

CANTWELL-SACRED HEART OF MARY HIGH SCHOOL

PHILOSOPHY

Cantwell-Sacred Heart of Mary College Preparatory High School located in Montebello, California, is an Archdiocesan high school for young men and women.

Every aspect of the school program is based on the foundation of To Teach As Jesus Did, bringing Christ and His message into the educational experience, collaborating with parents as the primary educators to develop “young men and women of character.”

The school provides an atmosphere of learning which develops an awareness of self-worth, respect and responsibility toward others, thereby fostering an appreciation of cultural and ethnic diversity. All students are challenged to utilize their unique gifts to promote the common good and the glory of God.

Cantwell-Sacred Heart of Mary High School offers curricular and co-curricular activities providing all students with opportunities to pursue their interests in a supportive learning environment. The curriculum prepares students to accept future educational and career challenges. The co-curricular program encourages students to develop mental and physical skills, a healthy competitive spirit, teamwork, and self-discipline.

Cantwell-Sacred Heart of Mary High School practices its philosophy in the realm of the acclaimed Expected School-wide Learning Results (ESLRs):

Christian values,
Social awareness,
Healthy living, and
Multiple academic skills.

Cantwell-Sacred Heart of Mary High School
329 North Garfield Avenue
Montebello, California 90640
(323) 887-2066 -- www.cshm.org

On behalf of the faculty and staff of Cantwell-Sacred Heart of Mary High School, we are pleased to introduce to you the expectations, policies, and procedures outlined in this handbook. The primary objective of the handbook is to assist students and their families to better understand that Cantwell-Sacred Heart of Mary is their school community. We request that each student and parent read this handbook carefully. We ask that reasonable consideration be given to the inherent values implied in the expectations, policies, and procedures stated herein. In this way, all of us associated with CSHM High School will continue to take satisfaction in our common pursuit of the ideals found within the mission and philosophy of Cantwell-Sacred Heart of Mary High School.

Cantwell-Sacred Heart of Mary High School is a Catholic college preparatory high school owned and operated by Archdiocese of Los Angeles. Cantwell-Sacred Heart of Mary is fully accredited by the Western Association of Schools and Colleges and The Western Catholic Education Association.

Cantwell-Sacred Heart of Mary High School, mindful of its mission to be a witness to the love of Christ, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made to students at the school. Cantwell-Sacred Heart of Mary High School does not discriminate on the basis of race, color, and national and/or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs and athletic or other school-administered programs. Cantwell-Sacred Heart of Mary High School does not discriminate against any applicant because of gender in admission, educational programs, or activities.

Cantwell-Sacred Heart of Mary High School parents should feel free to voice their concerns about any aspect of school life at CSHM High School. As a matter of policy, *it is expected that the caller or writer will identify himself or herself and state the nature of their concern.* CSHM High School is a community of faith. Remaining anonymous out of a fear of reprisal is not consistent with the Christian spirit we insist upon from our faculty and staff.

It is also good policy to deal first with the person immediately involved in a situation, be it a teacher, coach, moderator or administrator. When parents or students have a concern or a complaint about a particular class or teacher, it is appropriate to first consult with the teacher. This may be done either during a report card night or by calling and making an appointment to see the faculty member. If the matter has not been resolved, it is then appropriate to call the Vice Principal or the Head Guidance Counselor. Only after following this process is it appropriate to call the Principal. For matters of serious consequence, of course, you may appeal directly to the Principal.

When you fail to observe these recommended procedures, you also exhaust your appeal. This principle of subsidiarity, i.e. first communicating and addressing the issue at the appropriate level, often resolves difficulties amicably. In the spirit of the Mission Statement which speaks of a CSHM education as a collaboration between parents and the school, you should always expect to receive a courteous hearing of your concerns.

David Chambers, Principal

Principal's Right to Amend

The Principal has the right to amend this handbook at any time and will give parents advance notice if at all possible. The Principal is the final recourse in all disciplinary matters and may waive any or all regulations for just cause at his or her discretion.

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MISSION STATEMENT

Cantwell-Sacred Heart of Mary High School, a Catholic college preparatory high school owned and operated by the Archdiocese of Los Angeles, provides an educational environment which

...promotes Gospel values;

...celebrates diversity;

...develops self-worth and respect for others;

...encourages personal responsibility; and

...challenges students to share their unique gifts
to build a just and peaceful society.

EXPECTED SCHOOLWIDE LEARNING RESULTS

Cantwell-Sacred Heart of Mary High School's graduate will affirm:

Christian values in daily living

...Reflect the dignity of life by treating others with respect, honesty, acceptance, and trust

...Model knowledge and awareness of Catholic faith and Church teachings; exercise sound moral and ethical judgment

...Commit a lifetime of energy and dedication to render Christian service for the welfare of others.

Social awareness

...Celebrate one's own heritage with pride, and respect the richness of cultural diversity

...Function as mature individuals committed to the wholesome development of family, church, and society

...Realize the importance of collaborative teamwork in respectful consideration for others' ideas and contributions.

Healthy living

...Experience ongoing personal growth by accepting challenges, learning from failure, and achieving success through dedication, commitment, and sportsmanship

...Acknowledge unique individual gifts and talents to nurture the mind and body with physical and leisure time activities

...Maintain a healthy life style that promotes physical and emotional well-being.

Multiple academic skills

...Possess intellectual curiosity and academic integrity in the continued pursuit of knowledge

...Communicate by listening actively, speaking articulately, and writing clearly with effective oral and written skills

...Develop proficiency in the areas of research, organization, and technology.

HISTORY OF CANTWELL - SACRED HEART OF MARY

The name of this school, Cantwell-Sacred Heart of Mary, perpetuates the names of two educational traditions long associated with the San Gabriel Valley.

In 1946, the Most Reverend John J. Cantwell-Archbishop of Los Angeles, established Cantwell-High School. The school was temporarily located at St. Alphonsus Grade School. On October 23, 1946, the high school relocated to the spacious seventeen acre campus it now occupies. With great respect for their teaching ability, the archbishop invited the Christian Brothers of Ireland to staff the school. The school was dedicated by Archbishop Cantwell on April 13, 1947.

Since its inception the Irish Christian Brothers dedicated their lives to educating future leaders. It was through their hard work that Cantwell produced the quality education and exceptional young men for which the school is known. The Administrative responsibility for the school passed to religious and lay leadership with religious and lay faculty in 1990.

Sacred Heart of Mary High School for young women was founded in 1942 by the Religious of the Sacred Heart of Mary, an international apostolic institute of religious women. The spirit of faith and zeal which characterizes this religious congregation urged the Sisters to establish the school as an expression of their mission to make God known and loved. Through their emphasis on the liberal arts education and respect for all cultures, the Sisters worked to promote the growth of the human person and created an environment which enabled the young women to work for their own spiritual, educational, and personal development.

In July, 1991, these two traditions came together to form Cantwell-Sacred Heart of Mary High School. This new endeavor has incorporated the best of these educational traditions.

ALMA MATER

Our Guiding Light is burning bright
at Cantwell-Sacred Heart.
The light refines us, keeps us, binds us
when at length we part.

In Cardinal pride and unity
Our life to Christ we hold.
We promise to stay true to you,
Our colors red, blue and gold.

Patrons

St. Philip of Jesus
Feast Day - February 5th.
Sacred Heart of Mary, Mother of Jesus
Feast Day - Saturday after Feast of Sacred Heart.

School Seal

The Cantwell-Sacred Heart of Mary High School seal incorporates the emblems of both Cantwell-High School and Sacred Heart of Mary High School.

Motto

Age Cum Anima Christi

Colors

Cardinal, Navy and Gold

Mascot

The Cardinal

TELEPHONE AND ASSISTANCE DIRECTORY

School Office Number (323) 887-2066 * Fax Number (323) 724-4332

Office Hours: Monday - Thursday 7:30-4:00 -- Friday 7:30-3:30

www.cshm.org

NEEDS	PERSON RESPONSIBLE	EXTENSION
Absence Notes	Attendance--Mrs. Mercuri	Ext. 14
Absence For an Extended Period	Academic Director--Mrs. Sergi/Mrs. Chambers	Ext. 13/29
Academic Probation	Vice Principal--Mrs. Sergi	Ext. 13
Athletics	Athletic Director --Mr. Villarta	Ext. 33/38
Appointment with Principal	Principal Secretary--Mrs. Straight	Ext. 19
Band & Music	Band Director--Ms. Moreno	Ext. 10
Cafeteria	Cafeteria--Mr. Zaven	Ext. 30
Campus Ministry	Campus Minister--Mr. Metoyer	Ext. 44
Campus Operations	Director of Campus Operations--Mr. Melendez	Ext. 17
Cheer	Cheer Advisor--Mrs. Farias	Ext. 32
Class Schedules & Grades	Guidance Department -- Mrs. Chambers	Ext. 29
College/Career Information	Guidance Department-- Mrs. Chan	Ext. 24
Concern Counseling	Guidance Department	Ext. 45
Counseling	Guidance Department-- Mrs. Chambers	Ext. 29
Development/Alumni	Director of Development--Mr. Melendez	Ext. 17
Discipline	Dean of Students--Ms. Gutierrez	Ext. 23
Discipline/Attendance Probation	Dean of Students--Ms. Gutierrez	Ext. 23
Emergency Messages	Main Office--Mrs. Blanco	Ext. 10
Enrollment	Registrar--Mrs. Blanco	Ext. 10
Game Schedules	Athletic Director-- Mr. Villalta	Ext. 38
Guest Passes (Dance)	Director of Student Activities-- Mrs. Farias	Ext. 32
Homework Study Hall	Guidance Department-- Mrs. Chan	Ext. 24
Insurance Forms	Main Office-- Mrs. Blanco	Ext. 10
Library	Library Director-- Sister Wilson	Ext. 26
Liturgies/Retreats	Campus Minister--Mr. Metoyer	Ext. 44
Lockers	Dean of Students--Ms. Gutierrez	Ext. 23
Maintenance	Director of Campus Operations-- Mr. Melendez	Ext. 17
Medical Excuses	Attendance-- Mrs. Mercuri	Ext. 14
Parking	Dean of Students--Ms. Gutierrez	Ext. 23
Pictures/ID	Dean of Students--Ms. Gutierrez	Ext. 23
Schedule Changes	Guidance Department -- Mrs. Chambers	Ext. 29
Student Guest Passes	Dean of Students--Ms. Gutierrez	Ext. 23
Student Government	Director of Student Activities-- Mrs. Farias	Ext. 32
Student Store	Store Manager--Mrs. Inatomi	Ext. 15
Tardy Slip	Attendance-- Mrs. Mercuri	Ext. 25
Transcripts	Registrar-- Mrs. Blanco	Ext. 10
Tuition /Grants	Bookkeeper-- Mrs. Morales	Ext. 12
Tuition Payments	Director of Office Operations--Mrs. Mercuri	Ext. 14
Visitor Sign-in	Main Office-- Mrs. Blanco	Ext. 10

CLASS AND BELL SCHEDULE

	Regular(M &T) (50 minutes)	Block(W&Th) (105 minutes)	Friday(Fr) (40 minutes)	Minimum (30 minutes)	Homeroom (50 minutes)
First Bell	7:50	7:50	7:50	7:50	7:50
1st	8:00 - 8:50	8:00 - 9:45	8:00 - 8:40	8:00 - 8:30	8:00 - 8:50
2nd	8:55 - 9:45		8:45 - 9:25	8:35 - 9:05	8:55 - 9:45
Announcements/ Prayer	9:45 - 9:55	9:45 - 9:55	9:25 - 9:30	(3rd) 9:10 - 9:40	(Homeroom) 9:50 - 10:05
Break	9:55 - 10:10	9:55 - 10:10	9:30 - 9:45	(Announcements) 9:40 - 9:50	10:05 - 10:20
3rd	10:15 - 11:05	10:15 - 12:00	9:50 - 10:30	(Break) 9:50 - 10:15	10:25 - 11:15
4th	11:10 - 12:00		10:35 - 11:15	10:20 - 10:50	11:20 - 12:10
Lunch	12:00 - 12:40	12:00 - 12:40	11:15 - 11:45	(No Lunch)	12:10 - 12:50
5th	12:45 - 1:35		11:50 - 12:30	10:50 - 11:25	12:55 - 1:40
6th	1:40 - 2:30	12:45 - 2:30	12:35 - 1:15	11:30 - 12:00	1:45 - 2:30
Dismissal	2:30	2:30	1:15	12:00	2:30
Study Halls	2:40 - 3:35				

FINANCIAL POLICIES

Registration

Students will register for classes for the following school year some time in the spring on dates to be announced by the Administration.

The Registration Fee must be paid for each student before that student will be scheduled for classes. The registration fee is **NON-REFUNDABLE**.

Tuition Payment Policy

Cantwell-Sacred Heart of Mary High School as an Archdiocesan High School is privately financed and responsible for all expenses of administering a school. Tuition and fees provide a limited percentage of the total cost of operating the school. In order to operate in a financially sound manner, all parents/guardians are expected to pay their child's tuition as agreed. The amount owed is considered part of the financial contract each parent/guardian makes with the school and is identified in the Parent Contract.

Tuition collection will be managed through FACTS TUITION MANAGEMENT COMPANY. FACTS is a management plan used by many Catholic schools in this area, as well as throughout the country. It utilizes an AUTOMATIC BANK PAYMENT as authorized by you, the parents, from your bank account. This process may be made from a checking account or savings account.

The FACTS plan, for those selecting to pay on a monthly basis is an automatic cash transfer plan. Families have the option to pay their school bill in one of the following ways:

OPTION 1 **Full payment may be paid directly to CSHM by July 1, 2011.** Families who choose this option will receive a \$100 discount. This does not apply to families receiving financial aid.

OPTION 2 **Two-payment plan with one-half of the total amount paid by July 5, 2011, and the remaining balance paid by December 5, 2011.** Payments are through FACTS (direct bank payment).

An **annual \$15** fee is paid to FACTS by direct withdrawal when this option is chosen. This fee is not part of the tuition and fee figures.

OPTION 3 **Payments budgeted over 12 months, from June 20 through May 20, or July 5 through June 5.** Payments are through FACTS (direct bank payment) on the 5th or 20th of the month.

An **annual \$41** fee is paid to FACTS by direct withdrawal when this option is chosen. This fee is not part of the monthly tuition and fee figures.

If you choose to pay your tuition with OPTION 2 or 3, you will be required to sign a form directing your bank to transfer your payment either on the 5th or the 20th of each month. Please be assured that neither the school nor FACTS will have access to, or any knowledge about the status of your bank account. Your bank makes the tuition payment for you on the day you authorize.

Tuition Assistance

Applications for tuition assistance are available in the front office beginning in January for the following school year.

Additional Information

- All families must be current on their tuition payments in order to start their children on the first day of school.
- Tri-term and final examinations will not be given to any student whose financial account is not current.
- Prom bids and/or grad night tickets may not be purchased if all financial obligations are not met.
- A family whose tuition is not collected by FACTS after 2 attempts will be asked to keep their student(s) at home until the payment is made. Missed tuition payments made in the office will incur a \$50 processing fee from the school.

Returned Check Fee

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

Graduation Fee

- All seniors are required to pay the **non-refundable Graduation fee of \$300.00** by June 30, 2010. A late fee of \$ 15.00 will be incurred after this date. (Note: Grad Nite is not included in this fee)

Fundraisers

The following parental financial obligations ARE NOT INCLUDED in the tuition cost. These fundraisers allow CSHM to keep its tuition low while providing the highest quality education.

- o Raffle Tickets - \$200 per family.
- o Walk-a-Thon - \$100 per student (\$150/family).
- o Casino Night - \$60 per family.

Parent Service Hours

All families of CSHM are required to serve 30 hours per year. This equates to \$450.00. Each hour served by the parent at any event equals \$15.00 per hour. Selling Avon will help in the accumulation of hours (\$30.00 equates to 1 hour of service). Donations made to the school from the approved donation list are valued at fair market price. Receipts are required whenever possible. Parent Service Hours are not transferable and cannot be carried forward to the following school year. **All hours must be served or paid by May 11, 2012.** Please remember to always sign in on the CSHM Parent Hour tracking form each time you donate an item or work a particular event at the school. A letter is mailed out in December and again in May detailing the hours completed by family.

Start of Tri-terms/ Finals

1st Tri-term.....	September 20, 2011
<i>Report Card Night - October 11, 2011</i>	
2nd Tri-term.....	November 01, 2011
3rd Tri-term/Fall Semester	December 13, 2011
4th Tri-term	February 15, 2012
5th Tri-term	March 05, 2012
6th Tri-term/Spring Semester	June 05, 2012

Parent Contract

Parent Contract

PARENT’S AUTHORIZATION TO USE CHILD’S IMAGE, NAME, VOICE AND/OR WORK FOR NON-COMMERCIAL PURPOSES

This section to be completed by Archdiocese/School/Parish

Archdiocese/School/Parish:

Class/Activity:

The Archdiocese/School/Parish intends to use your child’s image, name, voice and/or work for the following non-commercial purposes (describe class/activity, date(s) if applicable):

The following person(s)/entity not connected to the Archdiocese/School/Parish will be involved in the class/activity:

This section to be completed by Parent/Legal Guardian:

I, _____(name), am the parent or legal guardian of _____(child’s name), a minor. I hereby authorize the Archdiocese/School/Parish to use the following personal information about my child:

Please initial the applicable boxes

Image/visual likeness: () yes () no Voice: () yes () no
Name: () yes () no Work: () yes () no

I understand and agree that my child’s image, name, voice and/or work (the “Personal Information”) will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the “Materials”).

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

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

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

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

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

ADMISSIONS

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

Admissions

Admission to Cantwell-Sacred Heart of Mary High School is based on student interview, intellectual ability, character, willingness to study, past performance, good discipline, record of regular attendance, and the recommendation of former teachers. All new students are accepted on a probationary basis.

Prospective students for the ninth grade take an entrance examination to determine ability, achievement, and placement. Transfer students are accepted at the discretion of the school administration. Transfer students are expected to have a minimum 2.0 G.P.A. and to be able to meet the school's graduation requirements in the normal sequence of courses. Students with outstanding F's will not be accepted. Cantwell-Sacred Heart of Mary High School has established open enrollment policies in concert with the California Interscholastic Federation State Rule 222 with the following conditions:

- 1) Cantwell-Sacred Heart of Mary is a Catholic coeducational high school whose philosophy and mission is based on the call of the United States Catholic Bishops, "To Teach as Jesus Did."
- 2) CSHM accepts students on a space available basis.
- 3) CSHM charges tuition for its educational services.
- 4) CSHM has admissions requirements pertaining to academic standards, behavior and attendance.

Immunizations

State law requires immunization against polio, measles, diphtheria-tetanus for admission to any California School. Students entering a California school for the first time must also have a tuberculosis test. Students entering from another California school must have the California immunization record forwarded to Cantwell-Sacred Heart of Mary High School. Students will be excluded from classes if immunization records are incomplete.

Transfers

Transfers from Cantwell-Sacred Heart of Mary to other schools are issued only at the request of the parents or guardians. Transcripts will not be issued until all school obligations have been fulfilled. The receiving school must request an official transcript by mail.

GRADUATION REQUIREMENTS

Cantwell-Sacred Heart of Mary offers courses to prepare the student for admission to any university, college or community college. These courses satisfy the graduation requirements of the State of California, the Archdiocese of Los Angeles, and Cantwell-Sacred Heart of Mary H.S. The minimum number of credits required for graduation from Cantwell-Sacred Heart of Mary High School is 240. In order to graduate from Cantwell-Sacred Heart of Mary High School, a student must have successfully completed the following:

Religion	40 credits
English	40 credits
Mathematics	30 credits
Social Studies	30 credits
Science	20 credits
Foreign Language	20 credits
Physical Education	05 credits
Health Science	05 credits
Fine Arts	10 credits
Electives	<u>40 credits</u>
Total	240 credits

Notes for Seniors

Graduation is a privilege, not a right. Seniors must meet all academic, financial, disciplinary and service hour requirements for graduation to be eligible to participate in the formal commencement exercises. Evidence of successful completion of a failed course must be submitted to the Vice-Principal/Academic Dean by the assigned date.

ACADEMIC POLICY AND GUIDELINES

Excursions and Field Trips

The curriculum may incorporate excursions and field trips. Students will always be under the supervision of a faculty/staff person.

A Field Trip release form is required of every student on every trip. No student may participate if the Parent/Guardian has not signed the release form beforehand. Parents/Guardians should make sure the school is aware of particular student emergency information, e.g. allergies, etc.

School rules on conduct are always in force on all excursions and field trips. Students will be informed ahead of time whether or not the school dress code will be in effect.

Changes in Schedule

Changing a class requires completing an application and a letter signed by the parent and student. Change of program may be made only with the explicit permission of the Curriculum Director and/or Vice Principal. **No change may be made after the first week of school** unless specifically recommended by the teacher and then only for the most serious reasons.

Class and Homework Policy

Twenty to thirty minutes of homework is assigned in each class. It must be understood that not all assignments are written, nor are long term projects expected to be accomplished in one evening. Students must learn to pace their efforts on long term assignments. Failure to complete homework assignments will, at the discretion of the teacher, result in assignment to *Homework Study Hall*. Homework Study Hall is held afterschool Monday through Thursday. Attendance at the Study Hall is mandatory in order to make up the missed homework assignment. Students have two (2) days from the date Homework Study Hall is assigned to serve the study hall. Failure to appear will result in a disciplinary detention and, of course, mandatory makeup of the original study hall assignment. Also, students who do not appear at the *Homework Study Hall* may not participate in sports (practice or games), clubs, dances, or any extracurricular activity until that *Homework Study Hall* is made up. After 15 missed homework assignments, the student will be placed on Academic Probation. After 20 missed homework assignments, the student will be required to appear before the Academic Board.

Make Up Work

If a student is absent it is the absentee's responsibility to get assignments from the teacher(s). Students should see the teacher outside of the class time. If the absence is anticipated, the student should inquire about assignments ahead of time.

Tutoring Program

Peer tutoring and/or teacher tutoring is offered as an after school service. If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources. 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 at Parish or Parish School Activities or Events.

Cheating Policy

Cheating on a test or plagiarizing the work of others is a serious breach of the students' honor code. Plagiarism is the act of taking and passing off as one's own the ideas, writings, etc. of another. Consequences for cheating or plagiarizing may include: receiving a failing grade on the test or assignment; a phone call to parents; a parent-teacher conference; a disciplinary referral; a detention.

The use of the Internet for research is both a blessing and a source of ethical concern. Plagiarism, while always an issue, is made particularly acute in light of the ease of access to documents not the original work of the student. So that Internet citations may be tracked and enforced, CSHM has implemented a program in which some or all coursework will be turned in via an academic website. Learning what is and is not plagiarism is an important and sometimes subtle distinction that is imperative for students to grasp while at CSHM High School.

Examination Policy

Tri-term and semester exams are administered in each course. No student is exempt from exams. The only valid reason for missing an exam is illness. Make up exams are administered at a designated time and place. If an exam is not taken, an Incomplete grade is issued. **To sit for exams, students must be cleared from all financial obligations.**

FRESHMAN CURRICULUM

	<u>Course Title</u>	<u>Options</u>
Religion	Understanding Faith/Old Testament*	
English	Introduction to Literature	Honors Introduction to Literature Literature and Communication I
Mathematics	Algebra I	Algebra I, II, Geometry
Foreign Lang.	Spanish I	Spanish Speakers I and II
	French I	Honors Spanish II
Social Studies	World History & Geography	Honors World History & Geography
Fine Arts	Studio Art	Drama, Jazz/Improv & Concert Bands Honors Drama

SOPHOMORE CURRICULUM

	<u>Course Title</u>	<u>Options</u>
Religion	New Testament/Morality	
English	Survey of Literature	Honors Survey of Literature Literature and Communication II
Mathematics	Geometry	Honors Geometry, Algebra I, IB, II Honors Algebra II, Pre-Calculus
Foreign Lang.	Spanish II, French II	Span. I, Span. III, A.P. Spanish Lang.
Physical Ed.	Physical Education/Health	Honors Spanish II
Science	Biology	Honors Biology

JUNIOR CURRICULUM

	<u>Course Title</u>	<u>Options</u>
Religion	History of Christianity	
English	American Literature	Honors American Literature. AP English
Mathematics	Algebra II	Hon. Algebra II, Geometry, Algebra I-B Pre-Calculus, AP Calculus AB, BC
Social Studies	U.S. History	Honors/A.P. U.S. History
Science	Chemistry	Honors Chemistry, Physical Science
Elective (1)	<i>See list below</i>	

SENIOR CURRICULUM

	<u>Course Title</u>	<u>Options</u>
Religion	Social Justice/Christian Lifestyles	
English	English Literature	Honors English Lit, AP English Lit
Social Studies	Government/Economics	Honors Government/Economics
Elective (3)	<i>See list below</i>	
	<u>Course Title</u>	
English	Speech*; Yearbook; Newspaper	
Mathematics	Pre Calculus; AP Calculus AB, AP Calculus BC	
Foreign Lang.	Spanish III & IV, AP Spanish for Spanish Speakers III; AP Spanish Literature, French III, AP French III	
Social Studies	Psychology I & II; Law; Child Psychology and Development	
Business & Comp.	Multimedia Design & Development; Introduction to Computer Science; Accounting; Personal Business	
Fine Arts	Film I and II; Drawing; Survey of Art*; Drama I & II; Honors Drama; Jazz Band; AP Studio Art; Photography I and II; T.V. Production; Technical Theater; Music Theater	
Science	Physics; Chemistry; Anatomy; Honors Chemistry; Sports Medicine AP Biology, Physical Education.	

**Because minimum enrollments must be met for each class, not all proposed courses may be offered in a given year.*

GRADING PROCEDURES AND GUIDELINES

Grading System

A+	(100-98%)Superior work; Excels in quality and quantity.
A	(97-93%) Outstanding work; Does more than required; Shows creativity.
A-	(92-90%) Excellent work; Surpasses expectations.
B+	(89-88%)Shows above average interest and initiative.
B	(87-83%)Sometimes does more than required.
B-	(82-80%) Above average in required work.
C+	(79-78%) Does assigned work with initiative and interest.
C	(77-73%) Does what is expected with some interest.
C-	(72-70%) Completes most expected work; some inconsistencies in work habits.
D+	(69-68%) Does not complete all work.
D	(67-63%)Level of learning sufficient to pass.
D-	(62-60%) Meets minimum standards for passing.
F	(below 60%) Does not complete minimum requirements.

The grade given during a marking period is derived from scores on daily quizzes, reports, class participation, and tests. SEMESTER GRADES are a cumulative average of the entire semester with consideration of the final exam grade and are recorded on the permanent transcript.

An "I" incomplete is assigned when there has been an excused absence and the required work has not been completed or the examination has not been taken. After two weeks, an "incomplete" automatically becomes an "F".

Report Card Comments

In addition to grading, teachers are encouraged to select comments which reflect student performance in that course. *The student:*

- a. *is to be commended for his/her work.*
- b. *assumes responsibility for learning.*
- c. *pays attention in class.*
- d. *completes assignments.*
- e. *shows respect for rules and regulations.*
- f. *has positive study habits.*
- g. *performs well on tests.*
- h. *is missing or has late assignments.*
- i. *is achieving below ability.*
- j. *needs to participate in class more.*
- k. *needs to improve study at home.*
- l. *performs poorly on tests.*
- m. *talks excessively in class.*
- n. *does not bring books or materials to class.*
- o. *needs to pay attention in class.*
- p. *has poor attendance in class.*
- q. *has excessive tardies in class.*
- r. *is missing term paper or major assignment.*
- s. *failed quarter/final exam.*
- t. *contact teacher.*

Grade Point Average

The student earns quality points as follows: A = 4; B = 3; C = 2; D = 1; F = 0. If the class is listed as AP or Honors, an additional point is added to the A, B, and C grades. Grade point average is calculated by taking the quality points and dividing by the total number of courses.

Grading/Progress Reports

The teacher of the course determines the grade each student receives for any course of study. Except in the case of clerical or mechanical error, the determination of the grade is final.

HONOR ROLL AND AWARD GUIDELINES

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

- a. Earn a total GPA of 3.00 and above in the final grades of fall and spring semesters.
- b. Have no "D's" or "F's" or Incompletes on the report card.
- c. Academic Honors Certificates are awarded at the end of each tri-term.

Academic Awards

Academic awards are given to students who maintain honor roll status for first semesters of the school year and first and second tri-term of second semester.

Summa Cum Laude.....	3.85 through 4.0+ G.P.A
Magna Cum Laude	3.50 through 3.84 G.P.A
Cum Laude.....	3.00 through 3.49 G.P.A

National Honor Society

The purpose of the National Honor Society (NHS) is to create enthusiasm for scholarship, to render service, to promote leadership, and to develop character. Candidates for the society must be members of the sophomore, junior, or senior class and have a 3.3 grade point average for two consecutive semesters.

California Scholarship Federation

The purpose of the California Scholarship Federation (CSF) is to foster high standards of scholarship, service, and citizenship. Students who are outstanding in scholarship and service may earn membership in the CSF. Membership in the California Scholarship Federation is earned by students achieving a 3.3 grade point average in college prep courses.

Privileges Attendant Upon Honors

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

- a) Seniors who have achieved the seven semesters receive special recognition in the form of a gold stole.
- b) Seniors who have achieved a total GPA in their seventh semester will receive a special gold cord.
- c) The valedictorian and salutatorian will be those students who have achieved, after the first seven semesters, the highest class ranking as determined by cumulative academic grade point average.

NOTE: The valedictorian and salutatorian of Cantwell-Sacred Heart of Mary is based solely on Cantwell-Sacred Heart of Mary's grades. Course taken outside Cantwell-Sacred Heart of Mary High School do not count. Transfer students accepted.

ACADEMIC GUIDANCE

Academic Probation

Students who have failure grades after the Tri-term/semester grading period OR have earned a GPA of 2.00 or below are placed on **academic probation** and are required to attend **Student Success Program (SSP)** is designed to address students' academic needs.

Student Success Program (SSP) allows students the opportunity be of assistance and tutored in struggling subjects. Students will be assigned to the (SSP) if they are :

- On *academic probation*
- With a *G.P.A. below 2.00*
- Referred by *Administration, Teachers, Counselors or Parents*

. Students who fail to attend **Student Success Program (SSP)** may be suspended and may not return to school until after a parent meeting with the Dean of Academics. Students who fail three or more classes during any single year may be asked to withdraw from Cantwell-Sacred Heart of Mary High School. Parents may appeal to the Academic Board for continued enrollment if extenuating circumstances or health issues were the cause of the academic problem.

Academic Dismissal

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

- Excessive failures in one semester
- Semester failures not made up in summer school
- Excessive absences and/or tardiness
- Not adhering to the guidelines of academic probation
- Being on academic probation for two successive semesters

The purpose of the Academic Review Board is to furnish Cantwell-Sacred Heart of Mary High School with a system of “Due Process” in which the rights of both the school and the individual student are respected and treated justly when dismissal for academic failure is a possibility.

Failures

All failures must be made up before or during summer recess as a condition for continuing studies at CSHM High School.

NOTE: Students who are deficient 15 or more credits may not return to Cantwell-Sacred Heart of Mary High School.

Summer School and Repeated Courses

Summer school at CSHM High School remains under the direction of the Principal or administrator appointed by him.

Courses designed to prepare incoming freshmen for high school studies do not qualify for academic credit. Such courses are those required for admission of entering freshmen for additional skill development, most commonly in math and language arts areas. Grades earned in summer school courses are used to properly place students in their fall classes.

Make-up Courses

Make-up courses taken to make up academic deficiency (a grade of F or D) will be indicated clearly on the transcript. The grade of F or D will remain on the transcript but will not be used in calculating the GPA. Make-up courses must be approved by the Vice-Principal.

Enrichment Courses

Enrichment Courses can be taken for 10 academic credits in subjects such as: Algebra II, Chemistry, and Geometry. Two grades will be recorded on the transcript, one for the first semester and one for the second semester. Students must meet the pre-requisites and the approval of the department chairperson and Vice-Principal in order to qualify for an enrichment class.

Academic credit cannot be earned twice for the same course even though a second grade is issued based on repeating the course for review or to gain a higher level of mastery. Both grades will be recorded on the transcript but the GPA will be calculated using the higher grade.

CSHM High School students may take summer courses at other accredited educational institutions (high schools, adult schools, colleges, including community colleges) either to make up deficiencies or for enrichment only with the approval of the vice-principal or principal. If a student is asked to leave for any attendance or disciplinary reasons summer tuition will not be refunded.

All rules and regulations that are enforced during the regular school year will continue to apply during summer school.

Procedure for Handling Academic Concerns:

The following steps need to be followed before an academic concern may be resolved:

First: Speak to the teacher

Second: Speak with the Vice Principal

Third: Make an appointment with the Principal by calling the front office at ext: 19.

GUIDANCE AND ACTIVITIES

Counseling and Guidance

The guidance program at Cantwell-Sacred Heart of Mary High School encompasses the spiritual, personal, academic, career, and college instruction of students. The guidance program at CSHM High School includes:

Personal Counseling, College Counseling, Academic Counseling, and Career Counseling

Public Address Announcements

Public address announcements are to be submitted in writing by 8:00 AM. All such announcements must be approved and signed by the appropriate moderator. Announcements will be distributed, announced and posted in the homeroom.

Organizations and Activities

Organizations, clubs, activities and athletics are an essential part of education. Such activities are moderated by faculty members. Participation in activities and athletics is dependent upon maintenance of a 2.00 or higher G.P.A. and no outstanding *Homework Study Halls*.

Student Council

The Student Council, composed of the Associated Student Body Officers (ASB) represents the students in offering suggestions to the school administration. It coordinates all school activities, projects, and works to develop leadership, initiative, high standards of conduct, and a spirit of service among the students.

Elections

Students who are elected to serve as officers of the Student Body must maintain at least a 2.0 G.P.A., receive faculty approval, and fulfill all reasonable conditions adopted by the Student Council and/or School Administration.

Clubs and Activities

Art Club	Campus Ministry	Cardinal Band	Golf Club
Cardinal Chronicle Newspaper	Cardinal Watch T.V.	Cheerleaders	Asian Experience Club
Computer Club	Drama Club	Golden Hearts Club	Chess Club
International Club	Interact Club	Photography Club	Yearbook Club
Science Club	Spanish Club	Speech Club	Film Club
French Club	Varsity Club	Video Club	MD Club
Writing Club	Literary Club	Guitar Club	Folklorico Club
Environmental Club	Self Defense Club	National Honors Club	Student Council

Policies for Student Dances and "Grad Nite"--Dancing must be respectful at all times. Dancing in a suggestive or explicit manner will not be tolerated. Dancing style that involve intimate touching of your dance partner or that resemble sexual activity are NOT allowed. Students seen dancing inappropriately will be directed to leave the dance floor immediately. If inappropriate dancing continues, students may be asked to leave the dance and their parent or guardian will be notified.

- A. All dances at Cantwell-Sacred Heart of Mary are closed dances.
- B. CSHM Students must show their current ID to be admitted to any CSHM dance.
- C. Non CSHM students currently enrolled at local high schools may be admitted with a valid I.D. (Student body card or driver's license with photo). The CSHM "host" student is responsible for the behavior of the non-CSHM student.
- D. Dances are from 9:00 p.m. to 12:00 midnight. Students are supervised up to 12:30 a.m.
- E. Students must enter the dance or leave the premises. No one is admitted to CSHM dances after 10:00 p.m.
- F. Students may not leave the dance before 11:00 p.m. Once they leave, students will not be allowed to return.
- G. Students may not congregate in the parking lot during the dance.
- H. The dean has the right to determine appropriate dress for the occasion and to refuse admission to anyone inappropriately dressed.
- I. Only CSHM juniors and seniors may purchase prom bids; however, they may request permission to bring an underclass student as a date.
- J. School personnel have the right to refuse admission to anyone.
- K. It is the parents' responsibility to see that their son/daughter is picked up immediately after the conclusion of the dance. Students not picked up within a reasonable time will not be allowed to attend school dances for the remainder of the school year.
- L. Only CSHM seniors may attend or participate in "Grad Nite."

ATHLETIC PROGRAMS

Interscholastic Athletic Program

The interscholastic athletic program is an integral part of the curriculum and holds many educational advantages for all students. Competition and cooperation are prized in our culture and both are fostered in well-conducted athletic games. The self-discipline required and stress met in interscholastic competition provides training opportunities.

All interscholastic activities of the Athletic Department will maintain in practice as well as in spirit, the ideals and standards that are the policy of the administration of Cantwell-Sacred Heart of Mary, the Catholic Athletic Association (CAA), and the California Interscholastic Federation (CIF). No change in rules, policy, etc. will be made by any coach that does not agree with the above.

Student participation in athletics

1. Athletics should contribute to the overall education of the student. Varied experiences in different sports will help the student.
2. It is the basic policy at Cantwell-Sacred Heart of Mary that every student may freely choose to participate in any sport which interests him/her and for which he/she is qualified.
3. A fundamental concept should be that the sport exists for the benefit of the student; not visa versa.
4. No student should be put into the position of having to “choose” between two sports which normally do not conflict.
5. No student may participate in more than one sport in a season. No student may drop one sport in favor of another sport of the same season without approval of both coaches.
6. No student should be allowed to switch from one sport to another overlapping sport without approval of both coaches.
7. No student is permitted to participate in an athletic event if he/she has been absent from more than two periods on the day of the event.
8. It is the philosophy of the Cantwell-Sacred Heart of Mary High School Athletic Department that joining an athletic team represents a commitment to that team for the entire season. Therefore, an athlete will not be allowed to quit one athletic team to go out for another school team until the regular season of the original sport is completed. Students who quit a team without a valid reason will not be allowed to participate in the following season of sport. In the case of extenuating circumstances, the varsity Head Coaches of the programs involved and the Athletic Director may agree to waive this policy and grant immediate eligibility to the athlete in the new sport. This policy also includes those athletes who have been dropped because of disciplinary reasons. Any player who fails to complete the season for any reason other than an injury or an illness will not be awarded a team letter. The athlete will also be subject to a one year ineligibility upon review of the case by the Athletic Director and an Athletic Board. Participation on an outside athletic team in the same sport during the athlete's school season is forbidden. This is specifically forbidden by CIF rules. Athletes who do so must be dropped from the team and all games in which they participated must be forfeited.
9. Participants in tackle football must carry an additional insurance rider available through the school office.
10. Students may not participate as cheerleaders, pep squad members, or drill team members at other high schools.

CIF Eligibility

All CIF Southern Section eligibility rules apply in all games including practice, inter-school scrimmage, league tournament and play-off games. In order to participate in interscholastic athletics a student must:

1. Be under nineteen years of age. (Article VIII)
2. Meet the attendance requirements. (Article IX)
3. Be eligible scholastically (2.00 G.P.A.). (Article X)
4. Have met the residence requirements. (Article XI)
5. Meet citizenship requirements. (Article XI)
6. Not participate in any tryout for a professional or collegiate team. (Article XIII)
7. Be an amateur. (Article XVI)
8. Not compete or practice with outside teams. (Article XV)
9. Have an annual physical examination. (Article XVIII)

CSHM Eligibility

Students, whether involved in athletics or any other co-curricular activity, must complete an eligibility form and meet the eligibility requirements of Cantwell-Sacred Heart of Mary High School. Character must be within the appropriate standards. Students whose conduct, attendance, or appearance is not up to standard shall be declared ineligible by the Principal, Moderator, or Athletic Director for the period of time they see fit. This rule applies also to conduct outside the school if, in the opinion of the Principal, such conduct reflects poorly on the school.

1. To participate unconditionally in co-curricular activities, students must earn a Grade Point Average of 2.00 or higher.
2. At the end of each grading period, students involved in co-curricular activities with a G.P.A between 1.50 and 1.99 may petition to be placed on a four week grace period. Approval for this grace period must be given by the appropriate moderators: the Moderator or Coach and Athletic Director, The Dean of Students, the Academic Vice-Principal, the Principal and, of course, the Parents. In those four weeks, students will be given the opportunity to raise the G.P.A to 2.0 or higher. If students do not accomplish this, then they are ineligible to participate in the activity for the remainder of the grading period.
3. At the end of the June grading period, students with G.P.A's between 1.50 and 1.99 must petition to participate in the following fall co-curricular activities.
4. Students may use **one** successful petition per school year.
5. Students on disciplinary or attendance probation are considered ineligible unless the Dean of Students and Principal give specific approval.
6. The Principal reserves final judgment on all decisions.

CSHM Sporting Events

SEASON	GIRLS	BOYS
FALL	Volleyball Cross Country	Football Cross Country
WINTER	Basketball Soccer	Basketball Soccer
SPRING	Softball Track Swimming	Baseball Track Golf Swimming

Fans/Sportsmanship And Conduct At Games

By definition, sportsmanship relates to a person who can take a loss or defeat without complaint, or a victory without gloating; one who treats the opponent with fairness, courtesy, and respect. The conduct of coaches, players, Spiritleaders and fans generally sets the tone for all games. They will be expected to maintain the highest level of decorum at all athletic games. At all extracurricular activities, The Dean reserves the right of discretion involving appropriate student dress or appearance. Students inappropriately dressed shall be asked to change or be sent home. In order that the school sports program continues to be an educational tool, fans (spectators), like other groups, need to be cognizant of the necessity for good sportsmanship and the means by which it is attained. There is absolutely no place in high school athletics for the use of alcoholic beverages or chemical substances.

All fans viewing high school sports should continually be reminded of the following points:

- a) Show respect for the opponent at all times.
- b) Show respect for the officials.
- c) Know, understand and appreciate the rules of the contest.
- d) Maintain self-control at all times.

STUDENT DISCIPLINE PROGRAM

Code of Behavior

Responsibility from carrying out the code of behavior is shared by parents, students, and faculty. School rules are in effect and are enforced at all school functions, on or off campus.

PURPOSE

School discipline is an important part of the success of CSHM High School. Its purpose is to promote genuine growth, to increase respect for authority, to foster development of Gospel Values, and to provide an atmosphere conducive to learning.

Early in the year the administration schedules times to instruct the students in their responsibilities and privileges in the classroom, on school grounds and at school sponsored functions.

Unacceptable behavior or violation of school policies may result in detention, referral, suspension, appearance before the Discipline Review Board, dismissal or a request for the student's withdrawal from the school.

POSITIVE VIRTUES

Practicing positive virtues is the best way to avoid problems with disciplinary infractions. The Christian message of "Love one another" is a solid foundation for human behavior. Students must observe the virtues of respect, honesty, responsibility, acceptance, and integrity.

Harassment, Bullying and Hazing Policy

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

Substantiated acts of harassment, bullying, or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

HARASSMENT occurs if an individual is subjected to treatment or to a school environment which is hostile or intimidating. Harassment can occur any time on or off campus. It includes, but is not limited to, any or all of the following:

Verbal/Written harassment: derogatory comments and jokes; threatening words spoken or written to or about 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, drawings, gestures;

Sexual harassment: includes unwelcomed sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress;
2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment.

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

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

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

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

It is the responsibility of Cantwell-Sacred Heart of Mary High School to:

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

It is the student's responsibility to:

1. Conduct himself or herself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating or harassing;
3. Consider immediately informing anyone harassing, bullying, or hazing him/her that the behavior is offensive and unwelcome;
4. Report all incidents of discrimination, harassment, bullying, or hazing to the principal;
5. To discontinue that conduct immediately, if informed that he/she is perceived as engaging in discriminatory, intimidating, harassing, bullying, hazing or unwelcome conduct.

Responsibilities of the School

It is the responsibility of Cantwell-Sacred Heart of Mary High School to:

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

Responsibilities of the Student

It is the student's responsibility to:

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

Student Threats

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

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

The student who has made the threat, shall be suspended until the investigation by the police and school has been completed. The decision to re-admit a student who has made a threat should be made by the principal 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/guardians, and students.

Complaint Filing And Investigation Procedures

The following procedures must be followed for filing and investigating a harassment, bullying, and hazing claim:

1. A student must first choose to tell the individual causing the harassment, bullying, or hazing that his/her conduct is offensive and must stop. If the objectionable behavior does not stop immediately, the student must report the harassment, bullying, or hazing to the principal or to a teacher who will report it to the principal, or to the Regional Supervisor if the principal is the subject of the allegation. Additionally, in the case of sexual harassment the student is free to raise the issue with another, same-sex administrator if he/she prefers to do so.
2. The student alleging the harassment, bullying, or hazing will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, bullied, or hazed, sharing with the person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser, bully or hazer will be placed on administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the Principal, in consultation with the Regional Supervisor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context and seriousness of the harassment, bullying, or hazing and can include all disciplinary actions up to and including immediate termination.
5. If the complaint is against a non-employee or non-student, such as a parent, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

Student Identification Cards

An identification card is issued to each student at Cantwell-Sacred Heart of Mary High School. It serves for student identification, for student discounts, admission to school social functions, etc. It facilitates office procedures which require student identification. Replacement of a lost or mutilated student I. D. card is \$10.00. Identification cards remain the property of the school and are surrendered upon withdrawal. **School identification cards are to be carried at all times and must be presented to school officials upon request.** Failure of a CSHM student to present a school I.D. card upon the request of a school official is a disciplinary violation.

Closed Campus

CSHM is a closed campus. As such, all visitors (anyone who is not a student, faculty or staff) are to sign in at the main office when arriving on campus and must wear a badge identifying themselves. Students **must** carry their student ID ***at all times*** on campus and at school events.

Parents have a reasonable expectation that once a student sets foot on campus that they are under the supervision of the school. For that reason, students may not leave campus after arriving at the school without specific permission from the school administration. Such permission is granted prior to the school dismissal time only with signed authorization from the parent/guardian of the student. Supervision of students does not extend beyond the grounds of the school. Twenty (20) minutes after dismissal there is no direct supervision of students on campus unless there is a scheduled, moderated event or activity. Students are expected to leave the campus within twenty (20) minutes after the dismissal bell unless *participating in* a moderated and supervised activity or event or engaged in watching a sporting event.

School Searches

To ensure that school campuses are safe for students, searches for drugs, weapons, or other contraband materials may be conducted by necessity without warrants. From time to time this includes the use of trained canines on campus used to aid in the search of illegal contraband in lockers, backpacks, automobiles (on or off campus), and classrooms. Lockers may be searched based upon a reasonable suspicion that the locker contains something that would be disruptive to the educational process or dangerous to the health and safety of pupils. Personal searches of purses, pockets may also be necessary based on a reasonable suspicion within the realm of the administrator's responsibility to protect the health and safety of pupils and to maintain order on the school premises and at school activities.

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

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school 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 his/her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

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

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

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

Non-permitted Items

Cantwell-Sacred Heart of Mary High School reserves the right to confiscate any items or possessions which a student may bring to school which violate the school dress code, school rules, or in the view of the administration, pose a threat to the health or safety of the student body or staff. Said items or possessions will only be returned to the parent of that student. Parents are expected to make an appointment with the Dean of Students to retrieve confiscated items. The school is not responsible for articles left over ten (10) days.

Electronic Devices

Cell Phones may only be used before the first bell (7:50 am) and after the final bell (2:30) at the end of the day. Cell phones are to be kept in backpacks not in students' pockets. If an emergency occurs, students may ask to use the front office phone to get in touch with their parent/or guardian. Any other electronic device (e.g. iPods, mp3 players, video games, digital recorders, etc.) may not be brought to school. Any electronic device that is seen or used during school hours will be confiscated and given to the Dean. A ten (10) dollar fine will be imposed for each violation. Only a parent/or guardian may make an appointment and retrieve confiscated electronic device(s) with the Dean of Students. CSHM is **NOT** responsible for items left after ten (10) days.

Attitude of Parent or Guardian

A parent, guardian, or other individual who upbraids, insults, or abuses any teacher or administrator of the school, in the presence or hearing of a pupil, is guilty of a misdemeanor. (Education Code: 13559)

If the teacher is “insulted or abused” by any person in the presence of other school personnel on school premises, on public ways adjacent to the school or at another place where the teacher is assigned, that person is also guilty of a misdemeanor. (Education Code: 13559, 13560)

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents. It is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible. When the basic spirit of trust, honesty and cooperation between the school and parent(s) has been lost this would be the case.

Definitions In Discipline Procedures

A Detention Notice is a warning of unacceptable behavior and may be given to students by a member of the faculty or staff any time an infraction occurs.

Detention is the established measure for student violation of school regulations. Detention is given on the recommendation of the proper person in authority. Students serve detention after school the day following the issue of the Detention Notice. Students and parents may be asked to sign Detention Notices as a record that they have received the notice. Students as determined by issuer of detention are required to serve school detention or classroom detention with a teacher. Students who fail to serve an assigned detention without the expressed approval of the Dean of Students will be subject to a Saturday Detention and/or Discipline Referral. Students may not attend or participate in any school event or activity if they have accumulated unserved detention hours.

When a student has received five (5) detentions for any combination of offenses, the student will be given a Discipline Referral by the Dean of Students. A Discipline Referral can be given by a teacher or administrator without previous detentions for more serious infractions. Generally, Discipline Referrals are mailed to parents to be signed and returned as notification that a more serious problem may be developing, or the Dean may schedule a conference with the parents.

Saturday Detention may be assigned in the event of more serious offenses or when a student has missed detention without the expressed approval of the Dean of Students. Notification of Saturday Detention will be made by the Dean of Students. The penalty for skipping a Saturday Detention is suspension unless a student is excused by the Dean of Students.

Students will be charged a \$10.00 administrative fee which must be paid prior to the scheduled Saturday detention. Students will not be admitted without receipt of payment.

Weekday Detentions are served on Monday, Tuesday, Wednesday, Thursday and Friday beginning ten minutes after dismissal of the last class for the day. If student is late for any reason and/or without a valid student ID, he or she will not be admitted.

Suspension is the removal of the student from attendance in the school and may be imposed in serious matters, or when other means of correction fail to bring about proper conduct. Only the principal, or principal's designee may suspend a student from school. The length of the suspension is determined by appropriate school personnel. When a student is suspended from a class or from school, the parents are notified and arrangements for a conference with the appropriate school personnel are made.

The Disciplinary Review Board is a standing committee consisting of five members of the faculty. The student may choose a member as his/her representative. The Dean of Students attends as a non-voting member and presents all documentation on the student for the Board to make a recommendation to the Principal regarding the student's continued enrollment at CSHM. Legal council is not allowed to be present at the meeting of the school's Disciplinary Review Board.

Expulsion is the permanent exclusion of a student from the school. In cases which might result in expulsion, the principal or principal's designee contacts the parents or guardians of the student. A conference is scheduled during which the nature of the offense and the consequences of the offense as well as the school's policies governing student conduct and discipline are reviewed. If a student is expelled, the Department of Catholic Schools and the local school district are notified.

Students accused of a serious wrong can be placed on home study pending the outcome, adjudication or completion of an investigation.

Disciplinary Infractions

The following is a partial listing of possible disciplinary infractions. With the diversity of the student body and backgrounds it is impossible to list all such infractions and penalties. The Principal reserves the right to make final determination of infractions and appropriate penalties in matters not explicitly stated as well as the seriousness of the penalty depending on circumstances in matters stated. A teacher may give a detention with one day's notice for any infraction listed here or any other class rules infraction.

A DETENTION will be issued for the following :

1. Non conformity of uniform (see dress and grooming regulations).
2. Locker or telephone violation.
3. Gum chewing on campus and/or eating in classrooms or hallways.
4. Excessive makeup or jewelry.
5. Loitering in hallways or out of bounds areas during lunch.
6. Disturbing class or other pupils.
7. Profanity or vulgarity.
8. Tardiness.
9. Not following the directives of a teacher or staff member.
10. Littering the campus.
11. Unauthorized possession and/or use of iPods, cellular phones, CD, tape, or digital players, radios, video games and recording devices on campus.
12. Not possessing Student ID Card while on campus or at a school event.
13. Any other infractions deemed inappropriate by the Dean of Students.
14. Non submission of absence note.

A DISCIPLINARY REFERRAL will be issued for the following infractions:

1. Hostility or rudeness toward a teacher, administrator, staff member or student.
2. Plagiarism and/or cheating.
3. Defacing of school property or that of other students (liable to immediate dismissal).
4. Missing a detention.
5. Parking lot violation.
6. Insolence or disrespect.
7. Five detentions.
8. Harassment, sexual or otherwise, of another student (can be liable to immediate dismissal).
9. Unexcused absence from class or school (liable to attendance probation).
10. Excessive display of affection.
11. Any other infractions deemed appropriate by the Dean of Students.

Excessive Display of Affection

As a Catholic, Christian school, CSHM insists upon appropriate moral behavior by its students at all times. Excessive and inappropriate displays of affection are never acceptable on campus or at school events and go to the root of our school's reputation and values. This would include kissing, inappropriate hugging, or other displays of affection inappropriate to the school environment as determined by the administration, faculty, and/or staff member witnessing the behavior. Because we consider this to be a violation of not only school rules, but also a violation of the foundational values of our school, serious consequences up to and including dismissal from school may apply.

In addition to receiving detention hours, the student who receives a Disciplinary referral will have the referral mailed to his/her parents.

1. 1st or 2nd Referral may result in a Parent-Dean Conference.
2. 3rd Referral within a 20 week period will result in student being placed on disciplinary probation.
3. 4th infraction while a student is on probation will result in a Parent-Dean conference and the student is liable to be brought before the Disciplinary Review Board and may be asked to withdraw from the school.

Disciplinary Probation Procedures

Placement on Disciplinary Probation

1. Student receives three disciplinary referrals within a 20 week period.
2. A student commits a more serious offense (see below).
3. A student may be placed on probation when basic classroom behavior does not improve over consecutive report card periods.
4. Other action as determined by the Principal or Disciplinary Review Board.

Activities While on Disciplinary Probation

1. When placed on Disciplinary Probation student and his/her parents are required to meet with the Dean of Students.
2. The student will be placed on Disciplinary Probation for a period of time warranted by the seriousness of the offense.
3. While on probation a student's participation in activities or athletics may be restricted for a period of time.
4. Additional infractions committed while on probation subject the student to suspension.
5. Following suspension, an additional offense requires a Disciplinary Review Board for continued enrollment at CSHM.
6. While on probation a student may be required to complete one hour of community service to the school each week.

Expulsion/Suspension

A student will be suspended from school for any action or behavior which, in the opinion of the Dean, warrants the attention of the parents.

Liable to Suspension and immediate placement on Disciplinary Probation:


The following actions may be cause for referral, probation, suspension or expulsion:

1. Demonstrations: encouragement/ participation in illegal or unauthorized demonstrations.
2. Disruption of school activities.
3. Willful defiance of valid authority of supervisors or administrators.
4. Forging or using forged notes/excuses.
5. Gambling on school grounds.
6. Use or possession of tobacco at school.
7. Truancy.
8. Missing detention without the permission of the Dean of Students.
9. Attending a fight as a spectator on or off campus.

Liable to Immediate Dismissal:

A student is liable to expulsion or withdrawal from the school for violation of rules including, but not limited to the following:

1. Abortion: procuring, encouraging or assisting another in the procurement of an abortion.
2. Abuse of school personnel and/or another student.
3. Use, sale, distribution or possession of any alcohol for beverage purposes.
4. Assault/Battery: any threat of force or violence directed toward anyone.
5. Use of firecrackers, smoke bombs, or other incendiary devices.
6. Any criminal gang-like activity. Membership and/or participation in groups using violence or coercion.
7. Fighting, inducing, or encouraging others to fight on or off campus.
8. Use, sale or possession of narcotics, marijuana, dangerous drugs or other harmful substances, or drug paraphernalia on or off campus *or remaining present* while these violations occur.
9. Violation of any Civil Law, or Criminal Law.
10. Possession of harmful weapons or materials which can be used as weapons.

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11. Defacing or attempting to damage school property, willful defacing or otherwise injuring in any way real or personal property (graffiti); restitution is mandatory.
 12. Hazing, bullying, or serious harassment in any form.
 13. Theft of school property or the property of others.
 14. False report of a fire or emergency (pulling a fire alarm without due reason).
 15. Refusal to submit to search of personal property upon request of an administrator (see *School Searches*).
 16. Conduct which is embarrassing or detrimental to the reputation of Cantwell-Sacred Heart of Mary High School.
 17. Being the means by which violence comes to campus/school events
 18. Threats: verbal, written, electronic or graphic
 19. Unauthorized student Internet web sites
 20. Scandalous, illegal or immoral conduct on or off-campus (including the Internet) at any time while student is enrolled in the school
 21. Membership, active involvement or affiliation in a gang/crew, or group that is responsible for coercive or violent activity.

Additional Notes

1. CSHM **maintains zero tolerance** of drug, alcohol or weapons use or possession by a student on or off campus.
2. Students asked to leave or are withdrawn voluntarily for disciplinary reasons from CSHM may not attend any CSHM function.
3. Students that have been asked to withdraw may not return to CSHM for one full calendar year.
4. Students that have been escorted by police off CSHM campus for any reason may not return.

STUDENT DRESS CODE

Dress and Grooming Regulations

Dress and grooming appropriate for students at a Catholic high school is expected of all students at all school activities or events whether on or off campus. The school administration reserves the right to correct students deemed inappropriately dressed for the occasion and administer disciplinary consequences.

Parental Responsibility:

Since the parent is the primary educator of the student, it is strictly the parents' responsibility to ensure that his/her student is in correct dress on a daily basis while on the campus of Cantwell-Sacred Heart of Mary High School.

When a student is found to be out of school dress, that student may be suspended. His/her parent may be asked to come immediately to the school, and to remove his/her student until the next school day. The student will then serve detention time. The record of a student who persists in this behavior will be reviewed by the Disciplinary Review Board which will make a recommendation to the Principal for further action.

Uniform Policy

The designated uniform is to be worn properly on school and all exam days. Certain days, such as liturgical events, will be designated as *formal uniform days*. **On these days white shirts or blouses may be worn with khaki or navy pants or skirts.**

Women and Men Uniform

- a) Shirts are to be worn **tucked in** at all times!
- b) Belts (**black, blue and brown with no decoration**) are to be worn with pants and *are to be visible* at all times.

Shirts or Blouse

Long or short sleeve collared Oxford white shirt. Short sleeve white, burgundy or navy knit collared polo shirt with or without logo. Note: All freshman and sophomores are required to wear polos with the official CSHM logo. Only white short sleeve undershirts are permitted to be worn under shirts or blouses. Thermal underwear may be worn only under a long sleeve shirt or blouse of the same color.

Pants

Navy or khaki. Corduroys and Ben Davis brand are not permitted. tight Oversized, cut, frayed, "hip huggers", "low-rise" or "Cargo" pants are not permitted.

SHORTS ---NAVY OR KAKI

NOTE: ONLY CSHM SHORTS WITH OFFICIAL LOGO SOLD BY SCHOOL UNIFORMATY WILL BE ALLOWED

Skirt /Skort (Women)

Pleated, or 4-pleated plaid; Skirts must be worn no shorter than slightly above the knee.

Socks

Socks must be worn at all times. Burgundy, white, or navy socks, knee highs or tights; Knee high socks are not to be worn over the knee.

Shoes

Closed dress or athletic shoes in black, brown, blue, burgundy, or white. Boots may be worn only with long pants/slacks. Shoes must be tied or connected at all times and **must be free of any writing.** **No Old Style Converse shoes.**

Sweater

Burgundy or navy pullover or V-neck sweater, navy or burgundy class sweater; Varsity letter sweater.

Sweatshirts

Only CSHM sweatshirts with screened or embroidered official logos approved by the Dean will be allowed. Any club, activity, or sport CSHM sweatshirt or T-shirt must be approved by the Dean of Students.

Non-CSHM clothing is not allowed to be worn by freshmen, sophomores, juniors or seniors. No jackets, coats or sweat-shirts other than the ones listed above will be allowed.

Non-Uniform Day and Dances

At certain times in the school year students are permitted to wear non-uniform clothes to school. The guidelines for these non-uniform dress days:

1. Jeans and walking shorts that ARE NOT TORN, FADED, OR OVERSIZED may be worn.
2. Undershirts or shirts with vulgar, alcohol, drug, gang related, or inappropriate (as determined by the Dean) imprints are not allowed.
3. Sleeveless blouses, midriffs, spaghetti strap blouses, miniskirts, cutoff shorts, short shorts or sandals without back straps are not allowed.
4. Students must be modestly dressed in every way.
5. Bandanas, Head Bands and Scarves are not allowed.
6. Fishnet stockings are not allowed.

A monthly non-uniform day has been scheduled for seniors. Students violating these guidelines will lose future privileges and face disciplinary action. Schoolwide non-uniform days for fund-raising are limited to one per month and must be cleared by the Dean of Students in advance.

Formal Uniform Day

Girls: White Blouse or Polo Shirt
Blue or Khaki pants

Boys: White Polo Shirt
Blue or Khaki pants

Game Day Uniform

Each sport has adopted a unique game day athletic dress to encourage team unity and pride in participation. Where possible, a special school sweater is worn with a collared shirt and tie. This game athletic dress must be approved by the Dean of Students or may result in loss of privileges.

Personal Grooming & Accessories

- a) Hair must be neat, clean and of the student's natural color (*determined by the Dean of Students*).
- b) Hair styles must be appropriate for school and all school related events, on or off campus. Extreme styles are not acceptable and shall be determined by the Dean of Students.
For example, hair may not be styled:
to have designs and "spiked."
to have streaks or highlights
to have sideburns extending beyond the bottom of the ear or flared.
Hair may not extend below the middle of the ear.
Hair also may not extend below the top of the collar.
Hair may not be shaved or be less than #3 razor on top and #1 on the sides.
- c) Senior men are allowed to wear moustaches and/or *neatly trimmed and appropriate* (as determined by the Dean) goatees. Senior men must be able to grow a "full" goatee to take advantage of this privilege. All other men are to be clean shaven.
- d) Only official CSHM Caps or Hats may be worn. Caps or hats are never worn in class or in buildings.
- e) Women may wear moderate jewelry. Make-up may be worn in moderation. Women may wear **a single earring in each earlobe** only. Earrings that stretch the earlobe hole "gaging", nose studs or rings or other body piercings are not permitted.
- f) **Men may not wear earrings or piercings of any kind.** Placing a piece of tape, band-aid, or any covering over pierced jewelry will not be acceptable. Any pierced jewelry must be removed when on campus or at any event.
- g) Permanent or temporary tattoos, writing or marking on the body are not permitted.
- h) Except for student name, writing of any kind, pins, patches, or anything in violation of the spirit of this regulation, on backpacks is not permitted.

The general spirit of the dress code is that students should be modest and moderate in terms of dress and appearance at school and school functions. Compliance with these regulations is subject to the judgment of the school administration. It is suggested that any questions concerning the appropriateness of any dress/appearance items be referred to the Dean of Students prior to making a styling decision or purchase.

Non-Compliance with Dress Code and Events

Students at sporting events or other school related events are required to comply with dress standards or may be asked to leave the activity. Students may be liable to disciplinary action.

ATTENDANCE AND TARDIES POLICY

Attendance Policies

Regular school attendance is critical to learning. The staff and administration will work with the parents and students to insure regular attendance.

Absence Procedures

If a student is absent because of illness or other valid reasons his/her parents or guardian must phone the attendance office, 323-887-2066 ext. 25, between 7:30 a.m. and 9:30 a.m. each day of the absence.

On the day the student returns to school:

1. The student must submit a note written and signed by a parent/guardian or a medical physician (the note may be written in the parent's native language). Failure to do so will result in a detention each day until the note is submitted.
2. This note must contain the dates of the student's absence, the reason for the absence and a parent or guardian's signature. This note is kept on file.

Tardies

Arriving late to school or class is not responsible student behavior. All students should arrive at school at least 20 (twenty) minutes before the tardy bell (Monday thru Friday - 7:40 am). A student is tardy for class when not in his/her proper seat at the second bell and is not prepared for the class to begin. Tardy students are subject to detention. Habitually tardy students are liable to suspension, probation, or loss of credit. Excessive tardiness will result in referral of the student's record to the Disciplinary Review Board which will make a recommendation to the principal for further action. *Students are allowed 3 tardies per semester with a written note from parent/guardian. Every tardy after that, even with a note, will be subject to a detention. Students who are tardy after break/lunch will be subject to 2 hours of detention.*

Cantwell-Sacred Heart of Mary High School reserves the right not to admit tardy students to class.

Early Dismissal

Early dismissals should be requested only for serious reason. If a student needs to leave school early, the student must bring a signed note from the parent /guardian the day prior to the dismissal if possible but no later than the beginning of the day on which the early dismissal is required. A phone call from a parent/guardian is not sufficient to have the student excused from school. A parent or guardian may appear in person to request dismissal. However, the school reserves the right to ask for proper identification and the parent or guardian must sign their son or daughter out. When a student returns from an early dismissal for a doctor's appointment that student must bring a note from the doctor indicating the time the appointment ended. Only those listed on your child's emergency form will be allowed to sign your child out of school. Exceptions may be made with a written note by the parent/guardian.

Early dismissal may not be requested for work, job interviews or DMV appointments. If a student is ill and needs to be sent home early, the parent/guardian listed on the emergency form will be contacted.

Absences and Tardy Limits

1. After five (5) absences/tardies in a semester parents will be given written notification.
2. After seven (7) absences/tardies in one semester a student may be placed on attendance probation.
3. After ten (10) absences or tardies a student may be called before the Disciplinary Review Board.
4. After ten (10) absences in a semester credit for the course(s) may be withheld.
5. After a combination of twenty (20) absences, credit may be withheld. If extenuating circumstances apply, a meeting with the parents and the Vice-Principal may be requested by the parents.

Truancy

Truancy automatically places a student on attendance probation. A truant student:

1. *Must make up the hours of class missed in detention;*
2. *Will be suspended from all activities for not less than two weeks;*
3. *Will be placed on attendance probation for not less than 10 weeks.*

CAMPUS MINISTRY

Cantwell-Sacred Heart of Mary's beliefs, values, and goals are reflected every day in the life of our community. Each class, activity, and service builds upon the talents, experiences, spirit, and love we share. These make us who we are.

Guided by the Catholic Church's belief and the school's philosophy *To Teach As Jesus Did*, Cantwell-Sacred Heart of Mary High School's administration, faculty, staff, and student body continually strive to develop and improve their Catholic, academic, spiritual and emotional lives. Students' co-curricular activities are designed to facilitate interaction and growth between the CSHM campus community and the surrounding community.

The spiritual life of every Cantwell-Sacred Heart of Mary student is encouraged and enhanced by daily class prayer, and frequent liturgies, directed and prepared by each class which incorporates a specific theme utilizing scripture and music. Selected students, faculty, and staff participate as altar servers, lectors, musicians, and Eucharist ministers. Every morning the principal welcomes the students and begins the day with a meditation and prayer. Teachers and/or students lead prayers and offer intentions at the start of every class. Many athletic events are preceded by a prayer service in the Chapel led by the Campus Minister. The Campus Minister and team aids the classes in planning liturgical events, develops and leads class retreats and prayer services including Memorials, May Crowning, Ash Wednesday, Blessing of Throats, First Friday Service, Stations of the Cross, and Reconciliation services. The Campus Ministry team attends funerals, confirmation, special liturgies, and other services for members of the community and student body.

Campus Ministry

The Campus Ministry Program seeks to fulfill its spiritual goals and objectives through:

- a) The liturgical year and significant feasts.
- b) Spiritual counseling for students and their families.
- c) Opportunities for Liturgies and Reconciliation.
- d) Retreats and off-campus retreat programs.
- e) A vocation awareness program.

Christian Service

Christian Service Hours will be required of each student for each class level. Service hours should be spent directly helping others. Students may not receive any kind of monetary compensation for their service hours. Each student should be prepared to share their Christian Service Hours experience by giving an oral or written report in their religion class.

*Freshmen and Sophomores will be expected to contribute service hours to our school or community.

*Juniors will be expected to provide service hours to their parishes and local churches.

(Juniors are expected to have completed all their past due service hours before the start of their senior year.)

*Seniors will be expected to contribute service hours to local Catholic and civic organizations.

An approved list of organizations will be provided by the Christian Service Program Coordinator.

A service hour form will be provided to the students. It will be the responsibility of each student to provide their parents, CSHM supervisor, parish supervisor, or organization supervisor with this form so that hours may be tracked properly and accurately. These forms will then be returned to their religion class teachers-filled out with amount of hours spent along with their supervisor's verification and signature. These hours will then be tracked by the religion teacher on a master ledger. Hours attained forms will be provided as often as necessary in order for each student to attain and fulfill the necessary hours for graduation. Seniors completing over 150 service hours within their four years at CSHM will be awarded with a white cord of exemplary service to wear at graduation.

The Christian Service program is the focal point of student involvement in campus ministry. The requirements for the students are as follows:

12th Grade	30 Hours of Christian Service
11th Grade	25 Hours of Christian Service
10th Grade	20 Hours of Christian Service
9th Grade	20 Hours of Christian Service

LIBRARY REGULATIONS

School Library

The CSHM High School Library is open from 7:30 a.m. to 4:00 p.m. for the convenience of the students, faculty, and staff for research, assignments, and leisure reading. Five work stations, with full access to the Internet, are available for student use. Library policies are posted in the library; a copy is given to every teacher to post in the respective classrooms.

Library Policies

- Students present the CSHM School ID to use the Library. Students must respect the Library and maintain a quiet work attitude.
- During class periods, students must present a Hall Pass from the Teacher giving permission to be in the Library.
- Teachers will notify the Library Director about class assignments/ projects to ascertain the availability of material on the topic.
- Food, drinks, make-up, photos, games, cell phones are not permitted in the Library.
- Back-packs are placed on the floor, not on the tables. In the computer area, backpacks are placed on the floor next to the cupboards, not on the floor near the computers.
- Chairs are replaced; tables and floor are cleared before students leave.
- Books are charged out for two weeks. Magazines and DVD's are charged for a two-day period. Lost or damaged materials are replaced at borrower's expense.
- Students sign in to use Library Computers/Internet. The Librarian reserves the right to examine all materials printed from the computers.
- The Code of Conduct for the use of computers is strictly enforced.
- With permission and at the discretion of the Library Director, students may use the copy machine for a limited number of copies at five cents (.05) each; ten cents a copy for textbooks.

PARKING AND DRIVING REGULATIONS

Student Parking

Parking on school grounds is a privilege granted to enrolled students. Students wishing to park on school grounds must complete an application through the front office. All applications are subject to the approval of the Dean of Students.

All parking rules for students come under the jurisdiction of the Dean of Students.

- A permit will be issued which must be displayed on the dashboard or from the rear view mirror while parked in the Repetto Street parking lot.
- There is a **\$25 deposit** for the permit which will be returned to the student when the permit is given back to the Dean, *in good condition*, at the end of the school year. Students parked without a displayed permit are subject to having their car towed from the parking lot, loss of their deposit, referral (if they haven't applied for a permit), and possible loss of parking privileges.
- Any student vandalizing any property, including vehicles, will be responsible for monetary compensation and will be liable to immediate dismissal.
- Students found speeding or driving irresponsibly in the parking lot may lose campus privileges or be issued detentions based on the severity of the offense. The legal speed limit on campus is 5 mph.
- The parking lot is off limits during school hours, including the break and lunch periods.
- Please be considerate when parking on neighborhood streets. Residents when warranted have the right to call the police or a towing agency.
- Any damage to cars parked in the CSHM parking lot is not the responsibility of CSHM High School. Students are advised to lock their cars when they are unattended in the parking lot.

ELECTRONIC COMMUNICATIONS POLICY

As a user of Cantwell-Sacred Heart of Mary High School's computer network, I agree to use our computer network in a responsible manner by honoring all relevant laws, restrictions, and school rules. I will follow the guidelines and policies listed below:
General Guidelines:

1. Systems, Devices and Materials

- a. 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.
- b. Electronic communications devices include, but are not limited to, regular and mobile telephones, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment.
- c. Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, e-mails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.

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

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

3. Ownership and Control of Communications

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

- g. Parishes, schools and the archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

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

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

5. Prohibited Practices:

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

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

- k. Give unauthorized persons access to parish, school or archdiocesan systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- l. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible person.
- m. Introduce a virus, attempt to breach system security or tamper with a system.
- n. Alter, without authorization, a start up screen or the desktop, or install applications that will subvert these functions.
- o. Allow any minor to access the Internet on school communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- p. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.

6. Consequences of violations of electronic communications policy

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

ADDITIONAL POLICIES AND PROCEDURES

Transcripts

When a student transfers, the transcript is forwarded upon the request of the receiving school. Seniors should request transcripts to colleges early in the second semester. A release of information must be signed by the student or parent/guardian of the student under the age of 18. Former graduates or students are charged a \$5 fee for each transcript requested.

Pupil Records

Parents have a right to access any and all academic records related to their children unless a court order to the contrary is on file in the Principal's office.

Use of School Grounds

All use of school property requires permission of the principal.

Care of School Property

Students are expected to identify their books, P.E. clothes, and other belongings by clearly printing their name and grade on them.

Food on campus/classroom

Eating is not permitted in buildings. Gum chewing is not allowed on campus. Outside food with the **exception of a sack lunch** may not be brought on campus, without the written permission from the administration.

Lockers

One locker is assigned to each student. Lockers are to remain locked at all times. Only school supplied locks may be used. Sharing lockers and lock combinations is not permitted. Students are responsible for assigned locker and its appropriate use.

Medication

School personnel cannot dispense medication to students unless authorized in writing by a parent/guardian or medical physician. Any student required to take prescribed medication during the school day must bring a note signed by the parent detailing the method, dosage, amount and time schedule. Such medication must be kept in the attendance office. Students enrolling in a Physical Education class or competitive athletics must submit a doctor's certification of clearance.

Emergency Information Form

Each student shall have on file a current emergency form. *State law does not allow students to attend school* without their completed forms on file.

Illness/Accident Procedures

Unusual illness or accidents occurring at school must be reported immediately to the school office. A written report of the circumstances and witnesses should be made and filed.

Controversial Issues

Issues of a religious, moral, socio-political or scientific nature which hold definite but differing opinions among recognized theologians, moralists, social scientists, and/or scientists are considered to be controversial. Such issues are to be dealt with in a manner suited to the range of knowledge, maturity, and competency of the students. The principal is to be kept fully informed of the treatment and reaction to such issues. As a non-profit institution the school may not be used for support of a partisan candidate for political office. Ballot issues are to be discussed in a bipartisan, educational manner.

AIDS Guidelines

The Archdiocese of Los Angeles has accepted the U.S. Bishops' statement concerning AIDS. Infection with AIDS in and of itself should not be 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.

Students No longer Living With Their Parents

Central to the philosophy of Cantwell-Sacred Heart of Mary 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 an archdiocesan/parish secondary school.

Pregnancy Policy

We believe that a primary purpose of Catholic education is to guide our students' growth in Christian values and moral conduct. We consider premarital sexual activity to be contrary to these goals, and strongly disapprove of promiscuous conduct.

Motivated by Christian concern for the well-being of the mother and child, however, the administration of CSHM will assess each student's pregnancy on an individual basis. Decisions regarding how long the student may remain in school and when or if she may return will be reached after consultation with the student's parents. Recommendations from the student's physician and counselor will also be considered.

The school will make every effort to help the student toward completing her education in a manner compatible with the best interests of the student and her unborn child.

The responsibility of bringing a new human life into the world and the priorities and obligations this responsibility carries changes the status quo of both the mother and father of the child. Such responsibilities may necessitate a change in status, especially in terms of the activities and priorities in the school. The pregnant student cares for herself as mother-to-be and the father-to-be responds with care and support for the mother and child. Both will be referred to counseling. Cooperation in this regard is an important aspect of the responsibilities of the father, especially if he is a member of the CSHM student body.

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 abortion. Abortion which disregards innocent human life is incompatible with and contrary to the fundamental teachings of the Church, the mission of the Catholic school and the values that ought to permeate education.

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.

Married Students Policy

Central to the philosophy of Cantwell-Sacred Heart of Mary High School is the belief that parents are the primary educators of their children. In support of this, the school and the parent work in close collaboration in all aspects of the student's educational process. Since a married student is in effect no longer accountable to a parent or guardian, the relationship between the school and the parent is compromised. Therefore, any student who marries will not be allowed to attend CSHM High School.

Policy on Students No Longer Living With Their Parent/Guardian

Central to the philosophy of CSHM High School is the belief that parents are the primary educators of their children. In support of this, the school and the parent 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 CSHM High School.

Fire Drills

The Fire Department requires that every school conduct regularly scheduled fire drills. Students not in complete compliance with the seriousness of the drills are subject to disciplinary action.

Earthquake Emergencies

CSHM has established an earthquake emergency system pursuant to AB 2786. This plan includes the roles, responsibilities, policies and procedures for students and staff in order to maintain safety and care for all. Basic evacuation drills are conducted semi-annually. The school is prepared to care for students up to 72 hours following a major earthquake emergency. Each student is expected to provide sufficient food as to sustain a simple level of nourishment for these 72 hours if needed. These provisions are collected and stored in a secure location on campus. Earthquake kits are available through the school.

Reporting to Parents

CSHM High School regularly inform parents about the educational and behavioral progress of their children.

Release of Students

Annually parents complete a form which indicates their wishes concerning the release of students following a major earthquake or local emergency requiring the closure of school. In the event of a major disaster requiring care over several days, plans are to evacuate students to the local Montebello Evacuation Center at the end of the first day.

Student Insurance

The Student Accident Insurance Program is provided for all students in Archdiocesan and Parish High Schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained while attending school, while travelling to or from school, or while participating in a solely school-sponsored, supervised activity. Supplemental insurance is available at a premium to cover students on a 24-hours basis. An Archdiocesan supplemental policy is required for all students participating in tackle football. Claim forms for all accidents are available in the finance office.

Parent Support

All parents are members of the Parents' Association. Parents are expected to attend Report Card/Conference Nights and parent/teacher meetings. Parents are encouraged to be active chairpersons or members of activities to support the school.

Examinations & Inoculations

A student, with the permission of the parent or guardian, may be subject to routine tests including audio, visual and dental inspection and, upon referral, to a complete physical examination and /or other professional help. Tuberculosis patch tests and/or x-rays, immunization for prevention of diphtheria and small pox vaccination may be given only with the written permission of the parents.

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 he/she is readmitted to school. The principal may re-admit a student absent because of a non-reportable communicable disease, such as chicken-pox, German measles, and influenza.

Complaint Review Procedure

The purpose of the Archdiocesan 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 work of all parties. Because the desired result is reconciliation, legal representation is not permitted at any stage of the Complaint Review Process.

The person bringing the complaint is encouraged to resolve the complaint by discussing it with the Responsible Official and/or the persons involved. The Responsible Official who reviews the facts is ordinarily the principal.

Emancipated or Eighteen Year Old Students

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

Work Permits

No minor under 18 years of age and over 16 years of age who is required to attend school and no minor under 16 years of age may work without a permit. Work permit applications may be obtained from the CSHM school office or from a public school.

Withdrawal of Students

The school grants full credit for all work a student accomplishes up to the time of transfer. Principal will follow the directives of the local County Superintendent of Schools regarding student attendance

NON-DISCRIMINATION POLICY

SCHOOL STUDENT NON-DISCRIMINATION POLICY

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in 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.

DOCUMENTATION OF NONDISCRIMINATION

The Internal Revenue Service requires non-public schools to maintain a nondiscriminatory policy with respect to students in order to be recognized as tax exempt. Schools must demonstrate the existence of this policy by annually publishing a statement of nondiscrimination.

By October first of each year, each archdiocesan school must complete a form stating its nondiscriminatory policy. This form is sent to the Department of Catholic Schools and is kept on file there. For parish schools, the pastor will publish the nondiscriminatory policy statement in the October issue of the parish bulletin. The school retains a copy of this issue of the parish bulletin in the school file. The statement of nondiscrimination is published each year in the Staff Handbook, Parent-Student Handbook and also in the admissions materials.

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.

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

The students' interest in receiving a quality, morally based education can 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/guardians to withdraw their children.

It shall be an express condition of enrollment that the students and parents/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/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/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/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.
- These expectations for students and parents/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.

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

Any parent/guardian or other person who materially disrupts class work or extracurricular activities in a place where a school employee is required to be in the course of his/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/guardian or other family member who insults or abuses any school personnel risks their child's continuation in the school.

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

RECOMMENDED TRANSFER RESULTING FROM PARENTAL ATTITUDE

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

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

A statement concerning parental attitude and behavior and their consequences should be included in the parent-student handbook.

CONFIDENTIALITY AND PRIVACY

Privacy and Access to Records

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

Pupil Records

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

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

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

Directory Information

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

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

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

Verbal/Written Confidences

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

PARENT / STUDENT COMPLAINT REVIEW PROCESS

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

SCHOOL LEVEL

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it frankly with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

DEPARTMENT OF CATHOLIC SCHOOLS LEVEL

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

ACKNOWLEDGMENT OF RECEIPT OF GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH/SCHOOL ACTIVITIES OR EVENTS

I have received and agree to comply with the Guidelines for Adults Interacting with Minors at Parish, Parish School, Youth Ministry or Religious Education Activities or Events of the Archdiocese of Los Angeles. As stated in the copy of these guidelines: "All adults working or volunteering with minors are accountable to follow all policies contained in ministry Handbooks. All 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/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations." These guidelines are part of the commitment of the Archdiocese of Los Angeles to keep children and youth safe and to provide a role model for all minors under our care.

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 Cantwell-Sacred Heart of Mary High School.

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, e-mail 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 these requirements.

**CANTWELL - SACRED HEART OF MARY
STUDENT BODY OFFICERS
2011-2012**



ASB OFFICERS

PRESIDENT..... Martin X. Jose
VICE- PRESIDENT..... Vanessa Hernandez
TREASURER..... Kevin Ayala
SECRETARY..... Arturo Hernandez

CLASS OFFICERS

Seniors

PRESIDENT..... Lauren Respecio
VICE- PRESIDENT..... Jose Vega

Juniors

PRESIDENT..... Carlos Gonzalez
VICE- PRESIDENT..... Christina Medina

Sophomores

PRESIDENT..... Briana Mercuri
VICE- PRESIDENT..... Denise Briseno

CANTWELL-SACRED HEART OF MARY
CALENDAR OF EVENTS

2011-2012



