

# Paraclete High School

## Welcome

### PARENT-STUDENT HANDBOOK

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

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

## Section-2-01

### Mission Statement and Philosophy

#### MISSION STATEMENT

Paraclete High School, a Catholic school of the Archdiocese of Los Angeles, inspired by the Holy Spirit, proclaims Christ in the light of Scriptures and Catholic tradition within its campus life. Paraclete prepares students for life and for Heaven.

#### VISION STATEMENT

Paraclete, a college preparatory high school, continues the tradition of excellence in Catholic education by addressing the human condition in all its aspects. Guided by the Holy Spirit, we proclaim Jesus Christ as the model of the total person we are seeking to develop.

#### PHILOSOPHY

Paraclete High School, as a Catholic school of the Archdiocese, participates in the wider mission of the Church through the proclamation of Christ in the light of Scriptures, Catholic tradition, and through its academic, athletic and social programs.

As a Catholic school the doctrinal elements that are taught reflect authentic Church teaching in union with the Pope and bishops. A community spirit and bond is fostered through the Eucharist, retreats, class Masses, common work and the discipline program, as well as athletic and social activities. Fostering active service through emphasizing the unique value of every person, Paraclete also challenges students to active responsibility and provides a Christian Service Program for

outreach to the school community and the community outside it.

As an academic institution, Paraclete seeks primarily to prepare students for entrance and success at the college level. The school also provides courses for students who are not necessarily college bound, maintaining for all a challenge to love learning, to respect science and the arts, to be able to think critically and to understand values.

Paraclete encourages athletic participation in physical education classes and on extramural teams seeking to educate and develop the whole person. The school is committed to both girls' and boys' athletics, with all programs maintained in accord with the religious and moral values of Paraclete's philosophy.

Social interchange occurs in many ways. The school encourages care for all and celebration of our common life and interests through participation in student government, dances, plays and other extracurricular events.

While desirous of serving first the Catholic families of the Antelope Valley, Paraclete High School welcomes students from other faiths who are committed to the same essential values and standards. The rich blend of perspectives and beliefs is a cherished part of our identity.

Paraclete recognizes the parents as primary educators of their children and reflects the pride of its role of service to God and people, with a committed faculty, an energetic, disciplined student body, and a dedicated, supportive group of parents, alumni and friends. Participating in the life and mission of the Church, Paraclete High School seeks to do the good things Christ calls us to do as human beings alive to truth and beauty and charity today and in the future.

## **Section-2-02**

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

#### **Integral Student Outcomes**

The Holy Spirit, the Paraclete, is the guiding light for faculty, staff and students at Paraclete High School. Through the Spirit we are inspired to teach as Christ taught. Guided by the Spirit we aspire to the following core values: Spirit in Christ, Spirit as family, Spirit as Knowledge, Spirit for success, and Inspired to Serve. With these values in mind, Paraclete High School will provide a holistic, Catholic education.

Paraclete, a Catholic community, contributes to cultivating students who are Involved Citizens.  
Paraclete graduates:

1. Recognize and understand the Catholic values and ideals as well as the contributions of diverse religious beliefs and traditions.
2. Exhibit social responsibility through Christian service and the demonstration of respect for others.
3. Establish a foundation in Scripture and Catholic traditions and continue to develop these teachings throughout their lives.
4. Demonstrate moral development and growth as a whole person: spiritually, intellectually, emotionally, and socially.

The Paraclete academic and family environment creates students who are Effective Communicators. Paraclete graduates:

1. Read, write, listen and speak reflectively and critically.

2. Process information, draw conclusions and apply findings in an effective and productive way.
3. Demonstrate advanced technological skills.
4. Present work using a variety of technologies and media while also adapting to a constantly evolving digital world.
5. Exhibit articulate expression while respecting a variety of other perspectives.

Paraclete's elevated scholastic atmosphere produces graduates who are Critical Thinkers.

Paraclete graduates:

1. Can identify, evaluate, organize and synthesize information in multiple fields.
2. Integrate learning and speak reflectively and critically while considering the complexity of any issue.
3. Develop and evaluate hypotheses that demonstrate their informed citizenship.
4. Create wellresearched and educated solutions to problems rather than accepting defeat or perpetuating apathy.

Paraclete's comprehensive curriculum and studentsfirst environment fosters graduates who are Productive Individuals. Paraclete graduates:

1. Possess the ability to access resources both traditionally and technologically.
2. Set and achieve personal and career goals that utilize their critical thinking, reasoning and communication abilities.
3. Acquire reasoning skills that enable them to evaluate options and to make choices compatible with Christian values.

## Section-2-03

### History of the School

#### CORE VALUES

The Holy Spirit, the Paraclete, is the guiding light for faculty, staff and students at Paraclete High School. Through the *Spirit* we are inspired to teach as Christ taught. Guided by the *Spirit* we aspire to the following core values:

*Spirit* in Christ *Spirit* as family *Spirit* of Knowledge *Spirit* for Success *Inspired* to Serve

# THE SCHOOL'S MOTTO

The motto of Paraclete High School is "Veni, Lumen Cordium," Come, Light of the Heart. The motto is taken from a twelfth century hymn to the Holy Spirit, wherein the Wisdom of God is invoked as the light by which all people are called to lead their lives, as they walk through the darkness of ignorance and self-centeredness.

# SCHOOL'S COLORS AND EPITHET

The student body and athletic teams of Paraclete High School are known as "The Spirits," and wear the colors of scarlet and gold.

# THE SEAL OF PARACLETE HIGH SCHOOL



The oval-shaped seal of Paraclete High School is divided into three equal segments bearing these symbols: of the Holy Spirit, a dove; of education, the traditional lamp of learning; and of the Archdiocese of Los Angeles, a crest bearing three sets of angel wings and three crosses surmounted by a bishop's miter. The central crest is surrounded by a banner bearing the name of the school and two stylized Joshua Tree branches, characteristic of Paraclete's desert environment.

# ALMA MATER

Paraclete, Our Paraclete Guardian of the Desert's Door Leading us with rays of truth Toward a faith more sure

Give us strength and vision pure That we may trod the pathway home. Paraclete, Paraclete, Our Paraclete

## **Section-2-04**

### **Accreditation**

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

## **Section-2-06**

### **School Personnel Lists**

[Paraclete High School - Teacher & Staff Directory](#)

## **Section-2-07**

### **School Schedule and Calendar**

[Paraclete High School - Event Calendar](#)

[Paraclete High School - Bell Schedule](#)

## **Section-2-08**

### **School Map**



## **Section-2-09**

### **School website and social media**

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

## **Section-2-14**

### **Dress/Uniform Code**

**Student Dress Code**

## Student Dress Code

Paraclete High School's dress and appearance regulations is a Christian message that is a call to a lifestyle that is different from the norm of society. Dress and appearance regulations based on that call are centered on neatness, cleanliness, modesty, good taste, moderation, and safety. These regulations are to be observed while at school or at any school function unless specific regulations differing from them are given by the Dean of Students. The regulations of this dress and appearance will be enforced on a daily basis throughout the school year.

### Parent Responsibility

Parents, being the primary educators of the student assume the responsibility of ensuring their children's daily conformity to Paraclete High School's dress and appearance regulations, while on and off campus. Students who come to school not in appropriate dress code send an erroneous message to the rest of the student body; that is, it is acceptable to be out of dress code and a disregard for the school's dress and appearance regulations. Therefore, students who attend school not dressed properly will be subject to disciplinary action as well as sent home to change. The discipline record of a student who has continual entries of disregard to the dress and appearance regulations will be sent to the Disciplinary Review Board which will make recommendations to the Principal for further action.

### Uniform Policy

The following are elements of the Paraclete High School uniform to be worn properly **everyday** including all exam days and liturgical events.

#### Shirts/Blouses

Students **must wear** a red, white, black or gray uniform polo shirt with the Paraclete logo (purchased from the Spirit Store (<https://paracletestore.com/>)). Flannel or hooded shirts, worn over the polo are not permitted. Turtlenecks and short or long sleeved T-shirts red, black, white, or gray may be worn under the uniform shirt, and must be tucked in. Thermal undergarments are not permitted.

#### Pants

Students may only wear (black, white, or Khaki) cotton or corduroy pants that accommodate use of a belt, no drawstring waists or shoe laces permitted. Pants must be worn fitted to the waist and tailored to the correct length, just touching the top of the shoe and may not bag around the ankle or have torn or ragged edges.

Students **may not wear** stretch pants, leggings, jeggings, yoga pants or sweats. Students **may not wear** oversized or baggy pants, excessively tight jeans or skinny jeans. Students **may not wear** cargo pants.

#### Shorts

Students may only wear cotton walking shorts to the knees in black, white or khaki that accommodate use of a belt. Cargo, athletic. Jean shorts are not permitted. Students **may not wear** oversized or baggy shorts or cargo shorts. Shorts can not be rolled at the bottom.

#### Sweatshirts/Sweaters

Students **may only wear** Paraclete sweatshirts or sweaters purchased in the Spirit Store (<https://paracletestore.com/>) or through a Paraclete athletic team. Sweatshirts may not be worn under polos. A uniform polo must be worn underneath (**at all times**).

Students **may not wear** non-Paraclete hooded, zippered sweatshirts, or sweaters.

After the first quarter when permission has been granted seniors only may wear college sweatshirt only. No college tee-shirts.

#### Jackets

Students may wear college or pro team jackets except for the Kings, Raiders, Bulls, White Sox, and Hoyas. Students **may not wear** sweatshirt style jackets; fleece, denim or blue jean jackets.

All jackets should be void of any advertisements.

#### Shoes

Students **may only wear** dress or athletic shoes. Students **may not wear** any type of rubber shoe like crocs, foam runners, sandals, flip-flops, slippers, or shower slides. In addition, students may not wear any platforms or high heeled.

### **Accessories**

#### **This applies to both boys and girls:**

All jewelry and accessories related to the Goth subculture or any other group deemed antithetical to Christianity or its values are forbidden, i.e. pentagrams, excessive bracelets, bandannas, etc.

Students may wear only Paraclete baseball-style caps, worn brim forward, on campus or at school related activities.

Beanies displaying the Paraclete logo only are allowed to be worn at all times with the exception of Liturgical services. Visors, bandanas, or "do-rags" are not permitted.

**No body piercings of any type are permitted** on campus or at any school sponsored event.

(Exception: Girls may wear earrings on their ears). **No visible tattoos are permitted.**

Any accessories considered dangerous such as wallet chains, extremely large oversized earrings, studded bracelets or belts, etc. are not permitted on campus or at school related activities.

## **APPEARANCE REGULATIONS**

### **Boys & Girls Hair**

Hair must be properly groomed, clean, neat in appearance and be a natural color. Exaggerated or extreme hairstyles, hair that hangs in the face or that emulates gang or criminal affiliations distract from the educational experience and are not permitted. School administration shall determine if a student's hairstyle violates this policy.

**Boys** - Facial hair for 9th, 10th and 11th grades must be clean shaven.

As a senior privilege, **senior boys** may wear a mustache and/or a neat, clean, tight (to the face) beard or goatee except for senior yearbook pictures.

**Girls** - Excessive or gang associated make-up is not permitted. Excessive use of gels or sprays is not permitted. Head band must be a solid color red or gold ONLY.)

### **Special Dress Code Days**

At certain times in the school year students are permitted to wear non-uniform clothes to school. In keeping with our Christian message to a lifestyle that is different from the norm of society, the following are guidelines for special dress code days:

#### **Dress up days:**

1. Jeans and walking shorts are not allowed to be torn, tight fitting, faded, holey or oversized.
2. Leggings, sweats or yoga pants are not allowed
3. Sleeveless, Spaghetti strap, tank top blouses or t-shirts are not allowed
4. Any apparel that exposes the stomach area or is low cut is not allowed
5. T-shirts, shirts, or sweatshirts that advertise alcohol, tobacco, drugs or other improper items or convey inappropriate messages are not permitted
6. Shoe and accessory guidelines are the same as listed above.

#### **Spirit Day (Friday ONLY) Dress Code**

1. Students may wear approved spirit wear purchased from the Spirit Store, or their (Paraclete) team or club.
2. Paraclete t-shirts, pullovers, and other sport/club polos are allowed.
3. All pants must adhere to a regular dress code.
4. Athletes may wear their team polo ONLY on game days.
5. Seniors will be allowed to wear their class t-shirts and sweat-shirts (any day of the week once given the privilege to do so.)

#### **Dress Guidelines For Athletic & Extracurricular Events**

The following items are **not permitted** to be worn at athletic & extracurricular activities:

1. Ripped jeans of any type
2. Dress or skirts
3. Torn, see through or low cut blouses
4. Any apparel that exposes the stomach area
5. Tank tops or sleeveless shirts
6. Baggy, torn or holey clothing
7. Short shorts
8. T-shirts, shirts, or sweatshirts that advertise alcohol, tobacco, drugs or other improper items or convey inappropriate messages are not permitted

**Any student found to be in violation of dress code when they arrive at the event will be sent home to change.**

#### **DRESS GUIDELINES FOR BANQUETS AND AWARDS Events**

1. Blue jeans of any type are not permitted.
2. Dresses and skirts must be of a modest length no more than 2 inches above the knee as determined by the Dean.
3. Dress pants or cords are permitted to be worn fitted to the waist and tailored to the correct length just touching the top of the shoe and may not bag around the ankle, or have torn or ragged edges. Students may not wear oversized or baggy pants. Belts are optional.
4. Shorts are not permitted.
5. Torn apparel, low-cut blouses, or other apparel which expose the midriff are not permitted.
6. Students may wear dress or athletic shoes only.
7. Dress or polo shirts only are permitted.
8. Ties are recommended, but are optional.
9. Earrings on boys are not permitted.
10. Students in violation of these guidelines may be asked to leave and/or face disciplinary action.

\*The person or persons in charge of the banquet or awards function are expected to convey these guidelines to their charges and to enforce the guidelines.

**\*The PARACLETE HIGH SCHOOL ADMINISTRATOR and DEAN of STUDENTS RESERVE THE RIGHT TO REQUEST ANY STUDENT TO CHANGE ATTIRE, REGULATE AGAINST CERTAIN FASHIONS, AND TO CONFISCATE ANY OBJECTIONABLE ITEMS WHEN THEY DEEM IT NECESSARY.**



## **Section-2-15**

### **Relationship of School to Parish**

#### **Topic-2-16-4**

##### **School Boards**

All high school boards, organizations, and/or committees are advisory to the president or principal. These groups include parent-teacher organizations, booster clubs, development boards, and any official organization of the school. No school organization may operate independently of the school principal. All activities of the organization must receive the approval and permission of the president or principal. Organizations such as alumni groups cannot engage in any fundraising activities that are not approved by the principal or president.

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

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

###### [Paraclete High School - Parent /Teacher Organizations](#)

All high school boards, organizations, and/or committees are advisory to the president or principal. These groups include parent-teacher organizations, booster clubs, development boards, and any official organization of the school. No school organization may operate independently of the school principal. All activities of the organization must receive the approval and permission of the president or principal. Organizations such as alumni groups cannot engage in any fundraising activities that are not approved by the principal or president.

#### **Topic-3-1-3**

##### **Additional Practices**

###### <https://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-7>

"Community is at the heart of Christian Education not simply as a concept to be taught but as a reality to be lived" (To Teach as Jesus Did: A Pastoral Message on Catholic Education, 23).

Although the responsibility for spiritual and moral leadership rests with the principal, the principal must be able to rely on a unity of conviction and purpose in the entire faculty if a genuine community of faith is to be achieved. Religious activities at the elementary school level and campus ministry at the high school level are paramount in fostering this community climate in schools, in the gospel spirit of freedom and love.

The [high school campus minister](#) and high school campus ministry team, appointed and supported by the principal, help create, promote, and oversee multiple opportunities for prayer, liturgy, celebration of sacraments,

retreats, peer ministry, and Christian service programs. The active involvement and cooperation of faculty and students support these endeavors.

Every high school is to have a campus ministry program and a campus minister.

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

### **Campus Ministry**

Paraclete High School - Campus Ministry

#### **THE EUCHARIST**

The celebration of the Eucharist is the highest expression of Catholic identity at Paraclete. Students and faculty are offered the opportunity of participating in the daily celebration of mass in the campus chapel. Parents, alumni, and friends of the school are invited as well. Once each month, the student body gathers for the celebration of mass. Mass is also scheduled once a year for each class level.

#### **THE SACRAMENT OF RECONCILIATION**

The celebration of the Sacrament of Reconciliation is offered communally to Catholic students during Advent and Lent, and individually by request.

#### **RELIGIOUS SERVICES**

Prayer services for the whole Paraclete community are scheduled before the Thanksgiving, Christmas, And Easter holidays.

#### **PRAYER**

The opportunity for Adoration of the Blessed Sacrament is offered once per week during the season of Lent. The school chapel is open throughout the school day for individual and group prayer. Each school day begins with public prayer. Teachers are encouraged to begin each class session with a prayer and coaches are encouraged to make prayer a part of pre-game preparation.

#### **SPIRITUAL COUNSELING**

The Campus Minister is readily available to accompany students who may struggle spiritually, morally, or emotionally. The College and Career Counselors are trained and certified in Mental Wellness First Aid. Peer Ministers are selected and trained by the Campus Minister to be listeners and to offer comfort to fellow students.

#### **EVENTS**

Paraclete students are granted the opportunity to participate in events sponsored by the archdiocese, as well as national and international Catholic events. The list includes Catholic Prayer Breakfast, Christian Service for Life, One Life LA, National Walk for Life, and Youth Day at Religious Education Congress. Paraclete students have participated in pilgrimages abroad such as World Youth Day.

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

## **Christian Service Program**

Paraclete High School - Christian Service

### **Christian Service**

#### **1 Value of Recognizing Christian Service**

"The experience of Christian community leads naturally to service" (To Teach as Jesus Did: A Pastoral Message on Catholic Education, 28).

A Christian service program is required in all high schools. Each high school student is required to perform a minimum of 80 hours of service spread out over four years. A component of theological reflection on service is required of all students.

The Paraclete Christian Service program is modeled as a response to the corporal works of mercy as found in the gospel of Matthew, chapter 25. Students reach out to the church and larger community as an expression of faith, called to action and inspired to serve.

9<sup>th</sup> and 10<sup>th</sup> grade students are required to complete 10 hours of service per semester or 2 service projects. 11<sup>th</sup> and 12<sup>th</sup> grade students are required to complete 15 hours or 3 projects per semester.

Students are instructed in completing the proper documentation by the Christian Service coordinator, who finds and creates opportunities of appropriate service for each grade level.

Through the Christian service program, students at all class levels give service beyond the school setting in ways that further their faith, engender hope, and witness love. Christian service programs should foster an understanding of the essential connection between the Eucharist and Christian service.

Catholic educators work to form young people who will lead happy and meaningful Christian lives of faith and service. Catholic schools provide students with the tools—intellectual growth, doctrine, piety, an understanding of the roots of societal problems, and the practice of the virtues—to become productive and transformative members of society.

A eucharistic spirituality that propels students into Christian service will help them not only to meet any crisis of values and meaning in their lives but also to be transformative agents in the world. The Eucharist is lived daily as the faithful take Christ to others.

Religious formation and Christian service programs should inspire young people to have a vision of their mission in society and the Church. These programs should inspire young people to aspire to be leaders in government, education, the service professions, and the arts. It is not good enough for them to think that they will just try to be good. Christ asks them to be the salt and light of the earth. Religious formation and Christian service programs should transmit this vision to them.

#### **2 Criteria for High School Christian Service Awards**

Annually the archdiocese honors students from all Catholic high schools for significant contributions in the area of Christian service. For these awards:

- Schools with an enrollment of fewer than 500 students submit the name of one student.
- Schools with an enrollment of 500 to 1,000 students submit the names of two students.
- Schools with an enrollment of over 1,000 students submit the names of three students.

The awards are presented by the archbishop, or by a designated auxiliary bishop, at a special liturgy in the archdiocese. Students selected to receive the award must meet the following requirements:

- Be in their senior year in a [Catholic high school within the Archdiocese of Los Angeles](#)
- Have spent at least two years in consistent Christian service, which is voluntary, non-remunerative work outside the school and the family
- Have completed all required documentation by the second Friday in February
- Have the recommendation of the school principal and the Christian service moderator, based on the evidence of their Christian attitudes and behavior

It is the responsibility of the Christian service moderator to ensure that the [names of the students for this award](#) are submitted to the [Department of Catholic Schools](#) by the second Friday in February of each academic year.

### **3 Nominations of High School Teachers for Christian Service Recognition**

Each year teachers from among the Catholic high schools in the archdiocese are recognized for their outstanding dedication in directing students in Christian service activities and modeling for them a commitment to the Gospel through service to others. In order to be eligible for this award, teachers need to demonstrate this dedication and modeling for at least five years but preferably for at least 10 years in a Catholic school.

The awards are presented by the archbishop or auxiliary bishop on the occasion of the Christian Service Awards celebration. It is the responsibility of the principal to [nominate a teacher](#) and submit this nomination to the [Department of Catholic Schools](#) by the second Friday in February.

## **Section-3-6**

### **Retreats**

Paraclete High School - Retreats

### **Retreats**

The retreat experience is intended as an effective means of evangelization and spiritual development of both faculty and students. The principal, religion coordinator, or 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 Paraclete High School a day of recollection is offered to Freshmen, Sophomores, and Juniors each year. Seniors are given the opportunity of an overnight retreat. A variety of retreats are offered for to serve the many needs and spiritual interests of the students: COR, Veritas, All-Girls Retreat, Gentleman's Retreat, Cheerleader's Retreat, etc. The faculty and staff are offered a day of recollection in early Fall, as spiritual preparation for the school year.

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

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

Paraclete High School follows the inoculation requirements of the CA Department of Health detailed here: <https://www.shotsforschool.org/>

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

#### **Absence**

##### Attendance Regulations

Students are expected to have regular and prompt attendance in class. Paraclete High School has the responsibility of accountability for all of its students during regular school hours. Therefore, accurate records of absences and tardies must be kept, and written explanations from a parent or guardian explaining absences and tardies are required within 24 hours, and must be filed with the Attendance Clerk. Students are reminded that arriving 20 minutes late to a class period may constitute an absence.

##### **PROCEDURES ON DAY OF ABSENCE**

When a student is absent, a parent or legal guardian should call the Office (943- 3255, x- 102). All students who return to school after an absence without a note will not be permitted to attend classes until the Attendance Clerk is able to verify their absence with a parent. Each student is responsible for obtaining assignments for each day's

absence. Each extension will connect to a recording of each teacher's assignment for that day or teachers may post assignments on ParentsWeb.

### PROCEDURES AFTER AN ABSENCE

1. Student must report to the Attendance Window before the first school bell;
2. Bring in an excuse **written** and **signed** by the parent;
3. This note should include:
  1. name of student & grade level;
  2. dates of & reason for absence;
  3. parent signature & phone number to verify note.

***Students who do not bring in an appropriate excuse note on the first day back to school following an absence will not be permitted to attend classes until a parent or legal guardian has verified, to the Attendance Clerk, the student's absence.*** These notes are kept in the student's attendance file for the entire academic school year. The student will be given an admit slip from the Attendance Office Clerk. This admit slip must be pre- sented to each teacher for signature.

### Topic-4-04-2

### Absences with Acceptable Excuse

### TYPES OF ABSENCES

#### EXCUSED ABSENCES ARE FOR:

1. valid illness;
2. medical, dental, or optometrist appointment;
3. legal or court appointment;
4. attendance at funeral services;
5. approved school sponsored activities.

With an excused absence, the teacher will allow the student to make up the missed work within a reasonable amount of time, equitable to the period of absence unless it was a long term project. The student is responsible for arrangements with teachers in regards to making up missed assignments, quizzes and tests. Teachers may have their assignments on Cornerstone. Each department communicates its policy and procedures regarding makeup tests.

#### UNEXCUSED ABSENCES ARE:

1. All other absences taken with permission of the parents, but not that of the school;

2. Any absence for an acceptable reason (as listed above) in which the parents have failed to notify the school, and have not written a note for the student's attendance file. For an unexcused absence, the student will not receive full credit for missed work, quizzes or tests.

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

#### **Extended Absences**

##### **PROLONGED ABSENCES**

If a student is absent for more than five days, or where a lengthy period of absence due to illness or hospitalization can be projected, the parent should call the school counselors and arrangements for homework and classwork can be made. A student who for any reason has excessive absences or is expected to miss more than three weeks will need to withdraw from Paraclete High School. A student may apply for re-admittance the following grading period upon satisfactory completion of required courses. The final decision for re-admittance of a student is at the discretion of the Administration.

##### **ATTENDANCE AT SCHOOL EVENTS**

Students must be present for the last four blocks of the school day in order to attend any school event. Students who have been asked to leave Paraclete or who have withdrawn may not attend school events.

##### **INDEPENDENT/HOME STUDY PROGRAMS**

Paraclete High School does not provide Independent Study or Home Study Programs. A student who misses more than three weeks (13 school days) or is expected to miss more than three weeks will need to withdraw. A student may reapply for re-admittance the following grading period upon satisfactory completion of required courses. The final decisions for the re-admittance of a student is at the discretion of the Administration. Special situations will be reviewed by the Vice-Principal.

##### **COMMUNICABLE DISEASE**

A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician or a nurse before he/she is readmitted to school. The Principal may re-admit a student absent because of non-communicable diseases.

## Topic-4-04-4

### Leaving School Early

#### Off Campus Pass

Once a student arrives on campus he/she may not leave without permission from the office.

No student is ever allowed off - campus during school hours without the specific parent/guardian permission (written or faxed) obtained in advance from the Attendance Office Clerk. To receive an Off Campus Pass the student must:

**a. Present a note to the Attendance Office Clerk prior to the first bell.** This note must specify the student's name, grade level, exact time of dismissal, the reason for dismissal, and the phone number of a parent who can be called to verify the note. Only those reasons listed as acceptable for excused absences are considered appropriate for an Off Campus pass.

**b. Pick up the Off Campus pass from the Attendance Office Clerk at break. If the pass is needed earlier, make arrangements when leaving note with the Clerk in the morning.**

**c. At the beginning of the period, show the Off Campus pass to the teacher from whose class you will be leaving.**

Student's must obtain an admit slip from the Attendance Clerk before returning to any class that may have been missed. Student's returning to campus the same day must return the Off-Campus pass to the Attendance Clerk upon arrival, or the next day of return. **NOTE: Students must be in attendance for the last four blocks of the school day in order to participate in or attend any school event.**

Medical/dental appointments must be verified no later than 24 hours with the appropriate form from the medical office upon the students return to school.

#### OUT OF SCHOOL PERMISSION FORMS

A student can request permission to be off campus for purposes of visiting a college, attending a field trip or participating in a workshop. Students must seek permission from the Counselor and complete the required permission form obtaining all of the necessary signatures. Students should obtain in advance any assignments that will be missed. Teachers are free to refuse permission if in their considered judgements the student cannot afford to miss the class period.

#### ATTENDANCE AT SCHOOL EVENTS

Students must be present for the last four blocks of the school day in order to attend any school event . Students who have been asked to leave Paraclete or who have withdrawn may not attend school events. For rules applying to athletes please see [section 6-12](#) of the Paraclete High School Parent Student Handbook.



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

### **Tardiness**

#### **Tardies**

Punctuality is an essential part of the college preparatory learning experience, thus students should arrive at least 15 (fifteen) minutes before the tardy bell Monday thru Friday - 7:55 am

Tardiness is defined as being late for the beginning of the school day or for a particular class period. The student is tardy if he/she is not in the assigned seat or at the assigned station when the second bell rings.

Parents and Students are reminded that attendance and tardiness are part of the permanent record of each student, and are used by prospective colleges and employers who often question the reason for frequent tardiness and absence.

Excused tardies must be accompanied by a written note from a parent or guardian. Students are allowed 5 excused tardies per semester.

*Excessive tardiness may result in referral of the student's record to the Dean of Students who will consult with the Administrative Team on what further action to take.*

*Students who arrive later than 8:30 am must report to the front office with an excuse note from a parent or guardian.*

### **Tardy Disciplinary Guidelines**

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

### **Truancy**

#### **TRUANCY**

A student is considered **truant** when he or she is absent from school without a valid excuse for 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. The school shall report the student to the local public school district's attendance office or the public school district's superintendent.

In the event that a school suspects that a student is truant (absent from school without a valid excuse), the school administration should first contact the parents/guardians. 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 should notify the local **Child Welfare and Attendance** authorities.

If a student has been reported once as a truant and then is absent again for one or more days without a valid excuse or tardy on one or more days without a valid excuse, the school should again report the student as truant to the local public school district's attendance office or the public school district's superintendent. 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 parents/guardians or designated emergency contacts within 4 hours and after repeated attempts, the school should notify the attendance office of the local public school district, the local police department, **Child Protective Services**, or all of those agencies.

<https://handbook.la-archdiocese.org/chapter-13/section-13-2/topic-13-2-7>

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

### **Parent Teacher Conferences**

#### **PARENT CONFERENCES**

Parent-teacher conferences are available by appointment with the individual teacher. Parent involvement is a necessary element for academic success. When requesting a teacher conference, leave a phone message for the teacher through the teacher's voice mail or E-mail.

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

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

## COMMUNICATION PROCEDURE FOR PARENTAL CONCERNS

Parents are encouraged to participate in their son/daughter's education. We encourage communication with faculty and administration. In order to resolve questions about grading, classroom procedures or class related discipline problems we ask parents to:

1. first, call the teacher to discuss the situation.
2. Second, if parents do not receive satisfaction, call the appropriate Dean for disciplinary problems and designated Academic Advisor for academic problems.
3. Third, if there is still difficulty call the Assistant principal and or the Vice-Principal.
4. Finally, if the situation is still not resolved, parents are free to make an appointment with the Principal.

### Topic-4-05-3

#### Parent to School Communication

##### Parent to School Communication

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

As an express condition of enrollment, students and parents/guardians shall follow standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include but are not limited to any policies or procedures set forth in the school's parent/student handbook.

These Christian principles include but are not limited to:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- In a place where a school employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.
- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the principal or any teacher in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school

personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the principal or teacher is required to be there in connection with assigned school activities.

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

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

## **Section-4-07**

### **Safety and Security Procedures**

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

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

- The [person in charge](#) at every location must, in consultation and collaboration with others, develop and implement [emergency programs and plans](#), risk management procedures, and [injury and illness prevention programs](#).
- Staff members should be trained to observe their surroundings and inform the [person in charge](#) of potential hazards, dangerous conditions, and people who may need attention.
- Students and other participants in school and parish programs should be taught the elements of safe conduct and environmental awareness.

## **Section-4-08**

### **Arrival/Dismissal Procedures**

## **Section-4-09**

### **Automobiles/Parking Lot**

## **AUTOMOBILES/PARKING**

Students who bring to campus automobiles, motorcycles, or scooters should be licensed drivers. They are responsible for all regulations of the Vehicle Code on or near the campus. Driving and parking on campus is a privilege, not a right. Student violators of the following regulations are liable to disciplinary action and/or fines.

All student motor vehicles must be registered with the Dean of Boys and a parking permit must be purchased from the Dean of Boys.

Parking permits must be used and displayed in the lower right front corner of the windshield.

Students park on campus on a "first come, first serve" basis. Students may park in student parking spaces only. Students may not park in spaces designated: Faculty, Staff, Visitors, Subs, Handicapped.

The maximum speed limit on campus is 10 mph at all times. Students are to stay away from parking areas during the school day and may not enter any vehicle during the school day without authorization.

Upon arrival at school, students should go immediately to their classrooms or to the quad. At no time during the school day are students allowed to sit in vehicles or loiter in the parking lots.

Once arriving on campus, students may not leave for any reason without an off-campus pass.

Vehicles may not be moved from the north parking lot to the south parking lot until 3:30 P.M.

During evening activities on campus, students may not go to a vehicle or leave and return to the event.

Repeated parking offenders will lose all driving and parking privileges on campus. **Paraclete High School assumes no responsibility for loss of, or damage to vehicles or contents. All parking at Paraclete high School is at your own risk. Students are not permitted to park at the city park located across the street from the school. Parents are not permitted to drop off or pick up students at the city park across from the school.**

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

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

Paraclete High School follows the immunization requirements of the CA Department of Health detailed here:

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

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

## Allergies

### Topic-4-11-12

#### Accident Procedures

[Paraclete High School - Accident Procedures](#)

### Section-4-14

#### 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.

All international students who do not live with a relative must live in approved housing identified on the student's I-20 forms.

The school is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required.

The parents/guardians, host family, and/or Agency, if used, shall notify the school if there is any change in the student's host family or residence. Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians.

Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so. All international students are required to be enrolled in a religion course for a grade/credit each semester (see Knowledge of the Faith). The international student will be expected to participate, as appropriate, in religious functions and events.

The school is not permitted to waive all or part of international students' tuition, or grant them any type of scholarship or financial aid. The full international student tuition must be listed on the [I-20 form](#) and the school is bound by federal regulation to collect the specified amount.

For more information about international students see:

<http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6>

## Chapter-5

### ACADEMICS

The curriculum at archdiocesan Catholic schools integrates the mission of Christ to teach the Gospel message to all. The archbishop and archdiocese are committed to providing strong academic experiences for students in school communities that reflect two purposes: the teaching mission of the Church and the need to educate youth for life in a way that relies on academic skills and requires sound preparation.

The curriculum consists of all learning experiences that are planned and organized under the principal's leadership, implementing the school's educational goals in a manner that reflects a commitment to Catholic teachings. The curriculum must be consistent with the philosophy of the school, educational policies of the archdiocese, and requirements of the applicable sections of the California Education Code. The commitment to ongoing academic excellence, personal growth, leadership, and service as components of Catholic identity extends to all aspects of the academic program.

The curriculum in high schools are planned at each school to meet these overall objectives and the particular needs of the individual school community. The [Department of Catholic Schools](#) provides support for curriculum matters. In parish high schools, the pastor and principal consult on these matters. The archdiocesan high school curriculum is coordinated by the principal with senior academic and administration staff. While the principal may raise curriculum issues with consultative school boards and groups, the principal reserves responsibility for curriculum matters.

## **Topic-5-01-1**

### **Religion Curriculum**

### **Religion Curriculum**

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

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

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

### **Homework**

#### **Homework:**

Homework may serve multiple purposes: to work toward mastery or extend knowledge of standards already addressed in class, to prepare for a new skill or concept, and to develop positive work habits. The specific type and amount of homework are determined at the site level. Principals are responsible for ensuring that teachers assign appropriate homework and provide clear guidelines and relevant, immediate feedback to students. Homework shall not be assigned as punishment.

Each student should devote at least two hours exclusive of class time to his/her written and study assignments each day. Students, however, must accept the fact that frequently they will have assignments that will take more than the suggested time. It is self-evident that even when no written assignment is given in core courses, the



student is expected to spend a reasonable amount of time rereading the day's lesson, studying and reviewing class notes and working on long-term assignments. Parents, there is never a time when your student "has no homework."

**Topic-5-01-4**

**Graduation Requirements**

**PARACLETE GRADUATION REQUIREMENTS**

For graduation from Paraclete High School, the student must successfully complete a course of studies that includes Religion (during each semester that a student is in attendance at Paraclete), four years of English, three years of Mathematics, two years of Laboratory Science, one year of United States History, one semester of American Government (Civics), one semester of Economics, two years of Foreign Language, one year of Visual or Performing Arts, one year of Physical Education/Health, and one year of World History. A student must complete a total of 48 semester units.

**1 Archdiocesan Requirements**

**Religious Studies**

8 semesters or the number of :  
course for each semester of at

**Social Science**

6 semesters (to include 2 seme  
and 1 semester of Economics)

For more information about computer courses, see the [Los Angeles Archdiocese Secondary Principals Curriculum Committee Recommendation Regarding the Computer Course Requirement](#).

Policies for valedictorian and salutatorian selection must be published in the parent/student handbook.

**2 College Admission Requirements and Graduation Requirements**

<b>SUBJECT AREA</b>	<b><u>UNIVERSITY OF CALIFORNIA REQUIREMENTS</u></b>	<b><u>CALIFORNIA STATE UNIVERSITY REQUIREMENTS</u></b>	<b><u>NCAA REQUIREMENTS FOR DIVISION I</u></b> (may be different for <b><u>Division II</u></b> )	<b>ARCHI GRADI REQUI</b>
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**Foreign Language**

**Health**

(State  
require

**Math**

**3 year**

**Physical Education**

**1 year**

**Science**

of lab science: Biology,  
Chemistry, or Physics

of lab science: Biology,  
Chemistry, or Physics

(1 year must be a lab  
science)

1 year  
and 1 y  
science

**Social Science**

1 year of World  
History/Cultures/Geography, and  
either 1 year of U.S. History or 1  
semester each of U.S. History  
and Civics/U.S. Government

1 year of Social Science,  
and either 1 year of U.S.  
History or 1 semester  
each of U.S. History and  
Civics/U.S. Government

**2 years**

1 year  
semest  
Govern  
semest

**Visual and  
Performing Arts**

**2 consecutive semesters**

**2 consecutive  
semesters**

**2 cons  
semes**

**Electives**

**1 year**

of an additional Math,  
English, or Science  
course

Sufficie  
credits

of extra core courses:  
English, Math, Social

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

### **Assessments**

#### **TESTING PROGRAM:**

Each year a series of standardized tests are taken by the students to assist teachers and counselors in assessing the progress, strengths, weaknesses, and needs of the students in academic areas. The incoming freshmen are given the High School Placement Exam before admission to Paraclete, to help in placing students where they will experience the greatest success. The entrance exam for incoming freshmen is given the last Saturday in January. Junior, sophomore and Freshman Students are administered the PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test) in the fall. The PSAT Testing Day is a college visit day for seniors. The PSAT and the NMSQT are one and the same exam used for two different purposes: to prepare students for the college entrance exams, and to identify students who may qualify for national scholarship programs. These tests are composed of Reading, Writing and Language, Math and Science and History cross tests. Juniors and seniors take college entrance exams at a time they choose from a predetermined schedule of dates and sites. Different colleges require different entrance exams for admission. It is the student's responsibility to know the tests required, as indicated on the website of each college. The SAT and ACT are not required by the California Community Colleges. Many universities and most community colleges require assessment exams prior to course registration.

## **Topic-5-02-2**

### **Grading Scale**

#### **Grading Scale:**

SUPERIOR PERFORMANCE A+ 100 - 97

A 96 - 93

A- 92 - 90

ABOVE AVERAGE PERFORMANCE

B+ 89 - 87

B 86 - 83

B- 82 - 80

AVERAGE PERFORMANCE C+ 79 - 77

C 76 - 73

C- 72 - 70

PASSING PERFORMANCE D+ 69 - 67

D 66 - 63

D- 62 - 60

FAILING PERFORMANCE

F Below 60

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

### **High School Grade Reporting**

#### **Grade Reporting:**

All subjects taken five days a week are given the following grade points: four for an A, three for a B, two for a C, one for a D and none for an F. Cumulative GPA's are calculated on a simple average system as follows: Total earned grade points divided by the total number of classes completed. Semester GPA's are used to

calculate Honor Roll and Principal's List only. Extra points may be earned for taking Honors or Honors/AP classes. When students

transfer to Paraclete from another high school, the grade point average is recalculated according to Paraclete's standards (see the above). Colleges require transcripts from all schools attended during high school and recalculate GPA according to their

standards. The National Honor Society, California Scholarship Federation and the NCAA have their own grade point evaluations, and members of these organizations are given the grade point information. The Cal Grant (State scholarship for colleges) is based on financial need and a grade point average based on

courses taken in the tenth and eleventh grades only, and excluding extra points for upper division honors courses and AP classes. At times the letter "I" is used for incomplete work due to excused absences near the grading period. It is the student's

responsibility to contact the teacher regarding arrangements for missed assignments/ tests. The "I" will be changed to an "F" if work is not completed within ten days after exams. An "NM" (no mark) is assigned at the QUARTER for Christian Service. A grade of "P" (pass) or "F" (fail) is assigned at the SEMESTER for Christian Service. The Christian Service grade is not calculated in the student's GPA, but is considered for eligibility for awards (CSF, NHS, Principal Awards, Honor Roll, Academic Letters, etc...). A "D" in any one course makes one

ineligible for any honors.

## Topic-5-02-5

### Make-Up Work/Absences

#### MAKE-UP POLICY FOR MISSED QUIZZES/TESTS:

Each department communicates its policy and procedures regarding makeup of missed quizzes/tests to students each semester. A student assumes the responsibility for being informed and for abiding by the stated policy and procedures for each course. Participation in sports and other school activities is not an excuse for missed work, tests or quizzes. All work is due on time.

#### MID-TERM/FINAL EXAM POLICY:

The Studies Office will administer make-up exams necessitated by illness ONLY, Students who miss an exam due to illness must produce a note from their doctor explaining the nature of the

illness in order to be eligible to make up the missed exam. Students who miss an exam for any reason other than illness (as verified by a note from a doctor) will receive an "F" for this test and will not be eligible for any semester grade higher than a "C" in the course whose final exam was not taken. **Credit for all courses will be withheld until all financial obligations are met.**

## Topic-5-02-6

### Course Deficiency/Failure

#### Deficiency /Failure Policy:

A student who receives two failures (F's) in any semester is placed on academic probation. A student who receives three failures (F's) in any quarter may be dismissed immediately upon recommendation of the Academic Review Board. A student who receives a total of three failures (F's) for the academic school year may not return to Paraclete the following academic year. If a failure grade is recorded in a subject required for graduation the same subject must be retaken. If the subject is an elective, the credit only must be earned; that is, another elective course may be substituted. Arrangements for retaking a course are to be made through the Academic Counselor. In order to return in the fall, all F's must be made up. Students who earn a failure in a core course, English, Math, Science or Social Studies must retake that course at Paraclete. For all courses that need to be retaken during the summer, including those with "D" and "F" grades: If a course is offered at Paraclete, it may not be taken elsewhere for placement on the Paraclete transcript unless such action is approved by the Vice-Principal. Grades for any student officer, athlete or cheerleader who fails a subject will be reviewed and the student may be removed from office or incur ineligibility in that sport or activity until such time as the student reaches the necessary scholastic achievement. Refer to the ASB Constitution or the CIF Blue Book for eligibility requirements. The Academic Review Board may place

constitution of the syllabus book for English requirements. The Academic Review Board may place students on academic probation or contract if in their judgement the combination grades achieved by a student in any semester warrants such action. The Board recommends the terms of the probation including such possibilities as exclusion from offices, activities, athletic participation and cheer leading. In each case, the Board will attempt to enact such terms as will best motivate the student in improvement or the removal of distractions that may be preventing higher achievements.

### **Section-5-03**

#### **Standardized Testing**

##### **Student Assessment**

Assessment of student learning is a critical component of the educational program. Assessment is ongoing and integrated into the teaching and learning process. In archdiocesan schools, assessment goals may be met through standardized testing, together with curriculum-based assessment.

##### **Roles of Principals and Teachers**

Teachers will utilize diagnostic, formative, summative, and self-assessment tools to monitor the academic progress of students.

The principal will review curriculum-based assessment data to monitor student progress.

The principal and teachers will use the curriculum-based assessment data and standardized test scores as criteria to select the most effective instructional strategies and resources, and to communicate to parents/guardians key information about student progress in meeting curriculum content standards and grade-level expectations.

##### **Role of Parents/Guardians**

Parents/guardians will be expected to communicate with teachers and the administration regarding the children's overall progress.

#### **Standardized Testing**

All schools are required to participate in an archdiocese-wide standardized testing program.

School personnel must be appropriately trained to work effectively and responsibly with the archdiocesan assessment instruments and data.

Standardized test results are only one indicator of the students' overall academic achievement. Teachers use standardized test results to identify students' relative academic strengths and weaknesses, design curriculum, and plan for instruction, and principals use the results to evaluate curriculum in order to set instructional priorities and plan appropriate [professional development](#).

Principals are expected to instruct parents/guardians on how to interpret their children's test scores and evaluate these in light of the overall school program.

The [Department of Catholic Schools](#) will analyze test scores to identify achievement trends and will assist principals and testing coordinators to analyze and use test scores to improve learning.

<https://handbook.la-archdiocese.org/chapter-11/section-11-2/topic-11-2-10>

## **Section-5-04**

### **Recess and Lunch/Nutrition**

#### **LUNCH AREA/FOOD/GUM**

Lunch is to be eaten only in the designated areas of the Quad, between the chapel and the gym, north of the gym, or on the senior lawn. Students are not to eat in the gym, locker rooms, or west and south of the gym complex, in front of the school, or south of freshman and Sophomore Halls, including the portable classrooms. Students are to remain out of the halls during lunch unless permission is specifically granted. A student is liable to a Dean's Detention for eating outside the designated areas. No food or drink is to be eaten in the halls, classrooms, or gym unless special permission is explicitly given. Students are not allowed to order food from outside vendors. All lunches delivered by parents must be delivered to the front office. Students are not allowed to leave the campus for lunch. Because gum has a habit of sticking to shoes, floors, under desks, and on clothing, gum is not allowed on campus. Students will be fined \$1.00 that goes to support the missions for each gum chewing violation.

## **Section-5-06**

### **Honors and Awards**

#### **SCHOLASTIC HONORS & AWARDS**

Each year seniors who have received scholarships, maintained enrollment in the California Scholarship Federation (CSF), the National Honor Society (NHS), National English Honor Society, National Spanish Honor Society, French Honor Society, and Math Honor Society, and who have been selected by the individual departments as outstanding students will be honored at the annual Seniors Honor Convocation evening held at Paraclete

High School. **It is the student's responsibility to apply and remain current with their membership applications, fees, and requirements for all honor societies.** Each honor society has its own unique membership periods and fee schedules. Cords and other honors insignia may carry stringent requirements, exceptions will not be made for students who do not fulfill those requirements. Students who graduate with the following weighted cumulative GPA's (8 semesters) will receive the designated distinction at Graduation: 3.90+ Summa Cum Laude, 3.60-3.89

Magna Cum Laude 3.50-3.59 Cum Laude Students deserving of academic honors are recognized each semester

magna cum laude, 3.50-3.99 cum laude. Students deserving of academic honors are recognized each semester. Students who are members of CSF and NHS and who meet the established requirements receive special recognition at graduation, and on the diploma. Students who maintain a 3.5 grade point average (G.P.A.) for four semesters at Paraclete High School become

eligible to purchase an Academic Letter which may be placed on the appropriate school jacket. The Valedictorian Awards are given to outstanding senior(s) for four years of Academic Excel-

lence at Paraclete High School. Criteria for selection is completion of the college-prep courses at Paraclete, first seven semesters G.P.A., excellent attendance & discipline record, and approval by the Curriculum Committee. A "D" or "F" in any one core or required course may make a student ineligible for scholastic awards and honor societies. Students must satisfy Christian service requirements to be eligible for any awards.

## **Section-5-08**

### **Academic Probation, Retention/Transfer**

#### **Academic Probation and Dismissal:**

A student who receives two failures (F's) in any semester is placed on academic probation. A student who receives three failures (F's) in any quarter may be dismissed immediately upon recommendation of the Academic Review Board. A student who receives a total of three failures (F's) for the academic school year may not return to Paraclete the following academic year. If a failure grade is recorded in a subject required for graduation the same subject must be retaken. If the subject is an elective, the credit only must be earned; that is, another elective course may be substituted. Ar-

rangements for retaking a course are to be made through the Academic Counselor. In order to return in the fall, all F's must be made up. Students who earn a failure in a core course, English, Math, Science or Social Studies must retake that course at Paraclete. For all courses that need to be retaken during the summer, including

those with "D" and "F" grades: If a course is offered at Paraclete, it may not be taken elsewhere for placement on the Paraclete transcript unless such action is approved by the Vice-Principal. Grades for any student officer, athlete or cheerleader who fails a subject will be reviewed and the student may be removed from office or incur ineligibility in that sport or activity until such time as the student reaches the necessary scholastic achievement. Refer to the ASB Constitution or the CIF Blue Book for eligibility requirements. The Academic Review Board may place students on academic probation or contract if in their judgement the combination grades achieved by a student in any semester warrants such action. The Board recommends the terms of the probation including such possibilities as exclusion from offices, activities, athletic participation and cheer leading. In each case, the Board will attempt to enact such terms as will best motivate the student in improvement or the removal of distractions that may be preventing higher achievements.

#### **Probation**

A school may accept a student for admission on probation for an initial trial period if circumstances warrant it.

A school may decide to place an enrolled student on probation as a disciplinary matter. Disciplinary probation occurs when student's behavior has reached a point where a more serious response from the school is required. If the student's behavior does not improve while on probation, the disciplinary process may lead to [suspension](#) and/or [expulsion](#) or [withdrawal](#).

The probationary status of the student and the terms of the probation must be clearly documented in writing and



The probationary status of the student and the terms of the probation must be clearly documented in writing and signed by the parents/guardians.

If a school decides to place a student on disciplinary probation, it must insure that the seriousness of this status is communicated to the student's parents/guardians. Due to the great variety of student offenses that can result in disciplinary probation, a school has many options in determining the extent of a student's probation (limiting activities, no athletics, community service, etc.). At the high school level, a [High School Disciplinary Probation Agreement \(sample\)](#) must be completed and signed by parents/guardians. <https://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-5>

## **Retention/Transfer:**

### **Section-5-09**

#### **Counseling**

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

#### **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](#).

<https://handbook.la-archdiocese.org/chapter-11/section-11-3/topic-11-3-14>

## **Section-6-04**

### **Student Government**

#### **The Associated Student Body:**

It shall be the purpose of the Paraclete High School Associated Student Body to promote and coordinate such activities as will lead to greater unity among all and the realization of Christian maturity among its members. All registered students in good standing of Paraclete High School shall be members of the ASB and have the right to participate in all activities of the organization. In good standing is defined as having all fees paid and free of disciplinary probation.

#### **The Student Council:**

The Student Council shall be the governing body of this association. It will also act as a channel of communication between the student body as a group and the faculty and administration. Voting members of the Student Council are the student body officers and class presidents.

#### **The Student Senate:**

The Student Senate shall advise the Student Council, discuss initiatives from members of the student body, and coordinate the activities of the classes and clubs on campus. The President of the Student Senate shall be the Vice President of the Student Body. The Senate shall be composed of all class officers, the class senators, the presidents of all clubs and organizations whose charters have been approved by the Student Council. The Senate shall meet on an ad hoc basis. Members of the student body may request permission to attend the meetings of the Student Senate, and such permission shall be approved by the ASB Faculty Moderator. Agenda items may be submitted by any member of the student body, but all agenda items must be presented to the ASB Vice President no later than one week in advance of a Senate meeting.

## **Topic-6-04-1**

### **Election rules**

#### **Eligibility For ASB Office**

Only members of the sophomore and Junior classes are eligible to run for an ASB office. Only those who have spent two quarters as a member of the student body shall be eligible. The elected members must have a cumulative GPA of at least 2.0 for all work at Paraclete. Every candidate for office must have a satisfactory citizenship record as designated by approval from the Deans of Discipline, the Faculty, and the Administration. Every candidate must have good attendance, satisfied Christian service requirements, and met all financial obligations to Paraclete High School. Once elected the ASB officer must maintain a

2.0 GPA and remain in good disciplinary standing, as determined by the Deans, or be removed from office. Appointed members must have and maintain a 2.0 GPA.

## **Section-6-06**

### **Dances**

#### **Dances and Special Events:**

Social affairs must have the proposed program, date, and time approved by the Administration before promoting the event.

#### **Appropriate Dance Policy:**

Students are required to act in an appropriate and Christian manner at all dances or be subject to disciplinary action. The result of inappropriate behavior on the dance floor may result in the loss of all dance privileges.

1. First infraction - Students observed dancing inappropriately will receive a verbal warning.
2. Second infraction - Students will be removed from the dance floor followed by disciplinary action and the loss of dance privileges.

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

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

#### **Formal Dance Regulations:**


1. Those persons who have left Paraclete because of disciplinary problems will not be admitted to Paraclete activities.
2. Once students have entered the gym during a dance they may not leave the gym or the closed area.
3. During the dances, no student may be outside the gym or designated area for the event at any time.
4. Students will not be admitted if they arrive after the dance is half over.
5. Students will not be allowed to leave the dance until its conclusion, unless prior arrangements have been made by parents with the ASB Moderator or administrator in charge.
6. Seniors only will be allowed to leave on-campus dances one hour prior to the end of the dance. Those who leave prior to the close of the dance must sign out, and will not be readmitted.
7. Gum chewing at dances is strictly forbidden in order to protect the gym floor.
8. Students must present their I.D. cards in order to be admitted to any dance or activity when requested to do so.
9. *No student or guest of student is to be loitering in the parking lot, or on the school grounds before, during or after a dance.*
10. No bags/backpacks can be brought into the dance. If you have one, you must leave it at the front table upon check-in.
11. No dirty dancing is permitted.

## **Formal Dance Times & Dress Code:**

Dances are held from 8:00 PM to 11:00 P.M. unless otherwise stated. The dress code is identical to the school dress code unless otherwise expressly stated by the Dean. Formal occasions, of course, call for more formal attire. Students who are dressed inappropriately will face disciplinary action.

## **Section-6-08**

### **Parent/Guardian Release for Student or Minor (Noncommercial)**

 [parent\\_guardian\\_release\\_for\\_student\\_or\\_minor\\_noncommercial\\_en.pdf](#) 

[parent\\_guardian\\_release\\_for\\_student\\_or\\_minor\\_noncommercial\\_es.pdf](#)

## **Section-6-12**

### **Athletics**

# **INTERSCHOLASTIC ATHLETIC PROGRAM**

It is the objective of the athletic department to develop young men and women into better individuals through the additional sacrifice, dedication, and responsibility it takes to participate at a competitive level while still fulfilling the demands of the classroom. Paraclete High School is a member of the Southern Section of the California Interscholastic Federation (CIF), competing in the appropriate division for all sports. Wearing the school's colors of scarlet and gold, the Spirits compete in the Gold Coast League. Students at Paraclete participate in the following interscholastic sports: Girls' and Boys' Cross Country, Girls' and Boys' Volleyball, Girls' and Boys' Basketball, Girls' and Boys' Soccer, Girls' and Boys' Track, Football, Golf (coed), Softball and Baseball.

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

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

#### **ELIGIBILITY**

Athletes must adhere to all regulations set forth in the CIF Blue Book and the Constitution of the Gold Coast Conference. The rules for eligibility are strict, especially in the area of transfer from one school to another and in the area of scholastic achievement. The Athletic Director and Dean of Studies will keep participants informed whenever there is a question of eligibility involved, especially with regard to grades. Athletes must maintain a 2.0 GPA for each grading period. If an athlete receives less than a 2.0 for the last grading period, he/she may petition to be placed on academic probation for the subsequent marking period. The athlete must have the approval of

the Athletic Director, Vice Principal and the head coach of the sport effected to be placed on probation. Athletes on academic probation will work with the school staff to monitor progress and provide guidance and support. The athlete will not be able to practice or participate until he/she regains a at the next grading period. Two consecutive marking periods of less than a 2.0 GPA will result in ineligibility for the subsequent marking period, and will continue until a 2.0 GPA is achieved. During the four high school years, no student will be placed on academic probation more than one time after the initial first quarter probationary period for incoming freshman.

All individuals must pass an annual physical given by a doctor prior to participating or trying out for an athletic team. A fee for transportation/equipment will be charged to each Student Athlete. Participants in the football program are required to carry Archdiocesan insurance. Information and forms are available through the Athletic Director.

On game days, all student athletes must be in attendance for all class periods until dismissed. On practice days, student athletes must be in attendance for the last 4 classes to be able to participate in practice. Exception to these rules must be cleared by the Athletic Director or Vice Principal and must be accompanied by a doctor's or official note. If an athlete misses a class because of an early departure for a game, it is the athlete's responsibility to acquire all work that will be missed. It is still due the next day. It is also the responsibility of the athlete to hand in any homework that is due the day of the early departure prior to leaving for the contest.

Any student transferring from another school must have a legitimate change of address for both parents to be eligible for a varsity sport. If not, the student may use his/her SOP (if not used before) or will be restricted for one year.

## Section-7-1

### Tuition and General Fees

#### FINANCIAL RESPONSIBILITY

#### FINANCIAL RESPONSIBILITY

The financial structure of the school is based on full payment of tuition on the part of every family. **Students whose parents are delinquent in tuition will not be permitted to take exams, nor be permitted to reregister for the following school year, to graduate, to participate in extracurricular activities, or to hold offices within the class or the student body.**

### Tuition and Registration Fees

Tuition and fees are charged for the following types of activities:

- Educational programs and related activities at preschools, elementary schools, and high schools
- Daycare and similar services at parishes and schools
- [Religious education and sacramental education programs in parishes](#)
-

Congresses and conferences (e.g., [Religious Education Congress](#))

- 
- Other ministerial and educational activities (e.g., choir tours, World Youth Day, pilgrimages, sports camps, and retreats)

No single rule applies to setting tuition and fees in locations or for events because of the wide disparity in communities served and the programs offered. However, achieving a balanced budget, with a reasonable surplus, is essential. To determine the actual cost of the event and to establish the appropriate tuition and fees, the following factors should be considered:

- Wages and benefits
- Maintaining physical plant (e.g., utilities, insurance)
- Supplies and materials
- Technology costs
- Location and travel costs
- Demographics of the sponsoring location or entity
- Financial resources of the sponsoring location or entity
- Other sources of revenues
- Fund-raising ability
- Comparison with other entities providing similar services
- History of charges and increases at the location

## **INSURANCE**

All students are covered by the Archdiocesan Insurance Plan. Accidents should be reported promptly to the Principal's Office in order that the necessary form may be obtained from the insurance company. At the request of the Archdiocese, all participants in the football program are required to carry additional insurance, through the school. Information is available from the Athletic Director.

## **UNPAID FEES/DELINQUENT TUITION**

Students who have not met their financial obligations will not be permitted to take exams. These obligations include fees, tuition, library fines, return of school materials loaned to them, and return of athletic equipment and uniforms loaned to them. At the end of the second semester, fees will include participation in the Parent Participation Program, payment of any damages for which they are responsible, including a check of student lockers. **Students are not permitted to take exams un-**

**less all financial obligations have been met.** Students who are not current by the day preceding exams are not to report to school for the first day of exams. Students whose parents meet financial responsibilities on the same day(s) as the exam will need to take that exam on the designated makeup day. **Credit for all courses will be withheld until all financial obligations are met.**

Any financial obligation for uncompleted parent service hours that have not been scheduled for bingo will be added to the students FACTS account as of June 1st. Any financial obligation for uncompleted parent service hours for senior students will be added to their FACTS account on May 1st.

## **Section-7-2**

### **Tuition Collection**

#### **Tuition and Registration Fees**

Tuition may be paid either in whole at the beginning of the school year; or in half at the start of each semester (August/ January); or over a twelve, eleven or ten month period beginning with the month of July. Parents or guardians are required to sign an agreement covering the payment of tuition. All parents are required to register for a FACTS account. Parents assume the responsibility to abide by all policies and procedures included in the agreement.

**If an account is not brought current after two consecutive months, students will not be allowed to attend classes until the account is brought up to date.**

All fees are included in the registration fee except for Senior Class Retreats, Advanced Placement Test, ASB, and athletic fees. Earthquake fees are for first-year students only.

All tuition and other fees are non-refundable and non-transferable, in the event if the student does not attend Paraclete High School or terminates attendance for any reason, all fees will not be refundable.

**Please note that Paraclete High School will no longer absorb the cost of Merchant Credit Card fee. As of January 1, 2022 all card transactions will be assessed at a 2% convenience fee.**

## **Section-7-3**

### **Tuition Assistance**

#### **School Tuition Assistance Policy**

Within the parameters of the annual budget, the archdiocese encourages schools to give tuition assistance to students whose families demonstrate financial need. Each school must have guidelines that govern the distribution of these funds.

In determining eligibility, the school should require a formal application and parent/guardian financial statement

In determining eligibility, the school should require a formal application and parent/guardian financial statement. Schools should use the same requirements as the [Catholic Education Foundation](#) when determining eligibility for school assistance. Schools may not require parental/guardian service hours in exchange for tuition assistance. Without permission from the Assistant Superintendent, the maximum amount of assistance to be awarded should not exceed 80% of the tuition.

The [Catholic Education Foundation](#) provides tuition assistance to students who attend archdiocesan schools and who qualify according to financial guidelines established by the Catholic Education Foundation. The Catholic Education Foundation annually publishes the policies and procedures governing the program.

## **Section-7-4**

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

#### **PARENT PARTICIPATION PROGRAM**

Parents or guardians are required to work 30 service hours per family of which a minimum of 8 are to be served working bingo.

Hours not completed will be billed as follows: \$30/hr for 8 Bingo hours; \$10/hr for other incomplete service hours. Parent hours will be added to each family's FACTS account in the amount of \$460 in July with two scheduled withdrawals of \$230 on December 17, 2021 and May 3, 2022. A minimum of 15 hours (4 hours Bingo and 11 regular hours) are due each semester. All completed hours will be credited to the account.

Parents need to contact the event's chairperson as listed in the monthly parent newsletter to schedule service participation. Some opportunities for service are working at weekly BINGO, Booster Club and Paraclete Parents' Organization sponsored events, and other school functions. Signed coupons not sign-up sheets, must be submitted to the financial office within 30 days of the event. It is the responsibility of the family to turn in the signed coupons.

## **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 & Purpose**

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

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 functions. The school reserves the right to discipline students for conduct, whether in- side or outside school, that is detrimental to the reputation of the school.

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

\*The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

### **Definition in Discipline Procedures**

Ordinary Discipline Procedures apply for a violation of the rules and regulations that do not require immediate suspension or dismissal from school (i.e. dress code, behavior in class, tardiness, failure to attend teacher's detention, etc.).

### **TEACHERS' DISCIPLINE/DETENTION**

Teachers in the classroom and personnel on the campus are responsible for handling normal discipline problems. Among the alternatives available to a teacher, when a discipline problem arises, are teacher's detention, parent conferences, counseling referrals, and for serious persistent reasons a referral to the Dean. Teachers are to keep a record of each time these disciplinary procedures are employed. In scheduling a teacher's detention, the time is to be determined by the teacher, on a day convenient to the teacher, before or after but not during school hours, and with 24 hour notice for the convenience of the student's parents.

### **Dean's Referral**

**Teachers should refer a student to a Dean when serious problems arise, or when the teacher has attempted to correct a discipline problem over a period of time without success, or when a student is out of dress code, or when a violation outside the classroom has occurred. A Dean's Referral should be handled as a serious matter. Upon accepting a Referral, the following options are available to the Dean: Dean's Detention, a parent conference, suspension, referral to the Disciplinary Board, counseling by the campus minister.**

### **Dean's Detention**

Dean's Detention is held under the supervision of the Dean of Students or their representatives for one hour. Students will be notified in writing when they are to report for the detention period. If a student does not appear for his detention, he is liable to further disciplinary action.



## Topic-8-1-07

### Academic Dishonesty Policy

#### Academic Dishonesty Policy

#### ELECTRONIC DEVICES

**Unauthorized electronic devices are not allowed to be used on campus during school hours.** Students are subject to a Deans' Detention for use of unauthorized electronic devices **and in certain circumstances the device may be confiscated and be held by a Dean until picked up by a parent.**

Students are not allowed to have laptop computers, digital cameras, iPods/Airpods, iPads, Smart Watches, headphones or MP3 players.

Students who are caught cheating will lose all credit for the assignment, quiz, test, or exam. Cheating consists of either receiving from or giving to another the actual work or answers in which the student alone is expected to produce. **The presence of a cell- phone during a quiz or test will be considered cheating.** Cheating on quiz or exam makes student liable to a Dean's detention. Cheating on quarter or semester examinations makes a student liable to suspension and may result in loss of credit for the class. Plagiarism is considered a form of cheating. A pattern of cheating may result in more serious disciplinary consequences including dismissal from the school.

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