

St. Bernard 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 St. Bernard High School in Los Angeles. 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 – VISION – PHILOSOPHY

Mission

St. Bernard High School is dedicated to helping students find their passion and develop that passion through curricular, co-curricular, and Christian Service experiences as we prepare them for heaven, college, and career.

Vision

In a global society where values and a sense of community are being challenged daily, it has never been more imperative to educate our youth to be the future leaders, inventors, thinkers, professionals, creators, and philanthropists of the 21st century. St. Bernard High School is moving to the forefront of education as it takes its place as a progressive, competitive, multicultural and God-valued institution of learning. St. Bernard High School strives to be the school of choice for Catholic students in the Los Angeles area by providing a complete educational experience immersed in the Roman Catholic tradition and excelling in both academic and co-curricular programs. Students graduating from the school will have the motivation and expertise necessary to pursue their aspirations for higher learning and lead lives as faith-filled and responsible citizens.

Philosophy

In harmony with the school's mission, the philosophy of St. Bernard High School is driven by the message of Jesus Christ and the mission of the Roman Catholic Church.

- We recognize parents as the primary educators of their children and understand that our role is to assist parents in accomplishing this task by acting as facilitators to the learning and personal growth of the child.
- We strive to equip students with the skills they need to live faith-filled, dynamic, honorable and productive lives in the image of Christ.
- We believe in providing a challenging academic curriculum rich in student-centered learning opportunities designed to promote analytical thinking and to develop life-long learning skills.
- We believe in a Christ-centered, holistic approach to education that supplies students with an outstanding college preparatory foundation and nurtures the spiritual, intellectual, social, cultural, physical, and artistic facets of the individual.
- We believe each student is called in a unique way to develop the talents and potentials necessary for assuming roles of Christian leadership in our world.

The Viking Standard

The Viking Standard is our individual promise to our collective purpose. Each one of us is a precious member of our SBHS family. The Viking Standard combines our Christian discipleship with our human stewardship to achieve our **LOYAL** Viking Integral Student Outcomes (ISOs). The Viking Standard specifically highlights our 5 daily operating codes of SBHS: □ □

1. Attendance Code link: <https://handbook.la-archdiocese.org/schools/09700/chapter-4/section-4-04/topic-4-04-1> □
2. Conduct Code link: <https://handbook.la-archdiocese.org/schools/09700/chapter-8/section-8-1/topic-8-1-01> □
3. Honor Code link: <https://handbook.la-archdiocese.org/schools/09700/chapter-8/section-8-1/topic-8-1-07> □
4. Dress Code link: <https://handbook.la-archdiocese.org/schools/09700/chapter-2/section-2-14> □
5. Device Code link: <https://handbook.la-archdiocese.org/schools/09700/chapter-10/section-10-1/topic-10-1-6> □

It is our promise to be better each day in speech, conduct, love, faith, and purity; and to better each class with positivity, politeness, punctuality, preparedness, and passion.

It is our purpose to first example The Viking Standard by rule, then rule The Viking Standard by example. □

Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations

ISOs: Core Values and the Graduate at Graduation

As we strive to hold true to our Mission and Philosophy and strive to attain our Vision, St. Bernard adheres to five important tenets, our Core Values. These Core Values further define and describe what the St. Bernard graduate attains over his or her four years as a Viking. These school-wide learning results for the graduates of the school are the school's

Integral Student Outcomes.

Lifelong learners who are
Open to Christ's teachings and
Yearn for new opportunities and challenges through
Academic achievement and
Leadership in the community and beyond

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4. Dress Code link: <https://handbook.la-archdiocese.org/schools/09700/chapter-2/section-2-14>□
5. Device Code link: <https://handbook.la-archdiocese.org/schools/09700/chapter-10/section-10-1/topic-10-1-6>□

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Section-2-03

History of the School

History and Tradition

Plans for St. Bernard High School were begun in 1955 in response to the need for high schools in the Westchester-Playa del Rey area. St. Bernard was founded as a four-year, co-instructional school located at St. Anastasia School where classes were held for one year prior to the completion of the present campus. On December 4, 1957, the present land site was blessed at a simple ceremony. During 1957-1958 the Pioneer Class chose the school colors: blue, signifying loyalty; white, purity; and gold, nobility; their motto Noverim Te, Noverim Me; and their school mascot: Vikings. The first principal, Reverend Francis J. Cahill, headed the faculty consisting of the Brothers of Saint Patrick, the Sisters of the Holy Names of Jesus and Mary, and the Sisters of St. Joseph of Carondelet. On September 22, 1958, the doors of the new St. Bernard High School opened for the first time. Joining the original faculty, replacing the Brothers of St. Patrick, were the Piarist Fathers and the Daughters of Mary and Joseph. On May 24, 1958, the original building was solemnly dedicated. September 10, 1957 is observed as Founders Day.

St. Bernard of Clairvaux

Bernard, the founding abbot of Clairvaux Abbey in Burgundy, was one of the most commanding Church leaders in the first half of the twelfth century as well as one of the greatest spiritual masters of all times and the most powerful propagator of the Cistercian reform. He was born in Fontaines-les-Dijon in 1090 and entered the Abbey of Citeaux in 1112, bringing thirty of his

relatives with him, including five of his brothers – his youngest brother and his widowed father followed later. After receiving a monastic formation, he was sent in 1115 to begin a new monastery near Aube: Clairvaux, the Valley of Light. As a young abbot he published a series of sermons on the Annunciation.

Bernard's spiritual writing as well as his extraordinary personal magnetism began to attract many to Clairvaux and the other Cistercian monasteries, leading to many new foundations. Bernard's dynamism soon reached far beyond monastic circles. He was sought as an advisor and mediator by the ruling powers of his age. More than any other he helped to bring about the healing of the papal schism which arose in 1130 with the election of the antipope Anacletus II. At the same time, he labored for peace and reconciliation between England and France and among many lesser nobles. Bernard died at Clairvaux on the 20th of August in 1153. He was canonized by Pope Alexander III on the 18th of January in 1174. Pope Pius VII declared him a Doctor of the Church in 1830.

Patron St. Bernard of Clairvaux

Motto Noverim Te, Noverim Me^e "By knowing Him, I know myself."

Crest (as seen on cover): Three mitres, a book, and the school prayer

The school crest represents attributes of the school patron, St. Bernard. The miters symbolize his position as Abbot and recall his sanctity. The book signifies his vast knowledge, love of learning, and his valuable contribution to the theology of the Church.

Memorare Maria recalls the opening words of the prayer to Our Lady attributed to St. Bernard. □ □ □ □

School Prayer Memorare Maria

Remember, O Most Gracious Virgin Mary, that never was it known that anyone who fled to Your protection, implored Your help, or sought Your intercession, was left unaided. Inspired by this confidence, I fly to You, O Virgin of Virgins, my Mother! To You I come; before You I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but, in Your mercy, hear and answer me. Amen

Alma Mater:

Loyal Sons and Daughters, St. Bernard High to you. □

Pledge fore'er allegiance, loyalty strong and true.

Mary, our Queen leads us onward 'neath gold, white, and blue.

Alma Mater, great St. Bernard, Hail, all hail, to you!

Section-2-04

Accreditation

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

Section-2-06

School Personnel Lists

<https://www.stbernardhs.org/>

Section-2-07

School Schedule and Calendar

<https://www.stbernardhs.org/>

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

Personal Appearance

St. Bernard High School has established a school-wide personal appearance and uniform code that must be adhered to during regular school hours. **Student absences from class because of dress code are unexcused.** The rules of the personal appearance code are expected of all students at all times in the academic areas before, during, and after school. **The Administration reserves the right to determine whether a style of dress, a specific item, or style of hair is appropriate and in keeping with the philosophy of St. Bernard High School.**

School Events

St. Bernard High School students are expected to know what to wear at school events. Students are expected to make mature and responsible decisions regarding dress and behavior at all social, athletic and other school events, keeping in mind St. Bernard's high standard of modesty and good taste in the Personal Appearance Code. The Administration reserves the right to deny a student entrance to a school event for dressing contrary to the strict and modest standards of the school.

Uniform Dress Code

Student uniform dress is an important part of the school culture, learning and character development plan of the school. The uniform code is intended to not only standardize SBHS student appearance and minimize distractions to the learning environment, but also serves to ensure the security of the campus. These uniform regulations are to be observed while at school or school functions unless the Administration gives specific alternate regulations. Students attending school events outside the school day are expected to still adhere to appropriate standards of dress outlined in the Casual Dress Code. The school uniform may not be altered or customized in any way. Uniform shirts/blouses, pants, shorts, skirts, ties, sweaters, jackets and PE attire must be purchased from Michael's Uniforms located at 225 S Market Street, Inglewood, CA 90301. **Students are expected to be in complete uniform during the school day. All uniform items must be presentable, the proper fit and in good repair at all times.**

1st Period Dress Code / Uniform Check

Teachers will check for any dress code violations during 1st period of school. Any violations will follow our Dress Code/Uniform violations code (listed below).

Uniform Policy

Non-St. Bernard hats and clothing, sweatshirts, jackets, scarves and other non-uniform items may not be worn on campus and will be confiscated. Anything that may be interpreted as claiming gang involvement is not permissible and will be confiscated. Students wearing non-uniform items on campus is a violation of SBHS Conduct Code. Items can only be retrieved by

the parent. **All confiscated clothing that has not been claimed will be donated to charity.**

Girls

Skirts Michael's Uniform Plaid Skirt ONLY

- No shorter than three inches above the top of the knee

Skirts cannot be rolled

Tights, if worn, must be solid navy blue, grey, black or white

- Must have feet as part of tights

No joggers or leggings

- Pants or sweats may NOT be worn under the skirt

Boys/Girls

Pants Michael's Uniform Pants

Navy or Khaki casual slack (side pockets)

Professional length and fit

No jeans, cargo, jogger, or front pocket styles

Belt (Boys) Solid black or brown; simple buckle

(Girls) Optional; Solid black or brown; simple buckle

Shorts Michael's Uniform Shorts

No cargo or other styles shorts allowed

Navy or khaki

Shorts may not be longer than 2" below the knee

- Shorts may not be more than 3" above the knee or be rolled

Shorts must fit the student and not be oversized or overly tight

*Shirts** Michael's Uniform White oxford with school logo or uniform polo

Oxford shirts must be tucked-in

- Must always wear a collared shirt sweatshirts, jackets, etc

- **Polo** shirts may be worn out if sized appropriately and does not extend below the hips

*Spirit Days: Students may wear SBHS issued spirit shirts from ASB, club, sports, or other approved apparel

T-shirts / Turtlenecks / Undershirts / Turtlenecks must be worn under the school polo/oxford, be white or gray, and tucked in at all times

Sweater / Sweater Vest Michael's Uniform ONLY

- With school logo

- V-Neck pullover or cardigan

** Non-uniform sweaters or jackets **maynot** be worn at any time regardless of weather

Sweatshirts / Zip-ups / Pullovers / Jackets Must be school approved / issued

- Hoods may not be worn inside and must be removed at staff request

**All approved jackets, sweatshirts, etc. must be worn over a school polo or oxford shirt

Shoes Any athletic shoe; brown or black leather dress shoes

No overwhelming designs

Closed toe and heel only

No boots of any kind

Socks Socks must be worn and visible at all times

Ankle or crew style in solid school colors

No designs or patterns

No socks above the knee

Ties St. Bernard tie from Michael's Uniform

Neck Scarf / Gloves St. Bernard scarves or solid navy, royal, gray, white or black neck scarves only. □

□ - Gloves are not worn inside the buildings during school. □

Hats / Beanies Only SBHS hats/beanies may be worn on campus; must be OFF inside. □

Hair / Grooming
extreme hairstyles,

Hair must be properly groomed, clean, neat in appearance and must be a natural color. Exaggerated or

experience and are not

hair that hangs in the face or that emulates gang or criminal affiliations distract from the educational

permitted. *School administration shall determine if a student's hairstyle violates this policy.*

- Hair accessories and headbands must be solid colored in black, brown, white or match the uniform plaid.

- Hats, beanies, wave caps, bandanas and other head coverings are not allowed.

- No headscarves, nets, bandanas or other head coverings. No patterned hair accessories.

Jewelry Students may wear a simple chain or religious medal/s inside their shirt. □

□ - Jewelry must be simple, modest and tasteful. □

□ - Earring must be simple, modest, and tasteful. (Boys) may wear one stud earring in each lobe. □

- No multiple, large hoops, or bar-stud earrings. □

- A watch is acceptable. □

□ - Nose rings, studs, plugs, sticks, tongue piercings and facial/body piercings are not acceptable. □

□

FRIDAY SBHS Spirit Dress

The only exception to regular uniform is the shirt that may be worn on Fridays, when approved by Administration.

Acceptable shirts for Friday Spirit Days include: Spirit rally shirt, an official team shirt, SBHS club/organization/class shirt, SBHS t-shirt, AP T-Shirt, Youth Day T-Shirt, or other booster/spirit shirt with a visible St. Bernard logo. **Regular Uniform "bottoms" (pants, skirts, shorts) must be worn.**

Formal Uniform – All Students

Every Monday (NO EXCEPTIONS), Mass days, certain field trips, when representing the school, and on other occasions to be announced, all students are to wear the **formal school uniform**. In addition to the school uniform pants and skirt, socks, and shoes, this formal uniform consists of a white Oxford shirt/blouse with school emblem and school necktie. Optional school logo V-neck sweaters, vests, cardigans may be worn. *Shorts, polo shirts and sweatshirts of any kind may not be worn on formal dress days.*

Game Days - Athletes will wear formal uniforms on game day.

Casual Dress Code – All Students

The Administration will make any final decisions concerning a casual dress code violation.

The school believes that a person's behavior can be affected by his or her dress and therefore adheres closely to standards of dress. Under special circumstances as deemed acceptable by the Principal, regular uniform may be suspended to allow students to attend school in Casual Dress Code. Attire must always be modest, appropriate for school or school events, and in good taste and in good repair. Unless otherwise noted, special "dress-up" days denoted for school spirit activities must fall within the general guidelines of casual dress. Students attending school events outside the school day (games, dances, performances, etc.) must attend in acceptable casual dress.

- Shorts/skirts/dresses with lengths no more than 3 inches above measured from middle of knee to hemline all the way around.
- Only closed toe and heel shoes during the school day. No sandals/flip flops. Socks must be worn.
- No clothing and/or accessories that advertise alcohol, tobacco, derogatory, or inappropriate wording or pictures.
- Only jeans/pants of proper waist and inseam size, pants length (at ankle or Capri style).
- Jeans/pants/bottoms may not be ripped or have holes. They must not be excessively tight or baggy.
- No leggings, lycra dance leggings, tights, or similar bottoms.
- No tank tops, camisoles, tube-tops or sleeveless shirts. Shoulders must be covered.
- No excessive skin showing. No low-cut tops, bare midriffs, bare backs, excessively short or tight clothing.
- No swim wear/board shorts, pajama bottoms.
- No head covering inside the building – including hats, caps, scarves, beanies, jacket hoods. SBHS Logo caps only on campus outside the building.

- No athletic jerseys – other than coach-approved SBHS Team wear.
- No logo clothing of other high schools.
- No athletic shorts or tights; sweat/warm-up pants must be properly sized.
- No visible body piercing or tattoos.
- One pair of simple, tasteful earrings for girls. Boys may wear one stud earring in each lobe.
- Hair styles neat and moderately styled.

St. Bernard High School Uniform / Dress Code

Students are expected to be in complete uniform during the school day. All uniform items must be presentable, the proper fit, and in good repair at all times. The Administration reserves the right to determine whether a style of dress, a specific item, or a length or style of hair is appropriate and in keeping with the philosophy of St. Bernard High School.

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1st Period Dress Code Check

Code violations (Attendance - tardy at school), Conduct, Dress, Device) are **cumulative** for the school year.

Honor Code violations are **cumulative** throughout SBHS tenure.

Procedure for code violations are as follows:

Each violation will be communicated and documented to the student, reported to the Dean, documented, and filed

St. Bernard jackets, wool caps, scarves, and mittens or gloves purchased from Michael's Uniforms are the only cold weather "accessories" to be worn on campus in addition to approved uniform items. Absolutely no blankets, shawls or other non-uniform wraps may be worn.

Letter Jacket Policy

The school letter jackets are part of the school uniform and must comply with the accepted uniform color, style and tradition. The student that wears these jackets is representing the school as a person who has made the commitment to academics and athletics and successfully completed the requirements for a letter set forth by the school, the Director of Athletics, and the varsity coaches.

- To be worn at school, letter jackets must be of the approved color and style. The coach or Athletic Director must have provided the chenille letter "B". Letters are awarded only to members of varsity athletic teams based on criteria set by the head coach of the team.
- Boys' jackets are royal blue wool with crème leather sleeves. Girls' jackets are royal blue wool with gold lined hoods, crème leather sleeves or wool sleeves. Students may embroider their nicknames on the jacket after obtaining approval from the administration.
- Students who have earned the right to wear these jackets are encouraged to have their participation record embroidered on the front. Students must submit a design request to the administration for prior approval.
- No rude, disrespectful, or inappropriate words, designs, or nicknames may be affixed to jackets worn on campus. The Administration is the final judge of this policy.
- Only school approved letter jackets/sweaters may be worn on campus. Students who have not earned a letter at St. Bernard High School may not wear letter jackets. Letter jackets from other schools may not be worn on campus.

Topic-2-16-3

Additional School governance information

General Procedures

Grievance Procedure

Concern for the dignity and rights of each individual is intrinsic to the Church's mission as a true witness to the spirit of the Gospel. When conflict reconciliation at the school level has been impeded, information about a complaint review process can be obtained from the Principal.

Arrests and Court Orders

Students may be arrested or subpoenaed as witnesses without parental knowledge or permission. The school will attempt to contact the parents to inform them of the action and the student's whereabouts.

Directory Information

School authorities will presume permission of the parents to release directory information unless the school is notified in writing to the contrary. Directory information includes honor roll students, academic awards, athletic awards, etc.

Campus Maintenance

Students are expected to keep the campus clean and beautiful. All papers and food, especially in the lunch area and hallways, should be placed in the proper trash receptacles located around the campus.

School Building Access

Students are not permitted in the school building before 7:00am; students are not allowed in the building after 4:00pm Monday through Thursday and during Faculty meeting times.

Closed Campus Policy

St. Bernard High School is a closed campus. No student may leave the campus during scheduled school hours without written permission from the Main Office and without individual parental permission. All visitors must check in at the main office to obtain a visitor's badge. Students from other schools are not permitted on campus. Only visitors with school business will be permitted on campus.

Damages

Students are financially responsible for damages to school property. Damage caused during a social event is the financial responsibility of the sponsoring group.

Lost Items

Students should not bring valuables to school. The school is not responsible for lost or missing articles. Students who bring cell phones, electronic devices, headphones (wireless or wired) and computers to school do so at their own risk. *No investigation of missing phones and electronic devices will be provided by the school.* Students should keep their book bags and belongings either with them or locked in their locker at all times. Book bags, back packs, and other personal belongings found unattended in the hallways or on school grounds will be deposited in the "Lost and Found" area. The school is not responsible for items put in lost and found.

Section-3-5

Christian Service Program

Christian Service Policy

The 80 hours of Christian Service graduation requirement is in support of the school ISOs and is based on the belief that a well-rounded Christian young man or woman must learn to serve the Lord. In practicing Christian Service the student has the opportunity to understand what Jesus said, "Whatsoever you do to the least of these, that you do unto me." The Christian Service program is designed to supplement a student's in-class religious education. Some guidelines for the choice of service projects are as follows:

The service must help others at a non-profit agency.

The service must be performed on a volunteer basis; no payment can be accepted.

Topic-4-04-1

Absence

Attendance Regulations

It is the responsibility of the parent to see that his/her student arrives on time to school prior to the first period bell.

Circumstances such as the MTA bus, car problems, traffic, carpool issues **are not** the responsibility of St. Bernard High School and are considered to be unexcused tardies. **Phone calls will not be accepted to excuse a student from detention for being tardy.** The administration has the final say as to whether or not a tardy is excused.

Absence from School

Regular attendance is an important factor in the mastery of school subjects and in academic success. Students are expected to be in class daily and to be on time for class.

If a student is absent from school, the parents must call the school by 8:00 A.M. each day the student is out to report the absence. In order to return to the classroom, **a note from the parents or a doctor's note must accompany the student when he or she returns to school from an absence.** Any student who returns to school without the proper note is subject to disciplinary action at the end of the day on which they return to school and remain suspended until the parent/guardian calls the attendance office to verify their absence.

The absence note must contain the following:

1. Student's name
2. Date written
3. Date or dates of absence
4. Reason for absence
5. Parent or guardian signature

3. Parent or guardian signature

When parents are going to be out of town, it is their responsibility to inform the school who will be calling in for absences and who to notify in case of an emergency.

Re-Admit Procedures

Upon return after an absence, the student must report to the Main Office prior to first period with a signed absence note from the parent to be readmitted. Students may be considered Truant and subject to disciplinary action unless the readmit procedure has been properly completed.

Excused Absence

A student will receive an “excused absence” when he/she has been out of school due to illness, and the parents have properly notified the school. According to Archdiocesan and school regulations, only the following are considered excused absences:

1. Illness or medical emergency
2. Quarantine directly by a county or city health officer
3. Legal or court appointment
4. Funeral

In accordance with Archdiocesan regulations, absence from school because help is needed at home or to care for children is not considered a sufficient excuse and will not be honored as an “excused absence”. Medical, dental, or other appointments, which interfere with class hours, should not be made except in emergencies. Students are not excused from school to take trips with parents, unless there is a justified reason and permission has been secured in advance from the administration. If permission is granted, it is the student’s responsibility to discuss missed work and assignments in advance with his/her teachers.

***No student should be absent more than 10 days (excused or unexcused) in any class in any semester.**

If a student is absent from school for 10 days or more in one semester:

- A teacher reserves the right to lower a student's class grade by 1% point for each absence over 10 in the same class. For the purpose of grade calculation and clarification, *3 class tardies* may be considered equivalent to *1 unexcused class absence*.

OR

- The student may become ineligible for academic credit for that semester. The school reserves the right to deny credit for a class in which a student has been absent more than 10 days during the semester.

Unexcused Absence

A student will receive an “unexcused” absence when he/she has been out of school and the parent has failed to properly notify the school or when the student has been out of school for any reason other than those stated above, even though he/she has the consent of the parents. The student’s attendance record will reflect that the absence was “unexcused”. Absences are not “excused,” even though a student may be out of school with parental consent, except for illness or prior consent obtained from the proper school authority. Involvement in any other school’s co-curricular activities is not an acceptable excuse for absence, tardiness, or otherwise.

Truancy

Truancy is defined as absence from school/class without permission. Cutting a class or school event during the school day constitutes truancy. When a student is absent, he/she is considered truant if the parent/guardian fails to verify the student’s whereabouts. Students who are truant will not be readmitted to class until a conference is held with the student, parents and an administrator. When a student has been truant, the student will not be allowed to make up missed work.

Tardiness

All tardiness will be considered unexcused. Excessive tardiness will not be tolerated. Patterns of tardiness will lead to direct consequences implemented by the administration that may include, but not limited to:

- Tardy **TO** school:
 - 20 minutes late = tardy to school and absent for 1st period
 - 5/semester = email documentation

- 7/semester = email documentation and to schedule meeting with Dean / Principal
- 9/semester = Disciplinary Probation
- 11/semester = Strict Disciplinary Probation
- a pattern of tardiness may be addressed accordingly anytime

- Tardy **AT** school:
 - Please reference Code Violations

ALL UNEXCUSED TARDIES ARE INCLUDED from the first class of the day to the last. This does not just apply to morning tardiness.

Make-up Work

When a student has received an “excused absence,” it is the **student’s responsibility** to make up any missed assignments or tests. Make-up work must be completed **within three (3) school days** or as arranged with the instructor. When a student receives an “unexcused absence”, the teacher is *not* required to allow the student to make up the work. When a student is absent for more than one week, or when a lengthy period of absence due to illness or injury is projected, the parent should call the Principal to make arrangements for homework. In the case of lengthy illness, verification by a doctor is required. Students with an unexcused absence on the day of a semester exam will not be allowed to make up the exam. He/she will receive no credit for the exam.

Off-Campus Permits

No student may leave the school premises during the school day without an off-campus permit signed by the school office. When possible, parents should request off-campus permits by telephone the day before the permit is to be issued.

Off-Campus College Visits

Seniors are allowed excused absences for College visits only if pre-approved by the administration. The absence will only be excused upon completion of proper paperwork from the administration.

Topic-4-04-2

Absences with Acceptable Excuse

Absence from School

Regular attendance is an important factor in the mastery of school subjects and in academic success. Students are expected to be in class daily and to be on time for class.

If a student is absent from school, the parents must call the school by 8:00 A.M. each day the student is out to report the absence. In order to return to the classroom, **a note from the parents or a doctor’s note must accompany the student when he or she returns to school from an absence.** Any student who returns to school without the proper note is subject to disciplinary action at the end of the day on which they return to school and remain suspended until the parent/guardian calls the attendance office to verify their absence.

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1. Student’s name
2. Date written
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Re-Admit Procedures

Upon return after an absence, the student must report to the Main Office prior to first period with a signed absence note from the

Upon return after an absence, the student must report to the main office prior to first period with a signed absence note from the parent to be readmitted. Students may be considered Truant and subject to disciplinary action unless the readmit procedure has been properly completed.

Excused Absence

A student will receive an “excused absence” when he/she has been out of school due to illness, and the parents have properly notified the school. According to Archdiocesan and school regulations, only the following are considered excused absences:

1. Illness or medical emergency
2. Quarantine directly by a county or city health officer
3. Legal or court appointment
4. Funeral

In accordance with Archdiocesan regulations, absence from school because help is needed at home or to care for children is not considered a sufficient excuse and will not be honored as an “excused absence”. Medical, dental, or other appointments, which interfere with class hours, should not be made except in emergencies. Students are not excused from school to take trips with parents, unless there is a justified reason and permission has been secured in advance from the administration. If permission is granted, it is the student’s responsibility to discuss missed work and assignments in advance with his/her teachers.

***No student should be absent more than 10 days (excused or unexcused) in any class in any semester.**

If a student is absent from school for 10 days or more in one semester:

- A teacher reserves the right to lower a student's class grade by 1% point for each absence over 10 in the same class. For the purpose of grade calculation and clarification, *3 class tardies* may be considered equivalent to *1 unexcused class absence*.

OR

- The student may become ineligible for academic credit for that semester. The school reserves the right to deny credit for a class in which a student has been absent more than 10 days during the semester.

Unexcused Absence

A student will receive an “unexcused” absence when he/she has been out of school and the parent has failed to properly notify the school or when the student has been out of school for any reason other than those stated above, even though he/she has the consent of the parents. The student’s attendance record will reflect that the absence was “unexcused”. Absences are not “excused,” even though a student may be out of school with parental consent, except for illness or prior consent obtained from the proper school authority. Involvement in any other school’s co-curricular activities is not an acceptable excuse for absence, tardiness, or otherwise.

Truancy

Truancy is defined as absence from school/class without permission. Cutting a class or school event during the school day constitutes truancy. When a student is absent, he/she is considered truant if the parent/guardian fails to verify the student’s whereabouts. Students who are truant will not be readmitted to class until a conference is held with the student, parents and an administrator. When a student has been truant, the student will not be allowed to make up missed work.

Topic-4-04-5

Tardiness

Tardiness

All tardiness will be considered unexcused. Excessive tardiness will not be tolerated. Patterns of tardiness will lead to direct

consequences implemented by the administration that may include, but not limited to:☐

- Tardy **TO** school:
 - 20 minutes late = tardy to school and absent for 1st period ☐
 - 5/semester = email documentation
 - 7/semester = email documentation and to schedule meeting with Dean / Principal
 - 9/semester = Disciplinary Probation
 - 11/semester = Strict Disciplinary Probation
 - a ~~pattern of tardiness may be addressed~~ **accordingly anytime**☐

- Tardy **AT** school:☐☐☐

☐ Please reference Code Violations <https://handbook.la-archdiocese.org/schools/09700/chapter-8/section-8-1/topic-8-1-01>☐

ALL UNEXCUSED TARDIES ARE INCLUDED from the first class of the day to the last. This does not just apply to morning tardiness.

Make-up Work

When a student has received an “excused absence,” it is the **student’s responsibility** to make up any missed assignments or tests. Make-up work must be completed **within three (3) school days** or as arranged with the instructor. When a student receives an “unexcused absence”, the teacher is *not* required to allow the student to make up the work. When a student is absent for more than one week, or when a lengthy period of absence due to illness or injury is projected, the parent should call the Principal to make arrangements for homework. In the case of lengthy illness, verification by a doctor is required. Students with an unexcused absence on the day of a semester exam will not be allowed to make up the exam. He/she will receive no credit for the exam.☐

☐

Topic-4-04-6

Truancy

Truancy

Truancy is defined as absence from school/class without permission. Cutting a class or school event during the school day constitutes truancy. When a student is absent, he/she is considered truant if the parent/guardian fails to verify the student’s whereabouts. Students who are truant will not be readmitted to class until a conference is held with the student, parents and an administrator. When a student has been truant, the student will not be allowed to make up missed work.☐

Topic-4-05-3

Parent to School Communication

Deliveries and Messages

The school will not deliver homework, lunch, flowers and balloons, or any other personal items to students. In addition, *only* messages considered urgent or of an emergency nature by the administration will be forwarded to the student.

Celebratory Items

Balloons, flowers and other similar items may not be brought to classrooms. If these items are brought to school, they must be

stored in an appropriate place with the approval of the administration.

Section-4-08

Arrival/Dismissal Procedures

School Hours of Supervision

The regular hours of school operation where students are supervised on campus is between 7:30am and 3:30pm Monday through Friday. **The school does not provide before school and after school supervision of students unless they are participating in a specific school-sponsored activity (athletics, drama rehearsal, choir practice, cheerleading, etc.) Extended hours of student supervision - until 4:00pm – is available Tuesday, Wednesday and Thursday in the Student Union and Library. Students not in these two areas or under the direct supervision of school personnel after 3:30pm are not allowed in the school building.** Students who are not involved in such activities are not under direct supervision of school personnel and should not be dropped off prior to 7:30am or picked up later than 3:30pm. Once a student enters campus he/she may not leave prior to the end of the school day without parental consent. All calls to the parent must be made in the Main Office. Parents of students who are involved in after school activities must find out from the coach/moderator when the student will be released and make arrangements to pick the student up at that time.

Section-4-09

Automobiles/Parking Lot

Parking and On-Campus Driving Regulations

If a student is driving to school, the student must fill out a student driver permission slip and be approved by the administration. A yearly school-parking permit must be purchased for \$10. The permit fee will rise to \$20 if lost. The following norms of parking and driving behavior must be observed on campus at all times:

Speed limit of 5 miles per hour

No playing of audio devices that can be heard or felt outside of one's car upon entering the campus gates

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

parents/guardians. Most 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>

Section-5-01

Curriculum

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 is planned at each school to meet these overall objectives and the particular needs of the individual school community. The <http://www.lacatholicsschools.org/> provides support for curriculum 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

<http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-13>

Topic-5-01-4

Graduation Requirements

St. Bernard Graduation Requirements/College Admission Requirements

Topic-5-02-1

Assessments

Academic Course Load

All students are required to be enrolled in courses for each of the six periods of the day. All students must have their own

All students are required to be enrolled in courses for each of the six periods of the day. All students must have their own textbooks, novels and other necessary supplies with them in class. Students who register for a "0" period or 7th period class do so in addition to regular course load.

Student Registration and Course Selection

The administration organizes the registration process to include a comprehensive guidance program designed to assist the student and parent in selecting the courses which meet graduation requirements and college entrance goals. Parents must assist their child in selecting an appropriate course of study. The course catalog will be located on the school website under Academics. Families will be informed when course requests are made available.

Prerequisites/Course Commitment Forms

For some classes, students must meet prerequisites defined in the course catalog in order to take the course. Students requesting upper division, AP, and Honors courses must complete Course Commitment Forms in order to take the class. Students who earn second semester grades which render them ineligible for a class may have their course request pulled for the class.

- Students not eligible to take a course may attend SBHS summer school or a summer school program approved by the administration to review material in order to improve the **grade and become eligible to take the course.**
- Students who achieve the minimum requirement at the end of summer school will be only be placed in the course - *space and schedule permitting.*

Course Request Updates

- At the time of registration, students and parents must thoughtfully select courses for the entire school year. Both the students and the parent must sign the course request and any necessary Commitment Contracts.
- Students must also select alternate courses to be used in the event a course is not offered due to low enrollment or a scheduling conflict prevents enrollment in a class. *Failure to select alternate courses as instructed on the course request may result in being scheduled in any available class.*
- Students may request updates to their course request through July 1. **After July 1, student initiated changes in the course request cannot be made.**
- Students who do not properly complete the course request or do not list alternate choices will be placed by the counselor or administrator in any class that is available. In this case changes will not be made.

Schedule Correction

Once the final schedule is created after July 1, student-initiated changes are not made unless the school has made an error. If a course on the course request form is scheduled, the course **will not be changed** unless an error was made or the student no longer meets prerequisite requirements for the course.

- Schedules are created for the entire year. Full year classes cannot be dropped at the end of the semester.
- Schedules are never changed for period or teacher preference.
- For single semester classes, students may not choose the semester the class is to be taken.

Grading Policies

The primary purpose of assessment and evaluation is to determine the extent to which a student has achieved success in terms of course objectives and accepted content standards. This level of achievement is to be determined by a systematic process and conveyed to the student and his/her parents in the form of a letter grade. Grades are further used by teachers and administrators to determine a student's eligibility for the next level of study and for placement in future classes. Colleges use grades to determine eligibility for admission.

Grading Procedure

- The final grade earned at the end of each semester is posted on the permanent academic **transcript.**
- Teachers will give written statements of grading policies to each student during the first week of instruction. The policy statement will include the method of determining grades and the teacher's policy regarding homework and the make-up of assignments and tests/quizzes missed when a student is absent.
- In accordance with the course grading policy, teachers will average all grades earned during the semester in determining the semester grade.
- A teacher assigns a grade on the basis of a student's academic achievement. *Citizenship grades, participation, work habits, and attendance can be computed into the academic grade.*
- Attendance is a factor in assigning grades.
- No student should be absent more than 10 days (excused or unexcused) in any class in any semester.
- A teacher reserves the right to lower a student's class grade by 1% point for each **absence over 10 in the same class.** *For the purposes of grade calculation, 3 Class Tardies may be considered equivalent to 1 Unexcused Class Absence.*

- The school reserves the right to deny credit for a class in which a student has been absent more than 10 days during the semester.

Community College Coursework

Students wishing to take community college courses in order to qualify for the next level of math, for enrichment, to review a course, or to meet graduation requirements in Computer Studies or Fine Arts must get the written permission of the administration. The student may earn “dual” credits (college and high school) for these courses. **Students will receive credit towards graduation for a required math class taken at a community college only if the next level of math is taken by the student at St. Bernard the following year.** Students taking community college courses must provide an official transcript of the grade earned to receive high school credit for the class.

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Topic-5-02-2

Grading Scale

Grading Scale

Topic-5-02-6

Course Deficiency/Failure

Make-up of Semester Fails

An “F” received for a semester grade **must be made up during the summer immediately following the earned Fail.** The student may not be readmitted unless all fails have been made-up. Courses may be made up according to the following conditions:

All graduation and college entrance requirements must be made up at St. Bernard during the summer session. If the failed course or an equivalent is not offered at St. Bernard, the student must get permission in writing from the administration to take the course for high school credit at a community college or another Catholic high school.

If a Senior fails the first semester of a course, efforts will be made by the Counselor and Vice Principal to arrange for coursework that will allow him/her to make the course and credits up during the second semester. *If a Senior fails a second semester course, the diploma will be withheld pending make-up of the course and/or required credits. The student will not walk in the graduation ceremony.*

Section-5-03

Standardized Testing

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

College Admissions

Students planning on attending a four-year college or university need to have a four-year educational plan for high school course work to ensure that they will meet the specific requirements of the colleges they are interested in; the

counselors will assist in this process. The actual application process is completed during the fall semester of the senior year. It is the student's responsibility to know the eligibility requirements for specific colleges and majors as well as the deadlines for applying; the counselors will work closely with seniors and parents to guide them through the necessary steps.

Annual National Test Dates

The Preliminary Scholastic Aptitude Test (PSAT) is given to all underclassmen each October (see the school calendar for this year's date). This test is a shortened form of the SAT. It helps predict the SAT score and can qualify juniors for the National Merit Scholarship Program, National Achievement Program for Outstanding Black Students, and the National Hispanic Scholarship Program. The PSAT taken in the freshman and sophomore year does not qualify a student to compete for the National Merit Scholarships, but does provide the opportunity to practice for the junior year PSAT.

The Scholastic Assessment Test (SAT) is given nationally in October, November, December, January, March, May and June. This test, for students completing junior year and starting senior year, is part of the admission requirements for most four-year colleges and universities. Students can register online at www.collegeboard.com.

The SAT Subject Test (no longer required by UC) is also given nationally in October, November, December, January, March, May, and June. Check with your specific college and major of interest to determine whether subject tests should be taken. California State Universities (CSU) do not require Subject Tests for admissions.

The ACT (with writing) is accepted by many colleges as an alternative to the SAT Reasoning. It is offered nationally in September, October, November, December, February, April, and June. UC requires the ACT with Writing. CSU does not require the writing portion of the test.

The Advanced Placement (AP) Examinations are required for all students enrolled in Advanced Placement classes. College credit may be awarded for work done in those classes along with a satisfactory score on the Advanced Placement Test. AP Testing is also available to students who are in the fourth year of foreign language study. AP exams are given in May of each school year and are listed on the school calendar.

The High School Code for St. Bernard High School for the SAT Reasoning, the SAT Subject Tests, the ACT, the AP Exams and for college and financial aid applications is **052487**.

Guidance for College Financial Aid

Financial aid for college consists of scholarships, grants, loans, and work-study programs. There is one common application form for all of these, called the FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) <https://www.fafsa.ed.gov/>. Students applying to private schools may also be required to file a second form called the CSS/Financial Aid Profile, (check with your individual college to determine this). Finally, all students applying to California colleges must submit the GPA VERIFICATION FORM for California money (Cal Grants). GPA Verification Forms will be available in the College Center in December and are to be completed by March. The counselor will assist students and parents with the financial aid process through individual and group guidance sessions, parent nights, and the school website.

Letters of Recommendation

Allow the person writing the recommendation at least fourteen days to complete the recommendation. Teachers, counselors, moderators and administrators reserve the right to decline to write a recommendation if ample notice is not given. Let this person know if you will need more than one copy. Thank the person afterwards. Provide a stamped pre-addressed envelope for each recommendation.

Students need to complete a "Brag Sheet" (available in the College Center) and provide it to anyone writing their recommendations. The Brag Sheet includes:

1. Name, Telephone Number and E-mail Address
2. GPA and intended major
3. All clubs, activities, and teams in which you have participated and/or offices held at SBHS
4. Awards, honors, clubs, or activities outside of school, community and church involvement, or special programs in which you have participated
5. Work experience
6. Has any work or volunteer experience been of significant importance to you? Describe.
7. What has been your most stimulating intellectual experience in recent years?
8. Describe your special talents.
9. Which classes have you enjoyed most? Why?
10. What are your long-term and short-term goals?

Transcripts for Colleges

Read the requirements for each college to which you are applying and their instructions for application carefully. Some (e.g. University of California) do not request transcripts until after graduation; some do not want transcripts until after the first semester of your senior year (e.g. California State University); and some want them to be sent when you apply. Transcripts are ordered in the main office and processed by the Studies Office. Refer to the section on Transcripts for Grades (page 16 of this handbook).

Many campuses require your transcripts three times: 1) with your college application in November; 2) 7th semester transcript in January (Mid Year Report); 3) and final transcript in July. You must fill out a new request and pay the \$5.00 processing fee each time you need to send an updated transcript to the college.

UC and CSU Eligibility Requirements

Students may plan early and intelligently to meet college entrance requirements. In addition, the UC, CSU and most private and out-of-state colleges/universities require all students to take either the SAT Reasoning or the ACT with Writing. All testing **MUST** be completed by December of the senior year. Students are strongly encouraged to take the SAT Reasoning Test during March, May or June of the junior year. CSU applicants must take either the SAT Reasoning Test or the ACT **without** Writing. The SAT Subject Tests *may* be required by a specific university or program. Students applying to private and out-of-state colleges and universities must check the specific requirements for each college.

Section-5-04

Recess and Lunch/Nutrition

Student Areas

Students are to eat lunch in the specified areas of the courtyard. Students are not permitted in the hallways, in the parking lot, along the outside walkways, the area along the school fences, the bleachers or the school entry way during lunch. All students must exit the building during lunch unless they have a legitimate reason for being in the building (class meeting, club meeting or tutoring). Students are not allowed to loiter in the school building during Nutrition.

Upon arrival at school, students are to wait in the courtyard or Student Union (subject to Senior privilege). Students are not allowed to wait on the front steps of the school nor in the area surrounding the glass entryways and windows or offices before school. Students may not loiter in the school parking lot. Students waiting to be picked up after school are to wait on the front steps or around the flagpole.

Snack Bar/Lunch/Courtyard Area

Hot lunch items may be purchased each day of the school year from the Snack Bar. The Snack Bar and vending machines are to be used only before school, during nutrition and lunch, and after school. Students are not to use the snack bar or vending machines in between classes or during class time. Acceptable gathering areas for lunch/break are determined by the administration. Students may only gather during break and lunch in the approved areas of the courtyard or other authorized and supervised areas of campus. Students are not allowed to go to their cars during lunch.

Section-5-06

Honors and Awards

Graduation with Honors

Summa Cum Laude - Students maintaining a weighted grade point average of 3.80 to 4.0 over the first seven semesters graduate with the highest honors.

Magna Cum Laude - Students maintaining a weighted grade point average of 3.60 to 3.79 over the first seven semesters graduate with great honors.

Cum Laude - Students maintaining a weighted grade point average of 3.40 to 3.59 over the first seven semesters graduate with

honors.

Honor Roll

Appointment to the Honor Roll is based on the previous semester's grades. Students earning a 3.80 GPA (weighted) are placed on the PRINCIPAL'S HONOR ROLL. Students earning between 3.5 and 3.79 GPA (weighted) are placed on the HONOR ROLL. A minimum of 4 academic classes must be taken to qualify for the honor rolls.

Valedictorian and Salutatorian Honors

The Valedictorian and Salutatorian for St. Bernard High School will be the top two academic students based on their weighted GPAs. Only coursework taken at St. Bernard High School will be considered in the GPA calculation. **The Valedictorian and Salutatorian must have been St. Bernard High School students for at least three full years.** Both the Valedictorian and the Salutatorian will give speeches at graduation.

Comitatus Award

St. Bernard presents three *Comitatus Medals* to seniors at graduation and to students in the other grades at their awards ceremony—the gold, the silver and the bronze. The recipients of these awards are determined by the administration based on faculty nominations. Any student receiving one medal is automatically excluded from receiving the other two.

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The **Bronze Medal** is presented to the student who stands out as an example of total involvement in the St. Bernard Family.

- The **Silver Medal** is presented to a top academic student in the class who best achieved the school's ISOs.
- The **Gold Medal**, *St. Bernard's highest award*, is presented to the student who best exemplifies our mission as a Catholic high school. This student's commitment to Christian values, academics, and involvement in the school and community is truly outstanding.

Section-5-08

Academic Probation, Retention/Transfer

Academic Probation

Any student who receives two "Fs" on a semester report card will be placed on Academic Probation for the semester following the Fails. Students on academic probation will be required to adhere to the stipulations outlined in their individual Academic Probation contracts. Failure to uphold these conditions may result in academic dismissal from school.

▣ a student may also be placed on Academic Probation by the administration if the student's GPA falls below a 2.0 or if the student consistently exhibits poor academic progress and motivation and fails to show improvement.

Topic-5-09-2

Additional Counseling Information

Section-5-11

Summer School

Summer School

All graduation requirements and college entrance requirements must be taken at St. Bernard during the regular school year except for Health/PE. Summer school may be used for:

Make up of failed or "D" courses. Students making up fail or "D" grades must take the course at St. Bernard if it is offered at St. Bernard. If the course is not offered at St. Bernard, the student must receive the written permission of the Guidance Counselor or administration to attend a community college or other Catholic high school.

Review of courses in order to prepare or qualify for the next level or to improve upon a "D" grade (**See Repeating a Course below**). Note: Only grades of "D" or "F" can be retaken to improve the final grade.

Section-6-01

Before & After School Policies and Programs

Co-Curricular Eligibility

Co-curricular activities and interscholastic athletics play important roles in the educational environment of St. Bernard High School. Activities and sports teach valuable lessons in self-discipline, teamwork, and sportsmanship and are a source of great school unity and pride.

A student who receives multiple disciplinary reports (dress code, tardies, behavior, etc.) or otherwise has a serious infraction of the disciplinary regulations, may be ruled ineligible by the administration for participation in school activities or interscholastic contests. The principal will determine the length of the suspension.

Absence from School and Participation in Activities

Students must be in attendance at school to participate in or to attend any sporting event or school activity that day (including the Friday prior to a weekend event).

Topic-6-04-1

Election rules

Student Government

All Student Body Executive Officers (President, Vice-President, Secretary and Treasurer) must be seniors. In order to hold these offices a student must have a 2.5 cumulative GPA and no more than 2 Fs in the previous grading period. Students who do not meet the academic criteria but still wish to run for an ASB Executive Office may appeal directly to the Principal. Students wishing to run for office must follow the procedures and deadlines for following application paperwork and posters as defined by the Director of Activities. Any student placed on disciplinary probation will be suspended from office during the term of probation. Students on strict disciplinary probation will be permanently removed from office.

Class Officers and ASB/Class Commissioners

In order to be a class officer or ASB or class commissioner a student must have a 2.5 cumulative GPA and no more than 2 Fs on the previous grading period. Students who do not meet the academic criteria but still wish to run for an office may appeal directly to the Principal. Students wishing to run for office must follow the procedures and deadlines for following application paperwork and posters as defined by the Director of Activities. Any student placed on disciplinary probation will be suspended from office during the term of probation. Students on strict disciplinary probation will be permanently removed from office.

Section-6-05

Clubs/Organizations/Honor Societies

Drama Production

In order to audition for a St. Bernard High School play, a student must have a 2.0 GPA and no more than 2 Fs in the previous grading period and must maintain this GPA in all subsequent grading periods.

Topic-6-06-1

Formal Dances (Homecoming, Winter Formal, Prom)

Dances

School dances are school-sponsored activities and are subject to all school regulations. Most dances are scheduled Friday, Saturday, or pre-holiday nights between the hours of 8:00PM and 11:00PM.

The rules governing dances are:

Dances are under the general supervision of the Activities Director.

Students must present their current ASB ID card in order to be admitted to the dance.

Section-6-10

Student Identification Cards

ASB Identification Card

Students are to have their ASB ID Cards with them at all times. Student identification cards are school property and must be presented to any school official upon request. There is a \$5.00 replacement fee, payable in the main office, for a lost ASB card. ASB cards are used as admission identification to extracurricular school events.

Section-6-12

Athletics

Topic-6-12-03

Selection Process/Requirements for Participation

Athletics / Pep Squad

All students, including incoming ninth graders, must have achieved a 2.0 GPA and no more than 2 Fs on each report card to maintain eligibility for athletics. Grade checks are done bi-weekly on all students trying out or listed on a roster for any

maintain eligibility for athletics. Grade checks are done bi-weekly on all students trying out or listed on a roster for any interscholastic teams. If the student falls below the 2.0 GPA or receives multiple grades of "F", that student becomes academically ineligible for the entire grading period. A student who is academically ineligible may not participate in any interscholastic contests/games. With parental permission, however, academically ineligible students may participate in two practices a week. The coach will submit a schedule of practices to the parents and counselor of an academically ineligible student who wishes to practice. An academically ineligible student may attend but may not participate in games. Under no circumstances may an academically ineligible student miss any classes due to early dismissal for a game.

Probationary Eligibility

If a student on student government, pep squads, drama, or athletic teams becomes ineligible (below 2.0 or 1 or more Fs), that student will be notified if he or she can apply for probationary status for one grading period. Upon notification, students have one week to apply for probationary eligibility. Written parent permission is required in order for the student to continue to participate using probationary eligibility.

Students who might qualify for probationary status, but whose overall academic future is in jeopardy, may be denied probation. The final decision regarding granting probation is made by the principal.

The Athletic Director or moderator of the activity will inform students of their status.

Probationary eligibility will last only until the next grading period, at which time the student must be fully eligible (2.0 with no Fs) to continue participation. A student may not request probationary eligibility for consecutive grading periods and probationary eligibility will not be granted to students who have been below the eligibility level for consecutive grading periods.

Section-7-1

Tuition and General Fees

St. Bernard High School Tuition & Fees 2020-2021

Freshmen Students

New Student Application Fee: \$80 (non-refundable)

Early Bird Registration Fee of \$600 March 5 – April 15, 2021 (all registration fees are non-refundable)

- Registration Fee Scale: April 16 – May 31 \$650; June 1 and on \$700

- Registration Fee can be paid online via the school website (preferred method) or in the school office

PLAN A - Catholic Families - \$11,500 + \$500 fundraising requirement + \$75 Technology Fee

Juniors/Seniors

New Student Application Fee: \$80 (non-refundable)

Early Bird Registration Fee of \$600 March 19 - April 15, 2021 (all registration fees are non-refundable)

▪ PLAN A - Catholic Families - \$9,500 + \$500 fundraising requirement + \$75 Technology Fee

1. Student must show Baptismal Certificate.
2. Families may apply for tuition assistance.
3. Mandatory 25 Parent Service Hours to be completed annually. Families who do not complete their service hours will be charged \$20 for each hour not completed. Minimum 10 service hours **MUST** be completed by the end of the Fall Semester. Credits earned in May (i.e., graduation activities) are credited towards the following school year.

▪ **PLAN B – Non-Catholic Families: \$10,000 + \$500 fundraising requirement + \$75 Technology Fee**

1. Families may apply for tuition assistance.
2. Mandatory 25 Parent Service Hours to be completed annually. Families who do not complete their service hours will be charged \$20 for each hour not completed. Minimum 10 service hours MUST be completed by the end of the Fall Semester. Credits earned in May (i.e., graduation activities) are credited towards the following school year.

▪ **PLAN C – International Students - \$17,000 + \$75 Technology Fee**

1. International Students are ineligible to apply for tuition assistance and no discounts can be applied.
2. Tutorial fees may apply.

▪ ***** All families are responsible for the following additional expenses regardless of the tuition plan:**

1. New Students: Application Fee \$80 per new student (fee is non-refundable)
2. Technology Fee - \$75 covers the cost of devices and infrastructure for school issued technology
3. Yearbook Fee - \$60 covers the cost for individual yearbook; ordered separately
4. Textbooks - \$200-\$500 per student dependent on classes, purchase online
5. Uniform - \$200 - \$300 per student dependent on options chosen via Michael's Uniform Co.
6. Graduation Fee - \$250 Seniors only, due in March
7. AP Exam Fee - Approximately \$95 per test (fee is non-refundable)
8. Sports Fee - \$555 for first sport; \$100 for each additional sport; this does NOT include spirit pack fees

▪ **Discounts offered:**

Single payment discount: 5% discount applies for families who wish to prepay tuition - payment due August 1st. This discount only applies to FULL PAY families.

2 payment discount: 3% discount applies for families who wish to make two payments - first payment due August 1, second payment due January 1. This discount only applies to FULL PAY families. **Siblings** receive a \$500 discount for each younger sibling enrolled at SBHS.

*** The \$500 minimum fundraising fee can be paid out-of-pocket or provided by true fundraising via friends, family, and community. The school and Parent Association will provide fundraising opportunities throughout the year to ensure families can raise the minimum fundraising fee for the school year. A minimum of \$250 must be raised during the Fall Semester.

St. Bernard High School collects tuition through FACTS Tuition Management. Families may choose one of the following options:

- 1 payment in full due August 5; 2 payments due August 5 and January 5
- 11 monthly payments due July 5 – May 5; or 10 monthly payments from August 5 - May 5

Section-7-3

Tuition Assistance

Tuition Assistance

The school offers a limited amount of need-based tuition assistance for families in financial need. Distribution amounts vary each year and families **must reapply** for funding each school year. Because family needs change from year to year, **tuition assistance awards are valid for one year only and do NOT roll over from year to year.** Any family requesting consideration for tuition assistance **MUST** apply. Receipt of an amount of tuition assistance is not guaranteed each year. In addition, the school is supported with limited funding grants through the generosity of the Catholic Education Foundation, as well as with merit, leadership and other scholarship funding through various other foundations, alumni, and friends. All families requesting any type of need-based assistance must submit the FACTS financial aid application form.

Families should begin the financial aid process early. The FACTS form is used to evaluate, rank, and award applicants according to financial need of the applicants who submit their applications by the deadlines listed on the form. Once the financial aid funds have been exhausted, no more financial aid is disbursed.

To apply for tuition assistance, applicants must submit a FACTS Financial Aid Application, previous year's complete federal tax return and W-2s as requested by FACTS. Financial aid applications for the next school year will become available in December. Please follow and adhere closely to all instructions and deadlines. Tuition assistance is very limited and award distribution for the following school year begins in March.

Returning students who apply for financial aid must pay the next year registration fee by April 1 of the preceding school year. All families who submit a financial aid request will be notified of their award prior to the appropriate registration due date. All registration deposits are non-refundable. All financial aid students are required to maintain a 2.0 total GPA with no "Fs". Failure to successfully complete either of these two requirements could lead to elimination of financial aid.

Families with great financial need (50% or more) *must* also complete the CEF (Catholic Education Foundation) funding application. CEF Applications for the next school year are due in November or December of each school year – the specific date is determined by CEF. Families will be notified when the CEF applications are available and the submission deadline.

Since the school depends on tuition income as the primary source of income, all are expected to meet their financial obligations. A limited amount of assistance is available through the Archdiocesan Catholic Education Foundation and through various foundations. The Main Office can provide further details upon request. **FAMILIES NEED TO REAPPLY EACH YEAR FOR CONTINUED ASSISTANCE.**

The financial aid committee considers the following criteria when determining assistance awards:

- Financial need
- Faithful adherence to the Parent/Student Contract
- "C" (2.0) grade point average; No "Fs" on the semester report card

☐ “S” satisfactory citizenship and effort

☐ Student involvement in the school community (clubs, teams, leadership, performing arts, etc.)

☐ Agreement to pay the remainder of tuition, registration and other fees on time each month. Failure to maintain these standards could mean loss of financial assistance.

Chapter-8

DISCIPLINE

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

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

Topic-8-1-01

Discipline and Procedures

☐☐☐☐☐☐☐☐ Philosophy

In harmony with the school’s mission, the philosophy of St. Bernard High School is driven by the message of Jesus Christ and the mission of the Roman Catholic Church.

We recognize parents as the primary educators of their children and understand that our role is to assist parents in accomplishing this task by acting as facilitators to the learning and personal growth of the child.

If a parent or guardian brings the appropriate dress for the student by the end of 1st period, the student will change into the correct dress code, finish the school day accordingly, **AND there will be no violation.**

Once 2nd period begins, the violation will be documented and filed accordingly.

Topic-8-1-07

Academic Dishonesty Policy

Academic Honor Code

St. Bernard High School is a Catholic institution dedicated to the intellectual, moral, and spiritual development of the student. The school expects that its students will strive to meet their individual potentials and, upon graduation, become citizens who incorporate high ethical standards and Christian values into their daily lives. The school strives to develop, promote and maintain moral structure and honesty among all members of its community. Commitment to truth and academic integrity is imperative to this goal.

Adherence to the Academic Honor Code promotes the level of academic integrity required within the school and assures that student work is judged fairly when evaluated against curricular standards and the work of others. It also ensures that each student will demonstrate honesty and integrity in their assignments, testing, and participation in their learning process. This Code defines the behaviors which violate the principle of academic integrity and the methods for promoting academic integrity on campus.

Chapter-11

PARENT-STUDENT POLICIES AGREEMENT FORM

Parent-Student Policies Agreement Form:

http://handbook.la-archdiocese.org/Handbook%20Resources/parent_student_policies_agreement_form.pdf#search%3Dacceptance%2f

