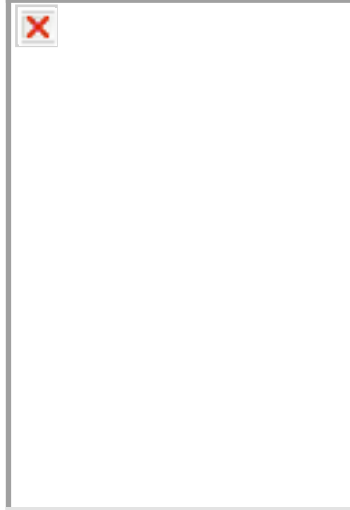


# Bishop Alemany High School

Welcome

## PARENT-STUDENT HANDBOOK



The Parent- Student Handbook provides essential information about the policies and procedures that the school expects parents/guardians and students to understand and follow. By reading the Handbook and signing the Acknowledgment form, parents/guardians and students agree to be bound by the school's Code of Conduct and all other school policies and procedures. You can print out a copy of the Handbook if you wish, but the binding document is the one that is online. Bishop Alemany High School reserves the right to amend the Parent- Student at any time. Parents/guardians will be notified of any amendments and will be asked to sign an Acknowledgment of receipt.

The Parent- Student Handbook will undergo an annual review at the start of each school year. This review will be conducted by the Administration Team and the Operations Team to ensure the Handbook remains current and reflective of Bishop Alemany High School's policies and practices.

**Criteria for Updates.** The Handbook may be revised based on the following factors:

1. **Changes in School Policy.** Any alterations to existing school policies will prompt a review and potential update of the Handbook.
2. **Local Legislative Changes.** Updates in local, State, or federal legislation that impact school operations or student rights will be incorporated into the Handbook as necessary.

3. **Feedback.** Input from staff, parents/guardians, and students will be actively sought and considered. Suggestions for improvements or clarifications can lead to necessary amendments to the Handbook.

**Documentation of Changes** . All changes made to the Handbook will be documented. This record will allow Bishop Alemany High School to refer back to previous versions if needed, ensuring transparency and continuity in our communication with the school community.

## Chapter-1

### INTRODUCTION TO THE HANDBOOK



**Bishop Alemany High School**  
1111 Alemany Drive  
Mission Hills, CA 91345  
(818) 365-3925  
[www.alemany.org](http://www.alemany.org)

**Bishop Alemany - A Catholic Community of Excellence**  
*Enlightened in Faith \* Enriched as Community \* Inspired by Excellence*  
*Empowered to Succeed \* Committed to Serve*

**ALMA MATER**  
Hail to Cardinal and Gold,  
Our colors!  
Loyal students we,  
True to God and to each other,  
Firm in loyalty.  
Ever working, ever striving,  
Always brave to be.  
Now all hail to Alemany,  
Alma Mater thee!

## **Section-2-01**

### **Mission Statement and Philosophy**

**Sections of this Parent-Student Handbook are particular to Bishop Alemany High School. Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found in the ADLA *Administrative Handbook* at <http://handbook.la-archdiocese.org/>**

### **Section 2-01 - Mission Statement and Philosophy**

In fulfillment of the Church's mission of Catholic education and in response to parental needs, Bishop Alemany High School exists to bring Jesus and the Gospel message into the formal educational experience of its students. It is understood that parents/guardians who enroll their child(ren) at Bishop Alemany High School are understanding and supportive of its Catholic identity, as it is further explained in the following paragraphs.

As a Catholic school of the Archdiocese of Los Angeles, Bishop Alemany High School recognizes that it shares in the Church's mission of evangelization of youth in today's pluralistic society and therefore strongly subscribes to the threefold purpose of Catholic schools articulated by the United States Conference of Catholic Bishops ( *To Teach As Jesus Did*, #14, #101):

- To proclaim the Gospel message which offers a new vision of God, the world and humanity.
- To build a school community which responds to the dignity and worth of each member.
- To reach out in service to those in need through prayer and direct participation in the cause of social justice.

In accordance with these goals, and in order to assist parents/guardians in fulfilling their primary responsibility for the education of their children, the school, by offering a traditional Catholic education of the whole person, addresses the spiritual, moral, intellectual, social, emotional, and physical needs of every student.

Furthermore, Bishop Alemany High School seeks to produce Catholic Christian young adult leaders who use their Catholic education and intellectual gifts to foster peace and justice in the world.

To take even small steps toward the implementation of this philosophy requires discipline on the part of all and sincere cooperation with the grace of God.

#### **In accordance with our Catholic Identity:**

- We view the human person as a child of God, full of possibility, deserving of life and love, and worthy of forgiveness. As such, we are a pro-life community.
- We understand the world to be the vessel of God's grace. In Jesus, God has been revealed in human nature and in the tangible materials of the Church's Sacraments God touches us.
- We are centered in the belief that Jesus Christ gave His body and blood for the redemption of our humanity. We celebrate the Eucharist to remember and celebrate God's gift. We embrace the call of Jesus to become His body in the world today. As such, we are a Eucharistic community.
- We promote the values of family over individualism, generosity over possession, and life over death.

- We are rooted in the history and traditions of the Roman Catholic Church. We accept the authority of the Church's teaching office.
- We approach faith with reason, loving a God who is knowable and rational.
- We welcome people (students, staff, parents, etc.) of all faiths, backgrounds, and experiences to consciously and enthusiastically journey towards God with us.

As a Catholic High School, Bishop Alemany is a community enriched by faith that develops intellectually prepared men and women who are committed to promoting a just and peaceful world as conscientious and morally courageous leaders in service to others.

## **Section-2-02**

### **Integral Student Outcomes (ISO) / Learning Expectations**

#### **Section 2-02 – Integral Student Outcomes/Schoolwide Learning Expectations**

Rooted in the proud tradition of Catholic education, Bishop Alemany High School seeks to provide a diverse and comprehensive curriculum to prepare its students for future opportunities, for a responsible position in society, and for a lifetime appreciation of learning. To this effect, the Graduate of Bishop Alemany High School will be:

#### **I. Enriched by Faith through:**

1. Instruction in Catholic doctrine and practice
2. Liturgical and other acts of worship
3. Experiences that nourish personal and community faith development

#### **II. Prepared Intellectually, following a program of studies that promotes:**

1. Critical thinking skills
2. Problem-solving skills
3. Written, verbal and non-verbal communication
4. Core academic knowledge
5. The functional use of technology

#### **III. Committed to Promoting Justice and Peace, by advocating:**

1. Key principles of human dignity
2. Respect for diversity

2. Respect for diversity
3. Social justice grounded in Church teachings

**IV. Characterized by Moral Courage and Conscientious Leadership, by manifesting:**

1. Respect for self and others
2. Responsible citizenship
3. Personal and civic integrity

**V. Distinguished by Concern for Others, as demonstrated by:**

1. Christian Service
2. Preferential Options for the Poor

**The Bishop Alemany High School community is committed to being a Catholic Community of Excellence grounded in the core values of:**

- **Enlightened in Faith:** BAHS is a faith-filled community rooted in the gospel values of faith, hope and love. Students learn to recognize the relationship between faith and justice in Catholic social teaching.
- **Enriched as Community:** The BAHS community affords its students the opportunity to develop as vibrant and engaged members of a diverse society.
- **Inspired by Excellence:** BAHS inspires its students by providing an academic and rigorous curriculum. This curriculum gives them the tools to become competent and dynamic leaders prepared for their future.
- **Empowered to Succeed:** BAHS creates opportunities for its students to be successful and dynamic contributors to a community that honors and values success.
- **Committed to Serve:** BAHS is committed to serve its community and the greater community of man in that it provides the students with the power to enact changes that are grounded in the Catholic ethos of love for all mankind.

### **Section-2-03**

#### **History of the School**

#### **Section 2-03 – History of the School**

Bishop Alemany High School was erected under the leadership of His Eminence James Francis Cardinal McIntyre in September 1956 with 465 students. Under the name of St. Ferdinand High School, it had been established as a parish high school for girls in 1947 at Mission San Fernando Rey de España. The school was staffed by the Sisters of Divine Providence until 1952 when the Sisters of St. Joseph of Carondelet were asked to assume administration of the school.

In September of 1956, Cardinal McIntyre changed the status of St. Ferdinand High School by making it co-institutional. The school was named Bishop Alemany High School in honor of the Most Reverend Joseh Sadoc Alemany, O.P., second Bishop of California. Owned by the Archdiocese of Los Angeles, Bishop Alemany operated

as part of the Education & Welfare Corporation. Five priests of the Missionary Oblates of Mary Immaculate and one layman staffed the boys' department. Six Sisters of St. Joseph of Carondelet and six lay teachers continued to instruct the girls.

In September 1970, Alemany became a co-educational student body. A diocesan priest replaced the Missionary Oblates of Mary Immaculate as Principal. The Sylmar earthquake in February 1971 severely damaged the chapel, but the school quickly resumed after repairs. In 1972, four Xaverian brothers joined the faculty.

During the 1980s, Alemany grew in number and stature. Academically, a full Honors and Advanced Placement curriculum was added while maintaining strong college-preparatory and standard courses. A comprehensive retreat program enhanced religious studies. Athletics grew to include twenty-two sports, and the activities department provided various opportunities for student involvement.

On January 17, 1994, at 4:31 a.m., a powerful earthquake permanently altered the history of Bishop Alemany High School. Most of the Rinaldi Street classrooms were destroyed, requiring the campus to move across the street to Our Lady Queen of Angels Junior Seminary. The Junior Seminary officially closed in the spring of 1995, and Alemany High School began a new chapter at its current site. The 1996-1997 school year marked the start of a phase of building and renovation. A locker hall and an access road were added to the campus.

In 1998-1999, the remodeling of the West/East building was completed to accommodate the growing student body. The Student Activity Center and Gymnasium was dedicated on June 10, 2001, and hosts not only Alemany athletics and activities, but also local diocesan school volleyball and basketball games and playoffs.

### **Bishop Joseph Sadoc Alemany, O.P. (1814-1888)**

*[Excerpts taken from "A Biographical Sketch of Right Reverend Joseph Sadoc Alemany, Bishop of Monterey, 1850-1853" by Rev. Francis J. Weber, 1961]*

Joseph Alemany was born on July 13, 1814, in the small city of Vich in the heart of Spain's Catalan region. Entering the Order of St. Dominic, he was ordained a priest at Viterbo in Italy, March 27, 1847. In Rome, on June 30, 1850, Bishop Alemany was consecrated Bishop of Monterey in California and transferred July 29, 1853, to the See of San Francisco as its first Archbishop.

California, having recently passed from Mexican to American rule and still containing a large Spanish population with Spanish customs and traditions, the appointment of Archbishop Alemany as the first Bishop under the changed conditions was a providential measure. Ten years of missionary activity in Ohio, Kentucky and Tennessee had enabled him to master the English language, which he spoke and wrote correctly and fluently. This familiarized Bishop Alemany with the customs and spirit of the Republic and imbued him with a love for the United States, which he carried with him to the grave.

Born in Spain, educated in Rome, and a long resident of America, Bishop Alemany's experience and his command of several languages put him in touch and in sympathy with all the elements of his diocese. His humility and simplicity of manner, though by nature retiring, drew to him the hearts of all classes. In 1884 at the age of 70, Archbishop Alemany resigned his See and returned to his native Spain. He died in Valencia on April 14, 1888, a man deeply loved and respected in opposite corners of the world. The name of Archbishop Alemany is written large in the history of the Catholic Church in California for he met and conquered the challenging problems of a

large in the history of the Catholic Church in California to meet and conquer the challenging problems of a most difficult pioneer period.

### **Our Patron: Our Lady Queen of the Angels**

Catholics believe in the doctrine of the "communion of the saints," a belief which recognizes the relationship shared among those in heaven and on earth. Though different, our heavenly and earthly lives share the blessings of the one God and the same call to salvation. Those believed to be living now with God in heaven are referred to as saints, for they reached the sanctity of their place with God in His Kingdom.

Traditionally, local communities have chosen a particular saint as their patron, entrusting themselves to the prayers of this saint. As a person may ask a friend to pray for him or her, or you might pray to a deceased mom or dad saying, "say a little prayer for me (Mom), I need a little extra help right now," so do Catholics believe that those who are in heaven pray to God for us and bring our needs to Him in a special and close way. It is not the saint who answers the prayer, it is God.

The Patron Saint of the Bishop Alemany High School Community is Mary the Mother of God, specifically honored in the title, "Our Lady Queen of the Angels." This patronage has existed since the dedication of our original buildings and the property for the establishment of Our Lady of the Angels Seminary, which formerly occupied this site up until the time of the 1994 earthquake which devastated the original Bishop Alemany High School property located across Rinaldi Street.

In Scripture, angels are the messengers of God. Mary, the Mother of our Church, is the Queen of these messengers, directing them (and us) always to bring the Good News of God's love and salvation to all. The City of Los Angeles itself is the outgrowth of the original settlement, *Pueblo de Nuestra Señora de los Ángeles*, established September 14, 1781. The Spanish settlers chose this name because it was on the traditional feast of Mary, Our Lady of the Angels, that they decided on their settlement.

We continue to join ourselves to the spiritual life of heaven in our prayers to the saints, particularly under the protective and encouraging care of our mother Mary. In the Gospels, Mary is portrayed as faithful to God as she directs the people to "do whatever He tells you." We pray the invocation, "Mary, Our Lady Queen of the Angels, pray for us" as we pray that Mary will pray with us, helping us to pray for what is right and encouraging us to be faithful to God.

## Section-2-04

### Accreditation

#### Section 2-04 – Accreditation

Bishop Alemany High School is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges.

## Section-2-06

### School Personnel Lists

**Section 2-06 – School Personnel Lists** – Please visit the Bishop Alemany High School website at [www.alemany.org](http://www.alemany.org). Click on the "About Us" link → "Staff Directory."

## Section-2-07

### School Schedule and Calendar

**Section 2-07 – School Schedule and Calendar** – Please visit the Bishop Alemany High School website at [www.alemany.org](http://www.alemany.org). Click on the "Student Life" link → "2024-2025 Bell Schedule." The link to the School Calendar is at the bottom of this page.

## Section-2-08

### School Map





**Section-2-09**

**School website and social media**

## **Section 2-09 – School Website, Social Media**

The school must own and control all Internet presence including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down his/her site or turn it over to the school. Failure to comply may result in removal of the student from school.

## **Section-2-14**

### **Dress/Uniform Code**

## **Topic-2-16-5**

### **Parent or Parent-Teacher Organizations**

#### **BISHOP ALEMANY HIGH SCHOOL PARENT ASSOCIATION**

The school is dependent on parental support in all areas of its operation. It is the parent who is the primary educator and the school is here to assist the parent in this responsibility. Parental involvement is, therefore, not only desirable, it is essential.

The Bishop Alemany High School Parent Association exists to support the Alemany Community consistent with the Mission Statement of the School and its curricular, co-curricular and spiritual programs by providing parents with service participation opportunities and to provide a forum for parent communication with the Administration.

Mission Statement: "To advocate for our Alemany students through our faithful membership by providing active leadership and thoughtful communication on our children's behalf."

The primary purposes are:

- to oversee Chair positions and fundraising activities
- to provide opportunities for parents to give input on strategic planning and development
- to advise the school administration on the development and implementation of school policies
- to provide communication avenues for parental input

Membership becomes effective in this organization for parents or guardians at the time of their student's

membership becomes effective in this organization for parents or guardians, at the time of their student's enrollment at Bishop Alemany High School.

## **General Meetings**

The Parent Association Executive Board meets each month September through May. There are General Parent Association Membership meetings during the school year, which all parents are encouraged to attend. Parents should consult the school calendar for dates and times and the school website ([www.alemany.org](http://www.alemany.org)) for changes to the schedule of meetings.

## **CONSTITUTION OF THE BISHOP ALEMANY HIGH SCHOOL PARENT ASSOCIATION**

**\*NOTE: Current Constitution is being updated.**

### **VISION STATEMENT**

The Bishop Alemany High School Parent Association exists to support the Alemany Community consistent with the Mission Statement of the School and its curricular, co-curricular and spiritual programs by providing parents with service participation opportunities, a social organization and an avenue for parent communication with the Administration.

### **ARTICLE I**

#### **Name**

The name of this organization shall be the Bishop Alemany High School Parent Association.

### **ARTICLE II**

#### **Purpose**

The primary purposes are:

- To coordinate the Parent Service Program
- To oversee Chair support and fundraising activities
- To provide communication avenues for parental input on matters of concern
- To provide liaison with the Bishop Alemany School Council through the President of the Parent Association.

## **ARTICLE III**

### **Membership**

Membership is available to all parents whose child(ren) is(are) currently attending Bishop Alemany High School and becomes effective at the time of enrollment.

## **ARTICLE IV**

### **Parent Association Executive Board**

Section 1 - The Principal of Bishop Alemany High School works in cooperation with the Parent Association Executive Board and shall oversee and have final approval of all proceedings.

Section 2 - The School Principal shall appoint a member of Faculty as Advisor to the Parent Association Executive Board

Section 3 - The Parent Association Executive Board consists of:

- President
- Vice President
- Secretary
- Treasurer
- Counseling Support Chair
- Parent Activities Chair
- Arts Chair
- Athletics Chair
- Parent Service Program Chair
- Faculty Advisor
- Principal

Section 4 - Term of Office: Each Executive Board member shall serve a term of office of one year, June 1 through May 31, with a maximum of two years consecutively.

Section 5 - Voting: Decisions on all matters shall be the outcome of a consensus. A simple majority of votes, one per member present, shall affirm the decision.

Section 6 - Quorum: The Executive Board members present shall constitute a quorum.

Section 7 - Participation: All members of the Executive Board are expected to be present at some of the events put on by the Parent Association and the school, such as Back-to-School Night, New Parent Orientation, Freshman Registration day, Open House, Casino Night, Golf Tournament, and Post Prom.

## **ARTICLE V**

### **Parent Association Executive Board Member Appointment**

Section 1 - Eligibility for Office

- a. Positions on the Executive Board are open to all members of the Parent Association.
- b. If more than one person wishes to take a position, they may share in the position.

Section 2 - If a position becomes available during the school year due to a resignation or vacancy, the position will be filled through the recommendation of the President of the Parent Association with the approval of the Principal.

Section 3 - Any person who wishes to be a member of the Executive Board for the following year shall submit their name to the Secretary before the March meeting of the Leadership Team.

Section 4 - At the March meeting, the members shall draw up a list of assignments and persons who wish to either continue in their position and/or those who wish to apply for vacant positions.

Section 5 - Where more than one person wishes to be considered for an Executive Board position of President, Vice President, Secretary, or Treasurer, or when there is only one person running for the office, their names shall be placed on an election ballot.

Executive Board positions of President, Vice President, Secretary, or Treasurer are to be voted upon by ballots, approved by the Principal, sent to Parents and guardians in the April issue of the "Alemanian," available in hard-copy in the Administration Office, and on the Bishop Alemany website.

## **ARTICLE VI**

### **Removal From Office**

Section 1 - The School Principal may remove an Executive Board member from office for any just reason. The School Principal will appoint a new member on the recommendation of the Parent Association President.

## **ARTICLE VII**

### **Duties**

Section 1 - The responsibilities of the President shall include, but not be restricted to:

- a. Presiding at all meetings of the Executive Board, general meetings of the Parent Association, and at special meetings;
- b. Approving the volunteer committee heads;
- c. Being the representative for the Bishop Alemany community to the School Administration;
- d. Approving fundraisers proposed by the Executive Board committees;
- e. Developing a budget and approving requests for expenditures.

Section 2 - The responsibilities of the Vice President shall include, but not be restricted to:

- a. Performing the duties of an absent President;
- b. Performing such duties as assigned by the President;
- c. Arranging for annual elections and forming a Nomination Committee consisting of 2-3 current Board members and general Parent Association members. Committee members should not be running for a current Executive Board position.

Section 3 - The responsibilities of the Secretary shall include, but not be restricted to:

- a. Taking and publishing minutes of meetings;
- b. Notifying the members of all meetings, publishing an agenda, and taking attendance;
- c. Ensuring parents' awareness, interest, and involvement in school functions through email, telephone, and printed materials;
- d. Assisting the Chair for the Parent Service Program.
- e. Submitting monthly publications to Church bulletins, the Alemanian, and the Alumni newsletter.

Section 4 - The responsibilities of the Treasurer shall include, but not be restricted to:

- a. Coordinating accounts of all receipts and disbursements of the Association with each Event Chair and/or a Committee Treasurer and the school bookkeeper.

- b. Reporting receipts, disbursements and balance to the Executive Board and to the general membership at regularly scheduled meetings.

Section 5 - The responsibilities of the Parent Service Program Chair shall include, but not be restricted to:

- a. Overseeing the Parent Mandatory Service Hours Program; keeping accurate records of each family's service program fulfillment;
- b. Notifying the general membership of their standings on a quarterly basis; c. Obtaining volunteer needs, and submitting volunteer lists for those needs.

Section 6 - The responsibilities of the Counseling Support Chair shall include, but not be restricted to:

- a. Coordinating parent volunteers to support and facilitate activities run by the Counseling Department and other academically orientated activities;
- b. Reporting the schedule of events to the Executive Board at monthly meetings and requesting participation as needed.

Section 7 - The responsibilities of the Parent Activities Chair shall include, but not be restricted to:

- a. Working with and supporting committee chairs to plan and implement Parent Association fundraisers such as Communion Breakfasts, Casino Night, and Golf Tournament to raise funds for Post Prom and other activities;
- b. Creating committees to run activities such as the Teacher Appreciation Luncheon and recognizing teacher birthdays;
- c. Helping organize parent volunteers for such activities; d. Reporting to the Executive Board at monthly meetings.

Section 8 - The responsibilities of the Arts Chair shall include, but not be restricted to:

- a. Coordinating parent volunteers to support the Visual Arts, Drama, Band, Schola, and Dance programs of the school and to effect approved fundraisers each year to help support them; b. Reporting to the Executive Board at monthly meetings.

Section 9 - The responsibilities of the Athletics Chair shall include, but not be restricted to:

- a. Coordinating parent volunteers to support the Athletic programs of the school; b. Reporting to the Executive Board at monthly meetings.

## **ARTICLE VIII**

### **Parent Association Meetings**

Section 1 - The Parent Association Executive Board shall meet on the first Wednesday of the month, September through May unless otherwise noted. All Executive Board members must be present. All Association members are invited. Members should consult the school calendar and website for dates and times.

Section 2 - The meetings are intended to:

- Plan and coordinate the work of the Association committees
- Coordinate the Bishop Alemany Parent Service Program
- Develop an annual budget and approve requests for expenditures for the Association
- Approve fundraisers proposed by the Chair Committees
- Represent the interests of the Alemany Community to the School Administration
- Discuss parent concerns. Parents must submit their concern in writing one (1) week before the meeting

to the President of the Parent Association.

Section 3 - The Parent Association will have General Meetings for all members. These meetings shall provide occasional religious programs, programs of interest, and information.

The General Meetings are also to inform parents on the status of the Association, current activities of the school, and to give updates on School Administration information.

During these meetings, parents will be allowed to voice their opinions in a courteous and professional manner.

## **ARTICLE IX**

### **Standing and Ad-Hoc Committees**

Section 1 - There shall be such special Ad-Hoc Committees set up as needed by the Executive Board members.

## **ARTICLE X**

### **Procedures**

Common sense and cooperation shall be the basis of authority for all parliamentary procedures.

## **ARTICLE XI**

### **Amendments**

Amendments to this Constitution require a simple majority vote of the Executive Board members of the Parent Association and the approval of the Principal. All revisions hereafter must be submitted on a yearly basis to be reviewed and approved by August of said year.

## **ARTICLE XII**

### **Effective Date**

This Constitution shall go into effect on July 1st, 2007. Upon adoption, any previous Constitution shall be null and void.

### **Section-3-2**

#### **Sacraments (First Reconciliation, First Communion, Confirmation)**

#### **Policy Regarding the Celebration and Reception of the Sacrament of the Eucharist**

As a Catholic school community, Bishop Alemany High School regularly celebrates the Catholic Mass of the Holy Eucharist. The Catechism of the Catholic Church reminds us:

1323 "At the Last Supper, on the night he was betrayed, our Savior instituted the Eucharistic sacrifice of his Body and Blood. This he did in order to perpetuate the sacrifice of the cross throughout the ages until he should come again, and so to entrust to his beloved Spouse, the Church, a memorial of his death and resurrection: a sacrament of love, a sign of unity, a bond of charity, a Paschal banquet 'in which Christ is consumed, the mind is filled with grace, and a pledge of future glory is given to us.'"

1324 The Eucharist is "the source and summit of the Christian life." "The other sacraments, and indeed all ecclesiastical ministries and works of the apostolate, are bound up with the Eucharist and are oriented toward it. For in the blessed Eucharist it contains the whole spiritual good of the Church, namely Christ himself, our Pasch."

With these teachings in mind, the Eucharist is the source and summit of our community life at Bishop Alemany. Our Eucharistic celebrations are moments in which we participate in the life of the larger world Church and in the life of Christ. We lift our prayers with and for each other. We acknowledge our need for, and our reception of, our Savior. We receive the nourishment that the Lord offers us as we become that which we receive, bread for the world in the Body of Christ. At the mass we express our thanksgiving, the very meaning of the word *Eucharist*.

The Bishop Alemany community rightfully expects that all members of the community are present and participatory at our Eucharistic celebrations, including those of us who are well-Churched and those who are not, and those of us who are Catholic and those who are of other faiths. The basic expectation is that all are respectful and prayerful throughout the celebrations, following the norms of the Church.

Regarding the reception of the Sacrament, the body and blood of the Eucharist is only to be received by baptized



Catholics, who have received their First Communion at their parish, who are in the state of grace with God, and who have observed the required fast.

For the non-Catholic members of our community, the U.S. bishops' guidelines for receiving Communion state: "We also welcome to this celebration those who do not share our faith in Jesus Christ. While we cannot admit them to Communion, we ask them to offer their prayers for the peace and the unity of the human family... (Further) Because they have not received baptism, the gateway to the other sacraments, non-Christians cannot receive Communion."

Student Discipline Policy regarding the celebration and reception of the Eucharist:

Disruptions or demonstrations of disrespect at Eucharistic celebrations counter the very Catholic identity of Bishop Alemany High School and, therefore, they will be treated seriously by the Deans of Discipline according to the school disciplinary procedures listed in this handbook. Further, students who willfully act to desecrate the Eucharist in any way, including, but not limited to, the taking of the Eucharist for any reason other than prayerful and contrite reception of its grace will be recommended to the Discipline Board for dismissal from the school community.

### **Section-3-4**

#### **Campus Ministry**

#### **CAMPUS MINISTRY**

Bishop Alemany High School'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 core values, Bishop Alemany High School's administration, faculty, staff, and student body continually strive to develop and improve their Catholic, academic, spiritual and emotional lives. We are all: Enlightened and Faith, Enriched as Community, Inspired by Excellence, Empowered to Succeed, and Committed to Serve. Students' co-curricular activities are designed to facilitate interaction and growth between the BAHS campus community and the surrounding community.

The spiritual life of every BAHS student is encouraged and enhanced by daily class prayer, and frequent liturgies, directed and prepared by the Christian Leadership class which incorporates a specific theme utilizing scripture and music. Selected students, faculty, and staff participate as altar servers, lectors, musicians, and Eucharistic ministers. Every morning the Chaplain 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. The Chaplain, Campus Minister, and Christian Leadership team aid in planning liturgical events, develop and lead class retreats and prayer services including Memorials, Advent, Ash Wednesday, First Friday Adoration, Stations of the Cross, May Crowning, and Reconciliation services.

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

- 1 The liturgical year and significant feasts.
- 2 Spiritual counseling for students and their families.
- 3 Opportunities for Liturgies and Reconciliation.
- 4 Retreats and off-campus retreat programs.
- 5 A vocation awareness program.
- 6 Participation in the ADLA's Empowering God's Young People Program.

### **Section-3-5**

#### **Christian Service Program**

## Christian Service

The Christian Service Program at Bishop Alemany High School is a required program for all the students who attend BAHS. This program is developed in collaboration with students, faculty members and the school leadership. The Christian Service Program is a part of our school's Integral Student Outcomes: to be graduates who are distinguished by their concern for others as demonstrated by their Christian Service and care for those in need. The Christian Service Program is under the direction of the Campus Ministry Department and is administered through religion classes. It is a graduation requirement and a crucial element of our spiritual program. All students are required to complete a minimum of 20 hours per school year (10 hours/semester). Students may complete hours at Bishop Alemany High School, in their own church or parish community, or at community non-profit organizations. Students are given a Christian Service letter/contract at the start of each school year through their religion teacher. This letter/contract is to be read and signed by both student and parent/guardian and returned to the religion teacher the next school day. Students must use the MobileServe app to log service hours. This makes logging hours paperless and easy. It is incumbent upon the students to list the email address of the supervisor of the organization where the student is volunteering. The supervisor will verify the hours served through an email sent directly from MobileServe. The Campus Minister will verify in MobileServe the volunteer hours for each student attending Bishop Alemany High School on the master ledger after the annual April, deadline date.

### The BAHS requirements for students are as follows:

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

## Section-3-6

### Retreats

**The Freshmen and the Sophomores attend** a one-day off-campus retreat. Both the Freshmen and Sophomore retreats celebrate themes of community and spiritual growth. They allow for small group discussion, personal reflection, and communal prayer.

**Juniors and Seniors are required to attend either an overnight retreat or a one-day retreat option. It is the responsibility of the student to register for a retreat that best accommodates their schedule, especially in regards to extra-curricular activities. Early consultation with their coaches, teachers, and club moderators is encouraged.**

**The Junior overnight retreat** is a three-day and two-night retreat held at Canyon Creek Retreat Center, CA. The theme, *Discipleship provides* students with the opportunity to develop their understanding of God's call.

**The Senior Kairos retreat** is a four-day, three-night, retreat usually held at Oaks Camp in Lake Hughes, CA. Kairos (“the Lord’s time”) enables the Seniors to focus on their relationship with God, with themselves, and with family and friends. It fosters the values of Christian living as the students work to build a true faith community.

A one-day retreat is required for all Junior and Senior students who choose to not attend the Discipleship or Kairos retreats.

Registration for all Junior and Senior level retreats takes place at the end of the preceding school year as an assignment in the student’s religion classes.

#### **Topic-4-03-4**

### **Inoculation requirements of the CA Department of Health**

#### **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 Bishop Alemany High School. Students will be excluded from classes if immunization records are incomplete.

#### **Topic-4-04-1**

#### **Absence**

### **ATTENDANCE POLICIES**

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

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**THE SCHOOL DAY BEGINS AT 8:00 am EACH DAY, MONDAY THROUGH FRIDAY unless otherwise noted.**

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

#### **Topic-4-04-2**

#### **Absences with Acceptable Excuse**

##### **Excused Absences**

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

1. Valid Illness with Medical verification/documentation. Medical verification may also be required for an absence of more than three (3) consecutive days or if a student has accumulated excessive absences

absence of more than three (3) consecutive days or if a student has accumulated excessive absences throughout the academic term.

2. Attendance at funeral services or bereavement in the immediate family.
3. Court Summons.
4. Quarantine directed by a County or City Health Official.
5. An emergency or special set of circumstances judged as sufficient cause by school authorities (administration and/or Dean). The Principal should be notified of the circumstances immediately.

### **Unexcused Absences**

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

### **Excessive Absences**

When a student accumulates 13 or more unexcused absences in any course, credit for the course(s) may be withheld. (This includes illness without medical documentation). See Academic Section of Handbook for Appeal Procedure. (Students may also face disciplinary action)

### **Special Circumstances**

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

### **Absence Procedures**

- Parents must notify the Attendance Office before 8:00 am if a student will be absent. Parents may call 818-837-5202, and leave a message, or email: [attendance@alemany.org](mailto:attendance@alemany.org). Please include Student's name and grade, reason for absence, and Parent name and contact phone number in case verification or more info is needed.
- When the student returns to school after an absence, he or she must turn in a written note signed by the parent or guardian explaining the reason for absence to the Attendance Office.
- Students whose absences are not reported to the attendance office by a parent phone call, parent email or parent written excuse will be referred to the Dean's Office." Students who fail to bring in a parent note will be marked as an Unexcused Absence and are subject to disciplinary action. (Absence with no note may be deemed a truancy).
- If a note has been forged or falsified the student will be reported to the appropriate Dean who will assess the proper consequence up to and including dismissal if it is a case of truancy.
- Students who must leave school during the school day must obtain an off-campus permit from the Attendance Office. Any student who misses more than two (2) periods on a regular day will be counted absent for the day. Any student who misses more than one period on a block day will be counted absent for the day.
- Participation in School Activities and Athletics: Students who wish to participate in any school activity of any kind on a particular day must be in school at least 4 full periods (or 2 full block schedule periods). If the game or activity is on a Saturday or Sunday, this obligation must be fulfilled on the previous Friday.

## **Topic-4-04-3**

### **Extended Absences**

### **Excessive Absences**

When a student accumulates 13 or more unexcused absences in any course, credit for the course(s) may be withheld. (This includes illness without medical documentation). See Academic Section of Handbook for Appeal Procedure. (Students may also face disciplinary action)

### **Special Circumstances**

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

#### **Topic-4-04-4**

### **Leaving School Early**

#### **Release of Students**

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

Students who must leave school during the school day must obtain an off-campus permit from the Attendance Office. Any student who misses more than two (2) periods on a regular day will be counted absent for the day. Any student who misses more than one period on a block day will be counted absent for the day.

Participation in School Activities and Athletics: Students who wish to participate in any school activity of any kind on a particular day must be in school at least 4 full periods (or 2 full block schedule periods). If the game or activity is on a Saturday or Sunday, this obligation must be fulfilled on the previous Friday.

#### **Masses and Pep Rallies/Assemblies**

All students are required to attend all Masses, Rallies and Assemblies. No students will be released from school during preparation or celebration of Mass or a prayer service, rally or assembly. If an urgent situation should occur, parents must make arrangements to pick up students at least 45 minutes prior to the start of the event. Students are to follow dismissal procedures and bring in a parent note in the morning prior to the start of the school day. All offices are closed during Masses, rallies and assemblies so that faculty and staff members may attend. Please plan accordingly. Please consult the school calendar for specific dates and times of these events.

#### **Topic-4-04-5**

### **Tardiness**

#### **Tardiness Policies**

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

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

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

#### **Classroom**

- Tardiness to any class is a school infraction. It may be excused only when it is the result of a counseling or other appointment with a school official and the student presents the teacher with a note from that person

appointment with a school official and the student presents the teacher with a note from that person.

- A student who is tardy to any class must attend detention. There are no exceptions allowed, including but not limited to athletics, clubs or medical appointments.

### **0 Period Classes**

- Students enrolled in these classes are subject to all Absence and Tardy Policies. (0 period classes begin at 7:00am).
- Credit may be withheld if a student accumulates an excessive number of unexcused absences. (See Excessive Absence Policy).

### **Topic-4-04-6**

#### **Truancy**

#### **Truancy**

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

**Truancy is defined as absence from school with neither school nor parent consent.**

- 1st violation – Step Four Strict Probation
- 2nd violation – Recommendation for dismissal

**Unauthorized absence from class or Leaving campus without permission (Partial Truancy)**

- 1st violation – Step Three Probation
- 2nd violation – Step Four Strict probation
- 3rd violation – Recommendation for dismissal

### **Topic-4-05-1**

#### **Parent Teacher Conferences**

#### **Topic 4-05-1 – Parent-Teacher Conferences**

Bishop Alemany parents/guardians are encouraged to attend and participate in Parent-Teacher Conference nights as part of continued communication with their current teachers. These small conferences are held twice a school year after midterm grades are posted. Report cards are distributed to parents in attendance before speaking to teachers regarding midterm grades. (Report cards not picked up will be mailed home the next day.)

Parents/guardians have the opportunity for short conversations (five minutes or so) with teachers to go over the academic progress of their individual students. Parents/guardians can also schedule a longer conversation with the teacher(s) should they feel it necessary.

### **Topic-4-05-2**

#### **Parent Messages and Phone Calls**

## PROCEDURES FOR CONTACTING TEACHERS

In the event of problems in a particular teacher's class, this simple process should be followed (in sequence):

- Contact the teacher first. A parent may call the office (818-365-3925 ext. 5200) between the hours of 8:30 a.m. and 3:30 p.m. to leave a message for a teacher. Alternatively, each teacher may be e-mailed. A directory is on the [Alemany website](#).
- If the teacher is unavailable at the time of a parent call, the teacher will return the call as soon as possible, usually within 2 business days.
- If the problem persists, the Department Chairperson should be contacted in the same manner.
- A still unresolved problem should be referred to the Assistant Principal.
- Finally, contact the Principal.

### Topic-4-05-3

## Parent to School Communication

### PARENT COOPERATION

Parents/guardians are required to cooperate fully with the school in all of its policies, rules and regulations. By enrolling their student at Bishop Alemany High School, parents have chosen to entrust their child to the care of professionals who have the student's best interest as a primary concern.

The education of a student is a partnership between the parents or guardians and the school. Just as the parent has the right to withdraw a child if desired, the school administration has the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

California State Law states that it is a misdemeanor for any person, parent or guardian to upbraid, insult, or verbally abuse any member of the school administration, faculty, or staff in the performance of their duties on or off school premises.

### CODE OF CHRISTIAN CONDUCT FOR STUDENTS AND PARENTS/GUARDIANS

Students can best receive a quality, morally based education if students, parents/guardians, and school officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

As an express condition of enrollment, students and parents/guardians shall follow 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 the school's parent/student handbook.

These Christian principles include but are not limited to:

- 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 and its personnel. However, they may not do so in a way that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
- In a place where a school employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.
- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the Principal or any teacher in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the Principal or teacher is required to be there in connection with assigned school activities.

These expectations for students and parents/guardians include but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, and field trips).

The school reserves the right to determine, in its discretion, when conduct is severe enough 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 or her duties may be guilty of a misdemeanor and risks the continuation of their child in the school. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills. Any parent or guardian or other family member who insults or abuses any school personnel risks 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. The regulations governing recommended transfer would then be applicable.

## **Section-4-07**

### **Safety and Security Procedures**

#### **Section 4-07 – Safety and Security Procedures**

State and Federal laws require employers, schools, and places of public assembly to provide an environment that is healthy and safe for all. The Archdiocese of Los Angeles is committed to ensuring that all staff, parishioners, students, and guests can work, worship, learn, and visit without encountering known health hazards or dangerous conditions. As ministers and the faithful, every clergy member, employee, and volunteer in our parishes and schools shall place the safety and welfare of the young and vulnerable above their own safety. Due to the multifaceted services the Archdiocese offers in different locations, and in deference to the canonical principle of subsidiarity, as a matter of Archdiocesan policy each location is separately responsible for providing a safe, secure and healthy environment for all.

Each location must follow the programs, policies and procedures of the Archdiocese as distributed or posted by the Archdiocese. Everyone at each location is responsible for maintaining overall environmental health and safety. However, certain persons are charged with specific responsibilities in this regard:

- The person in charge at every location must, in consultation and collaboration with others, develop and implement emergency programs and plans, risk management procedures and injury and illness prevention programs.
- Staff members should be trained to observe their surroundings and inform the person in charge of potential hazards, dangerous conditions, and people who may need attention.



- Students and other participants in school and parish programs should be taught the elements of safe conduct and environmental awareness.

## **Crosswalks**

For safety purposes, students must obey the traffic signals at Rinaldi Street while crossing to the athletic fields.

## **Dances**

All dances are male-female date dances and for Bishop Alemany High School students only, unless otherwise announced. If guests are allowed, Guest Passes must be approved by the Deans prior to the event. Students are limited to one approved guest. The Alemany student is responsible for the good conduct of his/her guest. The policy regarding guests who have withdrawn or been dismissed from Bishop Alemany may be found below. All guests should be under the age of 21.

Dances are normally scheduled from 7:00 to 11:00 p.m. Students must be present from a half-hour after the starting time of the dance until a half-hour before the ending time. Prom is an exception to this rule since students must arrive and leave via school-provided transportation.

After a careful analysis of problems associated with underage students utilizing limousine services, Bishop Alemany High School joins many other high schools in the area in prohibiting the use of limousines and other chauffeur-driven vehicles at all Bishop Alemany High School dances and events. Such vehicles will not be allowed on campus. Students who arrive in such vehicles will be turned away at the gate and forfeit any kind of refund.

In addition, limousines or other chauffeur-driven vehicles may not pick up students after the Prom.

If any student is suspected of being under the influence of drugs or alcohol by any school faculty or staff member, he/she may be subject to a sobriety test. In addition, the parent/guardian will be called to take the student home. The student will be suspended pending disciplinary action.

Any student absent from school on the day of a dance or social event may not attend the event.

Freshmen are not permitted to attend Prom. If any student owes detention money or detention hours, he/she may not be allowed to attend any dance, including but not limited to Homecoming and Prom.

## **Former Students**

Any student who has been asked to withdraw or has been expelled from Bishop Alemany High School may not attend any extracurricular function sponsored by Bishop Alemany or those that take place on Bishop Alemany campus. The events that the former student may not attend include, but are not limited to, dances, athletic events, concerts, or theater productions.

One calendar year from the time a student is asked to withdraw or is expelled from Bishop Alemany High School, that student may petition for permission to attend extracurricular activities sponsored by Bishop Alemany or those that take place on Bishop Alemany campus. Any request by a former student to attend a specific event or events must be made at least one month prior to the scheduled event. The petition must include:

- **A signed typewritten letter from the former student requesting permission to attend activities**

**sponsored by Bishop Alemany High School.** The letter should include the reasons the former student believes he or she should be allowed to attend these activities, how the former student's behavior has changed sufficiently to warrant this permission, and what type of behavior the student will guarantee if given permission.

- **Two letters of recommendation.** If the former student is currently attending another high school, then one of the letters must be from a dean or counselor from the student's current school. The letter must address the student's discipline record at the current school. The other letter (or both letters if the former student is not currently enrolled in another high school) must be from adults who are not members of the former student's immediate family. The letters should describe the adult's relationship with the former student and comment on the former student's behavior and character.
- **An interview.** Bishop Alemany will assign a committee including an administrator and a Dean to meet in person with the student.

After all the requirements of the petition are submitted, the student will be notified of the decision of the school in writing within two (2) weeks of the interview. This decision will be final and not subject to any further discussion.

If permission is granted to attend the petitioned event, the student will fill out any contract for the event (if applicable) and abide by further Bishop Alemany High School policy.

Normally, the only former students who will be given permission to attend Bishop Alemany sponsored activities will be those who were not on strict probation prior to the request to withdraw or expulsion and did not have a significant discipline record while a student at Bishop Alemany. It is up to the discretion of the Dean and administrator to determine if the appeal will be accepted.

## **Drug and Alcohol Policy**

Students who seek help from the Administration or faculty for a drug or alcohol related problem will be given support and guidance. Bishop Alemany will work with families to free a student from substance abuse. This would include required counseling. However, students who do not seek prior help and are guilty of use, possession, or distribution of drugs or alcohol will be liable for immediate expulsion.

Bishop Alemany considers substance abuse an extremely moral and personal problem. This rule will be strictly enforced. The Administration may require a test for illegal substances any time it suspects a student may be involved in drugs or other illegal substances. These tests will be performed at the parent/guardian's expense. Tests may also be administered at school if the school Administration deems that there are sufficient grounds. Parents who allow substance abuse at parties or the like in their homes are advised that Bishop Alemany deplores this practice vehemently.

**Use** – Use implies that a student is reasonably known to have taken or to be under the influence of illegal substances while under the jurisdiction of school authorities. This includes such actions as smoking marijuana, using steroids, taking drugs, drinking alcohol, etc. Bishop Alemany High School does not recognize Medical Marijuana licenses.

**Possession** – Possession of drugs or alcohol implies that a student has on his/her person, or within his/her personal property, in the car he/she is driving, or has under his/her control any drugs or alcohol (including marijuana) on campus, in the immediate vicinity of the campus, at school activities or school functions. Bishop Alemany High School does not recognize Medical Marijuana licenses.

**Distribution** – Distribution of drugs or alcohol implies the transfer of such substances to another person, with or without the exchange of money or other valuables. Students in possession of drug paraphernalia including a Medical Marijuana license will be suspended and subject to dismissal.

**Penalties** – Students determined to be distributors of drugs or alcohol, as defined above, shall be subject to dismissal from school. In cases of drug possession and/or distribution, the police will be consulted. Students in possession of drug paraphernalia will be suspended and subject to dismissal.

**Student Searches** – Bishop Alemany must be able to provide a safe and healthy environment for all students. Therefore, a student who refuses to submit to a reasonable search by an appropriate Dean of his/her person, backpack, vehicle, and any other belongings will be presumed to be in possession of contraband and will be subject to dismissal from Bishop Alemany. The Dean will notify the student's parent/guardian after any search.

### **Canine Contraband Detection Program**

Bishop Alemany High School is committed to providing its students, faculty, and staff with a learning environment and workplace free of drugs, alcohol, and weapons as well as the violence that often accompanies such things. To this end, Bishop Alemany High School contracts the services of Impact Canine Solutions, a private, non-police-affiliated company that utilizes canines trained in the detection of the following odors:

1. Illegal Drugs (marijuana, heroin, cocaine, opium, etc.)
2. Over the Counter and Prescription Drugs (aspirin, muscle relaxants, etc.)
3. Alcoholic Beverages (beer, wine, liquor, etc.)
4. Gunpowder (fireworks, ammunition, firearms, etc.)
5. Residual Odor (where one of the above was previously present)

**The Program** – Bishop Alemany uses these detection canines to check odors from student backpacks and vehicles, and Bishop Alemany common areas. At no time do the canines check individual persons. An Impact Canine Solutions handler and canine are escorted around campus by a Bishop Alemany Administrator, usually a Dean of Discipline. In the event of a canine alert (the term used when a canine detects the scent of a substance it is trained to detect), the handler will advise the Dean of the location of the alert and the following steps will take place:

- **Backpacks** – The Dean and handler will conduct a thorough search of the backpack and all its contents. Depending on the circumstances, the student will then be escorted to the Dean's Office where a reasonable and limited search of the student's person will be conducted by the appropriate Dean.
- **Vehicles** – The Dean will summon the owner of the vehicle and, with the handler, will conduct a thorough search of the vehicle and all its contents. Depending on the circumstances, the student will be escorted to the Dean's Office where a reasonable and limited search of the student's person will be conducted by the appropriate Dean.

A student who refuses to submit to any of the previously mentioned searches will be presumed to be in possession of contraband and will be subject to dismissal from Bishop Alemany.

In the event of an alert, the appropriate search will be conducted. The Dean will do any necessary investigation and then notify the student's parent/guardian. Depending on the nature of the contraband, the police may be notified, and appropriate school discipline will be rendered.

Each time a canine alert occurs, the handler will complete an Incident Maintenance Report detailing the item(s) detected, the location of the alert, and a list of any item(s) retained.

### **Off-Limits Areas**

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The following areas are off-limits to students without proper authorization:

- o Swimming pool area
- o The Chapel
- o Alumni Hall
- o San Fernando Mission Rey de España
- o The area behind the West building bordering San Fernando Mission Cemetery
- o San Fernando Mission Cemetery and Mission Hills Catholic Mortuary
- o Utter McKinley Mission Hills Mortuary
- o Brand Park (across San Fernando Mission Boulevard)
- o The orange groves and any construction areas
- o Private hallway on West campus next to C-wing
- o All athletic facilities, hallways, stairwells, and classroom areas without proper faculty/staff supervision
- o Students waiting for rides must either be in Classroom E2 or E3 or waiting in the stacking area. They are not allowed to loiter or roam campus.

**It is the student's responsibility to remain in designated and supervised areas of campus. No student is allowed to loiter in any area without supervision at any time.**

**Designated Areas** – The following rules are to be observed in the designated areas:

- **Classrooms** – Students are to be in classrooms when the tardy bell rings. No food, drink, or chewing gum are allowed in classrooms or corridors. Classroom furniture is to be kept in good condition. Students are not to be in any classroom without proper supervision.
- **Hallways/Stairways/Balconies** – Unnecessary noise, rough-housing and/or loitering are strictly prohibited. Students may not sit or walk on balcony walls. Students are not to be in any hallways without proper supervision. Use of the elevators is strictly prohibited. These areas are off limits to all students unless under the direct supervision of a staff or faculty member.
- **Lunch Area** – Students must remain in the designated lunch areas during the entire lunch period. Orderly conduct is expected here. The vending machines are for use during lunch and nutrition times only. They are not to be used between classes. All food and drinks are to remain in the lunch area.
- **Assemblies** – Assemblies are a part of the school program. Therefore, students are required to observe the same rules of conduct that apply throughout the school day.
- **Gymnasium** – No student is to be in the gymnasium or locker room either during or after school hours unless under the actual supervision of a designated faculty member. This applies especially during lunch periods.
- **Swimming Pool** – Students wearing swimsuits must remain in the pool area. When leaving the pool area, students must be appropriately dressed. This applies to all students, including athletic team members. Students should not be in the pool area unless they are with a Bishop Alemany High School staff member.

## **Parent Cooperation**

Parents/guardians are required to cooperate fully with the school in all policies, rules, and regulations. By enrolling their students at Bishop Alemany High School, parents/guardians have chosen to entrust their children to the care of professionals who have the students' best interests as a primary concern.

The education of a student is a partnership between the parents/guardians and the school. Just as the parent/guardian has the right to withdraw a child if desired, the school Administration has the right to require the withdrawal of a student if the Administration determines that the partnership is irretrievably broken.

broken.

California State Law states that it is a misdemeanor for any person, parent, or guardian to upbraid, insult, or verbally abuse any member of the school administration, faculty, or staff in the performance of their duties on or off school premises.

## **Section-4-08**

### **Arrival/Dismissal Procedures**

#### **DROP-OFF AND PICKUP**

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

- Students must never be dropped off or picked up anywhere off campus, including San Fernando Mission Blvd., Noble Ave., Alexander St., Sharp Ave., etc.
- When entering the school using Rinaldi St., parents may drop off and pick-up students in the designated drop-off area.
- Parents or guardians are expected to follow the signs and the directions of the traffic staff.
- Students may NOT be dropped off or picked up in the west faculty parking lot, in the circle drive or in front of the Administration building.
- Students must not be dropped off or picked up on San Fernando Mission Blvd. in the no stopping areas in front of the student parking lot or the VIP Company's driveway west of the entrance. VIP may report violators to Traffic Enforcement.

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

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

Aleman faculty and staff chaperones will supervise students for up to a half-hour after the completion of an event, e.g. a dance, a game, a banquet, etc., in which they were attending or participating. It is expected that parents will pick up their student(s) during that time and no later. Parents may be charged the cost of supervision if they fail to pick up their student(s) within that time frame.

## **Section-4-09**

### **Automobiles/Parking Lot**

#### **AUTOMOBILES**

Students who drive to school are required to register for a parking permit and park in the student parking lots. Parking permit forms are available in the Dean's Office and in the Dean's section of [Alemany.org](http://Alemany.org). Students are not allowed to park on campus without a current parking permit. Students are never permitted to park on nearby streets. There will be a \$20 fee for student parking permits. The fee is due when the form is returned. All school rules, policies, searches and discipline apply if a student parks off campus.

Students driving on campus are restricted to the following areas: student parking lot, stacking area and the access

road behind the lunch area. Students driving in unauthorized areas are subject to detention and may have their parking permits revoked.

Students are not to loiter in the parking lots either before or after school, nor are they to go there at all during the school day, except with permission from the Deans. Students are to observe the 5 mph speed limit on school grounds, as well as the posted speed limits on the streets adjoining school property.

The student parking gate at San Fernando Mission Blvd. will be open until 8:00 am. The gate will re-open before school ends. The student lot will be cleared 30 mins following the end of school. The Rinaldi St. entrance will be open during school hours. When exiting the student parking lot, students should always turn right onto San Fernando Mission Blvd. NO LEFT TURN IS ALLOWED.

Parents should not come in the San Fernando Mission gate before school or right after school.

**Bishop Alemany High School assumes no liability of any kind for automobiles parked on campus.**

#### **Topic-4-11-04**

### **School Procedures for Immunization and Screenings**

#### **HEALTH OFFICE**

Bishop Alemany provides a Health Office located next to the Front Office. A student who becomes ill during the school day must go to the Front Office and a member of the staff will contact parents or guardians. The school does not provide treatment of any kind.

At no time should the student contact their parent or guardian for pick-up during the school day.

In the event of any accident on campus or during a school-sponsored event, a written report, including date and time, will be made and filed with the Registrar's Office.

#### **Topic-4-11-09**

### **Allergies**

#### **Student Medication Policy**

State law does not permit students to carry ANY medication with them on school campus without first notifying the school. Students bringing ANY TYPE of medication to school must obtain a Request for Medication form from the Front Office. This form must be signed and submitted to the office by the parent indicating the frequency that the medication should be taken. It is important to understand that several over-the-counter and prescription medications are detectable by the school's contraband canines. To minimize the possibility of an unnecessary alert, parents and students are urged to comply with this medication policy.

#### **Non-Prescription Medication**

Students bringing any type of non-prescription medication, including any pain relievers or cold medicine to campus, must obtain a Request for Medication form from the Front Office. This form must be signed and submitted to the office by the parent indicating the frequency that the medication should be taken. Once the form has been submitted, the student will be allowed to carry the non-prescription medication on their person while on campus and be responsible for taking the proper dosages at the proper times.

#### **Prescription Medication**

All prescription medication must be provided in the original package and kept in the Front Office where a school employee designated by the Principal will allow the student to take the medication. Students must be ultimately

responsible for knowing when and how much medication to take. Bishop Alemany is NOT responsible for administering proper dosages at proper times to students.

### **Asthma Inhalers**

The policy regarding asthma inhalers and EpiPens is the same as non-prescription medication. Students who have a prescription to use an asthma inhaler or EpiPen will be permitted to carry it on their person after submitting the proper parent permission form to the Front Office. The student will be personally responsible for taking the proper dosages at the proper times.

### **Section-4-14**

### **International Students**

#### **INTERNATIONAL STUDENT POLICY**

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community.

All international students who do not live with a relative must live with host families who are identified on the student's I-20 forms. Student apartments, dormitory-style living, and unsupervised living are not permitted, even if the students are 18 years old or older. The school is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required. The parents/guardians, host family, and/or ISEVPO, if used, shall notify the school if there is any change in the student's host family or residence. Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians. Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so.

All international students are required to be enrolled in a religion course for a grade/credit each semester (see Knowledge of the Faith). The international student will be expected to participate, as appropriate, in religious functions and events.

To maintain status, international students must be enrolled as full-time student at Bishop Alemany High School. International students are expected to follow all rules in the Parent-Student Handbook (regardless of age or religious background), as well as adhere to the following.

As a Catholic school, Bishop Alemany respects the religious backgrounds of all of its students. However, being a Catholic school, we teach and practice the Catholic faith and its rituals. Like every student, international students must be willing to respect and participate in the religious programs and classes of the school in order to be considered for admission.

#### **Temporary Leave and Vacations:**

Students must receive approval from school administrators for a temporary leave during school session. The primary designated school official must endorse page 3 of the Form I-20 A-B for reentry. During annual school vacations, F-1 students are considered in status if they remain eligible and intend to return the following term.

**Students may NOT leave in advance of the final examination dates or return from scheduled breaks late. Any student who exceeds the allowed number of absences per semester will be in jeopardy of violating the terms of their I-20 which may result in cancellation.**

#### **Renewing I-20s**

If the student wishes to continue the academic program at Bishop Alemany High School, they must complete re-

If the student wishes to continue the academic program at Bishop Alemany High School, they must complete re-registration including payment of all fees, and then submit their original I-20 to the Studies Office for a new endorsement at least one month prior to the expiration date. Signatures expire after one year.

### **English Language Proficiency**

All international students are required to participate in the International Student Program. Language proficiency or language support is mandated by the program.

### **Out of Status**

Failure to comply with the aforementioned rules and any and all Bishop Alemany rules can result in a student being "out of status." If at any time a student is found to be "out of status," the school will report to the Primary Designated School Official.

### **Topic-5-01-2**

### **Honors/Advanced Placement/International Baccalaureate**

#### **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.

#### **Advanced Placement Courses**

Students are recommended for admission to Advanced Placement courses by the department in consultation with the Assistant Principal of Curriculum. All students who enroll in AP courses are required to take the AP examination for those courses in May. Payment for AP tests must be made prior to the examination date(s).

**Bishop Alemany High School does not offer early graduation. Students are expected to graduate at the end of their senior year.**

### **Topic-5-01-3**

#### **Homework**

On the average, students should anticipate a total of two (2) to three (3) hours of homework to be assigned each day. Honor students studying the more demanding advanced placement courses can expect an additional hour of home study.

Students, however, must accept the fact that frequently they will have assignments that may take more than these suggested times. It is understood that even when no written or reading assignments are given, the student should spend a reasonable amount of time re-reading class notes, and preparing for the next day's lesson. If a student is absent from school, homework assignments must be made up. This is the sole responsibility of the student.



In cases of hospitalization or prolonged, serious illness (of five (5) school days or more), a parent must call the Counseling Office to have homework provided for the student. At least 24 hours' notice must be given to allow time to provide an assignment. Direct contact with the teachers through e-mail is encouraged for assignments not posted on Canvas.

## **Topic-5-01-4**

### **Graduation Requirements**

#### **ACADEMICS**

Bishop Alemany High School's curriculum is comprehensive in nature, providing courses for the student who will attend a four-year university, a community college, or who will complete formal schooling at the time of high school graduation.

#### **ACADEMIC REQUIREMENTS FOR GRADUATION**

A student earns five units of credit for the successful completion of a 1-semester course that meets a minimum of 240 minutes a week for a given semester.

Over the course of four years the student must have a total of 240 units of credit to qualify for graduation and receive a diploma from Bishop Alemany High School.

Credit is awarded for each course, when the student has met the minimum standards established by the school for academic achievement and regular attendance. To receive credit a student must pass the course, with a D- or better and have no excessive absences within a semester.

Courses should be taken at Bishop Alemany. Exceptions may be granted by the Assistant Principal of Curriculum or the Director of Counseling Services for transfer students and those who must make up D or F grades. Students must have the prior permission of an administrator to take courses off campus otherwise such credit may not be accepted towards graduation.

#### **The following courses are required for graduation (course descriptions and requirements available in the Course Catalog):**

Religion - 8 semesters required.

A student must schedule a religion course every semester he/she is in attendance at Bishop Alemany. During the first three years there are mandatory religion courses at each grade level. There are elective offerings in senior year.

English - 8 semesters required.

A student must schedule an English course every semester whether or not he/she has the required number of English credits. Additional courses may be taken as electives.

Social Studies - 6 semesters required.

Each student must take Global History or AP World History; U.S. History or AP U.S. History; one semester of Government and one semester of Economics or one year of AP Government-Macroeconomics.

Mathematics - 6 semesters required.

A student must take 6 semesters of Mathematics

Placement in appropriate courses is directed by the Director of Admissions (for incoming students) and the Department Chair in consultation with the Assistant Principal of Curriculum.

Science - 4 semesters required.

Two semesters of a Physical Science and two semesters of a Biological Science are required.

Physical Education - 2 semesters required.

Health – 1 Quarter required

Students may meet this requirement by taking a combined year-long PE/Health course

Students may also meet this requirement by taking a quarter Health class offered by Bishop Alemany or by completing an off-campus Health course with the approval of the Assistant Principal of Curriculum

completing an on-campus health course with the approval of the Assistant Principal of Curriculum.

□ Foreign Language - 4 semesters required.

Students must take 2 years of a foreign language (4 semesters). The courses must be the same language

□ Arts - 2 semesters required.

Students must take 2 semesters of the same Visual & Performing Art from the approved list.

□ Electives – 8 semesters required.

Students must take at least 6 semesters of courses beyond those used to meet the above requirements. Advanced courses in foreign language, math, science, social studies and visual and performing arts beyond the basic requirements are considered to be elective.

### **Advanced Placement Courses**

Students are recommended for admission to Advanced Placement courses by the department in consultation with the Assistant Principal of Curriculum. All students who enroll in AP courses are required to take the AP examination for those courses in May. Payment for AP tests must be made prior to the examination date(s).

**Bishop Alemany High School does not offer early graduation. Students are expected to graduate at the end of their senior year.**

### **Academic Advancement for the School Year**

■ To enter into 10th grade, a student must have 60 units prior to the beginning of the first semester; 90 prior to the beginning of the second semester.

■ To enter into 11th grade, a student must have 120 units prior to the beginning of the first semester; 150 prior to the beginning of the second semester.

■ To enter into 12th grade, a student must have 180 units prior to the beginning of the first semester, 210 prior to the beginning of the second semester.

## **Topic-5-02-1**

### **Assessments**

#### **Assessment 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.

### **SEMESTER EXAMINATION POLICY**

1. Semester final examinations, or other appropriate summative assessments, are given in all courses each semester.
2. In order to maintain the integrity of examinations the school will not administer examinations before the scheduled dates, unless specifically approved by the Assistant Principal of Curriculum.
3. The Assistant Principal of Curriculum will arrange make-up examinations that are necessitated by illness or for an exception granted by school administration. Students who miss an examination due to illness may be required to produce a note from their doctor in order to be allowed to make up the missed examination.
4. Students who miss an examination for any reason other than illness or an exception granted by the school administration will receive a zero (0%) grade for the examination.
5. The annual calendar, posted on the school website before the start of the academic year, designates the examination days for the year. Parents who choose to take their student(s) on vacations or family trips or absent their student(s) from examinations for any reason other than illness or an exception granted by the school administration understand that this will likely lower student grades.

## Ineligible Students

1. Students must be eligible to take semester examinations.
2. Students are ineligible to take examinations if tuition is owed, fees have not been paid or uniforms and/or equipment have not been returned.
3. Ineligible students will receive an "Incomplete" for courses in which the semester exam is missed due to the ineligibility. If the ineligibility is cleared within a reasonable time as determined by the Administration, make-up exams will be administered. If the ineligibility is not cleared within a reasonable time, a "0" will be assigned to any missed exams and resulting grades determined.

## Topic-5-02-2

## Grading Scale

### GRADING AND GRADE POINT AVERAGE (GPA)

The following percentage scale and criteria are used in addition to points or percent to determine the semester grade for a course:

Active participant

Produces Superior quality work

Completes all assignments

Demonstrates initiative, resourcefulness

Superior test scores

Excellent attendance and conduct

Occasional participant

Produces average quality work

Meets requirements for completing assignments

Average test scores

Satisfactory attendance and conduct

Frequent participant

Produces above average quality work

Completes all assignments

Demonstrates interest

Above average test scores

Very good attendance and conduct

Rarely participates unless called upon

Produces work of poor quality

Does not complete all assignments

Low test scores

Poor attendance and/or conduct

Does not participate unless called

Produces work of very poor

Does not meet minimum requirements for assignments

Very low test scores

Unsatisfactory attendance and/or conduct

Generally, a student's grade point average (GPA) is computed at the end of a quarter or semester, using the following scale:

**A=4 points, B=3, C=2, D=1, F=0**

*Example:*

Religion

A

4 points

English

B

3

Spanish

C

2

Spanish	B	3
History	C	2
Algebra	A	4
Ceramics	B	3

**Total Points 19 ÷ 6 classes = 3.17 GPA**

Courses such as P.E and T.A. are not used to compute the academic GPA but are included in calculating the overall GPA for eligibility to participate in activities and athletics.

Students may attend Bishop Alemany's Summer School to improve their GPA, but a course that they have taken for credit during the school year may only be retaken for a grade and not for credit.

The University of California encourages students to take more demanding advanced courses. In those courses certified and approved by the University of California as offered at an honors and Advanced Placement levels the grades in up to four units taken in the last three years of high school will be weighted on the scale

A = 5 points, B = 4, C = 3

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Students should be aware that each college re-computes a student's GPA according to its own standards and criteria for admissions. Colleges such as the University of California and Cal State University may limit the number of extra points granted for Honors or AP courses. Consequently, a student's academic GPA used for college admission purposes will vary from college to college and may differ from Bishop Alemany's GPA.

At the teacher's discretion, students who are in danger of failing may be required, at any time, to attend tutoring sessions.

## **Topic-5-02-4**

### **High School Grade Reporting**

#### **Topic 5-02-4 – High School Grade Reporting**

Student grades in each course are available every day on Canvas , the school's learning management software. Report cards are mailed home at the conclusion of each quarter and semester.

The grade each student receives for any course of study is determined by the teacher of the course and is final. By law, only the teacher of the course may change a grade. *See Section 5-02 – Grading Policies.*

Semester grades are those that appear on the student transcript and count for semester credit towards graduation. Class information, homework, and grades are posted online on Canvas ( <http://alemany.instructure.com> ). Parents/guardians can access this information by logging in with their student's credentials. *Please visit [alemany.org/iPad](http://alemany.org/iPad) for complete instructions.*

## **Topic-5-02-5**

### **Make-Up Work/Absences**

#### **Make Up Work**

If a student is absent, it is the absentee's responsibility to obtain assignments and assignment details 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.

## **Topic-5-02-6**

### **Course Deficiency/Failure**

#### **ACADEMIC PROBATION**

The Assistant Principal of Curriculum in consultation with the Director of Counseling Services may place a student on Academic Probation if their performance places them in danger of academic dismissal. Parents are notified and must meet with the student's counselor to plan a strategy for success.

- Students who receive 2 failures at the end of the quarter are placed on academic probation and must attend tutoring sessions before or after school.
- Students who receive 2 failures at the semester are placed on academic probation for the remainder of the school year, and are required to make these courses up in summer school or through an alternative approved by the Assistant Principal of Curriculum in consultation with the Director of Counseling Services before being readmitted to Bishop Alemany the following fall.

#### **ACADEMIC DISMISSAL**

If a student fails 3 or more courses during the school year, including at the conclusion of the first semester, the student may be required to withdraw. The student's academic and disciplinary record will be considered in making this decision.

If the student is allowed to continue at Bishop Alemany, an agreement listing specific conditions for continued matriculation must be signed by the student, parent(s) or guardian(s), and the Assistant Principal of Curriculum.

Failure to abide by the terms of the agreement will result in the student being asked to withdraw according to the following process: Students may be academically dismissed by the Academic Board\* in the following circumstances:

- Excessive failures in one semester or one full academic year
- Semester failures not made up in summer school
- Having to take courses outside of Alemany during the regular school year in order to be on track to graduate
- Not adhering to the guidelines of Academic Probation
- Being on Academic Probation for two successive semesters

The purpose of the Academic Board is to furnish Bishop Alemany High School with a system 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.

\*The Academic Review Board is a committee consisting of five members of the faculty. The board is asked to meet when a student has failed academically and the academic leadership of the school feels that student has not put forth the effort necessary or shown progress agreed to in previous meetings with the counseling staff. As part of the review process, the student and the student's parent(s)/guardian(s) are given the opportunity to meet with the Academic Board.

Within 48 hours of the meeting, the Principal will contact parents to communicate the decision of the Academic Board.

Students required to withdraw from Bishop Alemany for academic reasons (only) may apply for readmission, pending on space availability, when the following conditions are satisfied:

1. All missing credits are made up (courses to be chosen from the subject areas of English, Social Studies, Foreign Language, Math or Science); Assistant Principal of Curriculum determines that the student is back on path to graduate.

2. For first semester dismissals, students must attend another high school for a minimum of one FULL semester and submit a record showing:

- Satisfactory attendance.
- A minimum grade point average of 2.0.
- A positive letter of recommendation from the school attended.
- A positive recommendation from the Bishop Alemany Dean of Discipline.

Students who are readmitted will be placed on academic probation for one semester.

### **WITHDRAWAL OF STUDENTS**

Arrangements for a student to withdraw/transfer from Bishop Alemany are made in the Registrar's Office. The parent(s)/ guardian(s) must accompany the student when withdrawing or transferring from the school to sign the various forms and to meet with an administrator. The school grants full credit for all work a student accomplished up to the time of transfer.

### **Section-5-05**

#### **Supplies and Textbooks**

#### **Section 5-05 – Supplies and Textbooks**

A list of e- books, print books, Apps, and other course materials is available from teachers at the beginning of the school year.

#### **iPad Program**

Bishop Alemany proudly implemented a one- to- one iPad program for all students and faculty in 2013- 2014. This device, together with Canvas (our learning management system), helps all students excel and progress on their path to college and future careers in the 21<sup>st</sup> century. The walls of the traditional classroom will come tumbling down as our students build the "4C" skills needed in this era in which we live: critical thinking, communication, creativity, and collaboration in the classroom. In the valuable hours outside of the regular school day, students can access a world of information through the worldwide web while also utilizing many of the applications designed specifically for the iPad.

Living out the words of our core values, we have been "inspired by excellence" and have carefully chosen to fully dedicate every action involved in setting up our iPad program to ensure Alemany students are "empowered to succeed."

In order to provide a consistent learning experience, Bishop Alemany High School requires the use of certain iPad models or MacBooks. Please ensure that your iPad meets or exceeds the following requirements:

- iOS 16.0 or later installed (required for compatibility with Canvas, Notability, and Apple Classroom)
- 64GB capacity of storage or higher

iPads manufactured prior to 2018 are strongly discouraged and/or incompatible. MacBooks are also permitted for use but must be supported by Apple and receive MacOS updates and access iBooks. MacBooks include MacBook, MacBook Pro, and MacBook Air.

**Please note that utilizing a device that does not meet the above requirements will severely affect a student's ability to complete coursework.** We also recommend using the Google Chrome browser (on Windows, MacOS, and iOS) for the best compatibility/experience if accessing Canvas via its webpage.

## Section-5-06

### Honors and Awards

#### ACADEMIC HONORS AND RECOGNITION

##### **Bishop Alemany Honor Roll Qualifications**

Membership is automatic when the following requirements are met:

1. Overall GPA 3.5 or higher (P.E. and T.A. grades are not applied to this G.P.A)
2. NoDsorFs
3. Good conduct/citizenship.

##### **Academic Awards**

At the annual Senior Awards night Bishop Alemany recognizes the following for their academic achievements:

- Top Ten in Academic GPA
- Highest achievers in each academic department

For graduation, students are recognized for their cumulative academic achievement over four years at Bishop Alemany:

- The distinction of class Valedictorian is granted to the student with the highest Academic Weighted GPA
- The distinction of class Salutatorian is granted to the student with the second highest Academic Weighted GPA

Graduates are also recognized for their outstanding academic achievement as signified by Academic Weighted GP as follows:

- Summa Cum Laude graduates have earned a GPA of 4.0 or higher
- Magna Cum Laude graduates have earned a GPA of 3.75 – 3.99
- Cum Laude graduates have earned a GPA of 3.5 – 3.74

## Section-5-08

### Academic Probation, Retention/Transfer

#### ACADEMIC PROBATION

The Assistant Principal of Curriculum in consultation with the Director of Counseling Services may place a student on Academic Probation if their performance places them in danger of academic dismissal. Parents are notified and must meet with the student's counselor to plan a strategy for success.

- Students who receive 2 failures at the end of the quarter are placed on academic probation and must attend tutoring sessions before or after school.
- Students who receive 2 failures at the semester are placed on academic probation for the remainder of the school year, and are required to make these courses up in summer school or through an alternative approved by the Assistant Principal of Curriculum in consultation with the Director of Counseling Services before being readmitted to Bishop Alemany the following fall.

## **ACADEMIC DISMISSAL**

If a student fails 3 or more courses during the school year, including at the conclusion of the first semester, the student may be required to withdraw. The student's academic and disciplinary record will be considered in making this decision.

If the student is allowed to continue at Bishop Alemany, an agreement listing specific conditions for continued matriculation must be signed by the student, parent(s) or guardian(s), and the Assistant Principal of Curriculum.

Failure to abide by the terms of the agreement will result in the student being asked to withdraw according to the following process: Students may be academically dismissed by the Academic Board\* in the following circumstances:

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Within 48 hours of the meeting, the Principal will contact parents to communicate the decision of the Academic Board.

Students required to withdraw from Bishop Alemany for academic reasons (only) may apply for readmission, pending on space availability, when the following conditions are satisfied:

1. All missing credits are made up (courses to be chosen from the subject areas of English, Social Studies, Foreign Language, Math or Science); Assistant Principal of Curriculum determines that the student is back on path to graduate.
2. For first semester dismissals, students must attend another high school for a minimum of one FULL semester and submit a record showing:
  - Satisfactory attendance.
  - A minimum grade point average of 2.0.
  - A positive letter of recommendation from the school attended.
  - A positive recommendation from the Bishop Alemany Dean of Discipline.

Students who are readmitted will be placed on academic probation for one semester.

## **WITHDRAWAL OF STUDENTS**

Arrangements for a student to withdraw/transfer from Bishop Alemany are made in the Registrar's Office. The parent(s)/ guardian(s) must accompany the student when withdrawing or transferring from the school to sign the various forms and to meet with an administrator. The school grants full credit for all work a student accomplished up to the time of transfer.

### **Section-5-11**

#### **Summer School**



## SUMMER SCHOOL

### Session

All classes meet five days a week for five weeks unless otherwise noted.

### Registration

Early registration takes place in May in the Summer school office. The registration form and tuition payment may be mailed to the Summer School Office until one week before summer school begins. A designated day, noted in the school calendar, is set aside for final regular registration. Parents need not accompany their students for registration. Tuition for summer school must be paid in full at this time and a Summer School Agreement form signed by a parent must be turned in. There may be a late registration day set by the Director of Summer School. All summer school tuition must be paid in full in order to take final exams in summer classes. If the exam is not taken, a grade of Incomplete will be given.

All Summer School information and forms may be accessed at [alemany.org](http://alemany.org).

### Attendance

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

### Dress Code

The Summer School Dress Code is the same as for the regular school year.

### Code of Conduct

All students must follow the Code of Conduct that applies during the regular school year. Any behavior that interferes with the educational process or manifests contempt for school authorities or peers will not be tolerated. Immediate dismissal from summer school will result from any of the following:

- use or possession of drugs, alcohol, tobacco, fireworks or firecrackers on or near the campus;
- any acts of vandalism; fighting;
- any acts of theft, cheating or serious disrespect.

## SUMMER SCHOOL CREDIT POLICY

A student who fails a required course for a semester must make up that course in Bishop Alemany's summer school in order to be readmitted in the fall. If the failed course is not offered in summer school, the student must pass an elective course in Bishop Alemany's summer school to make up the missing credit and then repeat the required course the following year. A student who fails an elective course at the semester must make up the missing credit by passing elective courses in Bishop Alemany's summer school. Students making up College preparatory classes must take College preparatory classes in Summer School. Introduction classes will receive elective credit only.

## COURSES TAKEN AT OTHER SCHOOLS

Students must obtain written permission from the Counseling Office prior to taking any course at another school, including community college. Courses taken at another school, without prior written permission, will not be included in the student's cumulative record.

**An official sealed transcript** from another accredited school must be submitted to the Counseling Office for credit consideration. Once credit is awarded for a course, that course may not be repeated for additional credit.

## Section-6-02

### School Field Trips and Excursions

## EXCURSIONS AND FIELD TRIPS

The curriculum may incorporate excursions and field trips. They must be educational in nature and related to the curriculum and content of the course of study. The Assistant Principal of Curriculum is responsible for giving approval.

Parents are required to complete a Parent Permission form well in advance of the event.

There must be adequate supervision and school rules of conduct will be maintained. Proposed trips outside of a 100-mile radius of the school must take into consideration the ability of parents to incur associated costs, the financial impact on other school fundraising activities and the class work that will be missed.

Proposed overnight trips must have a clear educational purpose and require additional insurance from the Archdiocese. The Principal is required to obtain approval from the Regional Supervisor prior to any overnight field trips.

The Archdiocesan field trip form must be used for all field trips and excursions and all completed forms must be retained until the end of the school year.

State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. Student emergency information must be immediately available to the supervisor and at least one adult chaperone shall be in possession of a cell phone. A snakebite kit must be included in any areas where there may be venomous snakes.

### Topic-6-04-1

#### Election rules

## STUDENT GOVERNMENT AND ACTIVITIES

### Bishop Alemany High School Associated Student Body

**Objective:** The Bishop Alemany Student Government and Student Activities/Special Events work simultaneously to develop skillful and experienced student leaders through a variety of hands-on opportunities. The Associated Student Body Elective Class is designed to teach effective leadership and team building across the four grade levels. The numerous student activities held over the course of the year provide additional leadership opportunities through student clubs, teams, intramurals, and special events.

**Student Government:** The Student Government at Bishop Alemany is composed of two groups: Elected Officers (Student Body and Class) and Commissioners. Each position has a unique set of responsibilities; however, all positions work together to form the Associated Student Body.

The Associated Student Body (ASB) is an opportunity for students to be involved in the day-to-day governance of Alemany and in a variety of special events. The ASB class represents the entire student body population and acts as a liaison to the Administration and community. The ASB class works to assist in furthering the school's mission, provide constructive input, and design and coordinate student activities and community events.

**Executive Student Body Officers:** Current school year Freshmen, Sophomores, and Juniors elect the ASB President, Vice President, Secretary, and Treasurer. The newly elected ASB Officers take part in interviewing and appointing the ASB Class Commissioners.

The ASB Officers spend an average of 8 to 15 hours per week planning and overseeing school events, including but not limited to: Athletic Events, Rallies, Dances, Intramurals, School Spirit, and Community Outreach Events.

**Class Officers:** Each class elects its own President, Vice President, Treasurer, and Secretary. These offices have a

set of duties unique to their class needs and require additional time commitment outside of the regular class hours. Fundraising is required at each class level and is a yearlong effort. Class Officers report to both the ASB Director and their Class Moderator.

**Commissioners:** Students interested in serving as an ASB Commissioner apply and interview for a position in the class. It is the goal of the ASB Director and Elected Officers to identify and appoint students with a variety of talents who accurately represent the student population and student interests. Time commitments outside of the regular school day are required and vary over the course of the school year.

### **Eligibility For Elections**

Students interested in seeking candidacy for an executive ASB Office or a Class Office must meet the eligibility requirements as defined for current elections. Students on academic or disciplinary probation are not eligible to hold ASB or Class Office.

## **Section-6-05**

### **Clubs/Organizations/Honor Societies**

#### **CLUBS**

Clubs are organized to provide the students with an opportunity to share similar interests with other students, inform and educate the students in a variety of subjects, and provide service to the school community.

#### **Establishment of New Clubs**

As prescribed for the current school year, students may establish student clubs, which respond to the interests of the students. Club Charter week, which occurs each fall, is the time when students may obtain the appropriate paperwork to begin a new club. Applications are available in the Student Government Office. Applications will be reviewed by the Administration and the final decision regarding the formation of new clubs rests with their professional judgment.

#### **HONOR SOCIETIES**

##### **California Scholarship Federation**

The California Scholarship Federation (CSF) emphasizes high standards of service, scholarship, and citizenship for California high school students. CSF encourages service to the school and community while fostering pride in scholastic achievement. Qualifying for membership is on a semester basis following a point system that requires A's and B's in the most difficult classes.

To become a lifetime member (Seal bearer) students must have qualified for four semesters during their last three years of high school, including one semester in their senior year. At graduation, lifetime members receive a special gold seal on their diploma, and a gold stole to be worn at the ceremony.

Freshmen, who were part of their elementary school's CJSF may provide written verification of their membership from their former advisor to be considered for "associate membership." All verification letters must be received by the established deadline.

All eligible sophomores (second semester only), juniors and seniors are invited to apply online via the CSF Canvas Course webpage. Students must apply **EACH** semester. As part of the application process, students must:

- Have a GPA of 3.5 or higher (Academic Weighted, 10th-12th)
- Be in good standing with the Deans
- Pay their non-refundable \$5 application fee/membership dues

To be accepted, students must:

- Have submitted a COMPLETED application by the established deadline
- Have enough CSF points to qualify (10 points per semester)
  - AP/Honors A = 4 pts., A = 3 pts., AP/Honors B = 2 pts., B = 1 point
  - Four of the points MUST be from List I. (List I includes English, Foreign Language, Algebra I and higher Mathematics, Social Science and most Science courses.)
  - Three of the points MAY be from List I or List II. (List II includes Religion, Journalism, Psychology, Sociology, Law & Society.)
  - Three remaining points MAY be from List I, II, or III. (List III includes Visual & Performing Arts and some Technology courses).
  - Pass/fail or repeated course grades are not acceptable.
  - Any D or F disqualifies a student for the entire semester.
- Have maintained a GPA of 3.5 or higher (Academic Weighted, 10th-12th)
- Remained in good standing with the Deans

For more information, please contact your student's counselor or visit the CSF website at <http://www.csf-cjsf.org>.

### **National Honor Society**

NHS membership is one of the highest honors that can be awarded to a high school student. Members are nominated and elected based on scholarship (3.25+ Academic Weighted GPA), exemplary character, and proven leadership and service.

All eligible sophomores (2nd semester only), juniors and seniors are invited to apply online via the NHS Canvas Course webpage. To be eligible to apply, students must:

- Have a GPA of 3.25 or higher (Academic Weighted)
- Be in good standing with the Deans
- Perform at least 10 hours of service **PER** membership semester
- Pay their non-refundable \$20 application fee/membership dues

All applications are subject to a final review at the end of the semester. To be accepted, students must:

- Have submitted a COMPLETED annual application by the established deadline. Students must apply **EACH** school year.
- Have maintained a GPA of 3.25 or higher (Academic Weighted) for **ALL** membership semesters
- Remained in good standing with the Deans
- Completed 10 hours of service PER membership semester (Students must return their NHS Service Hour Card EACH

semester with appropriate signatures by the established deadline. All signatures must be by an adult supervisor – other than the student's parent/guardian).

At graduation, NHS members are eligible to wear gold gowns at graduation ONLY if they:

- Have been an NHS member for a **minimum of 4 semesters (which must include both semesters of their senior year)**

At any time, students may be excluded or dismissed from Alemany's National Honor Society if they fail to uphold the Society's standards.

For more information, please consult your student's counselor or visit the CSF website at <http://www.csf-cjsf.org>.

### **Topic-6-06-1**

#### **Formal Dances (Homecoming, Winter Formal, Prom)**

#### **DANCES**

All dances are male-female date dances and for Bishop Alemany High School students only, unless otherwise

All dances are male-female date dances and for Bishop Alemany High School students only, unless otherwise announced. If guests are allowed, Guest Passes must be approved by the Deans prior to the event. Students are limited to one approved guest. The Alemany student is responsible for the good conduct of their guest. The policy regarding guests who have withdrawn or been dismissed from Bishop Alemany may be found below. All guests should be under the age of 21.

Dances are normally scheduled from 7:00pm to 11:00pm. Students must be present from a half-hour after the starting time of the dance until a half-hour before the ending time. Prom is an exception to this rule since students must arrive and leave via school- provided transportation.

After a careful analysis of problems associated with underage students utilizing limousine services, Bishop Alemany High School joins many other high schools in the area in prohibiting the use of limousines and other chauffeur-driven vehicles at all Bishop Alemany High School dances and events. Any such vehicles will not be allowed on campus. Students who arrive in such vehicles will be turned away at the gate and forfeit any kind of refund.

In addition, limousines or other chauffeur-driven vehicles may not pick up students after the Prom.

If any student is suspected of being under the influence of drugs or alcohol by any school faculty or staff member, they may be subject to a sobriety test. In addition, parents will be called to take the student home. The student will be suspended pending disciplinary action.

Any student absent from school on the day of a dance or social event may not attend the event.

Freshmen are not permitted to attend Prom. If any student owes detention money or detention hours, they may not be allowed to attend any dance, including, but not limited to Homecoming and Prom.

### **Former Students**

Any student who has been asked to withdraw or has been expelled from Bishop Alemany High School may not attend any extracurricular functions that are sponsored by Bishop Alemany or take place on Bishop Alemany's campus. The events that the former student may not attend include, but are not limited to, dances, athletic events, concerts, or theater productions.

One calendar year from the time a student is asked to withdraw or is expelled from Bishop Alemany High School that student may petition for permission to attend extracurricular activities sponsored by Bishop Alemany or that are on Bishop Alemany's campus.

Any request by a former student to attend a specific event must be made at least one month prior to the scheduled event. The petition must include:

- A signed typewritten letter from the former student requesting permission to attend activities sponsored by Bishop Alemany High School. The letter should include the reasons the former student believes that he or she should be allowed to attend these activities, how the former student's behavior has changed sufficiently to warrant this permission, and what type of behavior the student will guarantee if given permission.
- Two letters of recommendation. If the former student is currently attending another high school, then one of the letters must be from a Dean or counselor from the student's current school. The letter must address the student's discipline record at the current school. The other letter (or both letters if the former student is not currently enrolled in another high school) must be from adults who are not members of the former student's immediate family. The letters should describe the adult's relationship with the former student and comment on the former student's current behavior and character.
- An interview. Bishop Alemany will assign a Committee including an administrator and a Dean to meet in person with the student.

After all the requirements of the petition are submitted the student will be notified of the decision of the school in writing within two weeks of the interview. This decision will be final and not subject to any further discussion.

writing within two weeks of the interview. This decision will be final and not subject to any further discussion.

If permission is granted to attend the petitioned event, the student will fill out any contract for the event (if applicable) and abide by further Bishop Alemany High School policy.

Normally, the only former students who will be given permission to attend Bishop Alemany sponsored activities will be those who were not on strict probation prior to the request to withdraw or expulsion and did not have a significant negative discipline record while a student at Bishop Alemany. It is up to the discretion of the Dean and administrator to determine if the appeal will be accepted.

## **Topic-6-06-2**

### **Graduation Celebration/Grad Night**

#### **GRADUATION**

Graduation is a Senior Class activity and consists of two parts:

- A Baccalaureate Mass giving thanks and praise to God;
- Commencement Exercises at which each student is recognized and their diploma is issued.

Graduation is a privilege and not a right, and is reserved for those seniors who have met all academic, financial, and disciplinary criteria and obligations established by the school. Parents and friends are most welcome to attend graduation activities, but are to be mindful of the appropriate dignity of the occasion.

## **Section-6-10**

### **Student Identification Cards**

#### **Student Identification Cards**

An identification card is issued to each student at Bishop Alemany 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 damaged student ID card is \$15.00 each. 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 Bishop Alemany High School student to present a school ID card upon the request of a school official is a disciplinary violation.

## **Section-6-12**

### **Athletics**

#### **ATHLETICS DIRECTOR MESSAGE**

Welcome to Bishop Alemany High School Athletics, home of the Warriors. It is my pleasure to hold the position of Athletic Director for the 21 sports offered to our students. Since its opening in 1954?, Alemany has had a rich tradition of success in athletics and academics.

The championship banners that are displayed in the Alemany High School Gymnasium represent the hard work and dedication our athletes and coaches have put into their sport during their time representing Alemany

Warriors. Our athletic program has played a vital role in the development of our students in their pursuit of success long after their playing careers have ended.

Our athletic administration, staff, and coaches are committed to providing a challenging, positive, and competitive environment where our student-athletes can reach their academic, athletic, and personal potential. Our coaches challenge our athletes to be their best version on and off the field.

We expect our coaches, athletes, and spectators to conduct themselves in a manner that shows respect and sportsmanship when we interact with opposing teams, coaches, fans, and contest officials. We value our resources, facility, and the people that work tirelessly to maintain them. We want our guests to see and feel the difference when they visit Alemany High School.

Bishop Alemany High School Athletics is able to operate successfully due to the commitment of our coaches, athletic trainers, teachers, counselors, administration, maintenance crew, support staff, proud supporters, and sport-specific booster clubs. I encourage you to become actively involved in our Warrior Booster Clubs and to attend the athletic events hosted on the beautiful Alemany High School campus.

Go Warriors!

## **Topic-6-12-01**

### **School Athletic Handbook [if applicable]**

#### **ATHLETIC DEPARTMENT PHILOSOPHY**

Participation in athletics at Bishop Alemany High School is considered a uniquely valuable experience for every young person, and all are encouraged to participate in one of the many competitive sports offered during their high school years.

Participating in athletics at Bishop Alemany High School is a privilege that is earned. Student athletes are expected to appreciate the opportunities provided by high school athletics. We believe that the development of skills and attitudes, which result from athletic participation, are of special importance in our society today. A balance must be achieved and maintained between the desire for personal success and the accomplishments of the team.

#### **PROGRAM AND PARTICIPATION**

##### 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 an interscholastic competition provide developmental opportunities that translate into habits of personal success.

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 Bishop Alemany High School, 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 develop a solid foundation upon which future success is built.
2. It is the primary policy at Bishop Alemany High School that every student may freely choose to participate in any sport which interests him/her and for which he/she is qualified.

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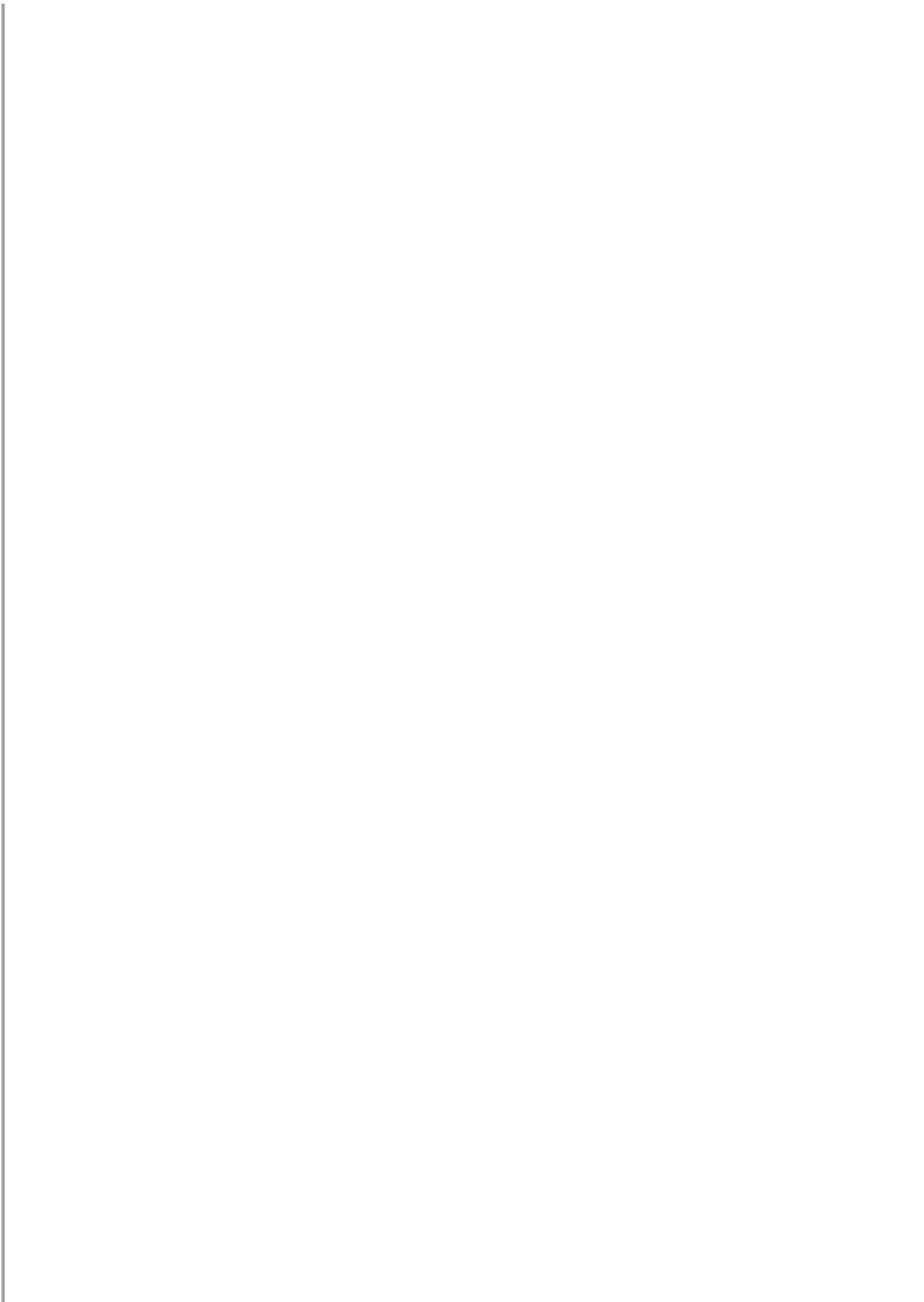
3. A fundamental concept is that the sport exists for the benefit of the student; not vice versa.
4. No student should be put into the position of having to "choose" between two sports that do not pose a seasonal conflict.
5. Students may participate in more than one sport in a season. However, the student must adhere to the 18 hours per week ruling by the CIF for all practices and competitions.
6. No student is permitted to participate in an athletic event if he/she has been absent from more than two periods on the event day.
7. The philosophy of the Bishop Alemany High School Athletic Department is 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. Competitive participation on an outside athletic (club) team in the same sport during the athlete's school season is forbidden. This is a CIF violation. As soon as a student swims competitively for the high school team, they are no longer eligible to also swim for the club team. The student may still choose to practice with the club team during the high school season.
8. Students may not participate as cheerleaders, pep squad members, or drill team members at other high schools.

## Topic-6-12-02

### Sports by Season Pep Squads, Cheer







## **Topic-6-12-03**

### **Selection Process/Requirements for Participation**

#### CIF Eligibility

All CIF Southern Section eligibility rules apply in all games including practice, inter-school scrimmage, league tournaments, and playoff 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. Do not compete with outside teams. (Article XV)
9. Have a current annual physical examination. (Article XVIII)

#### Bishop Alemany Eligibility

Students, whether involved in athletics or any other co-curricular activity, must complete an eligibility form and meet the eligibility requirements of Bishop Alemany High School. Students whose conduct, attendance, or appearance is not up to standard shall be declared ineligible by the Principal, Deans, 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 every grading period.
2. Students on disciplinary, attendance or academic probation are considered ineligible.
3. The Principal reserves final judgment on all decisions.

## **Topic-6-12-04**

### **Athletic Medical Clearance**

#### **PHYSICAL EXAMINATION**

As many students as possible are encouraged to participate in the athletic program. All athletes are required to have a physical exam before they can try out for a sport, as mandated by CIF. Physicals completed during the previous school year are not valid the following school year. Parents are encouraged to have their child's physical administered during the summer prior to the beginning of the school. Check the website for all necessary forms for participation, including physical forms, medical history, emergency card information, and concussion form.

## **Topic-6-12-05**

### **Injuries and accidents**

Any injuries or accidents incurred while participating in an athletic activity (practice or a contest). must be reported

immediately to the training staff, coach, or Athletic Director. Anyone who was a witness to the incident should gather information including names, times, and relevant circumstances of the accident to fill in the Accident Report as accurately as possible. The Accident Report must be submitted to the Athletics office within 24 hours of the incident.

## **Topic-6-12-06**

### **Athletic Fees, Equipment and Uniforms**

#### **CARE AND USE OF UNIFORMS AND EQUIPMENT**

Please remember the following guidelines:

1. Athletic equipment is **loaned** to team members by the Athletic Department.
2. Athletes are responsible for equipment and uniforms issued to them. Lost items must be paid for by the athlete.
3. Team uniforms are not to be used or worn at home or away from school unless on a team trip.
4. All uniforms will be washed by the athlete before each contest.
5. All uniforms will be turned in on time at the end of the season.

## **Topic-6-12-07**

### **Discipline Policies and Procedures in Athletics**

#### **CODE OF CONDUCT**

A Bishop Alemany High School athlete in competition is expected to follow certain principles:

1. Never use profanity or illegal tactics.
2. Be gracious in defeat and modest in victory.
3. Always congratulate the opponent.
4. When speaking to an official, always speak in a tone of respect and only to clarify a rule.
5. Violations of good behavior will result in removal from the team for a specified period of time by Head Coach or A.D.
6. Bishop Alemany High School adheres to CIF policy with regards to ejections/removals from athletic contests.
  - a. The first offense will result in a one-game suspension and a parent conference.
  - b. The second offense in the season will result in a two-game suspension.
  - c. The third offense (in the same season) will require the student athlete to sit out the remainder of that season of competition per CIF rules.
7. Any athlete who is involved in a fight for any reason may be suspended per CIF rules for one game. Should this happen a second time, the athlete may be suspended for one year to the day and not receive a letter or any post-season awards per CIF and school rules.
8. Any student found guilty of striking an official will be barred from athletic competition at Bishop Alemany High School during the remainder of his or her athletic eligibility. This would constitute grounds for expulsion from school.

9. Any player found using any form of chewing tobacco at practice or during a game will be automatically suspended for one game.

## HAZING

Bishop Alemany is committed to providing an environment that is free from any type of harassment. The school will treat any and all allegations of harassment seriously. Harassment, including verbal, physical, or written intimidation, degrading of a person, ethnic slurs, name-calling, prejudicial behavior, employing actions to victimize and make life miserable for other persons, and team initiation tactics will never be tolerated. Such actions call for serious disciplinary follow-up from the school.

## GENERAL ATHLETIC POLICIES

1. Bishop Alemany High School provides secondary insurance coverage for physical injury for all students automatically. Injuries incurred in athletic participation are included in this coverage for all sports except tackle football. Before a student can participate in football, he must buy the extended coverage from the school's insurance carrier. The cost of insurance is determined by the insurance carrier on a year-to-year basis.

2. A student who receives a GPA of less than 2.0 in any two consecutive quarters is ineligible to participate in interscholastic athletics for the time specified in the school regulations.

3. Students absent from school may not participate in a game or practice on the day he or she is absent. Absence is defined as failure to report to school for a minimum of half the instructional day. Students absent from school on Friday may not compete in a game on the following day, unless they present written permission from their parents to do so prior to the game. The same rule applies when the student is absent on the day before a school holiday and the game is played on the holiday.

4. If an athlete drops a sport, he or she forfeits all awards for that sport. No athlete who drops a sport after the first scheduled game (not scrimmage) will be allowed to participate in another sport during the season or portion of the same season except with mutual consent of both Head Coaches involved and final approval of the Athletic Director. If a student athlete is removed from a team for disciplinary reasons, he or she will not be allowed to compete or practice in another sport without the approval of the Athletic Director and Deans of Discipline.

**5. The athlete is financially responsible for all equipment checked out to him or her. All equipment issued must be returned or paid for before the athlete can receive his or her awards, or begins another sport. Replacement costs will be based on the current market value. An athlete may not take quarter or final exams until restitution is made. In addition, grade reports and transcripts may be withheld.**

6. Uniforms and related equipment will be used only during scheduled practice and games of that sport. They may not be worn at any other time unless permission to do so is obtained from the Coach and Athletic Director, or as the approved day-of-game apparel.

7. Excessive Heat: Bishop Alemany follows all state and local recommendations regarding excessive heat situations. These recommendations will be considered by the Athletic Department, Athletic Trainer, and Coaching Staff to maintain the highest level of safety for our student athletes.

## Topic-6-12-08

### Varsity Jackets and Sweaters

## LETTERING

Letters are awarded according to school, league, and CIF rules and regulations. All coaches reserve the right to

deny anyone a Letter who is in violation of any rules, even though the athlete qualifies in every other way. Any players who suffer an injury that prevents them from continuing to participate can receive a Letter if they have met the requirement, or if at the time of the injury, the coach felt that they would have met the requirement had the injury not occurred.

The Athletic Directors, acting in conjunction with the Head Varsity Coaches, reserve the right to award a Letter to an athlete who does not meet the requirements but is judged to be deserving.

### **ATHLETIC AWARDS**

The Bishop Alemany Scholar-Athlete Award is determined at the conclusion of the school year. The Athletic Department (that is, the Athletic Director, Assistant Athletic Directors, and Head Varsity Coaches) will select male and female 12th grade student-athletes who have demonstrated excellence in the classroom and athletic arena, and are in good standing within the school community.

The individual honors used in the selection process include, but are not limited to:

- All American**
- All State**
- CIF Player of the Year**
- All Southern Section**
- All CIF (awarded by division) League MVP**
- All League First Team**

#### **Topic-6-12-10**

#### **Coach/Trainer Certification [Play Like a Champion]**

All Bishop Alemany High School athletic personnel are required to undergo training through the Play Like a Champion program. For more information on the Play Like a Champion program, please visit <https://www.playlikeachampion.org>.

#### **Section-7-1**

#### **Tuition and General Fees**

### **CHAPTER 7 – TUITION AND FEES**

#### **Section 7-1 – Tuition and General Fees**

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Second Student in a Family	\$12,468
Third Student in a Family	\$12,148
Senior Tuition (includes Graduation Fee \$275)	\$13,643
International Student: Tuition	\$23,871
AP Course Exam	\$100 – \$145 per exam/AP Research/Seminar
Elective Class: Zero or Extra Class	\$453 per semester class

**Parent Service Hour Program**

per family (parents/guardians

volunteer 15 hours or pay \$300)

**\*Parent Pledge Program Fee** – All Bishop Alemany High School families are required to support the Parent Pledge Program with a contribution of \$500.00 per year. Separately, families with the financial capacity are invited to make additional tax- deductible gifts to the Bishop Alemany Fund. The Parent Pledge Program provides essential supplementary funding for scholarships, educational technology, professional development for faculty/staff, innovative programming, schoolwide fundraising events, and more. One of the greatest functions of the Parent Pledge Program is its role in helping to maintain tuition increases within a predictable and moderated range. Bishop Alemany depends on contributions to the Parent Pledge Program, along with philanthropic gifts to the Bishop Alemany Fund to fully fund the school's budget each year.

**\*\*Annual Registration Fees** – The Annual Registration Fee of \$1,150 for all students remains the same as the previous year and is not being increased for 2024-2025.

Enrollment	\$ 550.00	) These fees are due
Facility	\$ 300.00	) upon registration
Technology	<u>\$ 300.00</u>	) for new students.
	\$1,150.00	

In the event the student does not attend Bishop Alemany or terminates attendance for any reason, all tuition and fees are **non-refundable and non-transferable**. All fees are due upon acceptance or renewal.

**Other Fees**

The **\$275.00 Graduation fee for Seniors only is included in the Senior tuition shown above** . This fee covers the costs associated with the Baccalaureate Mass and Commencement Exercises.

**Summer School tuition and Athletic fees** are not included in annual tuition and fees.

**Retreat Fee:** To be determined and charged at time of sign up.

- Juniors: Discipleship Retreat fee
- Seniors: Kairos Retreat fee
- Information on all the retreats is available on the Campus Ministry portion of the Bishop Alemany website.

**Parking Permit Fee:** \$25.00

**Printing Fee:** \$25.00

**Return Check Fee:** \$10.00

## **Section-7-2**

### **Tuition Collection**

#### **Tuition Collection:**

All students are required to have a FACTS tuition agreement.

The school collects tuition ONLY through FACTS Tuition Management Company.

Parents have the option of making payments on the 20th of each month rather than the 5th.

#### **Payment Plan Options:**

I. One automatic payment to FACTS of the full amount of tuition for the 2022-2023 school year, due July 5, 2022.

II. Two automatic payments to FACTS Tuition Management:

- First Semester due **July 5, 2022.**
- Second Semester due **December 7, 2022.**

III. Eleven automatic monthly payments to FACTS Tuition Management; due July 5, 2022, through May 5, 2023.

#### **Credit Card Convenience Fee:**

Please note that BAHS will no longer absorb the cost of merchant credit card fees. Effective June 1, 2020, all credit/debit card transactions will be assessed a **2.85% merchant convenience fee.**

## **Section-7-3**

### **Tuition Assistance**

#### **TUITION ASSISTANCE**

Bishop Alemany High School offers two applications for tuition assistance for needy and deserving families. Both require that a new application be made each year, even if a student is already receiving assistance. Please visit the [Tuition Assistance section](http://www.alemany.org) at [www.alemany.org](http://www.alemany.org) for details.

Tuition Assistance is available on the basis of demonstrated need. All assistance is provided on an annually renewable basis. Students receiving assistance must maintain a 2.0 GPA and acceptable conduct record. They should also be willing and able to contribute some hours per semester in some form of service to the school.

The Bishop Alemany application period for tuition assistance opens in November.

The admissions process is need-blind, meaning that the committee is not aware of who has applied for tuition assistance when evaluating applicants, so that it cannot affect the outcome of a student's application.

### **Catholic Education Foundation Tuition Award**

This is a direct grant based on financial need and meeting strict income guidelines. An application must be completed and submitted in January. An award is good for one year only and must be applied for each year.

### **Bishop Alemany High School Tuition Assistance Award**

The school's tuition assistance provides assistance based on family financial need, student scholarship, conduct and leadership. Application is on the Bishop Alemany High School website.

We do adhere to the DOC Archdiocesan guidelines.

**Students who receive tuition assistance** must maintain a 2.0 GPA and adhere to all Bishop Alemany High School rules and policies. Tuition must remain current in order to qualify for continuing assistance.

We are committed to providing quality, faith based education for your children. Working with FACTS is one more step in assuring that we can continue that mission. This policy enables families to choose a reasonable payment plan while enabling us to run a financially and educationally sound institution for our children and the children of generations to come. We trust that you understand our decision and will continue to support us as we continue with our ministry. **If you have any questions regarding FACTS, please contact FACTS at (800) 624-7092.**

**You may also contact the main school phone number (818-365-3925) and ask for the Payments and Business Office.**

### ***Frequently Asked Questions about Tuition***

#### **How do I change my banking information?**

It is important to note that FACTS Management Company and Bishop Alemany High School never see your bank account nor have any direct access to your account. FACTS complies with State and federal laws to be completely confidential and limited to what has been authorized by the parents to control the automatic payment process. All banking changes should be called directly to FACTS at 1-800-624-7092 or log in to your FACTS agreement

#### **Can I pay my tuition with a Credit card?**

FACTS accepts the following credit cards; American Express, Discover and MasterCard. If you choose to pay tuition through your Credit Card you will be charged 2.95% per payment.

#### **When and what time will the funds be withdrawn from my bank account?**

While FACTS transacts each payment on the specified date (5th), it is your financial institution that determines the time of day the payment is debited. FACTS recommends checking with your financial institution to determine how far in advance funds should be deposited into your account to ensure the automatic payment clears. If a payment date falls on a weekend or banking holiday, the payment will be transacted the following business day.

#### **How will I be notified of my payment information?**

Once your agreement for budgeted tuition payments is posted to the FACTS system you track your account information by logging in to your FACTS agreement.

What happens if FACTS attempts to process my payment and there are not enough funds in my account?

Should an automatic bank payment be returned, a \$30.00 FACTS Returned Payment Fee will be automatically assessed to your account. This is in addition to any missed payment fee that the school may assess. You will be notified by FACTS of the returned payment via mail or e-mail. For payment scheduled for the 5th of the month, the reattempt will occur on the 20th.

#### **What about enrollment in the FACTS payment plan in future years?**

The FACTS payment plan enables the school to automatically reenroll families in payment plans over successive years, saving time for both the school office and your family. Should your tuition payments be made through FACTS the following year, you would be notified in advance by the school.



## **Can I pay down on my tuition?**

If you would like to make an initial down payment so that your monthly payments will be smaller, please make your down payment check payable to Bishop Alemany High School and bring the down payment to the Tuition Office or log in to your agreement and pay online.

## **Section-7-4**

### **Parent Service and Fundraising Requirements**

#### **Section 7-4 – Parent Service and Fundraising Requirements**

Catholic education is essentially private education, and, as such, is very much dependent on outside support for its existence. In as much as public funds are not available to the Catholic school, other systems of support must be devised. Tuition alone does not cover the expense of the operation of the school. In fact, tuition only covers about two-thirds of the school's yearly expense. Bishop Alemany High School is dependent on parental support in all areas of its operation. It is the parent/guardian who is the primary educator, and the school is here to assist in this responsibility. Parental involvement is, therefore, not only desirable, but essential.

#### **Parent Service Hours Program (PSHP) Guidelines**

Each family is required to volunteer a total of fifteen (15) hours of service for each child each year. PSHP hours should be submitted by the due date as indicated on the yearly school calendar. Hours must be completed within the current school year. Parents/guardians and extended family members (grandparents, aunts, uncles, siblings, etc.) who are 18 years of age or older, may volunteer PSHP hours on behalf of their student.

#### **Volunteer Hours and Submitting Completed PSHP Hours**

For every 1 hour of volunteer service, 1 hour of PSHP will be recorded on a sign-in sheet. Sign-in sheets will be available and need to be submitted to the Parent Service Hour Coordinator after each event, allowing volunteer hours to be recorded throughout the school year. One hour is earned for every \$20 spent for any scheduled donations of refreshments or snacks with a receipt.

Volunteer hours count towards PSHP hours if the activity directly benefits Bishop Alemany High School. Volunteer services for other non-profit organizations do not count toward PSHP service hours. All unfulfilled Parent Service Hours will be charged to the family's FACTS account on Monday, May 12, 2025. Any hours performed after Wednesday, April 30, 2025, will count toward the 2025-2026 Parent Service Hour obligation.

Visit the school website for volunteer opportunities which can be found under "Parents" → "Parent Service Hours" → "Parent Service Hours Opportunities 2024-2025" or email [parentservic@alemany.org](mailto:parentservic@alemany.org). As parent service hours are actively fulfilled during the year, the hours are updated in the system, and can be viewed under "Quick Links" as above. Parents/guardians are encouraged to attend monthly Parent Association meetings in Alumni Hall since credit will be given for attending these meetings.

**All fundraisers must be pre- approved by the Advancement Office. Only fundraisers directly benefiting an Alemany organization, club, or sport will be permitted on school grounds. No outside sales or fundraisers profiting individual students and/or outside organizations will be permitted.**

*See Chapter 2, Topic 2- 16- 5, regarding Bishop Alemany High Parent Association's Mission Statement, membership and general meetings.*

*See Chapter 7, Section 7- 1 – Tuition and General Fees, regarding the "Parent Pledge Program Fee," which provides essential supplementary funding for scholarships, educational technology, professional development for faculty/staff, innovative programming, schoolwide fundraising events, and more.*

## **Section-7-5**

### **Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)**

#### **Graduation Fee**

All seniors are required to pay the non-refundable Graduation fee of \$3275 by the first week of July, (the summer before their senior year). A late fee of \$ 25.00 will be incurred after this date. (Note: Grad Nite is not included in this fee)

## **Topic-8-1-01**

### **Discipline and Procedures**

#### **Section 8-1 – Philosophy**

Discipline in the Catholic school is considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate that is conducive to learning and promotes character development and the common good.

Discipline is maintained in a classroom or school when students work cooperatively with the Principal, the teachers, and their classmates towards class and school objectives. However, the legitimate interest of the school extends beyond the school day and school hours.

#### **Topic 8-1-01 – Discipline and Procedures**

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

### **Guiding Principles for School Discipline**

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

## Agents of School Discipline

- **Classroom Teachers** are responsible for dealing with classroom infractions by implementing the following steps:
  1. Correct and admonish the student immediately.
  2. *If the student misbehaves further:* Confer with the student after the class or school and contact the parent/guardian by email or phone.
  3. *If the student misbehaves further:* Assign a supervised detention period after school.
  4. *If the student misbehaves further:* Refer the student to the appropriate Dean and the student will enter the discipline process at the appropriate step of severity.

All **major** violations of discipline **must** be reported to the Deans immediately. If a student's behavior is severely disruptive, uncooperative and/or unruly, a Dean or another administrator must be summoned to the classroom to escort the student to the appropriate office.

## Teachers are never permitted to simply send a student to the office.

- **All Faculty and Staff** – All administrators, teachers, classified staff (office, maintenance, custodial, gardening and cooking staff), and coaches are responsible for reporting violations of school rules to the Deans of Discipline.
- **Deans of Discipline** are responsible for the general discipline and Christian conduct of the student body outside of the classroom. Each Dean is responsible for male/female students based on the alphabetical order of their last name (A through L and M through Z) but will deal with any situation that may arise.
- The **Discipline Review Board** acts as an advisory board to the Principal regarding disciplinary matters when the Administration of the school feels that a dismissible offense or violation of the terms of a student's probation merits the convening of a Board. The Board/Deans will make a recommendation to the Principal who has the final decision in all disciplinary matters.
  - o The Board is composed of five voting faculty members, four appointed by School Administration/Principal and one appointed by the Student Council and a designated Dean and/or administrator who chairs the Board.
  - o All Board members will have at least three years' teaching experience at Bishop Alemany High School.
  - o The Dean(s) present information concerning the discipline violation and the student discipline record to the Board.
  - o Only the student and the parents/guardians may be present. They speak to the Board and offer

- o Only the student and the parents/guardians may be present. They speak to the Board and offer mitigating information. No legal or other representation is allowed.
- o The Decision of the Board will be communicated to the parents/guardians by the School Administrator.

**The Principal reserves the right to refer extraordinary discipline matters to the Discipline Board.**

**Disciplinary Review** – Student disciplinary records are reviewed each semester. If a student has a poor record and there has been no improvement in behavior, appropriate action will be taken in the subsequent semester. Such action could be probation, strict probation, denial of re- registration or dismissal, depending upon the particular situation.

**Dismissal** – A student's attendance at Bishop Alemany may be terminated under these circumstances:

- If, after exhausting the steps of the discipline procedure there is no improvement in a student's behavior, as determined by the Deans, the Discipline Board may recommend to the Principal that the student be dismissed. Parents/guardians will be offered the opportunity to withdraw the student.
- If a student commits a serious violation of school rules, the Deans or Discipline Board may recommend to the Principal that the student be dismissed.
- Bishop Alemany reserves the right to dismiss a student from the school if he/she is arrested for any violation of civil or criminal law.

**Students who have been dismissed or required to withdraw may be ineligible for re- admission. Neither are they allowed to attend school curricular or co- curricular events or be on campus except as described under "Dances."**

**The Deans may recommend to the Principal that a student not be permitted to return at the end of the school year based on her or his discipline record.**

**Infractions of School Rules**

**Classroom Infractions** – The following are dealt with by the individual teacher:

- Minor classroom disturbance, such as being out of an assigned seat, excessive talking, impertinence (rudeness), grooming, etc.
- Failure to follow classroom procedural rules set by the teacher.
- Failure to do homework or class work.
- Failure to have necessary books and materials in class.
- Inappropriate use of electronics including, but not limited to cell phones and iPads. Cell phones and iPads should be off and not used during class time unless permitted by the teacher.
- Failure to remove sunglasses.
- Failure to remove hood or head covering in class.
- Food or drink in the classroom.
- Sleeping or other non-attentiveness in class.
- Gum chewing.
- Tardy to class. The teacher enters the tardy on the attendance report. The student is automatically assigned one-hour detention for each tardy.
- All dress code violations are to be reported to the Deans' Office by the teacher. The student will be assigned one-hour detention for each infraction.

**School Infractions and Consequences for Violations** – These must be reported to and dealt with by the Deans. The school authorities acting in the place of the parents/guardians (in loco parentis) reserve the right to question

students regarding infractions without the parents/guardians present. If the infraction is serious, the parents/guardians will be contacted in a timely manner. (Repeated offenses will result in Progressive Steps of Discipline.)

**1. Riding a skateboard, roller blades or bicycle, hoverboards, etc., on school grounds.**

**2. Repeated or inappropriate use of electronic devices on or off campus (defiance).**

- Cell phones and other devices may not be disruptive during school hours (cell phones should not be seen or heard during class time).
- The item may be confiscated and may only be picked up by a parent or guardian.
- **All confiscated cell phones, iPads and digital cameras are subject to search by the Deans and Administration.**
- Any use of blocked sites or Apps during school hours is prohibited.
- Any derogative, inappropriate, or unauthorized use or posting pictures of students or faculty/staff is strictly prohibited.
- Anything posted that is determined to be detrimental to Bishop Alemany High School.
- Any pictures or texts of drug use, drugs or drug paraphernalia, or any other pictures or texts of inappropriate or immoral actions found on phones, laptops, or any other electronic device is against school policy. Regarding any violation, parents/guardians of student(s) involved will be called, with a possible referral to a counselor.

**Detention, Probation (regular or strict), and/or Suspension and Dismissal are possible actions to the above infractions. Action will be taken according to the circumstances.**

**Bishop Alemany High School is not responsible for theft of or damage to personal property, including textbooks and any kind of electronic device.**

**3. Posting or distributing unauthorized flyers or such like materials.**

**4. Possessing or using matches or lighters on school grounds.**

- Action will be taken according to the circumstances. This will include confiscation of the items and possible detention, probation, parent/guardian conference and/or dismissal.

**5. Using faculty restrooms – 1 hour detention**

**6. Tardy to school**

- 1-hour detention beginning with the fourth tardy each semester.
- 1-hour each subsequent tardy throughout each semester.
- All tardies are counted, including those due to traffic.

**7. Tardy to class**

- 1-hour each subsequent tardy throughout each semester.
- Excessive tardies (refer to Progressive Steps of Discipline).

**8. Out-of-Dress Code**

- Students out-of-Dress Code are assigned a minimum of 1-hour detention for each infraction. The student must be in Dress Code or be subject to suspension until the requirements of Dress Code are met

- Must be in Dress Code or be subject to suspension until the requirements of Dress Code are met.
- Clothing/items confiscated by the school must be picked up by a parent/guardian.
- Repeated offenses (refer to Progressive Steps of Discipline).

## **9. Parking out of bounds**

- Students driving on campus are restricted to the following areas: student parking lot, stacking area, and the access road behind the lunch area (this includes students in classes and team or group practices). No other parking is allowed unless assigned by the Administration. Violation – vehicle may be towed, \$25.00 fine and detention. All school rules, policies, searches, and discipline apply to cars parked off campus.
- Students who drive to school are required to park on campus and to purchase a parking permit. Parking permits must be current and visible.
- Continual violations – Parking permit revoked and probation.

## **10. Failure to report to an assigned detention**

- 1<sup>st</sup> violation – Time in detention doubled.
- 2<sup>nd</sup> violation – Step Three Probation (detention will be made up as part of probation).
- Suspension from all activities (games, dances, etc.) if excessive detention hours are owed.

## **11. Defacing school property**

- 1<sup>st</sup> violation – Step Three Probation or Step 4 Strict Probation and a minimum fine of \$100. Depending on severity of the violation, the student may be required to make complete restitution of all costs incurred by the school and/or be subject to dismissal.

## **12. Gambling on campus**

- 1<sup>st</sup> violation – Step Three Probation or Step 4 Strict Probation. Action will be taken according to the circumstances.

## **13. Possession or use of a laser pointer**

- 1<sup>st</sup> violation – Step Three Probation or Step 4 Strict Probation. Action will be taken according to the circumstances.

## **14. Violation of Academic Integrity Policy**

- *See Topic 8-1-07 for complete details of this policy.*

## **15. Unauthorized absence from class or leaving campus without permission (partial truancy)**

- 1<sup>st</sup> violation – Step Three Probation
- 2<sup>nd</sup> violation – Step Four Probation
- 3<sup>rd</sup> violation – Recommendation for dismissal

## **16. Truancy is defined as absence from school with neither school nor parent/guardian consent.**

- 1<sup>st</sup> violation – Step Four Strict Probation
- 2<sup>nd</sup> violation – Recommendation for dismissal

**Students who are truant are to receive an "F" in their classes for that day and are not allowed to make up**

any assignments.

### **17. Possessing or using tobacco products, including electronic cigarettes, on campus**

- 1<sup>st</sup> violation – Step Four Strict Probation
- 2<sup>nd</sup> violation – Recommendation for dismissal

### **18. Possession, under the influence, or use of drugs or alcohol**

- Where students seek help from administration or faculty for a drug or alcohol related problem, the school may work with families and support the student as he/she deals with the problem.
- Any violation – Subject to dismissal (Discipline Board)
- Reasonable suspicion – Bishop Alemany High School has the right to drug test students at school prior to parent/guardian notification.

### **19. Fighting on or off campus at any time or encouraging a fight**

- Any violation – subject to immediate dismissal (Discipline Board)

### **20. Unauthorized Internet Websites and Use of Social Media**

- It is unacceptable to use the Bishop Alemany High School name, initials, logos, or pictures of staff, students, the school, or school activities with anything that is degrading, lewd, threatening, or violent. Deliberate publication or harassment on the Internet or anywhere else may result in serious disciplinary action including expulsion.
- Any violation – subject to dismissal.

### **21. Sexting**

- Sexting is defined as the act of sending or receiving sexually explicit messages or photographs, primarily between cell phones.
- Any violation – Parents/guardians will be called, and counselor notified.
- Action will be taken according to the circumstances; students may be subject to dismissal and law enforcement may be notified.

### **22. Formal Dress**

- 1<sup>st</sup> violation – Up to 3 hours detention depending on extent of violation
- 2<sup>nd</sup> violation – Probation (refer to Progressive Steps of Discipline)
- Students out of uniform are subject to suspension.

### **23. Failure to follow COVID Protocols – Improper use of mask and not wearing face mask properly**

- 1<sup>st</sup> violation – warning by teacher
- 2<sup>nd</sup> violation – detention
- 3<sup>rd</sup> violation – probation
- Students who fail to follow COVID protocols are subject to suspension.

**Students who have committed a serious violation of rules will be suspended from school and placed on strict probation. In each case, the Administration reserves the right to invoke a more severe penalty up to and including requiring counseling or expulsion if it judges that the nature of the action or the**

circumstances warrants it.

**While all on- campus rules and regulations are to be observed on and off campus , a student is always a Bishop Alemany High School student. Any student who engages in conduct, whether inside or outside of the school, that is detrimental to the reputation of the school, may be disciplined by school officials.**

### **Infractions that Are Grounds for Dismissal (Discipline Board and/or Termination of Enrollment)**

1. A pattern of disruptive behavior in the classroom.
2. A pattern of defiance or non-compliance with school rules.
3. Violation of terms of probation or strict probation.
4. A major violation of school rules that may result in immediate dismissal, including but not limited to:
  1. Destroying or defacing school property; vandalism on school grounds, including tampering with locks or locked doors, computer hacking and pranks of any kind.
  2. Disrespect or extreme impertinence towards any faculty or staff member or anything that manifests contempt for school authority.
  3. Serious misconduct in speech, writing, or action including cheating or dishonesty and forging school or legal documents.
  4. Being in possession of, under the influence of, or using drugs or alcohol on campus, in the immediate vicinity of the campus, at school activities or at school functions; being in possession of drug paraphernalia. The appropriate authorities will be contacted.
  5. Selling or giving drugs, drug paraphernalia, or alcohol to another member of the school student body. The appropriate authorities will be contacted.
  6. Theft of any school or personal property.
  7. Setting a fire; tampering with fire alarms or fire extinguishing equipment.
  8. Scandalous, illegal, or immoral conduct on or off campus at any time while the student is enrolled in the school.
  9. Fighting, encouraging a fight on or off campus at any time.
  10. Assault, extortion, threatening behavior, or endangering the wellbeing of any person (for example, setting off a firecracker, throwing objects in class or on campus, possession of flammable or explosive materials).
  11. Bringing any kind of weapon on campus or to a school function. The appropriate authorities will be contacted.
  12. Harassment, including verbal, physical, or written intimidation, including but not limited to using electronic communications to victimize, degrade or libel other persons; using ethnic slurs; name calling; prejudicial behavior; employing actions that victimize and make life miserable for other persons.
  13. Gang or crew involvement, including any behavior, dress, mannerism, or action interpreted by the Administration to signify gang or crew affiliation; for example, the wearing of gang colors, the writing of gang graffiti; association with known gang members, dance crews, party crews, etc.
  14. Association with any person or group that poses any kind of threat to Bishop Alemany High School or its students.
  15. Graffiti; possession of any object (for example: books, notebooks, clothing, etc.) that is marked with tags or graffiti, or possession of items used to produce graffiti (for example: spray paint can, markers, etc.).
  16. Hazing or any act that injures, degrades, or disgraces a fellow student or person attending the school.
  17. Establishing, maintaining, participating in, or posting on unauthorized Internet web sites.

**In addition to the above criteria, the Administration reserves the right to dismiss a student from Bishop Alemany High School for what it considers due cause.**

**Topic-8-1-07**

**Academic Dishonesty Policy**



**Topic 8-1-07 – Academic Dishonesty Policy**

**Violation of Academic Integrity Policy**

Plagiarize : 1. To steal and pass off as one's own the ideas or words of another. 2. To commit literary theft. 3. To present as new and original an idea or product derived from an existing source. [Source: Webster's Third New International Dictionary]

**If a student copies work from another student or assists another student with copying,**

- The teacher will confiscate the material from both parties involved.
- Both students will receive a zero for the assignment.
- The teacher will write up an Academic Integrity Report and turn in materials and report to the appropriate Dean of Discipline.

**1<sup>st</sup> offense:** One-hour detention after school on days when school was in session.

**2<sup>nd</sup> offense:** Two hours detention over two consecutive days when school was in session.

**3<sup>rd</sup> offense:** Step Three Probation

**If a student cheats on an exam or quiz, or aids another student during an exam without expressed permission from the teacher, or uses any unauthorized aid:**

- The teacher will confiscate any material.
- The student will receive a zero on the exam or quiz.
- The teacher will contact the parent/guardian.
- The teacher will write up an Academic Integrity Report and turn in materials and report to the appropriate Dean of Discipline.

**1<sup>st</sup> offense:** Step Three Probation (Quiz); Possible Step Four Strict Probation (Test/Final Exam)

**2<sup>nd</sup> offense:** Step Four Strict Probation (Quiz); Possible Dismissal (Test/Final Exam)

**3<sup>rd</sup> offense:** Subject to dismissal regardless of the number of semesters between the first and second incident.

**If a student uses, purchases, or blatantly plagiarized the work of any other person with or without the expressed permission of the owner of the work (using another person's words, images, or ideas without giving that person credit):**

- The teacher will confiscate any necessary material.
- The student will receive a zero on the assignment.
- The teacher will contact the parent/guardian.

- The teacher will write up an Academic Integrity Report and turn it in with the materials to the appropriate Dean of Discipline.

**1<sup>st</sup> offense:** Step Three Probation

Step Four Strict Probation (action taken depends on the severity of the offense and is at the discretion of the Dean or Administrator)

**2<sup>nd</sup> offense:** The student will be subject to dismissal regardless of the number of semesters from the first to the second incident; the Registrar's Office will denote plagiarism on the official school transcript of the student.

Note: The Bishop Alemany High School Academic Integrity Policy will view violations on a case- by- case review, with disciplinary consequences up to and including expulsion with a permanent note on the student's transcript.

If a student has a combination of violations of Academic Integrity for an academic year, the student may appear before the Discipline Board and face dismissal from Bishop Alemany High School.

