drills and Emergency Procedures**

Periodic emergency evacuation, earthquake, lockdown, and fire drills will be conducted by the school. In the event of a serious disaster or emergency, the Principal will determine whether or not students would be released and sent home. If it appears unsafe to release students, they will be cared for at school under staff supervision until such a time as it seems safe to release them.

In the event that local police go on tactical alert or mobilize, all evening and after-school activities will be canceled. Every effort will be made to reschedule such activities. The school also reserves the right to cancel any activity if sufficient reason warrants making this decision for the safety of the students.

### **Distribution of Literature**

Distribution of literature, advertising, questionnaires, etc. by students or any outside agency is not permitted on campus unless authorized by the Principal.

### **Emergency Release Forms**

At the beginning of each school year, parents will be asked to complete an **Emergency Release Form** which would be activated in the event of any emergency situation, including earthquake, civil unrest, flooding, etc. Parents will also be asked to complete an **Emergency Medical Release Consent Form** which would be activated in the event of any medical emergency involving their daughters. In the event of such emergencies, Bishop Conaty-Our Lady of Loretto High School needs to know the parents’ desires regarding the safe dismissal of their daughter from our school campus and the emergency medical services provided to their daughter. Due to the importance of this information, it is updated annually. If the information changes during the school year, parents must immediately provide the school with notification of such changes.

### **Emergency Evacuation of School**

In the event of an emergency evacuation and closure of the school, students may be picked up at Loyola High School, 1901 Venice Blvd., Los Angeles, CA, 90006, (213) 381-5121 or as instructed by law enforcement and administration.

### **Food Services**

The consumption of food and drink is restricted to the cafeteria and outdoor areas except on rainy days when a change in eating locations may need to be made. All left-over food, drink containers and food wrappings are to be placed in the recycle and trash containers. Closed containers of food and drink **only** may be brought into the building or stored in lockers during the day. Under no circumstances is food ever to be left behind in lockers. Loss of locker privileges will result if a student violates this policy. Only bottled water is allowed in the building. If a parent is bringing lunch to school for her daughter due to “forgetfulness”, the parent must bring the lunch to the school office for pick-up. Food is not to be delivered “over the fence” to the students. The perimeter of the school grounds is closed to students during the school day.

**Identification Cards** Each student receives a student identification card with her picture on it. This card is needed for admission to many inter/intra- school functions and to claim student rates. For security reasons, the I.D. card must be carried at all times and presented to teachers and administration as requested. (Lost ID cards must be replaced. A replacement may be requested in the Main Office for a \$5.00 fee.)

### **Library Usage**

The library exists to help every student acquire a good education. The following rules are for students’ benefit and will be enforced:

- QUIET is to be maintained in the library at all times. Students may talk in a low voice. Students creating a disturbance will be sent out of the library.
- Only the main door at the entrance to the library is to be used. The other doors are for emergency use only. A student taking anything from the library without checking it out at the desk will be severely penalized.

### **Lockers**

Each student is assigned a combination locker for use during the year. This locker will be used by the student throughout her years

at Bishop Conaty- Our Lady of Loretto. Students may not attach personal padlocks to lockers under any circumstance. Lockers are the property of the school and school authorities reserve the right to inspect lockers at any time for the safety, welfare and protection of students and of school property. Gym lockers will be assigned, along with combination locks, by the physical education teacher. If a student loses her lock, she will pay a \$5.00 replacement fee for the lock.

It is recommended that students go to their lockers only before and after school and during break and lunch to avoid being tardy to their classes. A student should keep her books and personal belongings locked in her locker whenever she is not using them. Decorations inside and outside the locker are limited to those that can be affixed by magnets or masking tape. Defacement of school lockers will incur a fine, loss of locker privileges, and may result in dismissal from Bishop Conaty-Our Lady of Loretto High School.

Each locker will be emptied **before** summer vacation, and requests to empty lockers may occur at other times, especially for cleaning/maintenance of lockers. The school is not responsible for items left behind in lockers.

The use of the lockers is a privilege. Anyone who uses that privilege to violate school rules to damage school property will forfeit the use of that privilege.

### **Parking**

The school has limited space available for student parking and accepts no obligation to provide security or protection for students' automobiles, either on the premises or on adjoining streets. A student who wants to park her car on campus must apply for a parking permit. She must present a valid driver's license and verification of car insurance and registration, and pay \$10.00 for the permit. Since parking is limited, preference for parking is first given to seniors, then juniors, etc. Students parking on campus may not enter the school parking lot before 7:30 AM. Parking on campus is a privilege which may be rescinded for disciplinary reasons.

### **Personal Items/Lost and Found**

**The school does not assume responsibility for lost or stolen personal items.** Valuables and large sums of money should not be brought to school. All personal items should be marked with the student's name so that they can be identified and returned if found. The loss of articles should be reported in the main office; found articles should be brought to the main office. Lost and found items may be retrieved in the main office.

Personal music players may not be used during class because they interfere with learning.

Misuse of personal items, including electronic equipment (like iPods, MP3 players, phones, cameras, lap tops, etc.) will result in the confiscation of these items. Parents will have to come to school to retrieve the item from the vice-principal.

### **Phone Messages/ Use of the Phone**

As a rule, phone messages for students are not accepted. In case of an emergency, however, the message will be taken and the student notified. In **emergency situations only**, permission may be obtained from the office staff to use the school phone.

### **Policies Regarding Leaving School and After School Activities**

The safety of our students is a primary concern for both the school and parents. Students who arrive on campus in the morning are required to remain on campus for the duration of the school day unless an Early Dismissal has been pre-arranged by the parent or guardian. In the event of an illness or other emergency during the school day, the student must first obtain permission to leave from an administrator or designee before contacting a parent or guardian to make arrangements to be picked up from school. The student must be signed out in the school office by a parent.

Students who stay after school are not allowed to leave campus and return if not accompanied by a parent or guardian. This includes going to a nearby store or friend's house and returning to watch an athletic event. BCL cannot assume responsibility for a student's whereabouts and safety when she is not on campus.

Bishop Conaty-Our Lady of Loretto faculty and staff chaperones will supervise students for up to 30 minutes after the completion of an event such as a dance.

### **Restricted Areas**

During lunch and break students are to spend the time outdoors, weather permitting. While outdoors, students are to remain in the Courtyard, on the Lunch Terrace, and on the northern edge of the Green; all other outdoor areas are off-limits. During lunch the students may use, but not eat in, the College Career Center. Except on rainy days during lunch, students may not be in classrooms. Students should not be in the school building during lunch unless they are supervised.

Upon arrival at school in the morning, a student should immediately enter the school grounds. The school building is open from 6:45 AM to 3:30 PM. Once on the school grounds, the student is not to leave the grounds until dismissal on that day. After school, if a student waits

for a ride, she is to wait inside the school gates. When a student leaves the school property she is to proceed immediately to her destination and not loiter on the sidewalks and streets in the vicinity of the school.

### **Sales and Fund-Raising**

Sales or fund-raising by a student or staff member for personal gain or for an outside agency is not permitted on campus unless authorized by the Principal.

### **Student Searches**

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

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

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

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

Bishop Conaty-Our Lady of Loretto High School is committed to providing a drug free campus. In an effort to keep the campus free from drugs, specially trained dogs and their official handlers have permission to sniff and search backpacks, lockers, vehicles parked on or near the campus, and all areas on or near the campus. An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker and her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

### **Unauthorized Use of School Emblems and Images**

It is unacceptable to use the Bishop Conaty-Our Lady of Loretto High School name, initials, logo, or pictures of staff, students, the school or school activities with anything that is degrading, lewd, threatening or violent. Deliberate publication on the Internet, or anywhere else, may result in serious disciplinary action including expulsion.

### **Unauthorized Student Internet Web Sites**

Student use of on-line chat rooms, journals, and weblogs to defame, harass, or threaten the school, faculty and staff, or other students is unacceptable behavior and grounds for suspension or expulsion. Unauthorized on-line posting of pictures of the school, faculty and staff, students and school events is also prohibited and grounds for suspension or expulsion.

### **Use of School Computers**

The school provides computers for student use in the Library, Computer Lab, and classrooms. In order for students to use these computers, they and their parents must annually sign the computer access form and agree to abide by school guidelines for computer use and standards regarding selecting, sharing or exploring information and media on the Internet.

The school makes no guarantee that functions or services provided by or through the school's computer system will be error-free or without defects. The school is not responsible for any damage users may suffer, for the accuracy or quality of information obtained through or stored on the system, and for financial obligations arising through unauthorized use of the system.

*Individuals and families may be held liable for misuse of the school's computers and the Internet.*

### **Verbal/Written Confidences Policy**

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

### **Visitors**

Visitors to the campus, including past students and students from other schools, must report to the Main School Office as soon as they arrive on campus at any time of the day to sign in. For valid reasons, they may request a Visitor's Pass from the office. Students may not invite visitors to campus without first clearing it with the Vice-Principal at least one day in advance. Student-age visitors will not be permitted to be present on campus during times of major school-wide functions (e.g., Welcome Day, International Day, Wildcat Day...). Guests and student spectators attending athletic contests and extra-curricular activities are restricted to the area of the activity.

### **Work Permits**

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

The application for the permit may be obtained from Bishop Conaty-Our Lady of Loretto or from a public school. To obtain a permit, the completed application must be brought to the Business Office at BCL or to a public school.

## **PARENTS**

### **Parent-Teacher Organization (PTO)**

The parents/guardians of Bishop Conaty-Our Lady of Loretto students are automatically members of the PTO. They are expected to attend all parent meetings that are held during the year and participate in the parents' social events and PTO fund-raisers. Parent meetings are held in September to orient parents to the new school year. Additional meetings are held periodically during the year and are indicated on the annual school calendar. Failure to attend general parent meetings will result in a charge of \$25.00.

### **Parent Communications**

In order to maintain on-going communication with parents, Bishop Conaty-Our Lady of Loretto uses multiple vehicles to notify parents of school events and activities. The primary notifications are:

- Parent-Student Handbook
- Annual school calendar published on school website
- Weekly E-mail to families with e-mail on file (Wildcat Weekend Update)
- Regular updates to the website
- School Messenger
- Teacher voice/electronic mail
- Power School

### **Non-Custodial Parent Rights**

The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

## **CONTROVERSIAL ISSUES**

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

With regard to controversial issues teachers are instructed to:

- Handle controversial issues in a manner suited to the range of knowledge, maturity and competence of the students;
- Deal with conflict issues as impartially and as objectively as possible; recognize, and where necessary, acknowledge personal biases;
- Keep the principal fully informed of the treatment of controversial issues and of any parental or community reaction to the handling of such issues.

## **ARCHDIOCESAN POLICIES**

### **Zero Tolerance Policy**

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

Under the "Zero Tolerance Policy" of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a minor under the age of 18:

- May not have any paid or volunteer assignment in any "ministry" in the Archdiocese, and
- May not volunteer in any "non-ministerial" activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

### **Complaint Review Process for Parents and Students**

Concern for the dignity and rights of each person is intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Archdiocesan Complaint Review Process offers assistance in those situations where schools and various persons come into conflict, and reconciliation at the local level has been impeded.

The purpose of the Complaint Review Process is to provide a structure for bringing about resolution and reconciliation. This is done in an atmosphere of mutual understanding with respect for the dignity and worth of all parties. Because the desired result is reconciliation, legal representation is not permitted at any stage of the Complaint Review Process.

Bishop Conaty-Our Lady of Loretto High School makes every effort to resolve any issues relating to parents and/or students. This Archdiocesan Complaint Review Process is made available to families if a resolution of the issue/conflict cannot be brought about on the local level.

Copies of the formal Complaint Review Process may be obtained from the school office.

### **Disruption or Disorder by Parents, Guardians or Other Family Member**

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

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

### **Recommended Transfer Resulting from Parental Attitude**

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions or attitudes of parents; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents or guardians as described above might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible.

### **Parental Authorization for Release of Student Image, Work, or Voice**

Bishop Conaty-Our Lady of Loretto uses student images, names, voice and work for non-commercial purposes in school publications, on the school website, and through press releases, to promote the school and inform the public of school activities and events. Parent authorization is required for such purposes. At the beginning of each school year, parents are asked to sign a release authorizing such use.

In signing the release, parents acknowledge the following: They understand and agree that their daughter's image, name, voice and/or work (the "Personal Information") will be used for non-commercial purposes. They further understand and agree that School may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. They understand and agree that the Personal Information of their daughter may be copied, edited and distributed by the School in publications,

catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the "Materials").

The School may use the Personal Information at its sole discretion, with or without their daughter's name or with a fictitious name, and with accurate or fictitious biographical material. The School will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

Parents waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. While the School will take care to maintain the particular intents and purposes of the photographs or electronic recordings, editing may be necessary to obtain the best results. Parents release and discharge the School and its employees and agents from any liability that may arise out of the making or editing of the photographs or electronic recordings, including but not limited to, distortion, blurring, alteration, optical or auditory illusion or use in composite form.

In exchange for the School's giving their daughter an opportunity to participate in the class/activity, parents agree that neither they, nor their daughter, will receive monetary compensation, royalties or credit for use of the photographs or electronic recordings by the School. They understand and agree that the School shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the School intends to use the Materials for a commercial purpose, parents will be provided at that time with information about the terms of the commercial use.

Parents waive, release and forever discharge any and all claims, demands, or causes of action against the School and its employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and parents expressly assume the risk of any resulting injury or damage.

Parents further understand and agree that this Authorization remains in effect until it is withdrawn in writing. They understand that if they change their mind about this Authorization, that they will submit another, new authorization form to the School. However, their new authorization will not have the effect of revoking this Authorization, and the School will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

#### **Guidelines for Adults Interacting with Minors**

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

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

parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.

- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent/guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements.

### **Code of Conduct for Junior High and High School Youth Working or Volunteering with Children and Youth**

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign this Code of Conduct form to verify that they understand their obligations.

### **Code of Conduct for Student Workers/Volunteers**

I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that any action inconsistent with or failure to take action mandated by this Code of Conduct may result in my removal from my volunteer or work assignment.

*As a Student Volunteer I will:*

- Respect the adults and supervisors with whom I interact.
- Safeguard at all times children or other youth entrusted to my care.
- Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity.
- Take care to be positive, supportive and caring in my speaking, writing and actions with the children/youth.
- Avoid situations where I am alone with a child/youth.
- Use positive reinforcement rather than criticism or comparison when working with children/youth.
- Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the principal or pastor at the location.
- Be aware that young people can easily become infatuated with a youth leader or an adult. If I sense that this is happening, I will not encourage it. I will make my administrator aware of it so that the supervisor can resolve the matter, including reassigning me to other activities.
- Maintain appropriate physical and emotional boundaries with the children/youth.
- Dress appropriately and not wear any clothing with offensive messages or pictures.

*As a Student Volunteer I will not:*

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church.
- Commit an illegal or immoral act.
- Smoke or use tobacco products.
- Use, possess or be under the influence of alcohol or illegal drugs at any time while at work or volunteering.
- Verbally threaten or physically abuse anyone.
- Use profanity in the presence of children/youth.
- Use discipline that frightens or humiliates a child/youth.
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner.
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone.
- Place myself in a situation where my interaction with a child/youth cannot be witnessed.
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor.
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor.
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth.
- Fraternalize with minors over the internet or through other forms of communication.

## **AMENDMENT POLICY**

The administration reserves the right to interpret and amend this handbook during the academic year if necessary.



Bishop Conaty – Our Lady of Loretto High School

Parent/Student Policies Agreement Form

ACCEPTANCE OF PARENT-STUDENT HANDBOOK

Our family has received and the read the Bishop Conaty - Our Lady of Loretto Parent-Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the year as needed, and we agree to follow the policies and procedures as may be added or amended.

We understand that we may be asked to withdraw our daughter(s) from the school or our daughter(s) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Parent's Name \_\_\_\_\_ Date\_\_\_\_\_

Parent's Signature\_\_\_\_\_

Student's Name\_\_\_\_\_ Grade\_\_\_\_\_

Student's Signature\_\_\_\_\_