

Cantwell-Sacred Heart of Mary High School Parent/Student Handbook

Welcome

PARENT-STUDENT HANBOOK

Welcome to the Parent Student Handbook. It provides essential information about the policies and procedures that the school expects parents and students to understand and follow. By reading the Handbook and signing the Acknowledgment parents 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. The school reserves the right to amend the Parent Student Handbook at any time.

Parents/guardians will be notified of any amendments and will be asked to sign an acknowledgment of receipt.

Chapter-1

INTRODUCTION TO THE HANDBOOK

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

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

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

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

Mr. Eric Crespo

Principal

Principal's Right to Amend

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

Section-2-01

Mission Statement and Philosophy

CSHM HIGH SCHOOL PHILOSOPHY

Cantwell-Sacred Heart of Mary College Preparatory High School

located in Montebello, California, is an Archdiocesan

high school for young men and women.

Every aspect of the school program is based on the foundation

of *To Teach As Jesus Did*, bringing Christ and

His message into the educational experience,

collaborating with parents as the primary educators

to develop "young men and women of character."

The school provides an atmosphere of learning which

develops an awareness of self-worth, respect and

responsibility toward others, thereby fostering

an appreciation of cultural and ethnic diversity.

All students are challenged

to utilize their unique gifts to promote

the common good and the glory of God.

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

MISSION STATEMENT

Cantwell-Sacred Heart of Mary High School, a Catholic college preparatory high school owned and operated by the Archdiocese of Los Angeles and inspired by the educational and spiritual traditions of the Religious of the Sacred Heart of Mary, is committed to the highest quality of Catholic education and provides a nurturing, Catholic educational environment which:

- * inspires students to know and to celebrate God's love and to make that love known to others;
- * celebrates global and individual diversity;
- * calls forth the best in each student;
- * develops responsibility, accountability, self-worth, respect for others; and
- * challenges students to share their gifts to frame a just and peaceful society so that all may have life

Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations

INTEGRAL STUDENT OUTCOMES

Cantwell-Sacred Heart of Mary High School graduates are young men and women of

Catholic Character and Christian Values who...

Practice the teachings and tenets of the Catholic faith

Embrace the dignity of life by accepting others with love, respect, honesty, and mercy

Social Justice Awareness who...

Commit to a relationship with God and empathy for others through a life of service

Celebrate personal heritage, respect cultural diversity, and recognize the value of collaboration

Harmonious Healthy Living who...

Live a healthy lifestyle that nurtures the mind, body, and soul

Maintain stewardship of the environment

Multiple Academic Skills who...

Affect intellectual curiosity, creativity, critical thinking, problem solving, and academic integrity

Communicate effectively and develop proficiency in research, organization, technology, and the arts.

Section-2-03

History of the School

History of CSHM

The name of the school, Cantwell-Sacred Heart of Mary, represents two very distinguished educational traditions long associated with the San Gabriel Valley.

Cantwell High School was established in 1946 by Reverend John J. Cantwell, Archbishop of Los Angeles. With great respect for their teaching ability, the Archbishop enlisted the Christian Brothers of Ireland to staff the school. It was through their hard work that Cantwell produced the quality education and exceptional young men for which the school is known.

Sacred Heart of Mary High School for young women was founded in 1912 by the Religious of the Sacred Heart of

Sacred Heart of Mary High School for young women was founded in 1942 by the Religious of the Sacred Heart of Mary, an international apostolic institute of religious women. With a tremendous spirit of faith and zeal, this religious congregation established the school as an expression of their mission to make God known and loved.

In July, 1991 these two institutions came together to form Cantwell-Sacred Heart of Mary High School also known as CSHM.

Section-2-04

Accreditation

Cantwell-Sacred Heart of Mary High School is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges.

Section-2-06

School Personnel Lists

For the most current list of school personnel, please visit www.cshm.org and select the about us tab. There you will find a comprehensive list of Faculty and Staff.

Section-2-07

School Schedule and Calendar

[School Calender](#)

[CSHM Bell Schedule](#)

Section-2-08

School Map

[Campus Map](#)

Section-2-09

School website and social media

The school owns and controls 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 school or any 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 their site or turn it over to the school. Failure of a student to comply may result in the removal of the student from the school.

Section-2-14

Dress/Uniform Code

STUDENT DRESS CODE

Dress and Grooming Regulations

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

Our official uniform company is **Norman's Uniforms**

371 W. 6th St.
San Pedro, CA 90731
(310) 832-8342

<https://www.normansuniforms.com/collections/cantwell-sacred-heart-of-mary-high-school>.

Parental Responsibility:

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

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

Regular Uniform Policy (M-TH)

- **Shirts or Blouse**
 - o Long or short sleeve collared Oxford white shirt. Short sleeve white, Cardinal red or navy knit collared polo shirt with the official CSHM logo sold by Norman's Uniforms. Only school colored short sleeved undershirts are permitted to be worn under shirts or blouses. Thermal underwear may be worn only under a long sleeve shirt or blouse of the same color.
- **Pants/Shorts**
 - o All students may only wear navy or khaki and they are to be relaxed fit.
 - o No tight fitting, oversized, cut, and frayed.
 - o No Dickies, jeans, joggers, leggings, cargo, or pajamas.
- **Skirt (Girls)**
 - o Pleated, or 4-pleated plaid; Skirts must be worn no shorter than three inches above the knee.
- **Belts**
 - o Belts (black, blue and brown with no decoration) are to be worn with pants or shorts and are to be visible at all times.
- **Socks**
 - o Cardinal red, white, gray, black, or navy socks, knee highs or tights may be worn; knee high socks are never to be worn over the knee.
- **Shoes**
 - o Closed dress shoes, boots or athletic shoes may be worn. Shoes must be tied or connected at all times and must be free of any writing. Sandals, slides and/or Crocs may not be worn.
- **Sweaters/Cardigan**
 - o Cardinal red or navy v-neck and varsity letter sweater.
- **Sweatshirts/Jackets**
 - o Only CSHM sweatshirts with screened or embroidered official logos approved by the Director of Marketing. Any club, activity, or sport CSHM sweatshirt or T-shirt must be approved by the Director of Marketing. Non-CSHM clothing is not allowed to be worn. All students must wear a uniform polo underneath their CSHM sweatshirt at all times.

Formal Uniform Policy

Formal uniform is worn on mass days and on formal occasions and is to be worn the entire school day.

Formal uniform is worn on mass days and on formal occasions and is to be worn the entire school day.

- **Boys**

- o White long sleeve shirt tucked in, school tie with logo, school/dress pants with belt; no sweatshirts may be worn; closed-toe dress shoes must be worn

- **Girls**

- o White short sleeve blouse with school logo tucked in, school tie with logo, school/dress pants with belt or skirt; no sweatshirts may be worn; closed-toe dress shoes with socks must be worn

Non-Uniform Day and Dances

At certain times in the school year students are permitted to wear non-uniform clothes to school. Students must be modestly dressed in every way. The guidelines for these non-uniform dress days:

1. Jeans and walking shorts that are **not** torn, tight fitting, faded, or oversized may be worn.
2. Pant leggings and yoga pants may not be worn.
3. Undershirts or shirts with vulgar, alcohol, drug, gang related, or inappropriate (as determined by the Dean) imprints are not allowed.
4. Sleeveless blouses, midriffs, spaghetti strap blouses, miniskirts, cutoff shorts, short shorts or sandals without back straps are not allowed.
5. Bandanas are not allowed.
6. Fishnet or torn stockings are not allowed.

Spirit Day Uniform

On designated Spirit Days, students may wear Dean of Students approved CSHM apparel with jeans (no torn, frayed jeans or sweats). Students violating these guidelines will lose future privileges and may face disciplinary action.

Game Day Uniform

Individual sports may adopt a unique game day athletic dress to encourage team unity and pride in participation. This game day athletic dress must be approved by the Dean of Students and Athletic Director or may result in loss of privileges and may face disciplinary action. No sweats outfits allowed.

Personal Grooming & Accessories

- Hair must be properly groomed, clean, neat in appearance and must be a natural color. School administration shall determine if a student's hairstyle violates this policy.
- Senior boys are allowed to wear mustaches, or neatly trimmed and appropriate (as determined by the Dean of Students) goatees or beards. All other boys are to be clean shaven.
- Only official CSHM caps or hats may be worn. Caps or hats are never worn in classrooms or inside buildings.
- Boys and Girls may wear moderate jewelry. Make-up may be worn in moderation. Earrings that stretch the earlobe hole "gauging", nose studs or rings or other body piercings are not permitted. Placing a piece of tape, band-aid, or any covering over pierced jewelry *will not be accepted*. If a piercing cannot be removed for any reason, the student will be sent home.
- Permanent or temporary tattoos, writing or markings on the body are not permitted.
- Except for student names, writing of any kind, pins, patches, or anything in violation of the spirit of this regulation, on backpacks is not permitted.

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

All uniform violations will be confiscated every morning and students will receive detention.

Non-Compliance with Dress Code and Events

Students at sporting events or other school related events are required to comply with dress standards or may be asked to

leave the activity. Students may be liable to disciplinary action.

Section-2-15

Relationship of School to Parish

As noted in the history of Catholic schools in the archdiocese, religious institutes of women and men were a cornerstone of Catholic education and they continue to make important contributions to archdiocesan, parish, and private Catholic schools.

When a religious organization is charged with the administration and staffing of a school, the Department of Catholic Schools and a religious institute enter into a written operating agreement covering the relationship. The [principal's appointment](#) should follow the hiring procedure outlined in this handbook and the principal has the same relationship with and accountability to the Department of Catholic Schools as any other principal of an archdiocesan or parish school. In matters pertaining to the religious institute's ministry of education, the Department of Catholic Schools is also the local Church's official liaison to the religious institutes serving in these schools (Canon 806). All compensation arrangements for religious staff members in these religious institution-run schools are pursuant to a written contract for services between the religious institute and the school. All lay staff in a school administered by a religious organization are employed in the form and on the terms specified annually by the archdiocese.

When an individual religious makes a personal commitment to administer, teach, or otherwise minister in a Catholic school, the Department of Catholic Schools and the religious institute to which the individual belongs, the school, the religious institute, and the individual religious enter into a written agreement covering the relationship. The individual religious is subject to the policies and procedures of the archdiocese and the school in connection with his or her role at the school.

Section-2-16

School Governance

Topic-2-16-3

Additional School governance information

Rooted in the mission and identity of the Roman Catholic Church, as articulated in its [foundational documents](#), the Department of Catholic Schools ("DCS") develops, implements, and maintains faith formation curriculum, programs, and initiatives for students, teachers, and school leaders in the Catholic schools of the Archdiocese of Los Angeles. It plays a vital role in the Church's primary ministries of evangelization and service by advancing mission, Catholic identity, and Catholic social doctrine. DCS's activities include [certification](#) of religious education teachers, campus ministers, and school leaders. In particular, DCS approves the hiring of high school religion teachers and campus ministers. See: [Recruitment and Hiring of Teachers](#).

DCS provides ministerial direction and guidance to schools in implementation, assessment, and planning by:

- Leading, enhancing, developing, and managing a comprehensive faith formation program for K-12 school leaders, teachers, and students
- Evaluating and integrating existing formation and Christian service programs
- Establishing partnerships with other Catholic ministries and relevant archdiocesan departments to extend and advance faith formation activities and programs
- Providing spiritual, pastoral, and programming resources to schools
- Assisting principals in planning and executing school faculty/staff retreat(s), whether locally or within a region
- Providing other related resources as needed.

More detailed guidance on the involvement of the DCS in Catholic school ministerial activities can be found in [Chapter 4.3: Religious Education in Schools](#).

Topic-2-16-4

School Boards

[School Boards](#)

Topic-2-16-5

Parent or Parent-Teacher Organizations

Parent organizations in elementary schools are important: they promote parent/guardian support for the school program, increase mutual understanding between the school and parents/guardians, build a sense of school community, and assist in the financial support of the school. The [Department of Catholic Schools](#) encourages the formation of parent (or parent-teacher) organizations that follow archdiocesan policies.

General

Parent organizations:

- Are advisory in nature
- Have no legal status apart from the school and therefore may not be separately incorporated
- Function in accordance with a written constitution and bylaws that comply with archdiocesan policy that

govern the structure and operation of such an organization

- Are subject to all [Department of Catholic Schools](#) regulations and policies

Membership

The membership of the parent organization shall include the pastor of the parish or his designee, principal, parents/guardians of currently enrolled students, and religious and lay faculty (if the organization is a parent-teacher organization). The pastor and principal shall have the right to approve officers and other members of the executive committee during the nomination process. The pastor or his designee and the principal shall be ex officio members of the executive committee of the organization.

See the [Parent-Teacher Organization: Bylaws and the Roles and Responsibilities \(sample\)](#).

Chapter-3

CATHOLIC IDENTITY

Topic-3-1-1

Introduction

Catechesis is the life-long process of initial conversion, formation, education, and on-going conversion. This chapter of the Administrative Handbook provides vision, direction, and resources to help implement catechesis on the local level in a variety of settings and situations. The most frequently referenced foundational documents upon which this chapter are based are summarized in this resource: [Foundational Catechetical Documents](#).

Through a range of programs the one message of Jesus is proclaimed to all. It is written within the context of the teachings of the Church as reflected in sacred Scripture, other official Church documents, in particular those published or adopted by the [Holy See](#), the [United States Conference of Catholic Bishops](#), and the archdiocese.

The Church's mission is that of evangelization through which the gift of faith given by God is nurtured and developed. The Archdiocese of Los Angeles, in all its locations, continues Jesus' mission and ministry by proclaiming the message of Jesus, creating community, worshipping as the people of God, and serving all of God's people.

“Communion with Christ is the center of the Christian life” ([Directory for Catechesis](#), 75). All members of the Church, from the youngest to the oldest are on a faith journey. The Church supports this journey through evangelization, faith formation, religious education, and catechetical ministry. At the center of these processes is the living encounter with Christ, through which people get to know Jesus and his Gospel ever better; choose Jesus' way of life and sentiments as their own; and strive to realize the mission of Christ, proclaiming the kingdom of God in the circumstances in which they live (See, [Directory for Catechesis](#), 75).

6-16-21, 4-29-2022

Section-3-2

Sacraments (First Reconciliation, First Communion, Confirmation)

Sacramental Preparation for Reconciliation and the Eucharist

Sacramental preparation for baptized children assumes that the children have begun a journey of discipleship: coming to know, believe, and become the person of Jesus in the world. This relationship is strengthened by celebrating God's mercy and forgiveness and the gift of Jesus in the Eucharist.

With a strong belief in lifelong faith formation, a minimum of two consecutive years of catechetical formation is required for the reception of the sacraments of reconciliation and the Eucharist. Although the sacraments of reconciliation and the Eucharist usually occur during elementary school faith formation, readiness, not chronological age or school grade, will determine a child's preparedness to encounter Christ in a sacramental celebration. This decision of readiness rests with the parents/guardians and the child in dialogue with the catechist, the parish priest, and the catechetical leadership of the parish. This process affirms the fact that the child celebrating the sacraments is involved communally as well as individually.

Parents/guardians have a right and duty to be intimately involved in the preparation of their children for the sacraments. It is the role of the parish and the school to help parents/guardians grow in their understanding and appreciation of the sacraments in order to be able to participate readily in catechizing their children.

The Church must affirm the role of parents/guardians as primary religious educators and include the whole parish and school community in the initiation of members into the fullness of the Catholic tradition. The Church must meet people where they are and provide opportunities for conversation and conversion and thus make connections between life and faith. All sacraments are parish-centered celebrations.

6 Preparation Specific to the Sacrament of Reconciliation

Christ's healing and reconciling ministry is carried on in the church. God's unconditional love and mercy is offered through the sacrament of reconciliation. By the sacrament of reconciliation, the faithful express the desire to be at peace with God and with their brothers and sisters. "Catechesis for the Sacrament of Reconciliation is to precede First Communion and must be kept distinct by a clear and unhurried separation" (National Directory for Catechesis, 36.B.2).

Catechesis for the first reception of the sacrament of reconciliation should help children to:

- Acknowledge God's unconditional love and mercy
- Turn to Christ and the Church for sacramental forgiveness and reconciliation at any time on their faith journey
- Recognize the presence of good and evil in the world, recognize their personal capacity for both, and develop skill for the discernment of good moral choices
- Recognize their need for forgiveness, not only from parents/guardians and others close to them, but from God
- Explore the meaning of the symbols, gestures, prayers, and scriptures of the sacrament of reconciliation
- Understand how to celebrate the sacrament of reconciliation

"Parents and the parish catechetical leader, together with the pastor, are responsible for determining when children are ready to receive First Penance and Reconciliation. Readiness for reception of this sacrament includes knowledge of the person of Jesus and the Gospel message of forgiveness, knowledge of sin and its effect, and understanding and experience of sorrow, forgiveness and conversion....Parents should be involved in the preparation of their children for this sacrament so that they can affirm and reinforce frequent participation in the sacraments. They orient the child toward God and encourage continual growth in the understanding of God's mercy and love....Since conversion is a lifelong process, catechesis for the Sacrament of Penance and Reconciliation is ongoing. Children have a right to a fuller catechesis each year" (National Directory for Catechesis, 36.B.2).

7 Preparation Specific to the Sacrament of Eucharist

"Since the Eucharist is the source and summit of Christian life, catechesis for the Eucharist recognizes it as the heart of Christian life for the whole church" (National Directory for Catechesis, 36).

Catechesis in preparation for the first reception of the Eucharist should:

- Teach that the Eucharist is the living memorial of Christ's sacrifice for the salvation of all and the commemoration of his last meal with his disciples
- Teach not only the truths of faith regarding the Eucharist but also how from first Communion on, they as full members of Christ's body can take part actively with the people of God in the Eucharist, sharing in the Lord's table and the community of their brothers and sisters
- Ensure that the baptized have been prepared, according to their capacity for the sacrament of penance prior to their first Communion
- Develop in children an understanding of the Father's love, their participation in the sacrifice of Christ, and the gift of the Holy Spirit
- Teach that essential signs of the eucharistic sacrament are bread and wine, on which the power of the Holy Spirit is invoked and over which the priest pronounces the words of consecration spoken first by Jesus during the Last Supper
- Teach that the Holy Eucharist is the real body and blood of Christ and that what appear to be bread and wine are actually his living body
- Teach the difference between the Eucharist and ordinary bread
- Teach the meaning of reception of the Holy Eucharist under both species of bread and wine
- Help children to participate actively and consciously in the Mass
- Help children to receive Christ's body and blood in an informed and reverent manner

As with the sacrament of reconciliation, parents/guardians and the parish catechetical leader, together with the pastor, are responsible for determining when children have attained the age of reason and are ready to receive first Communion. "Parents have the right and duty to be involved in preparing their children for first Communion. The catechesis offered should help parents grow in their own understanding and appreciation of the Eucharist and enable them to catechize their children more effectively" (National Directory for Catechesis 36)

enable them to catechize their children more effectively (National Directory for Catechesis, 36).

Children need to be prepared for first Communion with an understanding that they will eat and drink the body and blood of Christ under the forms of bread and wine.

Section-3-4

Campus Ministry

CAMPUS MINISTRY

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

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

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

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.

Section-3-5

Christian Service Program

Christian Service

The Christian Service Program at Cantwell Sacred Heart Mary High School is a required program for all the students who attend CSHM high school. This program is developed in collaboration with students, faculty members and the school leadership. The Christian Service Program is outlined in our school philosophy: Every aspect of the school program is based on the foundation of "To Teach As Jesus Did," bringing Christ and His message into the educational experience, collaborating with parents as the primary educators to develop young

message into the educational experience, collaborating with parents as the primary educators to develop young men and women of character. The Christian Service Program is under the direction of the Campus Ministry Department and is administered through religion classes. It is an academic requirement and a crucial element of our spiritual program. Freshman students are required to complete 25 service hours, Sophomores 25 service hours per school year. Junior students are required to complete 30 community service hours and seniors are required to complete 35 community service hours. Seniors completing the three step criteria outlined below will be rewarded with a white cord of exemplary service to wear at graduation. Those who exceed the required number of Christian service hours are awarded a light blue cord of distinction to be worn at graduation.

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 return to the religion teacher the next school day. Students are provided with a Christian Service Program Hours Attained Form which must be completed and signed by the student, parent/guardian and supervisor of the organization where the student is volunteering. This form must be turned in to the student religion teacher and the number of hours recorded in on the CSHM class room roll sheet. A copy of the roll sheet is provided to the Campus Minister at the end of each semester. The Campus Minister will log in the current volunteer hours for each student attending CSHM High School on the master ledger after the annual April, deadline date.

Senior Eligibility for White Cord Criteria

- a. Complete a minimum of 100 Christian Service Hour within the four years
- b. Provide proof of service hours in each of the following three venues
 - i. At Cantwell-Sacred Heart of Mary High School
 - ii. At the student's church or parish organization
 - iii. At a community, non-profit organization

Note: If a student is a registered member of a volunteer organization (Church or community group), this is not considered as an automatic duty served for credit hours. Students must actually do volunteer duties. He or she must turn in the "Hours Attained Form" reflecting the number of hours served to achieve credit for accumulative hours served.

At the completion of the student Junior year the Christian Service Hours will be recorded on the student transcript and therefore become a part of their permanent record.

The CSHM requirements for students are as follows:

12th Grade 25 Hours of Christian Service

11th Grade 25 Hours of Christian Service

10th Grade 25 Hours of Christian Service

9th Grade 25 Hours of Christian Service

Section-3-6

Retreats

The retreat experience is intended as an effective means of evangelization and spiritual development of both faculty and students. The principal, campus minister, Kairos Director and high school campus ministry team, as applicable, determines the type and number of retreat experiences that best meet the needs of the particular school community.

At least one full-day [retreat for the faculty](#) is scheduled each year in a location conducive to prayer and reflection. Annual retreats per grade level are conducted; all high school students are expected to participate in an annual retreat.

Chapter-4

ADMISSION AND ATTENDANCE

Section-4-01

School Student Non-Discrimination

School Student Non-Discrimination Policy

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

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

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

For more information, see [Inclusion Policies and Procedures for Schools](#).

[Note that this School Student Non-Discrimination Policy does not provide nor imply that the archdiocese waives any legal exceptions or exemptions that may apply to it as a religious nonprofit organization.]

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 Cantwell- Sacred Heart of Mary High School. Students will be excluded from classes if immunization records are incomplete.

Topic-4-04-1

Absence

Attendance Policies

Regular school attendance is critical to learning. The staff and administration will work with the parents and students to ensure regular attendance. All attendance records are available for viewing on the Aeries parent portal. Parent password and username may be obtained by contacting the CSHM front office.

Absence Procedures

If a student is absent because of illness or other valid reasons his/her parents or guardian must phone the attendance office, 323- 887- 2066 ext. 525, between 7:30 a.m. and 9:30 a.m. each day of the absence. Parents may send an email notification to attendance@cshm.org. Parents are notified by an electronic voice message that their child is absent. It is important for parents to monitor their email in order to ensure effective communication.

On the day the student returns to school:

The student must submit a note written and signed by a parent/guardian or a medical physician (the note may be written in th

This note must contain the dates of the student's absence, the reason for the absence and a parent or guardian's signature. Th

Topic-4-04-2

Absences with Acceptable Excuse

When a student has been absent, a written excuse signed by the parent or guardian is required, and the excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit.

Topic-4-04-3

Extended Absences

When a student is absent for an extended time, the school may withhold official grades. The school policy for extended absences must be clearly explained in the parent/student handbook.

Topic-4-04-4

Leaving School Early

Early Dismissal

Early dismissals should be requested only for serious reasons. If a student needs to leave school early, the student must bring a signed note from the parent /guardian the day prior to the dismissal if possible but no later than the beginning of the day on which the early dismissal is required. The note should indicate who is picking the child up. Only those listed on your child's emergency form will be allowed to sign your child out of school. Rare exceptions may be made by and email sent to the school from the parent/guardian. A phone call from a parent/guardian **is sufficient under extenuating circumstances, but upon return from school the student must bring a signed note from a parent or guardian.** A parent or guardian may appear in person to request dismissal. However, the school reserves the right to ask for proper identification and the parent or guardian must sign their son or daughter out. When a student returns from an early dismissal for a doctor's appointment that student must bring a note from the doctor indicating the time the appointment ended.

Early dismissal for medical or dental appointments shall be granted when the parents/guardians make a request. Parents/guardians shall be urged to keep such requests to a minimum and encouraged to make arrangements for care during vacation periods or after school hours. Early dismissal may not be requested for work, job interviews or DMV appointments. If a student is ill and needs to be sent home early, the parent/guardian listed on the emergency form will be contacted.

Mass days are scheduled in the calendar. If for some reason your child will not be able to attend mass, please make arrangements for them to be picked up before mass begins.

Topic-4-04-5

Tardiness

Tardies

Arriving late to school or class is not responsible student behavior. Punctuality is an essential part of the college preparatory learning experience. All students should arrive at school at least 20 (twenty) minutes before the tardy bell (Monday thru Friday - 7:40 am). A student is tardy for class when not in his/her proper seat at the second bell and is not prepared for the class to begin. Parents are notified by an electronic voice message when their child has been marked tardy for the first period of the

day. Students are allowed 5 excused tardies per semester (Excused tardies are accompanied by a written note from a parent or guardian). Tardies which occur after the first period will result in a detention. Habitually tardy students are liable to suspension, probation, or loss of credit. Excessive tardiness may result in referral of the student's record to the Disciplinary Review Board. Cantwell-Sacred Heart of Mary High School reserves the right not to admit tardy students to class.

Tardy Limits

After five (5) unexcused tardies in a semester parents will be notified.

After ten (10) unexcused tardies in one semester a student will receive a Saturday detention and may be placed on attendance

Topic-4-04-6

Truancy

Truancy

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

1. *Must make up the hours of class missed in detention.*
2. *Will be suspended from all activities for no less than two weeks.*
3. *Will be placed on attendance probation for no less than 10 weeks.*
4. *Will be placed on Disciplinary Probation for no less than a semester.*

A student who is absent from school without a valid excuse three full days in one school year or is tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district. Additionally, in the case of international students, their F-1 Student Visa (I-20) may be cancelled.

In the event that CSHM suspects that a student is truant (absent from school, without a valid excuse), the school administration will first contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without a valid excuse) and all resources at the school level have been exhausted, the school principal may notify the local public Child Welfare and Attendance authorities. A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without a valid excuse, will be reported again as a truant to the attendance office of the local public school district. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies may be notified.

Topic-4-05-1

Parent Teacher Conferences

Formal parent/teacher conferences can be scheduled based upon need. Conference appointments may be made through the school office by phone, in person, by email, or by sending a note to the teacher.

During the school day, the teacher's primary responsibility is the instruction and supervision of his/her students. Parents/Guardians are asked to respect these responsibilities and not attempt to conference or discuss issues with teachers unless otherwise scheduled following the guidelines above. Parents may request a conference with their son or daughter's academic counselor, and/or the Director of counseling, keeping in mind that concerns need discussed directly with the teacher before involving the administration.

Topic-4-05-2

Parent Messages and Phone Calls

Communication between parents and teachers is imperative for student success. Parents are encouraged to email teachers during instructional hours. Parents are asked to set up a phone or in-person meeting via email. Email correspondence is not for personal or in-depth conversations and should always be in a respectful tone addressing our professional educators, especially during the school day, when a teacher's time is reserved for tending to the education and care of children.

Section-4-07

Safety and Security Procedures

CSHM has established emergency procedures in place, prepared in conjunction with Diocesan directives. Our disaster preparedness plan includes:

Emergency preparedness drills. Our faculty and students participate in monthly drills for fire, earthquake, and major disaster situations.

- Earthquake drills during which all persons on campus practice safe "duck and cover" procedures in conjunction with safe evacuation of building procedures.
- "Lock-down" drills in which all persons on campus secure themselves.
- Purchasing and maintaining disaster preparedness supplies, including, but not limited to: sanitation supplies, first aid supplies, and food and water for up to three days.
- Providing school personnel with first aid and CPR certification courses.

Procedure for Students/Staff in case of Earthquake

- Teachers initiate Drop and Cover Drill. Students are instructed to get under desk/find cover away from windows and to protect the back of their head and neck.
- Students are evacuated to student control center where roll is taken. Students are supervised by assigned teachers for the duration of the emergency event.
- Principal sets up Command Post to communicate with all stations.
- Assigned school staff inspect school plant and shut off electricity, gas, and water as needed.
- Search and rescue sweep of the school campus is performed by assigned staff.
- First aid station is set up by school staff.
- Assigned school staff supervise orderly pick-up of students by parent/responsible adult. In case of emergency, all students must be signed out by parent or responsible adult. No student will be released to an adult who is not listed on their Emergency Card.

Procedure for Parents in Case of Emergency

- Stay calm. Emergency plans are in place and emergency procedures are being followed at Our Lady of Grace School.
- Please do not phone the school. Telephone lines may be needed for emergency communication.
- The school will use its text messaging service, *if it is available*, to advise and update parents.
- All persons on campus will be gathered on the football field. Students will be sitting with their classes under the direct supervision of their assigned teachers.
- If parents are able to get to the school, they should report to school personnel at the Emergency check-in table via the Garfield parking lot. They will unite you with your children. You must sign your children out on their Emergency Card, so we have a record of their release.
- If you are unable to get to the school, your child(ren) will be released to the responsible adult that you have authorized on your emergency card. They must sign your child's Emergency Card, so we have a record of their release.
- The process of signing-out a student during a grave emergency may take time. We will be grateful for your patience.
- PLEASE BE ASSURED THAT WE WILL REMAIN ON CAMPUS UNTIL EVERY CHILD HAS BEEN RELEASED TO AN AUTHORIZED ADULT.

27.3 Emergency Supplies

The school purchases a three-day personal emergency supply kit for each student. These individual emergency kits are kept organized by class.

Section-4-08

Arrival/Dismissal Procedures

Arrival

Supervision begins at 7:15 AM. Students should not be on the school grounds prior to 7:15 AM. Students are to be dropped off at the Reppetto parking lot between 7:15 - 8:00 AM daily. The front office gate opens at 7:45 AM. After 8:00 AM, students will only be able to enter through the front office.

Parents and Guardians are to encourage their students to follow good pedestrian habits and use all crossings. It is also recommended that students do not walk alone. Those riding bikes must also follow specific safety regulations (i.e. wearing a helmet). Bicycles must be walked on school property and locked to the bicycle rack. The school is not responsible for the theft or damage of bicycles. *See Bike/Walking Permission form on the school website.

Dismissal

Regular Dismissal - Dismissal is at 2:30 PM on Mondays through Thursday. Friday dismissal is at 12:40 PM. Students not picked up within twenty minutes of dismissal will need to report to the Learning Commons where supervision will be provided until 5:30PM Monday through Thursday and Friday until 4:00PM.

Parking Lot Procedures

Safety is of the utmost importance. The following are vital in this process of picking up students:

Be courteous

Do not hold up the traffic flow

Section-4-09

Automobiles/Parking Lot

Student Parking

Permit Application Requirements

Submit Application

Copy of Driver's License

Topic-4-11-04

School Procedures for Immunization and Screenings

CSHM follows the immunization requirements of the CA Department of Health detailed here:

<http://www.shotsforschool.org/>

Topic-4-11-09

Allergies

Some students may have severe, life threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergy-free environment.

Topic-4-11-12

Accident Procedures

Rights of Parents/Guardians

Parents/guardians must be informed if a research project involving their child is to be conducted at the school and they must be provided with sufficient information about the research to enable them to give informed consent. Parents/guardians have the right to withhold permission allowing their child to participate in research studies. Parents/guardians have the right to withdraw their child at any time from a research project without reprisal.

Parents/guardians have the right to request to preview the materials to be used in a research study that involves their child. Requests to review the Research Materials should be made with appropriate written advance notification to the school and to the researcher.

Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the right to withhold their assent and have the right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

Section-4-14

International Students

International Students

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. Any student admitted must be age appropriate to the grade enrolled.

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 students are 18 years 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 host family and place of residence is required.

The parents/guardians, host family, and/or ISEVPO, if used, shall notify the school immediately if there is any change in the student's host family or residence. It is the responsibility of the parents, guardians, and students to notify the Immigration and Naturalization Service of any change.

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 orientations and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not required contractually 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. The international student will be required to participate, as appropriate, in all religious functions and events.

All CSHM Attendance and Tardy policies apply. International students who are absent for three or more consecutive days without properly notifying the CSHM attendance office may be subject to cancellation of their F-1 Student Visa (I-20).

Students may not leave in advance of final examinations or return late from scheduled breaks without prior approval from the Administration.

FOREIGN STUDENTS/ I20 FORMS

CSHM admits non-immigrant students with a qualifying visa if they have been approved by the U. S. Department of Homeland Security and the U. S. Immigration and Customs Enforcement (ICE). Principals may obtain current I-20 forms directly from the Department of Catholic Schools.

Before providing a parent or guardian with an I-20 application, a non-immigrant student must be accepted for admission in the school. Before accepting non-immigrant foreign students, CSHM will evaluate the student's application, transcripts, or other records of courses taken to determine the likelihood for academic success within the school's program. Measures of English language proficiency such as the Test of English as Foreign Language (TOEFL) or the Test of Written English (TWE) may be required as part of a student's evaluation for admission. Proof of financial responsibility also must be evaluated. This information must be received at the school prior to the execution of the I-20 form.

The I-20 form requires the principal to state that the student's qualifications meet all standards for admission to the school and that the student will be required to pursue a full course of studies. Any student admitted to CSHM must be age appropriate to the grade to which he or she is enrolled. When students are accepted, principals send the I-20 forms to the Department of Catholic Schools for the signature of approved personnel.

All evidence that shows the scholastic ability and financial status on which admission is based will be on file at the school until the student's termination of studies has been reported to the U.S. Department of Homeland Security and the U. S. Immigration and Customs Enforcement (ICE)

Chapter-5

ACADEMICS

Topic-5-01-1

Religion Curriculum

1 Canonical Authority of the Diocesan Bishop

In accordance with canon law, the archbishop exercises full authority over the religious instruction and formation programs in all Catholic schools of his archdiocese, including both schools of the archdiocese and schools in the archdiocese that are owned and operated by religious orders, institutes, or governing boards. The authority of the bishop extends to but is not limited to the content of the religion curriculum, the hiring of teachers of religion, the visitation of schools, and the use of the title "Catholic school." The archbishop may exercise this authority in person or through designated delegates such as the superintendent(s) from the [Department of Catholic Schools](#).

2 Textbooks, Teaching Materials, Resources, and Content of Instruction

Textbooks, other teaching materials, and resources are chosen on the basis of sound doctrine, attention to both cognitive and affective domains, continuity with the program of instruction, and adequacy in meeting the needs and capabilities of the students in the particular school.

All religion textbooks are to have the approval of the United States Conference of Catholic Bishops Subcommittee on the Catechism. Other materials and resources used by teachers are to meet the same standards as textbooks with regard to sound doctrine and appropriateness for students.

The content of instruction must conform to the authentic teaching of the Church as summarized in the [Catechism of the Catholic Church](#) and must clearly distinguish defined doctrine from personal opinion and theological interpretation. It will stress the relevance of religious truths and principles to the personal lives and daily concerns of the students.

The United States Conference of Catholic Bishops' [Doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age](#) guides the written course outlines that must be developed and followed for each high school course. Course outlines are to be framework-based and not textbook-based.

Please see the [foundational catechetical documents](#).

3 Western Catholic Educational Association Catholic Identity Standards

All schools, whether archdiocesan, parish, or those owned and operated by religious orders, institutes, or governing boards, are required to meet the following Catholic identity standards from the accrediting agency for archdiocesan elementary schools, the [Western Catholic Educational Association](#) ([Improving Student Learning](#), 2012 ed., p. 41; [Ensuring Educational Excellence](#), 2014 ed., p. 10 [click on 1-WCEA E3 2014 Protocol.pdf]):

- The school has a mission statement and philosophy statement that indicates the integration of the Catholic faith in all aspects of the school's life

Catholic faith in all aspects of the school's life.

- The school provides regular opportunities for the school community to experience prayer and the sacraments.
- The school has a religion curriculum and instruction that is faithful to Catholic Church teachings and meets the requirements as set forth by the [United States Conference of Catholic Bishops](#).
- The local ordinary approves those who teach the Catholic faith (Canon 805) and there is ongoing formation for catechetical and instructional competence.
- The school maintains an active partnership with parents/guardians whose fundamental concern is the spiritual and academic education of their children (Canon 796).
- The school has a service-oriented outreach to the Church and civic community after the example of Jesus Christ, who said, "I have given you an example so that you may copy what I have done to you" (Jn 13:15).
- The school uses signs, sacramentals, traditions, and rituals of the Catholic Church.
- All school personnel are actively engaged in bringing the good news of Jesus into the total educational experience.

4 Elementary School Curriculum

Implementing these standards and evaluating and setting goals is a yearly task of the elementary school in a manner that is consistent with the curriculum standards set by the [Department of Catholic Schools](#).

Curriculum components include:

- The Profession of Faith
- The Celebration of the Christian Mystery/The Seven Sacraments of the Church
- Life in Christ; Man's/Woman's Vocation: Life in the Spirit
- Christian Prayer; Prayer in the Christian Life

These components are based on the four pillars of the [Catechism of the Catholic Church](#).

5 High School Curriculum

All high school students are expected to enroll in a religion class each semester. The national core curriculum for teaching religion to high school students, approved by the United States Conference of Catholic Bishops in November 2007, guides the religious instruction within each archdiocesan, parish, and private high school within the Archdiocese of Los Angeles. All high schools in the [Archdiocese of Los Angeles](#) are required to follow the [United States Conference of Catholic Bishops](#) sequence of courses as stated below:

Freshman	The Revelation of Jesus Christ in Scripture
Sophomore	The Mission of Jesus: The Paschal Mystery (Spiri
Junior	Sacraments as Privileged Encounters with Jesus (Sacramental Theology)
Senior	Responding to the Call of Jesus Christ (Vocatio

Class time, assignments, and accountability for religion classes are comparable to that of all academic areas. Specifically, religion is to be taught each semester of the Catholic school program for an average of 250 minutes per week, in conformity with the norms governing the weekly instructional time for courses earning one full unit of credit.

4-29-22

Topic-5-01-2

Honors/Advanced Placement/International Baccalaureate

Advanced Placement Classes

CSHM offers various AP classes that have been approved by the College Board. Students who take an AP class are required to take the AP exam in May. AP students are also required to sign a contract at the beginning of the school year stating that they understand the requirements of the course.

Dual Enrollment Classes

During the academic year, students are offered dual enrollment classes through East Los Angeles College. The classes are free and if the student passes the courses, they will receive college credit. ELAC classes are held online. CSHM partners with Arizona State University to offer students the opportunity to take a college course after the regular school day.

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 3.5 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 3.5 grade point average in college prep courses.

Topic-5-01-3

Homework

Class and Homework Policy

Twenty to thirty minutes of homework is assigned in each class. It must be understood that not all assignments are written, nor are long term projects expected to be accomplished in one evening. Students must learn to pace their efforts on long term assignments.

Make Up Work

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

Topic-5-01-4

Graduation Requirements

Graduation Requirements

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

English	40 credits
Mathematics	30 credits
Social Studies	30 credits
Science	20 credits
Foreign Language	20 credits
Physical Education	05 credits
Health Science	05 credits
Fine Arts	10 credits
Electives	40 credits

Total **240 credits**

Please see section 3-05 for the **Christian Service** hour requirements.

Notes for Seniors

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

Topic-5-02-1

Assessments

Weight Scale



Examination Policy

Midterm 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.**

Topic-5-02-2

Grading Scale

Grading System

A+ (100-98%) Superior work; Excels in quality and quantity.

A (97-93%)..... Outstanding work; Does more than required; Shows creativity.

A- (92-90%)..... Excellent work; Surpasses expectations.

B+ (89-88%)..... Shows above average interest and initiative.

- B (87-83%)**..... Sometimes does more than required.
- B- (82-80%)**..... Above average in required work.
- C+ (79-78%)**..... Does assigned work with initiative and interest.
- C (77-73%)**..... Does what is expected with some interest.
- C- (72-70%)**..... Completes most expected work; some inconsistencies in work habits.
- D+ (69-68%)**..... Does not complete all work.
- D (67-63%)**..... Level of learning sufficient to pass.
- D- (62-60%)**..... Meets minimum standards for passing.
- F (below 60%)** Does not complete minimum requirements.

The grade given during a marking period is derived from a variety of sources including but not limited to: scores on daily quizzes, reports, class participation, and tests. SEMESTER GRADES are a cumulative average of the entire semester including the final exam grade and are recorded on the permanent transcript.

An "I" (Incomplete) is assigned when there has been an excused absence and the required work has not been completed or the examination has not been taken.

Report Card Comments

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

1. *is to be commended for his/her work.*
2. *assumes responsibility for learning.*
3. *pays attention in class.*
4. *completes assignments.*
5. *shows respect for rules and regulations.*
6. *has positive study habits.*
7. *performs well on tests.*
8. *is missing or has late assignments.*
9. *is achieving below ability.*
10. *needs to participate in class more.*
11. *needs to improve study at home.*
12. *performs poorly on tests.*
13. *talks excessively in class.*
14. *does not bring books or materials to class.*
15. *needs to pay attention in class.*
16. *has poor attendance in class.*
17. *has excessive tardies in class.*
18. *is missing term paper or major assignment.*
19. *failed quarter/final exam.*
20. *contact teacher.*

Topic-5-02-3

Elementary School Grade Reporting

Report Cards

Parents/Guardians will be notified of their child's progress by a report card issued during the year. Grades 1 thru 8 will receive a report card three times a year. Kindergarten students will receive reports on progress twice a year. Teachers will explain how the overall school grading policy is applied to their class during Back-to-School Night (usually includes a handout).

Progress Reports

Progress reports will be sent to parents at midterm for any student in danger of receiving a "D" or below on pending report cards. Dates for progress reports are shown on the calendar. Progress reports may also be sent home in the Parent Envelope when deemed necessary or by individual request from a parent/guardian.

Academic Probation

Students receiving a "D" or "F" in a subject area will be placed on academic probation. A probation contract, outlining expectations and a timeline for improvement, may be implemented.

Topic-5-02-4

High School Grade Reporting

Grade Point Average

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

Grading/Progress Reports

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

Topic-5-02-5

Make-Up Work/Absences

Make Up Work

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

Topic 5-02-6

Course Deficiency/Failure

Failures

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

NOTE: Students who are deficient 15 or more credits may not be able to return to CSHM.

Summer School and Repeated Courses

Summer school at CSHM remains under the direction of the Principal or appointed administrator.

Courses designed to prepare incoming freshmen for high school studies do not qualify for academic credit. Freshmen summer school courses are used to properly place students in their fall classes.

If a student is asked to leave for any attendance or disciplinary reasons summer tuition will not be refunded.

Make-up Courses

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

Enrichment Courses

Enrichment courses may be taken for 10 academic credits in mathematics and science. Two grades will be recorded on the transcript: one for the first semester and one for the second semester. Students must meet the required pre-requisites and obtain all necessary signatures in order to qualify for an enrichment class.

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

CSHM students may take summer courses at other accredited educational institutions (high schools, adult schools, colleges, including community colleges) either to make up deficiencies or for enrichment with approval of the administration. All rules and regulations that are enforced during the regular school year will continue to apply during summer school.

Topic-5-02-7

Conduct/Citizenship Grades

BEHAVIOR AND WORK HABIT GRADES

The homeroom teacher in grades K-2nd gives the general behavior and work habit grades. Students in grades 3-8 receive a behavior and work habit grade from each teacher. A student who has been suspended will have his/her conduct grade lowered a whole grade.

Work Habits/Behavior:

Topic-5-03-1

College Entrance Exam Requirements

TESTING PROGRAM

1.
FRESHMEN Most freshmen are given an entrance exam before enrollment within CSHM. The results of this test, in addition to the student's performance in the required incoming summer program, helps with appropriate class placement. Freshmen are also given the PSAT-9 and STAR Reading & Math assessments to help gauge their initial college readiness benchmarks.
2.
SOPHOMORES Sophomores take the PSAT and STAR Reading & Math assessments. These tests provide valuable practice for the SAT and help to monitor their progress towards college readiness benchmarks.
3.
JUNIORS Juniors take the PSAT - NMSQT (Preliminary Scholastic Aptitude/ National Merit Qualifying Test). This is the first step toward college admissions; the test both prepares students for the SAT and allows them to qualify for possible National Merit consideration. Junior students are encouraged to take the SAT I, SAT II, and/or ACT tests in the Spring of this year.
4.
SENIORS Seniors take the college entrance exams (SAT I / SAT II/ACT) in the Fall of 12th grade, if needed. All Seniors are encouraged to take at least one SAT, regardless of college plans. Seniors are encouraged to discuss college options with their counselor. Decision-making, meeting deadlines and other considerations make the Fall of Senior year a crucial time for these students.
5.
SCHOOL CODE 051232

Section-5-04

Recess and Lunch/Nutrition

Lunch & Snacks

Every student must bring a lunch and/or snack to school each morning (unless a lunch has been ordered in advance for the child via the school's Choicelunch program). Lunches and snacks should be packed in clearly marked bags or containers with the student's name and grade. No glass bottles, please. Only in an emergency situation should a student's lunch be brought to school by a parent/guardian or other person. In those rare emergency instances only, lunch must be brought to the school office before the start of the lunch period. The student's first and last name and grade must be clearly marked on the lunch container.

Leaving "fast-food" restaurant or other lunches in the school office on a regular or semi-regular basis in non-emergency situations is against school policy. **SCHOOL OFFICE PERSONNEL MAY NOT BE AVAILABLE AND WILL NOT BE HELD RESPONSIBLE TO ENSURE THAT LUNCHES LEFT AT THE OFFICE ARE BROUGHT TO STUDENTS BEFORE THE LUNCH PERIOD. IT IS THE RESPONSIBILITY OF STUDENTS WHO FIND THEMSELVES WITHOUT A LUNCH TO TELL A TEACHER OR YARD DUTY AIDE, OR TO COME TO THE SCHOOL OFFICE DURING THE LUNCH PERIOD TO REPORT THEIR SITUATION AND INQUIRE IF LUNCH HAS BEEN LEFT FOR THEM THERE**

Eating is permitted in designated lunch areas only. Students are required to sit and eat for at least ten minutes at the beginning of each lunch period. Due to safety concerns, microwaves will not be used to heat food brought from home.

Caffeinated drinks of any kind are not permitted for students during school and after school. These include, but are not limited to, sodas, energy drinks, coffees, teas, etc. Students who bring such drinks will be asked to dispose of them and may receive a detention for non-compliance after an initial warning.

Healthy Lunch Program

An outside catering service known as "ChoiceLunch" provides healthy lunch selections for students throughout the school year.

Recess-Nutrition Break

All students have a mid-morning recess/nutrition break. For the upper grades (grades 6 – 8) recess is primarily a time for students to relax, eat a nutritious snack, visit their lockers to prepare for their next series of classes, and use the restroom. To assure the safety of all students, the following activities are not allowed:

- No games where balls are thrown at other students.
- No sitting or climbing on tables
- No random kicking of footballs, soccer balls, or kick balls
- No rowdy behavior, including pushing or shoving
- No foul or offensive language
- No chasing or screaming
- Hands should be kept to oneself.

Activities should cease immediately when the bell rings.

Eating Area

Students eat their snack and lunch at assigned tables in the eating areas. Both snack and lunch are on precise schedules, so it is important students eat and play during their scheduled time. Once seated, students open their snack or lunch and eat their own food. Due to safety issues like allergies, it is important that students do not trade or share food. When students are finished eating they should clear their place, throwing away trash, before being dismissed to their designated play area.

Parents are strongly discouraged from making a habit of bringing their child's lunch to school. This deprives students of developing independence and responsibility for themselves and it can encourage a sense of entitlement. Late arriving snacks or lunches must be brought to the school office. They may not be taken to the classroom.

Students will remain seated while they eat lunch in their area for at least 10 minutes. This time is well used not only to fuel their bodies, but also to allow for the development of basic manners and conversation. This is "prime

time" for student maturity and social growth. We ask that parents respect the importance of this time and not interrupt a class's lunch routine by visiting with their child at the lunch table.

Playground Expectations

Students are expected to follow the rules at all times while on the yard:

1. Safety is number one. Play safe by following all playground rules.
2. Listen and follow directions the first time given.
3. Keep hands, feet, and other body parts to yourself.
4. Treat equipment with respect and use it appropriately (ex: basketballs are for bouncing and shooting, not for kicking.)
5. When returning another student's piece of equipment, return it politely. Make eye contact, say their name if you know it, then gently pass it with your hands. Do not kick a ball or throw the object hard.
6. Use positive, encouraging words. No put-downs.
7. **Freeze** when the bell rings or the whistle blows.
8. When dismissed, return the equipment to the teacher (or to its proper place). Walk in orderly fashion to your line or classroom. No running or playing with equipment during this time.
9. Use the restrooms during playtime so that you get back to class on time after lunch or recess.

Consequences

(Start over every day)

Playground violations can result in, but are not limited, to the following consequences:

1. Verbal warning
2. Removal from game, area, or lose equipment
3. Benched for the remainder of recess
4. Incident report sent home/detention
5. Phone call home
6. Conference with parents and principal

Bicycles, Skateboards, Scooters

It is not permitted to ride bicycles, skateboards, or scooters anywhere on the church or school grounds at any time.

Section-5-05

Supplies and Textbooks

Supplies and Textbooks

Standard school supply lists are given to students by their individual instructors. Students are expected to have all necessary supplies for school at all times.

Lost / Damaged Books

Students are responsible for all iPads assigned to them. The replacement cost for any lost or damaged iPads will be the responsibility of the student/parents.

Section-5-06

Honors and Awards

Honor Roll and Award Guidelines

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

1. Earn a total GPA of 3.00 and above for fall or spring semesters.
2. Have no "D's" or "F's" or Incompletes on the report card.
3. Academic Honors Certificates are presented to students twice each school year.

Academic Awards

Academic awards are given to students who maintain honor roll status.

Summa Cum Laude: 3.85 through 4.0+ G.P.A

Magna Cum Laude: 3.50 through 3.84 G.P.A

Cum Laude: 3.00 through 3.49 G.P.A

Privileges Attendant Upon Honors

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

1. Seniors who have achieved honors for the first seven consecutive semesters are awarded an honors stole at graduation.
2. The valedictorian and salutatorian will be those students who have achieved, after the first seven consecutive semesters, the highest class ranking as determined by cumulative grade point average.

NOTE: The valedictorian and salutatorian of Cantwell- Sacred Heart of Mary are based solely upon Cantwell- Sacred Heart of Mary's fall and spring semester grades. Courses taken outside Cantwell- Sacred Heart of Mary High School, after school and/or during summer school do not count towards valedictory and salutatory rankings. Only students who have completed two consecutive semesters at CSHM will be eligible for consideration for the annual Top Ten Awards.

Section-5-08

Academic Probation, Retention/Transfer

Academic Probation/ Student Success Program

Students with one or more failing grades at the Semester grading period(s) are placed on Academic Probation. Students on Academic Probation are considered ineligible and are required to attend the Student Success Program (SSP) . SSP is designed to address students' academic needs and allows students the opportunity to receive assistance and tutoring in a variety of subjects. Students will be assigned to the SSP if they are:

- On academic probation
- Referred by Teachers and/or Parents

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

Academic Dismissal

Students may be dismissed by the Academic Board in the following circumstances:

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

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

Section-5-09

Counseling

Academic Guidance and Counseling

The guidance program at CSHM encompasses the spiritual, personal, academic, career, and college instruction of students. The mission and purpose of CSHM is education. The school does not assume the responsibility for psychological counseling or therapy.

The guidance program at CSHM includes: *College Counseling, Academic Counseling, Career Counseling, Outreach Concern*

In addition to providing classroom instruction, CSHM incorporates the following counseling activities:

- o Advice and counseling regarding academic subjects, class selection, and progress in school
- o Limited guidance to students who present with non-academic personal issues or situations
- o Referrals to marriage and family therapists, child psychologists, licensed educational psychologists, psychiatrists, and similar professionals for diagnosis and treatment; referrals to parents/guardians, with three names of qualified people or entities
- o Career counseling and periodic career days or career sessions during which students meet representatives of different professions
- o College counseling, sharing information with parents/guardians and students about application procedures, entrance exams, scholarships, and financial aid; schools may also provide catalogs and information sessions

Changes in Schedule

Changing a class requires completing an application signed by parent, student, and teacher. Change of program may be made only with the permission of the Guidance Director. **No change may be made after the date specified on the Change of Schedule form** unless specifically recommended by the teacher and then only for the most serious reasons.

Procedure for Handling Academic Concerns:

At Cantwell-Sacred Heart of Mary High School, we honor the principal of *subsidiarity*. The following steps are to be followed before an academic concern may be resolved:

First: Speak with the teacher

Second: Make an appointment with the Vice Principal by calling the front office.

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

Section-5-11

Summer School

Summer School

Summer School

Summer school remains under the direction of the principal or an administrator appointed by the principal.

Summer school courses that meet for 120 minutes per day for a full six weeks (or the equivalent of 120 minutes per day for six weeks or a total of 60 instructional hours) may be equated with a semester course. Summer school courses that meet for 4 hours per day for a full six weeks (or the equivalent of 4 hours per day for six weeks or a total of 120 instructional hours) may be equated with a yearlong course.

Courses designed to remediate student learning do not qualify for academic credit. Such courses are those required for the admission of entering freshmen who need additional skill development, most commonly in math and language arts areas.

When continuing students retake courses to either master previously learned material or qualify to proceed in a sequence-based course area, they do not earn academic credit.

Courses taken to make up academic failures should be so indicated on the transcript; F grades must not be deleted from the transcript (the title, date, and academic grade of the make-up course should be clearly indicated on the transcript and the grade point average [GPA] should be adjusted to reflect the make-up grade).

If the same course is taken again (for either remediation or review/qualification), academic credit cannot be earned twice. Both grades are to be recorded on the transcript; the GPA is computed using the higher grade.

For general policies applicable to all summer programs, see [Summer Programs](#).

Chapter-6

CO-CURRICULAR ACTIVITIES AND ATHLETICS

Section-6-01

Before & After School Policies and Programs

BEFORE AND AFTER-SCHOOL POLICIES

Office Hours

Monday through Thursday: 7:15 a.m. - 4:00 p.m.

Friday: 7:15 a.m. - 2:30 p.m.

Extended Learning

Monday through Thursday: 2:30 p.m. - 5:00 p.m. [within the Learning Commons](#).

Friday: TBDA

Students remaining on campus any time after 3:00 p.m. will be directed to the learning commons unless they are in a scheduled, supervised activity.

Behavioral Expectations

Students are expected to follow all school policies and guidelines any time they are on campus.

Section-6-02

School Field Trips and Excursions

Excursions and Field Trips

The curriculum may incorporate excursions and field trips. Students will always be under the supervision of a faculty/staff person. A Field Trip release form is required of every student on every trip. No student may participate if the Parent/Guardian has not signed the release form beforehand. Parents/Guardians should make sure the school is aware of particular student emergency information, e.g. allergies, etc.. School rules are always in force on all excursions and field trips. Students will be informed ahead of time whether or not the school dress code will be in effect.

Section-6-04

Student Government

Organizations and Activities

Organizations, clubs, activities and athletics are an essential part of education. Such activities are moderated by faculty members. Participation in all extracurricular activities including athletics is dependent upon maintenance of a 2.00 or higher G.P.A.

Student Council

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

Topic-6-04-1

Election rules

Elections

Students who are elected to serve as officers of the Student Body must maintain at least a 2.5 G.P.A., receive faculty approval, and fulfill all reasonable conditions adopted by the Student Council and/or School Administration.

Rules

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

Students who are elected to serve as ASB officers of the Student Body must maintain at least a 2.5 G.P.A., receive faculty approval, and fulfill all reasonable conditions adopted by the Student Council and/or School Administration.

Student Council members must attend all meetings (unless otherwise excused), perform the duties of their office to the best of their ability and maintain a satisfactory discipline and attendance record. Members must conform to the rules and regulations of the Cantwell-Sacred Heart of Mary High School Student-Parent Handbook and display leadership qualities, school spirit, Christian fellowship, and loyalty to Cantwell-Sacred Heart of Mary High School.

Qualifications

President (Candidates must have a minimum of one year experience in Student Government or, at the discretion of the Principal and the ASB Moderator, have participated in some leadership role at CSHM H.S.)

Section-6-05

Clubs/Organizations/Honor Societies

Organizations and Activities

Organizations, clubs and activities are an essential part of education. Such activities are moderated by faculty members. Participation in all extracurricular activities is dependent upon maintenance of a 2.00 or higher G.P.A..

Art Club	Campus Ministry		
California Scholarship Federation	Music ministry	Student Council (ASB)	National Catholic Youth Ministry
	Drama Club		
NASA/STEM Club	Spanish Club	The Red Magazine	
Boys and Girls in Athletics	Club Center Stage	World Youth Club	

Topic-6-06-1

Formal Dances (Homecoming, Winter Formal, Prom)

Policies for Student Dances

Dancing must be respectful at all times. Dancing in a suggestive or explicit manner will not be tolerated. Dancing styles that involve intimate touching or resemble sexual activity are NOT allowed. Students seen dancing inappropriately will be directed to leave the dance floor immediately. If inappropriate dancing continues, students may be asked to leave the dance and their parent or guardian will be notified.

1. All formal dances require guest passes and approval from the Dean of Students.
2. CSHM students must show their current ID to be admitted to any CSHM dance.
3. Non CSHM students may be admitted with a valid I.D. (Student body card or driver's license with photo). Student guests may not be over the age of 20.
4. Students must be picked up promptly at the end of the dance.
5. Students must enter the dance or leave the premises. No one is admitted to CSHM dances after 10:00 p.m.. Parent contact will be made if a student does not arrive within one hour after the start time of the dance.
6. Students may not leave the dance before 10:30 p.m.. Once they leave, students will not be allowed to return.
7. Students may not congregate in the parking lot during the dance.
8. The Dean has the right to determine appropriate dress for any occasion and to refuse admission to anyone inappropriately dressed. Dresses must be preapproved by the Dean.
9. Only CSHM seniors may purchase prom bids; however, they may request permission to bring an underclassman as a date.
10. School personnel have the right to refuse admission to anyone.
11. It is the parents' responsibility to see that their son/daughter is picked up immediately after the conclusion of the dance. Students not picked up within a reasonable time will not be allowed to attend school dances for the remainder of the school year.

Topic-6-06-2

Graduation Celebration/Grad Night

GRAD NITE

The cost to attend Grad Nite will vary depending on the location of the event. **The fee to attend Grad Nite is not refundable or transferable.** The cost to attend may include the price of admission to the destination, and the bus transportation costs. Additional costs will be communicated to the students and parents. CSHM can only offer this special Grad Nite opportunity to CSHM seniors. Parents and/or guests will not be able to attend. All students must arrive together using transportation provided by the school; students may not travel to the location on their own. Seniors who fail any class will not meet graduation requirements, and thus will not be eligible to attend Grad Nite. Grad Nite tickets will only be sold at the main office from a set date announced by the school. Tickets must be purchased during this time as the deadline is firm. Failure to meet the payment deadline for any Grad Nite or any school event that involves some type of student payment may lead to that student being excluded from that event.

REQUIREMENTS TO ATTEND GRAD NITE

- In order for a senior student to purchase a Grad Nite ticket they must first complete the "**Grad Nite Permission Slip Contract.**" This contract must bear the signature of the student and the signature(s) of their parent(s) or guardian(s).
- All school rules and policies apply on the bus ride and time spent at the Grad Nite location.
- For safety and supervision reasons students are not permitted to leave the Grad Nite location for any reason. Students may not leave early. Any emergency that may arise will need to be approved by an administrator. Personal vehicles may not be driven to the Grad Nite location.
- All tuition and fees must be paid in full to attend Grad Nite or any other graduation activity, this includes all tuition, late payments, athletic fees and other fees for the entire school year.
- The Grad Nite Permission Slip Contract and non-refundable fee is due at the announced date and must be turned in on time. Students and/or parents may not sell or give Grad Nite tickets to any other student/person. **Grad Nite tickets are not refundable or transferable.**
- Any person found to possess alcohol or drugs will not be admitted on the bus. Disciplinary actions will be taken as determined by the school's administration.
- No food or drinks are allowed on the bus. Any food or drinks will be confiscated and discarded.
- If a student is judged by the administration or one of its designated representatives to be under the influence of drugs or alcohol, the parents will be called to pick up their student. The student will be subject to disciplinary actions as decided by the school's administration.
- Each student will be held accountable for their words, actions, and behavior. Students are expected to conduct themselves in a manner that is respectful.
- In terms of attire, students are expected to follow the guidelines of the school as well as those laid out by Grad Nite location that is being visited.
- All students must ride on the designated bus to and from the Grad Nite location.
- CSHM does not sponsor any other parties for its students and accepts no responsibility for these parties.
- Failure to meet the payment deadline for any event that involves some type of student payment may lead to that student being excluded from that event.
- Parents will be contacted to pick up their student at the Grad Nite location if their student is found to be behaving inappropriately or conducting themselves in a manner that portrays the school in a negative manner. The student will be subject to disciplinary actions as decided by the school's administration.

GRADUATION CEREMONY

Graduation is a joyous occasion for the seniors and their families, and we want it to be celebrated with proper dignity and decorum.

Seniors are to report to the graduation site on time as designated by the school's administration. The ceremony is an honor and a privilege given to the senior class and will be conducted in a dignified manner. The school reserves the right to remove any student or guest from the ceremony due to behavior, which the school's administration judges to be inappropriate. The regulation cap and gown (**without any additions or alterations**) are the required dress. Students are expected to adhere to the school's dress code. Since graduation is a dress-up occasion, any student attire judged to be inappropriate by the school's administration may result in that student forfeiting his/her privilege to participate in the ceremony.

No helium balloons, signs, posters, noise makers, or confetti are allowed on the premises during the graduation ceremony. Please keep all these items in your cars.

Seniors who fail any class or who fail to make up missing credits will not meet graduation requirements and thus will not be eligible to participate in graduation.

Section-6-10

Student Identification Cards

Student Identification Cards

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

Section-6-11

Yearbook

Students receive an annual yearbook, put together by the school's yearbook committee. Yearbooks are usually allowed to be signed by peers during the last week of school as long as the messages are appropriate to our school.

Section-6-12

Athletics

CSHM Athletic Department Handbook

Please see CSHM website under the athletics tab

Please see CSHM website under the Athletics tab.

Topic-6-12-01

School Athletic Handbook [if applicable]

[CSHM Athletic Handbook](#)

Topic-6-12-02

Sports by Season Pep Squads, Cheer

Topic-6-12-03

Selection Process/Requirements for Participation

Topic-6-12-05

Injuries and accidents

Topic-6-12-06

Athletic Fees, Equipment and Uniforms

Topic-6-12-07

Discipline Policies and Procedures in Athletics

Topic-6-12-08

Varsity Jackets and Sweaters

Topic-6-12-09

Sportsmanship Code for Spectators

Topic-6-12-10

Coach/Trainer Certification [Play Like a Champion]

Topic-6-12-11

CYO/CIF

Chapter-7

TUITION AND FEES

Section-7-1

Tuition and General Fees

Additional Information

All families must be current on their tuition payments in order to start their children on the first day of school.

- **Mid- terms and final examinations will not be given to any student whose financial account is not current.**
- Prom bids and/or grad night tickets may not be purchased if all financial obligations are not met.
- A family whose tuition is not collected by FACTS after 3 attempts will be asked to keep their student(s) at home until the payment is made. Additional fees may be incurred for returned payments.

Returned Check Fee

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

Section-7-2

Tuition Collection

Registration ENROLLMENT

Students will need to enroll for the following school year in the Spring, on dates to be announced by the Administration.

Enrollment for the following school year will begin on February 1st. Classes will not be scheduled until the enrollment process is completed.

The enrollment fee is **non-refundable** and must be paid before students will be scheduled for classes.

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

Tuition Payment Policy

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

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

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

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

OPTION 2 - Two-payment plan with one-half of the total amount paid by the first week of July and the remaining balance paid by the first week of December. Payments are through FACTS (direct bank payment). An **annual \$10** fee is paid to FACTS by direct withdrawal when this option is chosen. This fee is not part of the tuition and fee figures.

OPTION 3 - Payments budgeted over 12 months, from June through May. Payments are through FACTS (direct bank payment) on the 5th or 20th of the month. An **annual \$45** fee is paid to FACTS by direct withdrawal when this option is chosen. This fee is not part of the monthly tuition and fee figures.

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

Section-7-3

Tuition Assistance

7.3

Tuition Assistance

Applications for FACTS tuition assistance are available online. Please contact the finance department for more information.

For information regarding assistance from CEF (Catholic Education Foundation), please contact the finance department or principal's office.

Section-7-4

Parent Service and Fundraising Requirements

Cardinal Pledge Program

All families must participate in the Cardinal Pledge Program (CPP) by donating \$600.00 annually to the Development Program for each year a family has a student attending the school. Parents fulfill this obligation by making 12 payments of \$50 per month through FACTS along with their tuition payment. The donations made through this program provide the school with funds for general campus operations and campus improvements. The CPP Program is replacing the mandatory fundraisers that were run in the past.

Parent Service Hours

All families of CSHM are required to serve 30 hours per year. This equates to \$450.00. Each hour served by the parent at any event equals \$15.00 per hour. Parent Service Hours are not transferable and cannot be carried forward to the following school year. **All hours must be served or paid by May 1st.** Please remember to always sign in on the CSHM Parent Hour tracking form each time you donate an item or work a particular event at the school. A letter is mailed out in December and again in May detailing the hours completed by the family.

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 \$350.00** by **August 31**, (prior to the start of their senior year). A late fee of \$ 25.00 will be incurred after this date. (Note: Grad Nite is not included in this fee)

Chapter-8

DISCIPLINE

Students are required to have their CSHM student issued identification card with them **at all times** while on campus and while at campus supported events. If a student is found without their CSHM ID at any time while on campus or at a campus sponsored event, they are subject to disciplinary action. If a student loses their CSHM ID they must immediately notify the Dean to replace it for a \$10 fee.

Topic-8-1-01

Discipline and Procedures

Code of Behavior

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

PHILOSOPHY AND PURPOSE

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

Discipline is maintained in a classroom or school when students work cooperatively with administration, teachers, and classmates towards class and school objectives. Its purpose is to promote genuine growth, to increase respect for authority, to foster development of Gospel Values, and to provide an atmosphere conducive to learning. However, the legitimate interest of the school extends beyond the school day and hours.

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

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

POSITIVE VIRTUES

Practicing positive virtues is the best way to avoid problems with disciplinary infractions. The Christian message of "Love one another" is a solid foundation for human behavior. Students must observe the virtues of respect, honesty, responsibility, acceptance, and integrity: to live the CSHM motto, *Age Cum Anima Christi (Act With The Character of Christ)*.

Discipline Procedure

- Teacher issued detention notice
- Dean detention
- Saturday detention
- Suspension
- Disciplinary probation
- Referral to the Discipline Board and possible Expulsion

Definitions In Discipline Procedures

No student shall be required to remain in the classroom during any break or lunchtime; all students shall be required to leave the school rooms at break and lunchtime, unless it would endanger student health. Detention before or after school hours is considered an appropriate means of discipline. A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day.

The school must give a notice of the detention to the parents/guardians verbally by phone, in writing (hard copy or electronic), or in person during a conference. Under no circumstances shall a student be detained at school without the knowledge and consent of the parents/guardians, who should also be informed of the reason for detention and the exact time the period of detention will begin and end.

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

Detention is the established measure for student violation of school regulations. **Detention** is given on the recommendation of the proper person in authority. Students serve detention after school the day following the issue of the **Detention Notice**. Students and parents may be asked to sign **Detention Notices** as a record that they have received the notice.

If a student continues unacceptable behavior, a **Dean's Detention** will be issued. **Dean's Detentions** will take place Monday through Thursday, from 2:35 p.m. to 3:15 p.m. in classroom 102. If a student has accumulated unserved detentions, they may lose the privilege of attending/participating in extracurricular activities.

Students who fail to serve an assigned **Dean's Detention** without the expressed approval of the Dean of Students will be assigned a **Saturday detention** which includes a \$20 fee. **Saturday Detentions** will be held once a month at the Dean's discretion.

Failure to attend a Saturday Detention will result in suspension and a student being placed on **Disciplinary Probation**. Students who are on **Disciplinary Probation** may not attend or participate in any school event or activity.

No student shall be required to remain in the classroom during any break or lunchtime; all students shall be required to leave the school rooms at break and lunchtime, unless it would endanger student health. Detention before or after school hours is considered an appropriate means of discipline. A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day.

The school must give a notice of the detention to the parents/guardians verbally by phone, in writing (hard copy or electronic), or in person during a conference. Under no circumstances shall a student be detained at school without the knowledge and consent of the parents/guardians, who should also be informed of the reason for detention and the exact time the period of detention will begin and end.

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

The purpose of the **Disciplinary Review Board** is to furnish Cantwell-Sacred Heart of Mary High School with a system of "Christian due process", in which the rights of both the school and the individual student are respected and treated justly when dismissal for disciplinary reasons is a possibility. The Disciplinary Review Board is a standing committee consisting of five members of the faculty. The student may choose a member as his/her representative. The Dean of Students attends as a non-voting member and presents all documentation on the student for the Board to make a recommendation to the Principal regarding the student's continued enrollment at CSHM. Legal council is not allowed to be present at the meeting of the school's **Disciplinary Review Board**. Only parents or guardians are to accompany students at a Disciplinary Review Board.

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

Students accused of a serious wrong can be placed on home study pending the outcome, adjudication, completion of an investigation, or until a court decision is made and as determined by the Principal.

Topic-8-1-07

Academic Dishonesty Policy

Academic Dishonesty Policy

Cheating on a test or plagiarizing the work of others is a serious breach of the students' honor code. The misuse of AI, or artificial intelligence, is considered plagiarism. When using AI, it is imperative that a student understands and adheres to the terms of use. Plagiarism is the act of taking and passing off as one's own the ideas, writings, etc. of another. Consequences for cheating or plagiarizing may include: receiving a failing grade on the test or assignment; a phone call to parents; a parent-teacher conference; a disciplinary referral; a detention.

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

