

Santa Clara High School

Welcome

PARENT-STUDENT HANBOOK

Santa Clara High School

Digital 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.



Principal's Welcome



Dear Parents/Legal Guardians,

Welcome to the 2020-2021 school year! We hope you have had a rested and healthy summer with family and loved ones.

It is my distinct pleasure to welcome everyone back for a wonderful new school year. We have so much planned for your son/daughter this coming year and I am confident that this will be another memorable year. In these challenging times, I can't imagine what you have all been through, but we "Thank God" for giving us the strength to overcome so much and ask for the "Strength" to guide us through the new school year.

I want you to know that our teachers, along with our Administration have devoted the summer perfecting their distance learning and teaching techniques with the intent of enhancing their approach to distance learning. We have also refined our time this summer, prioritizing it to give our professional

to distance learning. we have exercised our time this summer participating in various professional development webinars, workshops and attended various conferences with the school-wide cohesive goal of enhancing our distance learning and teaching program. We pride ourselves in our profession with the intent of providing our students with a rigorous curriculum that is balanced, provides various opportunities to celebrate our faith, devote time to our health and wellness and celebrate our school spirit.

This year's schoolwide THEME is "HOPE". This year's theme will be infused in our distance learning program, in prayer and will come up throughout the school year.

A Prayer of HOPE:

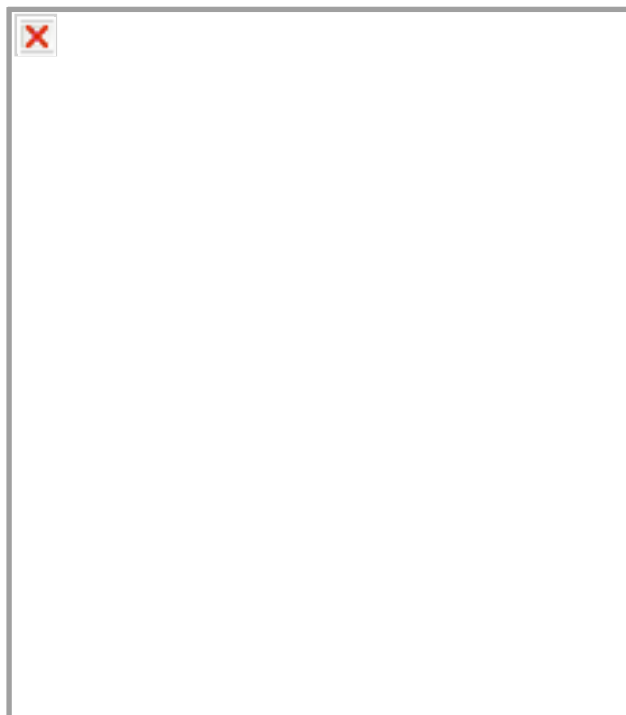
Dear God, When I stand at the beginning of a new day, bless me with the vision to see the best of things to come ... Wisdom to make good decisions ... and most of all, FAITH that you are walking with me every step of the way.

Peace and Hope,

Proud Principal
Mr. Juan Guzman

Section-2-01

Mission Statement and Philosophy



Mission

Santa Clara is a Catholic college preparatory high school committed to fostering an inclusive environment focused on spiritual, academic, emotional, and physical growth. Our purpose is to work as a community to guide and inspire our students in faith, family, and tradition. To Be a Saint is a Way of Life.

Philosophy

Education is by definition leadership. Students by nature reach out toward knowing. We lead them to the experiences and disciplines where knowledge is found: to know God as Lord, Savior, and Father, to know the world as revealed through academic inquiry, and to know themselves and the community in which they thrive. Our pursuit of intellectual excellence is formed by our identity as Catholics and rooted in our living faith, family, and tradition.

Faith, the heart of the school, is felt in the rhythmic pulse of campus life. The liturgical calendar and the cultural roots of our community come alive during our celebration of the Feast of All Souls, Dia de los Muertos, Advent Posada, and the Living Stations of the Cross. We cherish Christ in the Eucharist as the source and summit of our Catholic faith in monthly Mass and weekly Eucharistic Adoration. Our faculty practices the philosophy of servant-leadership through dedicated faith formation to grow in our own relationship with Christ. We then share this journey with our students to foster an environment where they can encounter God in His creation, revelation, and person, that they may know Him through mind, will, and heart.

Family, the body of the school, is composed of many members; each belonging to the other. Santa Clara has been

home to generations of families, weaving together new bonds that will last a lifetime. We regard the unified body of staff, students, parents, alumni, and the greater world as our brothers and sisters. All are welcomed in unconditional solidarity as the living body of Christ.

Tradition, the spirit of the school, is heard in the resounding echo of St. Clare's bell that rings through the air on graduation day, symbolizing the celebration of the successful resolution of hard work, marking the bittersweet transition from student to alumni. That echo carries on in the form of the contributions of our alumni to the community and to the world. Tradition is more than a reliving of past memories. It is exemplified daily by our teachers during morning prayer, practiced by students in each school activity, and is made visible through our living history as the oldest Catholic high school in Ventura County.

Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations

Integral Student Outcomes

S Socially Responsible, as evidenced by

- 1) Accept responsibility for individual and group actions
- 2) Lead, problem-solve, and embody the spirit of Catholic social teaching by actively responding to local, national and global events

A Academically Sound, as evidenced by

- 1) Demonstrate measurable growth across the curriculum using all learning modalities
- 2) Embrace a nurtured desire for lifelong learning

I Innovative, as evidenced by

- 1) Develop and utilize a combination of critical thinking, logic and creative skills
- 2) Engage in disciplined self-assessment that leads to future achievement

N Nourished spiritually, as evidenced by

- 1) Respect the truths and beliefs of the Catholic Church
- 2) Pursue opportunities for reflection, devotion and sacramental life

T Team Player as evidenced by

- 1) Commit genuinely to something greater than themselves
- 2) Collaborate with others for the common good

Section-2-03

History of the School

History

Santa Clara High School was established by Santa Clara Parish in 1901. Staffed by the Sisters of St. Joseph of Carondelet, the school was originally named St. Joseph's Institute and educated students in both grammar school and high school. The first school building was a wooden frame convent and school at the corner of 4th and D Streets in Oxnard, which was replaced by a brick building on E Street opposite Santa Clara Church in 1930. The new school building was dedicated as St. Clare's Parochial School, but it soon came to be called Santa Clara. The bottom floor was used for the Grammar school and the top floor, including four classrooms, a lab and a library, housed the High School.

By 1950, the high school enrollment had so expanded that it became necessary to relocate. Under the leadership of Monsignor Anthony Jacobs, a new facility was built on land donated by Mr. and Mrs. Joseph Friedrich. The new campus opened in 1951 and included science labs, a home economics classroom, business education classrooms, a library, a chapel, and a convent for the sisters. The recently ordained Rev. Carroll O'Sullivan became the first principal at the new site. The first senior class on the new campus (1952) had 39 graduates.

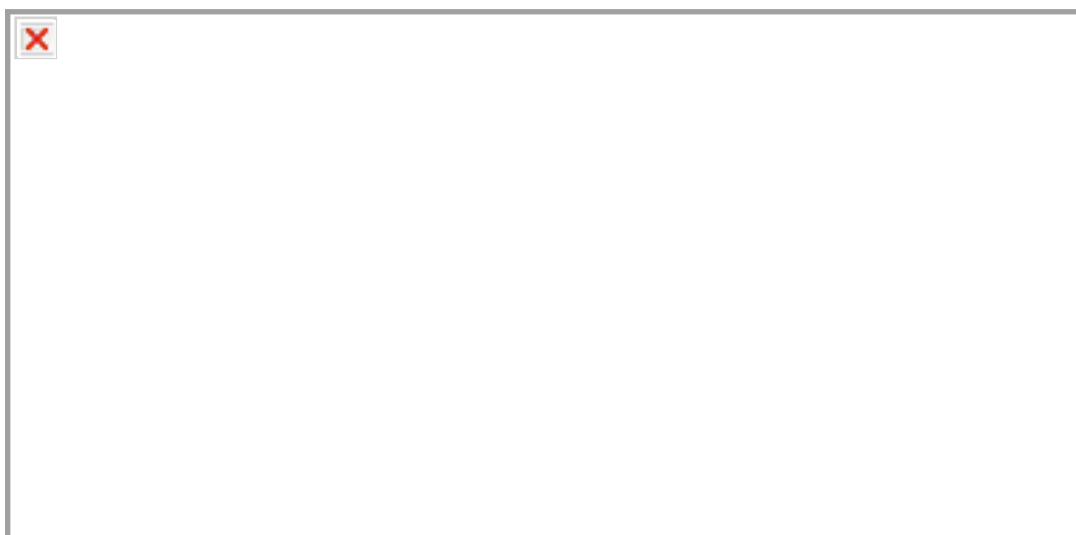
In the mid-fifties the buildings to be used by St. Anthony's Grammar school were completed on the campus and the newly formed St. Anthony's Parish used the grammar school auditorium to celebrate Mass. In 1959 classrooms

were added extending the west wing of the High School and forming the "long hall."

By the 1960's the campus had reached capacity with close to 400 students. To accommodate the increase in enrollment, S.C.H.S. annexed the building that had housed St. Anthony's Grammar School before Saint Anthony's moved across C Street to a new school and church. Also, Msgr. Jacobs invited the Brothers of Our Lady, Mother of Mercy, from the Netherlands to teach at the High school. Over the years until 2001, fifteen brothers would serve Santa Clara High School.

The mid-sixties marked the end of an era with the death of Msgr. Jacobs and the reassignment of Rev. Principal O'Sullivan. The responsibility for the supervision of the school shifted from the Parish to the Archdiocese in 1966.

In 1982 The Sisters of St. Joseph, now fewer in number, moved to St. Anthony's Convent, and their former residence was renovated to provide additional classrooms and office space. School enrollment peaked in the eighties when the student body topped 800. This growth sparked the need for a hall where the entire student body could comfortably meet. This need, coupled with a long-held desire for a larger gymnasium culminated in the building of the Friedrich Pavilion in 1986.





Section-2-04

Accreditation

School Accreditation

Santa Clara High School is Accredited by the Western Association of Schools and Colleges.



Section-2-06

School Personnel Lists

[School Personnel](#)

<https://www.santaclarahighschool.com/meet-the-faculty--staff.html>

Section-2-07

School Schedule and Calendar

[School bell Schedule 2020-2021](#)

[School Calendar 2020-2021](#)

Section-2-08

School Map



Millenium Joey



School Crest



School Initials Logo

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 school or any affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school. Failure of a student to comply may result in the removal of the student from the school.

Section-2-14

Dress/Uniform Code

DRESS CODE

PHILOSOPHY

Dress code is preparation for many facets of life, including awareness of appropriate dress in various settings, specifically a Catholic Christian setting. Santa Clara High School considers the dress of its students a significant factor in their educational experience as we prepare them for college and careers. The dress code is based on modesty, decency, cleanliness, and commonly accepted norms of good taste as is seen in most professional settings. The dress code is also intended to help students avoid excessive concern about their appearance and keep their focus on the more important aspects of their education. In the specific circumstances of the times in which we live, the value of a uniform dress and appearance code is also widely recognized by educators in both private and public schools as a means of providing a safe learning environment.

The Administration reserves the right to determine what is appropriate in a student's dress, accessories, hairstyle, or general appearance. Further, the Administration reserves the right...

- To request that a student change attire
- To regulate against certain fashions
- To confiscate any objectionable items when they deem necessary. At no time is any bizarre, immodest, or oversized type of apparel permitted.

B. GENERAL GUIDELINES

Regulations concerning student dress before and after school:

- Once students arrive on campus for the school, they MUST be in their Santa Clara High School uniform.
- After school, students who remain on campus must remain in their uniform or they may change into S.C. athletic practice gear.
- Clothes must be worn appropriately at all times. (No altered or modified styles will be allowed).
- No gang-affiliated, visible undergarments or other similar items are deemed inappropriate.

Listed below are specific rules for dress and grooming. These rules are to be observed by all students upon arrival at school, while at school or at any school function unless otherwise specified by the Administration. If a student is unclear as to the appropriateness of certain attire, the student should refrain from wearing it until he/she checks with the Dean of Students or Vice Principal as to whether or not it's appropriate for school.

Uniform regulations are enforced on all school days, including field trips, unless otherwise authorized by the Administration.

1. A good rule of thumb in any doubtful situation is: "avoid all extremes."
2. All clothing will be clean, neat, modest, and in good taste.
3. Students are required to be in proper uniform/dress code at all times on campus and within sight of the school building.
4. All students out of uniform are in violation of the dress code.
5. Admission to school or class may be denied because of dress code violations.
6. The Dean of Students reserves the right to request a student to change attire.
7. Students in violation of the dress code may be held in the office until parents are notified or asked to go home and change.
8. Parent notes will not excuse appearance/dress code violations.

9. The principal, vice-principal, and dean are the final interpreter of the dress code.
10. Any alteration of the uniform to give it a "gang-style" look is grounds for expulsion.
11. The Dean of Students reserves the right to regulate against unbecoming fads or fashions.

C. DRESS CODE

The following regulations apply to ALL students:

Team/Group Dress

Some school teams/groups have clothing items made specifically for their group. Team/group clothing that do not conform to administrative guidelines and have not been approved, may not be worn without specific permission from the Vice Principal or the Dean. Santa Clara apparel (letterman jackets, sweaters, t-shirts, cardigans) are allowed.

- No Pro/Collegiate Team-affiliated clothing may be worn.

Shirts:

Acceptable:

- Seniors ONLY may wear the Under Armour Senior Polo from our SCHS Eastbay store with the S.C. logo.
- White, dress collar shirt with SC logo (short or long sleeve) for Grades: 9, 10, 11 from Dennis Uniforms or Navy Blue or white Under Armour polo from our SCHS Eastbay store with S.C. logo.
- A plain short sleeve or long sleeve white or blue crew neck t-shirt may be worn under the uniform shirt.

Not Acceptable:

- No oversized shirts; no shirts that are too tight or form-fitting.

□

Outerwear/Sweatshirts:

Acceptable:

- Students may only wear Santa Clara's outerwear/sweatshirts.
- Santa Clara outerwear/sweatshirts must be purchased from the Dennis Uniform Company, through S.C. Eastbay store, a school team or club.
- The school polo must be worn under the outerwear/sweatshirt, but outerwear/sweatshirts may not be worn under polos.

Not Acceptable:

- No longer permitted are solid blue or gray outerwear/sweatshirts with no logo visible.
- No denim, flannel, leather, plaid, or fur is allowed.

Pants/Walking Shorts

Acceptable:

- Dark Navy blue or Desert sand/khaki twill pants and walking shorts (i.e Dickies, Hollister, or Dennis).
- Other brands may be worn if they are the same style and color as Dennis Uniform. (Refer to Dennis Uniform catalog)
- Walking shorts - no shorter than 4 inches above the knee or longer than 2 inches below the knee.

Not Acceptable:

- No denim, lycra, jogger, or cargo pants.
- No baggy or pants worn low
- No frayed or cut pants/shorts.
- No skin-tight pants or hip-huggers
- No Jeggings, overalls, coveralls, sweat/warm-up pants, dance/stretch pants
- No Capri style pants
- Shorts that are too tight or too short

Shoes/Socks:

Shoes must be canvas or leather, athletic style, or dress shoe style.

Shoelaces must be white, black, or navy blue, or the same color of the shoe.

Socks must be worn and visible during the school day. Socks must be solid white, black or navy blue.

Acceptable:

- Dressy Flats, Flat Booties/boots, or ¾ length flat booties/boot in black or brown

Not Acceptable:

- Moccasins or knee high heeled boots, sandals, heels, Crocs, Uggs, open-toed shoes
- Solid red or neon-colored shoes
- Shoes may not have any offensive designs. This is at the discretion of the School Administration*

*judgment is at the discretion of the school's administration and Dean of Students

Scarves

Acceptable:

- Scarves around the neck must be of solid colors: dark blue, black, tan, gold or white or an official S.C. scarf

Not Acceptable:

- Scarves are worn as a head covering

Head Covering/Hats/Bandannas:

Students may only wear S.C. beanies or S.C. hats purchased through the main office. Beanies or hats are only permitted outside of school buildings and not inside hallways or classrooms.

Tattoos/Piercings/Writing on Skin:

Tattoos, whether temporary or permanent, may not be visible at school or at any school activity. Body piercings (other than the ears for girls) are not allowed. Students should not have writing on their skin. Unacceptable piercings may not be covered by anything (i.e. Band-Aids), they must be removed. If students refuse to take their earrings/nosering off they will be sent home.

Accessories/ Jewelry:

Excessive or inappropriate jewelry, wallets on chains, and the like are not permitted. Sunglasses may not be worn in class or in the buildings at any time.

Acceptable:

- Girls are allowed no more than two sets of modest earrings (Not excessively large)

Not Acceptable:

- Excessive earrings, bracelets, or long necklaces
- No ear gauges
- Boys MAY NOT WEAR EARRINGS!
- Band-aids covering piercings or body art

Backpacks/ Bookbags:

Writing, drawing, patches of anything inappropriate on backpacks/book bags is not allowed.

Young Men

The following regulations apply to young men:

Hair:

Hair must be properly groomed, clean, neat in appearance, and must 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. Dyed hair, including bleached hair, is not allowed. School administration shall determine if a student's hairstyle violates this policy. Failure to comply with the guidelines may result in the student being sent home. Students sent home would only be readmitted to school when their hair conforms to the appearance code specific to hair.

Grooming:

Faces must be clean-shaven at all times and at all events, including senior activities. Under no circumstance are beards, mustaches or goatees permitted. Students who fail to conform to this policy will be required to shave at school and may receive a detention. Students who are pulled out of class or an assembly to shave to meet the required standard will be provided a disposable razor and shaving cream. Students may under no circumstances refuse to cooperate with this policy (ex: Skin sensitivities, razor preference, etc.) If a student refuses to cooperate they will be sent home and may face additional disciplinary action. Students will be charged \$2.00 each time they shave to replenish the shaving cream and razors.

Earrings:

Boys MAY NOT WEAR EARRINGS

Head Bands :

Headbands are NOT allowed.

Pants/Belts:

Boys must wear their pants/shorts fitted to the waist, no underwear visible, and with a belt. The belt must be "traditional" black, brown, or navy blue leather/leather-like and be an appropriate length for the student's waist. Belts with large or "military" style buckles, cloth belts, or belts not consistent with the school's interpretation of "modest" (i.e., studded belts) are prohibited. Boys may not wear girl's pants.

Athletic Tights:

Athletic tights may not be worn undershorts. This includes sweats or any other clothing that is visible under the uniform shorts.

Young Women

The following regulations apply to young women

Skirts/Skorts:

Girls may wear a uniform plaid skirt/skort purchased from Dennis Uniforms. It must be worn no more than 4" above the knee in the front and the back and not rolled. The shorts of the skort should not be cut out. Spandex shorts must be worn under the skirt.

Legwear:

Girls may wear solid white, navy blue, or black tights. Flesh-colored nylons may only be worn with socks. Leg wear must be in good condition without holes or runs.

Not Acceptable:

Jeggings, overalls, coveralls, sweat/warm-up pants, skin-tight pants, hip-huggers, dance/stretch pants, long johns, patterned socks/leggings, and capri style pants are not permitted; thigh-high hosiery of any kind is not permitted.

Hair:

Hair must be properly groomed, clean, neat in appearance and must be a natural color; no "unnatural" or "two-toned" colors are allowed. No shaved or partially shaved heads are allowed. No exaggerated or extreme hairstyles

Other colors are allowed. NO shaved or partially shaved heads are allowed. NO exaggerated or extreme hairstyles, hair that hangs in the face or that emulates gang or criminal affiliations distract from the educational experience are not permitted. School administration shall determine if a student's hairstyle violates this policy.

Cosmetics:

Make-up, if worn, must be in good taste. Excessive makeup or extreme colors are not permitted. Refrain from a smokey eye look, bright red lips, and excessively large fake lashes.

Nails/Nail Color:

Natural nails may be grown or Acrylic nails may be worn, but cannot be excessive in length. Nails cannot interfere with the completion of class expectations. Nail color may be worn in good taste. Modest colors (clear or light shades) are preferable. French Tip nails will be acceptable. The use of poor judgment may result in the removal of the privilege.

Jewelry:

Earrings must be limited to no more than two per ear. Any type of excessive or inappropriate jewelry is not allowed during school hours.

Mass Dress Uniform

Students will wear dress uniforms on all Mass days and for special events/assemblies as designated by the administration. These dates will be published on the school calendar. Mass Dress uniform is defined as follows:

For Santa Clara Young Men:

1. Dark Navy Blue or Desert sand/khaki (no shorts)
2. White collar shirt (long or short sleeves) from Dennis Uniform.
3. Must wear an S.C. tie from Dennis Uniform.
4. May wear S.C. sweater vest or mass sweater from Dennis Uniform.
5. Belts must be worn in the following colors: brown, navy blue, or black are they allowed to purchase from anywhere or just Dennis Uniform

For Santa Clara Young Women:

1. Skirts, or Dark Navy, Desert sand/ khaki and no shorts
2. White-collar blouse (long or short sleeves) from Dennis Uniform.
3. MUST wear an S.C. sweater vest or mass sweater from Dennis Uniform.
4. Optional S.C. tie from Dennis Uniform.
5. Socks, tights, and leggings must be solid colors (navy, black, tan, white) and un-patterned.

Friday Spirit Dress

Friday Spirit dress is a privilege, not a right. The following applies on the Fridays of the month or special events as scheduled. If there is no school on a Friday there will be spirit dress on the last day of school for the week. If a mass day falls on a Friday, students will not be allowed to wear a spirit dress and must wear the appropriate mass attire.

Acceptable:

- Blue jean pants may be worn in good condition without holes or patches, tatters, fringe, or frayed
- S.C. attire only (i.e. S.C. Athletic shirts, S.C. spirit t-shirt, letterman jackets, Class t-shirt, S.C.)
- Outerwear must be Santa Clara clothing such as athletic gear, clubs, or spirit.

- SC hooded sweatshirts may be worn but hoods must be off during school
- Regular school day dress may also be worn

Not acceptable:

- No jean shorts, no Cargo shorts, no jean skirts, no gym shorts, no joggers.

****Spirit Dress violations will result in loss of future dress privileges

****Note: Every Friday is Spirit Dress day as stated above, NOT FREE DRESS.

D. SPECIAL DRESS CODE

"THEME"-DRESS DAYS

At several times during the school year, the school administration approves special dress days (i.e., class T-shirt, red/green dress for Christmas, "Super-hero" dress, etc.). These theme days are strictly voluntary. The administration will specify what constitutes appropriate dress for these days. Students who choose not to participate must be in a normal school uniform. Students who do choose to participate must conform to the prescribed dress criteria. Any student, who in the opinion of the Dean, fails to meet the "spirit" of these days, will be barred from attending class until appropriate dress can be arranged and/or detention will be assigned.

TESTING DAY DRESS

Students should be dressed in uniform on all school-wide testing days.

FIELD TRIP DRESS

As representatives of Santa Clara High School, it is important that students dress appropriately while they are on a field trip. Ordinarily, the school uniform is the appropriate dress for school field trips or spirit dress.

Any student who is not dressed/groomed appropriately will not be permitted to participate in the field trip and will be subject to disciplinary action.

DRESS CODE FOR OTHER SCHOOL FUNCTIONS

Attire worn to any Santa Clara High School-sponsored event, any event that includes the Santa Clara Community, or any event in which a student may be representing Santa Clara (whether on or off the Santa Clara campus) must be modest and deemed appropriate by the Administration for the event. This includes dances, awards nights, field trips, games or any other extra-curricular event. Furthermore, school appearance policies covering hair, grooming, tattoos, piercing, cosmetics, and accessories/jewelry are to be followed completely while attending a school-sponsored event. If a student's appearance is deemed to be inappropriate or inconsistent with school policy, the student's parents will be contacted and the student will be required to leave the event or change into clothing appropriate for the event as determined by the school. Students who habitually disregard this policy will be barred from attending Santa Clara activities and may face serious disciplinary action (up to and including dismissal from Santa Clara).

E. UNACCEPTABLE AT ANY SCHOOL SPONSORED EVENT

- Pants/jeans with holes, tears, or frayed edges
- Attire with offensive logos (e.g. alcohol, tobacco, satanic symbols, sexual innuendoes, etc.)
- Form-fitting or clinging tops or skirts
- Revealing clothing (e.g. crop tops, halters, off the shoulder or one shoulder, sheer, low-cut, strapless, or spaghetti string tank tops for girls).
- Any shirt or top which does not provide coverage of the cleavage, midriff, and lower back at all times
- Shorts or skirts more than four inches above the top of the knee cap, including mini-skirts
- Harem pants
- Any oversized, baggy, gang-style, or related attire

The Activities Director will publish exceptions to this policy before specified school events

On school photo day: MASS DRESS IS REQUIRED

Violation of the special dress code by a student may result in the loss of the privilege by the student for the rest of the year.

Topic-2-16-5

Parent or Parent-Teacher Organizations





P.T.O.Mission and Goal

The mission of the Santa Clara High School (SCHS) Parent-Teacher Organization (PTO) is to use the core values of Faith, Family, and Tradition to support the principal and staff in building a positive and spirited community that fosters fellowship and celebrates student achievement.

The goal of the SCHS PTO is to promote the school by organizing and facilitating parental involvement in a variety of activities and projects that benefit Santa Clara High School and its students.

These activities include fund-raising, service and volunteer programs, and community-building events.

All parents are welcome and encouraged to attend our monthly PTO meetings. Your time and talents are vital to making our PTO successful!

PTO Executive Committee 2020 - 2021

President - Raoul Bustamante

Vice president - Amber Perez

Secretary - Monique Loera

Treasurer - Rakenya McCree

Communication Secretary - Yvana Zarate

Parliamentarian - Angel Miceli

Email for All Board Members: pto@santaclarahighschool.com

PTO Bylaws

Section-3-4

Campus Ministry

Campus Ministry

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

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

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

The Campus Ministry Program endeavors to achieve the following goals:

- To promote the Christian growth and development of the members of the Santa Clara community: students, teachers, alumni, and parents.
- To teach all Santa Clara Community to live the Beatitudes.
- To challenge students to become leaders who will make a difference in the world beyond Santa Clara.
- To awaken our sleeping spirituality and strengthen our relationship with God.
- To provide opportunities for members of the school community to deepen their understanding of and commitment to Jesus and His Church.
- To help to foster the growth of each person at Santa Clara

- To help to foster the growth of each person at Santa Clara.
- To assist the Theology Department in providing an approach to living the Gospel message.
- To assist the Principal and faculty/staff in developing a community.
- To create students with a longing for social justice in the world.

Masses

Masses are Mandatory regardless of your faith. During the year, the Campus Ministry Department and members of the student body assist at a variety of liturgical celebrations. Students are expected to be in attendance and conduct themselves in a respectful manner.

Retreats

Retreats are mandatory regardless of your faith. During the course of the school year, each grade level will participate in a retreat.

- Freshmen have a one day retreat on campus.
- Sophomores have a one-day retreat on campus.
- Juniors have a one-day immersion retreat off-campus.
- Seniors have a three-day, two-night retreat off-campus.

Retreats are opportunities for students to spend time in prayer through individual and group exercises.

Christian Service Program

Mission Statement:

Inspired by the life of Jesus Christ and the rich tradition of Catholic Social Teaching, the Christian Service Program calls each SCHS student to a life of Christian Charity to our neighbors, particularly those in most need. The mission of the Christian Service Program is for students to exemplify an understanding of the Beatitudes and that each student may grow in confidence, exploring a role as a valued member of the community.

Program Summary:

At Santa Clara High School, Christian Service is an essential part of the overall Catholic high school experience. Catholic education offers a unique opportunity to learn not only from classes but also empowers students to go beyond the classroom to put "Faith into action". Our goal is for a student to leave SCHS with a personal commitment to help those in need. The students are required to complete a minimum of 10 hours of Christian service per year. Seniors will graduate with 40 hours or more of Christian Service. This is a graduation requirement.

Project-Based Learning:

In recent years, it appears that social media and technology have advanced tremendously. Instead of logging hours into a Christian Service folder, students will now be required to brainstorm, record, and produce their experiences of Christian service through the use of multimedia. This will be achieved by a PowerPoint presentation or video to be presented in their religion class. Their Christian Service Projects will be worth 10% of their grade in both the first and second semester.

Freshmen - 10 hours	Juniors - 20 hours
Sophomores - 15 hours	Seniors - 25 hours



Section-3-5

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At Santa Clara High School, Christian Service is an essential part of the overall Catholic high school experience. Catholic education offers a unique opportunity to learn not only from classes but also empowers students to go beyond the classroom to put "Faith into action". Our goal is for a student to leave SCHS with a personal commitment to help those in need. The students are required to complete a minimum of 10 hours of Christian service per year. Seniors will graduate with 40 hours or more of Christian Service. This is a graduation requirement.

Project-Based Learning:

In recent years, it appears that social media and technology have advanced tremendously. Instead of logging hours into a Christian Service folder, students will now be required to brainstorm, record, and produce their experiences of Christian service through the use of multimedia. This will be achieved by a PowerPoint presentation or video to be presented in their religion class. Their Christian Service Projects will be worth 10% of their grade in both the first and second semester.

Freshmen - 10 hours	Juniors - 20 hours
Sophomores - 15 hours	Seniors - 25 hours



Section-3-6

Retreats

Retreats

Retreats are mandatory regardless of your faith.

During the course of the school year, each grade level will participate in a retreat.

- Freshmen have a one day retreat on campus.
- Sophomores have a one-day retreat on campus.
- Juniors have a one-day immersion retreat off-campus.
- Seniors have a three-day, two-night retreat off-campus.

Retreats are opportunities for students to spend time in prayer through individual and group exercises.





Topic-4-04-1

Absence

II. ATTENDANCE POLICIES

Students and parents/guardians must be impressed with the importance of regular school attendance, as required by law. Regular attendance is an important factor in academic success. Students are expected to be in class daily and to be punctual.

Current home and work phone numbers must be provided to the school on the emergency card so that immediate contact can be made regarding any emergency or any irregularity in attendance. When parents/guardians are out of town, it is the parent's/guardian's responsibility to inform the school as to who will assume guardianship (responsibility for the student).

Students may not leave the campus during the school day or during school functions without the knowledge and permission of the administration. Students are not released to strangers or to callers without written parental or guardian consent.

A. PROCEDURES REGARDING ABSENCES

Parents/Guardians must call the Attendance office between 7:30 AM and 8:30 AM **each day** the student is absent.

1. WRITTEN NOTICE:

Upon returning to school after an absence, the student will bring to the Attendance Office a note containing:

1. student's full name
2. student's grade
3. date(s) of absence
4. the explicit reason for the absence
5. the signature of the parent/guardian and
6. the phone number(s) at which parent/guardian may be contacted during the school day.

Students without notes will receive truant admit slips and cannot make up work or exams. This missing of class will count as an unexcused absence.

2. ADMIT SLIP:

By 8:00 AM on the day of the return to school after the absence of any duration (even one period), a student must obtain a re-admit slip from the Attendance Office. No student will be admitted to class without a re-admit.

Legally, e mails as a form of Absence Communication is not acceptable or valid. A physical note from the parent/legal guardian along with name, date, reason and signature must be provided in the note upon student return. Students accumulating more than five (5) unexcused absences or more than ten (10) excused /unexcused absences in any course may have their grade will be dropped a letter grade (10%) for that course.

B. TYPES OF ABSENCES

1. EXCUSED

A strict policy is enforced regarding absences. The following are acceptable reasons for absences:

1. Illness**
2. Medical/Dental Appointments*
3. Funerals
4. Quarantine
5. Court Appearances*
6. Approved school activities or approved college visits.

*To be excused, these absences require written documentation from the medical or court facility indicating date and length of time student was at the facility.

**For illnesses beyond two days, a doctor's note is required.

2. UNVERIFIED ABSENCES (No written documentation)

Unverified absences are considered truancies unless reclassified within five days of return to school.

3. UNEXCUSED ABSENCES (Truancy)

All absences that are not excused are considered truancies.

C. UNEXCUSED ABSENCES (TRUANCY)

1. Absences for other than the above reasons, even with the permission of parents/guardians, are considered unexcused. Parents/guardians should realize that a student's grade may suffer because of unexcused absences. Students may not request makeup work for an unexcused absence. Students who accumulate 10 or more excused and unexcused absences in a semester (per class period) may be denied credit for the semester.

2. Santa Clara High School does not recognize "ditch days." Truancy is a serious matter for a number of reasons. Truancy encourages dishonesty, a violation of the Eighth Commandment. Truancy can lead to unsafe even dangerous activities (i.e. injury, illegal drinking, drug use, and/or sex) when large numbers of teenagers are without adult supervision. Truancy is wasteful because it causes loss of instruction time and parent's tuition money. Truancy "teaches" a lack of order and discipline. Truancy sets a bad example for younger students. Parents/guardians, who "cover" for their son/daughter by writing a note saying they were sick when they were not, provide bad example and engage in dishonest and sinful behavior.

D. "MAKE-UP WORK FOR EXCUSED ABSENCES

When students return to class with appropriate documentation and are issued a readmit indicating that the absence was excused, they have an equivalent amount of time to make-up assignments or exams. For example, if they were out two school days, they have two school days after their return to make-up any work or exams. Students are responsible for communicating with their teacher(s) and are responsible for any missing work due to an excused absence.

E. EXTENDED ABSENCES

Parents/guardians requests for an extended absence (two or more days) are to be directed to the Vice Principal who will determine the status of the absence.

F. EXCESSIVE ABSENCE

F. EXCESSIVE ABSENCE

To receive credit in any course of study, a student must pass the class and be in attendance at school for any class within a semester without excessive unexcused absences.

Loss of Credit: When a student accumulates **more than five (5) unexcused absences or more than ten (10) excused/unexcused absences** in any course, their grade will be dropped a letter grade (10%) for that course. **Students should be aware that arriving 20 minutes late to a class constitutes an absence.**

Appeals to reinstate credit: The Vice-Principal, Assistant Principal of Academics, Counselor, and Dean of Students constitute the Review Board and will evaluate appeals from students and their parents to reinstate credit that has been withheld. The Review Board, with the approval of the Principal, reserves the right to reinstate or deny credit.

If credit is denied, the student may be required to withdraw from Santa Clara. If the student is allowed to continue enrollment, denied credit must be made up.

G. VACATIONS

The school strongly discourages parents/guardians from withdrawing their students from school for vacations or family trips during the regular school year. The school does not allow the student to make up the work he/she misses. Parents/guardians are asked to plan vacations during regular school vacation periods.

The school strictly enforces the policy of not excusing absences that occur during school days for vacation purposes. Out of 365 days in the year, 180 (less than half) are reserved for school by law. Please plan all vacations during the 185 non- school days. The school does not make exceptions to this policy. Thank you for helping us to underscore academics as the first priority while school is in session.

H. VISITING COLLEGES

Students are encouraged to visit college campuses during school breaks and on extended weekends. Juniors *may* be given a maximum of two excused days and Seniors *may* be given a maximum of five excused days for college visits. Prior approval must be requested and approved by the student's college counselor and Vice- Principal at least one week in advance. Failure to provide the Vice Principal and college counselor of your absence with one week's notice will result in the absence being unexcused. Students are responsible for all work missed in class while on a college visit.

Topic-4-04-2

Absences with Acceptable Excuse

1. EXCUSED

A strict policy is enforced regarding absences. The following are acceptable reasons for absences:

1. Illness**
2. Medical/Dental Appointments*
3. Funerals
4. Quarantine
5. Court Appearances*
6. Approved school activities or approved college visits.

*To be excused, these absences require written documentation from the medical or court facility indicating date and length of time student was at the facility.

**For illnesses beyond two days, a doctor's note is required.

2. UNVERIFIED ABSENCES (No written documentation)

Unverified absences are considered truancies unless reclassified within five days of return to school.

3. UNEXCUSED ABSENCES (Truancy)

All absences that are not excused are considered truancies.

Topic-4-04-4

Leaving School Early

Early Dismissal

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

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

Topic-4-04-5

Tardiness

TARDINESS

A student is considered tardy to school if he/she arrives at school after the tardy bell.

A student is considered tardy to class if not in his/her assigned seat or location, with all the materials needed for class when the bell begins to ring, marking the start of class or the assembly.

- The office will keep track of students tardy to school.
- The teacher will mark the student tardy to class.

A student who is tardy to school and/or class may receive one of the following:

- A student with excessive tardies to school and/or class can expect to lose extracurricular
- Privileges such as, but not limited to school events, sports functions, ASB, Office, field trips, clubs, etc.

- privileges such as, but not limited to school events, sports functions, ASB, Office, field trips, clubs, etc.
- If the student arrives to class more than five minutes tardy, the teacher will send the student to the Attendance Office for an unexcused re-admit slip.
- If a student arrives to class more than five minutes tardy, due to a counseling appointment or a teacher appointment, the teacher will send the student to the Attendance Office for an excused re-admit slip.

Tardy Policy

Tardiness to the first class or activity (school): Students will be given a period of grace and allowed three "no-fault" tardies per semester. Each tardy after that is detention. If a student is late to school he/she must check-in at the main office before going to class.

Loss of Credit: When a student accumulates ten (10) or more tardies in any course, their grade will be dropped a letter grade (10%) for that course.

During the school day: Students arriving 20 minutes late or more to the first-class period will be recorded as absent for that period. Students arriving less than 20 minutes late to the first-class period will be tardy.

Students 20 minutes late to any other class period during the day will be considered truant.

Topic-4-04-6

Truancy

UNEXCUSED ABSENCES (TRUANCY)

1. Absences for other than the above reasons, even with the permission of parents/guardians, are considered unexcused. Parents/guardians should realize that a student's grade may suffer because of unexcused absences. Students may not request makeup work for an unexcused absence. Students who accumulate 10 or more excused and unexcused absences in a semester (per class period) may be denied credit for the semester.
2. Santa Clara High School does not recognize "ditch days." Truancy is a serious matter for a number of reasons. Truancy encourages dishonesty, a violation of the Eighth Commandment. Truancy can lead to unsafe even dangerous activities (i.e. injury, illegal drinking, drug use, and/or sex) when large numbers of teenagers are without adult supervision. Truancy is wasteful because it causes loss of instruction time and parent's tuition money. Truancy "teaches" a lack of order and discipline. Truancy sets a bad example for younger students. Parents/guardians, who "cover" for their son/daughter by writing a note saying they were sick when they were not, provide a bad example and engage in dishonest and sinful behavior.

Topic-4-05-1

Parent Teacher Conferences

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled once per semester, prior to Mid-term exams. In addition, parents have the opportunity to schedule additional parent/teacher conferences with each teacher (s) as needed with prior communication. All parents should contact the teacher by way of email and schedule appointments as needed.

Please refer to the school calendar for dates and times.

Topic-4-05-2

Parent Messages and Phone Calls

Mr.Guzman: Principal

Ms.I

Email: Guzman@santaclarahighschool.com

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I am honored to be at Santa Clara High School and thankful for the wonderful opportunity to serve your son/daughter's educational needs. I want to welcome you to a great school with over 100 years of history, tradition, and faith. I feel very fortunate to be a part of this history and an outstanding community.

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I earned my Associate of Arts degree from Oxnard College and transferred to California State University Northridge. I majored in Kinesiology and earned my Bachelor of Science degree with Honors. I continued my education and earned my teaching credential at Michael D. Eisner, College of Education at California

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State University Northridge. I completed my teaching credential program, earned my Master of Arts Degree in Educational Leadership, and earned my Administrative Services Credential from Azusa Pacific University. I taught at Monroe High School, Winnetka Middle School, Isbell Middle School, and at Santa Paula High School prior to Santa Clara High School.

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I grew up locally in the beautiful city of Santa Paula, California. My family is my number one priority. We have been blessed with two beautiful children who keep

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me busy during my spare time. I enjoy coaching basketball, traveling, and spending time outdoors.

My goals as a teacher/mentor/coach/administrator are to make a difference in my community and especially, with my students, to help them achieve their goals while promoting sportsmanship, discipline, and self-respect.

In Hoc Signo Vincas!

Mr.Henricksen: Athletic Director

Email: Henricksen@santaclarahighshcool.com

Jonathan Henricksen is a 2007 Santa Clara Alum. He graduated from The University of LaVerne with a Bachelors Degree in Business Administration. Mr.

Henricksen is the Athletic Director, Boys Assistant Soccer Coach, and teaches Physical Education and AP European History. Go, Saints!

Mr.Laubacher: Dean of Students

Email: Laubacher@santaclarahighschool.com

This is Mr. Laubacher's fourth year at Santa Clara High School and his first year as Dean of Students. Mr. Laubacher is an alumna of Santa Clara High School and attending Saint Mary's College of California where he received his B.S. in Global Business Administration. He then completed his M.Ed from Loyola Marymount University and received his single subject California Teaching Credential in Social Science. Mr. Laubacher enjoys the small school atmosphere and is dedicated to providing a Catholic education for the students. Mr. Laubacher's goal as a teacher is to spark the students' imaginations about the wonders of learning. He will provide a classroom environment conducive to conversation that will challenge the students to grow as intellectuals and individuals. In his spare time, he enjoys playing sports, coaching sports, reading, traveling, and hiking.

Bryan Spencer: Director of Marketing & Admissions

Email: spencer@santaclarahighschool.com

Born and raised in Oxnard, California I have deep-rooted faith in the community and Santa Clara High School's mission of faith, family, and tradition. As the Director of Marketing and Admissions, I am honored to serve Santa Clara High School's mission and continue to build on a legacy of over 100 years of academic, athletic,

and community excellence. I attended California State University Northridge, where I obtained a Bachelor of Arts degree in Literature and currently completing my MS degree in Leadership Management from Pepperdine University. Having a very diverse background in education as Director of Admissions, Director of Marketing, and Campus Director on a collegiate level, I am very excited about the journey and share my experience with the Santa Clara High School family. GO, SAINTS!

Theology

Mr. Taylan: Campus Minister

Email: Taylan@santaclarahighschool.com

Mr. Taylan is beginning his second year at Santa Clara High School. He teaches Religion 9 and 10. Prior to joining the Santa Clara Family, Mr. Taylan had spent time in discerning for the Roman Catholic Priesthood serving as a Religious Missionary and Seminarian for 9 years living overseas where he earned his BA in Philosophy from Mater Redemptoris College in the Philippines. Moreover, further discernment led him back home to California where he continued his Theological Studies for 3 1/2 years as a Seminarian for the Archdiocese of Los Angeles at St. John's Seminary in Camarillo. After much prayer, Mr. Taylan realized that God was calling him elsewhere to serve Him in a special way...to teach. Mr. Taylan feels humbled and

blessed to be part of a school that is rich in Faith and Tradition.

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He is an Oxnard native and graduated from Channel Islands High School.

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Mr. Taylan is passionate about his faith and strives to integrate every aspect of it in his daily life. He enjoys music, prayer, playing basketball, golf, volleyball, and spending time with friends and family.

Counseling

Mr.Ramirez

Email: Mramirez@santaclarahighschool.com

Mr. Ramirez is an alumnus of Santa Clara High School and has been involved with the Santa Clara community as a baseball and football coach since 2012. After graduating from Santa Clara in 2010, Mr. Ramirez attended and graduated from Oxnard College with an Associate of Arts Degree in Social and Behavioral Sciences. Following, he transferred and received his Bachelor of Arts in Sociology from California State University Channel Islands. Mr. Ramirez is a recent graduate of California Lutheran University, where he received his Master of Science in Counseling with Pupil Personnel Services Credential.

Mr. Ramirez's mission is to advocate for, motivate, and serve students by providing them with valuable information and persistent support in hopes to benefit their academic success and social-emotional well-being.

Faculty

Ms.Alcala: Science

Email: Alcala@santaclarahighschool.com

Ms. Alcala is beginning her 12th year at Santa Clara High School teaching Biology, Chemistry, and Physics. She is also the Junior Class Moderator and the moderator for NHS and CSF. An alumna of Santa Clara, Ms. Alcala enjoys teaching at her alma mater because she is committed to giving back to her community. She enjoys the small school atmosphere, and she truly believes that Santa Clara provides the best environment for students, while also providing them with a Catholic Education. Ms. Alcala believes that everyone can succeed, but it's what you do with your success that matters.

Ms. Alcala graduated from Cal State University, Northridge, where she earned a Bachelor of Arts degree in Biology. She also obtained a Master's degree in Teaching with an emphasis on Instruction and Curriculum from the University of Saint Mary.

Ms. Alcala enjoys spending all her time with her three beautiful boys, Mickey, Eli, and Apollo, who are the highlight of her life. She aspires for each of them to become Saints!

Mr.Gomez: Social Sciences

Email: Gomez@santaclarahighschool.com

Mr. Gomez is thrilled to begin his first year as a teacher at Santa Clara High School. He will teach US History and Government/Economics. He is a proud graduate of California Lutheran University, where he received his BA in Political Science. Prior to joining the Santa Clara family, he worked for the Santa Paula Unified School District, first as an after-school program leader and then as a substitute teacher. It was during his time as a substitute teacher that he realized his true calling was to be a high school educator. He then enrolled in the teaching credential program at the University of La Verne, where he completed his course work.

Mr. Gomez is very passionate about teaching and values the education of his students. His primary goal as a teacher is to create a learning environment that is both fun and challenging. He hopes that every student will experience significant personal growth by the end of the year.

In his spare time, Mr. Gomez enjoys working out, watching (and quoting) movies, listening to music, watching and coaching baseball, and spending time with loved ones. He is an avid fan of anything Disney-related, and if you ever go to Disneyland you will most likely see him there.

Ms. Schneiderbauer: Drama

Email: Schneiderbauer@santaclarahighschool.com

More Information to follow.

Ms.Ramsey: English

Email: Ramsey@santaclarahighschool.com

Mrs. Ramsey is thrilled to be back at Santa Clara teaching 10th and 11th grade English.

Rejoining the Santa Clara family is always a pleasure. A lover of all things adventure, Mrs. Ramsey spends her time hiking, finding (and photographing) off the beaten path oddities, and experiencing new things. Her greatest joy, however, is spending time with her husband and two kids.

Ms Silveira: Art/ Video Production

Email: Silveira@santaclarahighschool.com

Ms. Heaven Silveira is a Santa Clara High School Alumna, class of 2011. She graduated from CSU Channel Islands with a Bachelors in Communication emphasis in Non-profit and Business, and works to continue her education in the Arts. She is excited to return to Santa Clara for her second year of teaching Art and is excited to be taking over the Video Production/SCTV program here on campus. This year Ms. Silveira will be launching an art club, which welcomes all students who are interested in a wide variety of art (painting, drawing, photography, film, spray paint etc.) and create an artistic environment where students can freely and creatively express themselves. She is a firm believer that anyone is capable of being a great artist once they learn how to channel their emotions and creativity in a positive and supporting environment.

In her free time Ms.Silveira spends most of her time with her family, pets and loved ones. She also can be found at the softball fields volunteering her time and coaching for the local girls softball youth league.

Staff

Ms.Gonzalez: Office Manager

Email: Gonzalez@santaclarahighschool.com

Mrs. Gonzalez is in her third year here at Santa Clara High School as the school Registrar. She later attended and graduated from Pharmacy Technician School. She received her Pharmacy retail and home infusion pharmacies.

Mrs. Gonzalez enjoys spending time with her husband, 3 boys, her newborn grandson and he She is also an active volunteer for Santa Clara Elementary School since 2004 and is currently a Catholic Education.

Mr. Hutchinson "Hutch": Plant Manager

Email: Hutchinson@santaclarahighschool.com

Roderick Hutchinson first came to Santa Clara High School as a baseball coach in 2002. A year the Plant Manager, as well as running the baseball program. His love for the game has kept associate area scout for the Chicago Cubs, and runs their collegiate scout team during the summer Coach Hutch was born and raised in Louisiana, where he attended Southern University on a basketball family, and decided to stay. He is married to Amber, and is the proud father of Trevor, Marcus friends.

Ms.Luna: Business Manager

Email: Luna@santaclarahighschool.com

Mrs. Luna is celebrating her 8th year employed at Santa Clara High School. She studied abroad at Universidad Internacional, S.C. at Monterrey, Mexico. Before coming to Santa Clara High School, she worked in the administration.

Mrs. Luna was born and raised in the San Joaquin Valley. Of humble background, Mrs. Luna (and all of us) knows that no matter what hurdle life throws at you; if you are true to yourself and focused you will thrive.

Mrs. Luna and her husband, Rogelio, are the proud parents of Montserrat and Liam. Both of them attended secondary school while living abroad. Montserrat is an Alumni of Pepperdine University, and is presently enrolled at CSUCI. Mrs. Luna enjoys going to the movies, the theater and museums.

Topic-4-05-3

Parent to School Communication

The school's main source of communication systems, such as (Blackboard Connect) and through the school SIS system (PowerSchool). In addition, emails will also arrive by teachers, staff, administration by way of emails through google.

All parents must provide their personal email and preferred form of communication to the main office to ensure you receive all communication in a timely manner.

Section-4-09

Automobiles/Parking Lot

Parking Lot

The following rules are always in effect pertaining to the school parking lots:

- The speed limit in the parking lots is 5 MPH and 25 MPH on the adjoining streets. Parents and students are expected to obey these speed limits.
- Once a student-driver arrives on campus he/she is expected to exit the car and go immediately into the school.
- Likewise, at dismissal students may not go to their cars until they are ready to leave.
- The parking lot is off-limits to **all** students during school hours except when permission is given by an Administrator.
- Linger in the parking lots after the Warning Bell in the morning is not allowed.
- Parking in an unauthorized area is prohibited at all times. Unauthorized areas are unmarked parking spaces, handicapped spaces, and the area in front of the Pavilion.
- The area in front of the orange cones is for drop-off and pick-up only.
- **Violation of these rules will result in disciplinary measures and/or loss of a student's parking lot privileges.**

Santa Clara High School is not responsible for any theft, damage or vandalism of cars in the parking lots.

Parking Permits

All students who drive a car to school must request a student parking permit from the Vice Principal.

- A valid California Driver's License and proof of insurance must be presented to obtain the parking pass.
- Only those students who have submitted all documentation and have an S.C. parking decal are permitted to drive to school.
- Parking Permits **must** be displayed on the dashboard or rearview mirror at all times while vehicles are in the school parking lot.
- The replacement of a lost permit is \$10.00.

Student Drivers and Carpooling

California Vehicle Code 12814.6, requires that a driver, under the age of 18, may not transport passengers under age 20, unless accompanied by a parent or guardian, a licensed driver 25 years of age or older, or a licensed or certified driving instructor for the period of one year. This law affects every provisional driver who issued a driver's license after January 1, 2005. Drivers who are 18 years old or whose restrictions began more than 12 months ago may transport passengers. **Santa Clara High School requires full compliance with this law.**

Skateboards/Skates/Bicycles

Skateboards, skates, bicycles, etc. may be ridden to school.

- Students are expected to carry, not ride, skateboards once they arrive on the campus parking lot.
- Skateboards, skates, bikes are not to be ridden on campus at any time. If ridden on campus the item will be confiscated and must be picked up by a parent or guardian.

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

All international students who do not live with a relative must live with host families who are identified on the student's I-20 forms. Student apartments, dormitory-style living, and unsupervised living are not permitted, even if students are 18 years or older.

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

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

Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians.

Host families are required to meet with the school for orientations and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not required contractually to attend safe environment training are nevertheless encouraged to do so.

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

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

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

FOREIGN STUDENTS/ I20 FORMS

Santa Clara High School admits non-immigrant students with a qualifying visa if they have been approved by the U. S. Department of Homeland Security and the U. S. Immigration and Customs Enforcement (ICE). Principals may

obtain current I-20 forms directly from the Department of Catholic Schools.

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

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

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

Topic-5-01-1

Religion Curriculum

RELIGIOUS REQUIREMENTS

All students take the required religion curriculum. In these classes, all students are graded on academic achievement and not on their religious affiliation, personal belief or the practice of their faith. All students are required to attend the general and class religious activities of the school including retreats, Masses, and so on. *The primary purpose of a Catholic school is to teach sound doctrine and morals.* It is school policy that all students take the required Religion courses and attend all religious services, behaving respectfully, regardless of their religious affiliation.

The courses offered in Religion are:

- Freshman Year: (Sacred Scripture, Who is Jesus Christ)
- Sophomore Year: (The Paschal Mystery and the Church)
- Junior Year: (Sacraments, Moral Life)
- Senior Year: (Responding to Jesus Call, Living as a Disciple in Society)

The content of all courses conforms to the teachings of the Catholic Church.

Topic-5-01-2

Honors/Advanced Placement/International Baccalaureate

National Honor Society

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

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

Topic-5-01-3

Homework

HOMEWORK

Homework is a necessary part of learning. Meaningful homework that is related to the classwork, emphasizes quality rather than quantity and is consistent with the grade level and ability of the student. Homework is purposeful when it provides the student with time to complete or expand assignments begun in class, allows students the opportunity to read or review material to prepare for class, develop good work habits, provides opportunities for the student to engage in creative projects, or encourages self-directed study and research.

- Homework time is not limited to written work. It may involve a review of material covered in class, reading of material related to current coursework, future studies, and/or preparation for a class discussion, quiz, test, or final exam.
- The teacher is responsible to furnish specific, reasonable assignments that are related to classwork and to make sure that the student fully understands the assignment.
- The parent/guardian is expected to encourage the systematic study, to show interest in the student's work, to commend the student's performance, and to provide home conditions conducive to study.
- Students are responsible to keep an accurate record of assignments.
- Students who have excused known absences (i.e., for Santa Clara activities) must see their teachers the day before the activity to get their assignments and then turn them in according to the teacher's directives.

Homework Standards:

- Freshmen – an average of 1-1.5 hours per night
- Sophomores – an average of 2.5 hours per night
- Juniors – an average of 3 hours per night
- Seniors – an average of 3 hours per night
- **Students in Honors or AP courses should expect a longer time investment in homework**

Topic-5-01-4

Graduation Requirements

GRADUATION REQUIREMENTS

A student at Santa Clara High School must meet the following requirements for graduation.

1. The student must complete a minimum of 240 academic units. They must also complete a minimum number of units per subject area. Each semester course completed with a passing grade is equivalent to 5 units.
 - The student must take one English and one Religion class each semester

- The student must take one English and one Religion class each semester.
- Students applying to a 4-year university must complete the SAT and/or ACT exams before March of senior year. A score report for each SAT and or ACT must be turned into the college counselor before May 2.
- Each student must complete Christian Service hours under the direction of the Campus Ministry/Christian Service director and submit a Christian Service Reflection Assignment.

A. UNITS REQUIRED FOR GRADUATION

• Religion	4 years	40 units
• English	4 years	40 units
• Mathematics	3 years	30 units
• Social Science	3 years	30 units
• Science	2 years	20 units
• Foreign Language	2 years	20 units
• P.E./Health	1 year	10 units
• <u>Fine Arts</u>	<u>1 year</u>	<u>10 units</u>
o		240 units

NOTE: Participation in the graduation ceremony and receipt of a diploma is privileged, not rights. The school reserves the right to deny participation in graduation and to deny a diploma. Any student subject to such penalties will be granted a transcript, in accordance with the requirements of California law.

Extracurricular activities are graded on a credit/no credit basis and must be passed to receive credit.

Any student who has not completed the 240 academic units of required coursework 2 weeks prior to Graduation, will not be allowed to participate in Graduation festivities and **will not receive a diploma** until documentation is received that the appropriate units have been successfully completed. Attendance at Graduation festivities is a privilege that can be taken away.

Topic-5-02-1

Assessments

MIDTERM/FINAL EXAMINATIONS

All students are required to take the midterm/final examinations. If a student does not take a final exam, their grade will be calculated with the missing exam recorded as a zero. If the absence is valid (i.e. hospitalization or funeral of a family member), then the student can make arrangements with the Vice Principal to take a makeup exam. Appropriate documentation will be required in order for this to occur.

- **All financial obligations must be met before final exams.**
- Examinations are held at the end of each academic semester, according to the assigned days published on the school calendar.
- Students who fail to appear at the designated time and place of an exam, except in the case of medical excuse verified by a doctor's note, forfeit the right to take the exam. Any other exception must be approved by the Vice-Principal.
- Students who are late for an exam forfeit the time missed. Teachers may not give individuals or a class extra time for an exam without the prior permission of the Vice-Principal. Students must remain in the

extra time for an exam without the prior permission of the vice-principal. Students must remain in the exam room the entire time of the exam period.

- If a change in exam dates is approved by the Vice Principal, the student must take the missed exams on the day scheduled in the school calendar.

Topic-5-02-2

Grading Scale

Grading Scale

The Santa Clara Unweighted Grade Point Average (GPA) is calculated based on all courses. Each grade is given a specific number of points as follows:

- A - 4.0
- B - 3.0
- C - 2.0
- D - 1.0
- F - 0.0

- **The Santa Clara Weighted GPA** is calculated based on all courses. A grade of A, B, or C in an Honors or Advanced Placement course earns an extra point (i.e. A=5.0).
- The **University of California and California State University** schools calculate GPA based on UC/CSU approved courses in 10th and 11th grade. Your counselor can help you determine this GPA.

D. COLLEGE AND "D's" and "F's"

While a grade of 'D' is considered passing for receiving a diploma, it is **not** accepted for college entrance. If a student has received a 'D' or 'F' in any class, they should meet with their counselor at the earliest opportunity to make a plan to retake the course.

E. GRADING SCALE

All teachers in computing assignments, tests, and report cards will use the following scale:

A+ 97-100%

A 93-96 %

A- 90-92%

B+ 87-89%

B 83-86%

B- 80-82%

C+ 77-79%

C 73-76%

C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	59.9999% and below

Topic-5-02-4

High School Grade Reporting

Grade Reporting

REPORT CARDS

Report cards are issued two times per year and will be mailed home. It is the parent's/guardian's responsibility to note the times of report card mailings on the calendar and to monitor incoming mail that week. Parents/guardians who do not receive a report card during the scheduled week should call the main office immediately.

PROGRESS REPORTS & PARENT/ TEACHER CONFERENCE NIGHT:

Teachers may issue a written progress report(s) at any time in addition to the scheduled report card. However, it is the student and parent's/guardian's responsibility to check **PowerSchool** for up to date progress. Check the calendar for reporting dates. **It is the responsibility of the parent/guardian to check the issued progress report(s)** . Parents/guardians should contact the teacher and the Assistant Principal for academic assistance. Parents/guardians may also request specific information regarding their student's progress through the counseling office at any time during the school year. Please feel free to contact the Assistant Principal if there is a concern regarding student achievement.

There will be a scheduled evening where parents come to school to discuss the mid- semester of the first- semester progress of their son/daughter with teachers. **It is the responsibility of parents/guardians to attend the parent/teacher conference night in order to be fully informed of their student's progress in the middle of the semester.**

Topic-5-02-5

Make-Up Work/Absences

MAKE-UP WORK FOR EXCUSED ABSENCES

When students return to class with appropriate documentation and are issued a readmit indicating that the absence was excused, they have an equivalent amount of time to make-up assignments or exams. For example, if they were out two school days, they have two school days after their return to make-up any work or exams. Students are responsible for communicating with their teacher(s) and are responsible for any missing work due to an excused absence.

Late Work:

- For excused absences, students are allowed to turn in work according to the number of days absent; if the student was absent one day, the student has one day to turn in the assignment when he/she returns.
- Homework turned in late because of the student's negligence may not be accepted according to the directives on the teacher's course syllabus.
- If a student was in class when an assignment was given, a test date announced, he/she is responsible to turn in the assignment/take the test on the date due.
- If a student is a member of a sports team or is participating in any school-related activity, he/she is responsible for getting assignments before the absence and fulfilling them according to the teacher's deadline.

Topic-5-02-6

Course Deficiency/Failure

Course Deficiency

A student who fails any semester course (F) must make up the course by attending summer school. Consult with a counselor for information about summer school. It is recommended that students also retake any course in which they received a grade of 'D'. Summer school provides students an opportunity to make up credit deficiencies for graduation and college admission. Students who want to expand their education may also take summer school courses.

All F's must be made up in summer school before the student may advance in their classes. If the class is not passed during summer school, the student will repeat the class during the school year. ALL grades are recorded on the high school transcript and calculated into the GPA.

***Any student taking summer school, whether for recovery or advancement, needs the approval of the Assistant Principal. Due to our progressive curriculum, not every class can be taken in the summer for advancement.**

Topic-5-02-7

Conduct/Citizenship Grades

Please refer to the Assistant Principal for additional information.

Section-5-04

Recess and Lunch/Nutrition

[School bell Schedule 2020-2021](#)





Section-5-06

Honors and Awards

Honors and Awards

• **B. VALEDICTORIAN AND SALUTATORIAN SELECTION PROCESS**

The Valedictorian/Salutatorian Awards are given each year to the graduating seniors who have earned the highest/second-highest grade point averages over four years. The student must be eligible for an honors diploma, have pursued a rigorous curriculum of college preparation, honors, and/or advanced placement, and have an exemplary citizenship record. The students must also have attended Santa Clara High School for three complete years. The administration reserves the right to waive the three-year attendance rule when appropriate.

C. GRADUATION WITH HONORS:

- Summa Cum Laude: Students maintain an academic grade point average of 4.00 or higher
- Magna Cum Laude: Students maintain an academic grade point average of to 3.75 to 3.99
- Cum Laude: Students maintain an academic grade point average of 3.5 to 3.74

D. HONOR ROLL:

Honor Roll status is based on the previous semester's grades.

- Highest Honor Roll: Students earning a 4.0 GPA and above
- High Honor Roll: Students earning between 3.50 and 3.99 GPA
- Honor Roll: Students between 3.0 and 3.49

Section-5-08

Academic Probation, Retention/Transfer

ACADEMIC PROBATION

Any student with a grade point average below 2.0 at the end of the quarter and/or semester will be placed on academic probation. Students on Academic Probation are allowed to participate in extracurricular activities/clubs/sports teams **IF THEY ATTEND THE MANDATORY STUDY HALL THREE DAYS A WEEK**. Any

activities/clubs/sports teams IF THEY ATTEND THE MANDATORY STUDY HALL THREE DAYS A WEEK. Any student who receives three or more semester grades of "F" in a single year may be asked to withdraw from Santa Clara. Any student who is placed on academic probation three times may be asked to withdraw from Santa Clara.

Requirements for students on Academic Probation

1. Attend mandatory tutoring or study hall sessions (except on half days or faculty meeting scheduled days).
2. Meet with teachers for extra help in subjects below a C average and/or request additional assistance in areas of difficulty.
3. Make up all semester fails prior to the next academic school year.
4. Demonstrate improvement in grade checks.

Any student who is placed on academic probation for having less than a 2.0-grade point average three times, even if the semesters are not consecutive, may be asked to withdraw from Santa Clara High School.

Topic-5-09-2

Additional Counseling Information

COUNSELING DEPARTMENT

The role of the school counselor is to maximize student achievement through direct interaction (in-person counseling) and indirect collaboration (working with parents/guardians, teachers, and supervisors). The school counselor works closely with students to promote their behavioral, educational, personal, social, and spiritual well-being. The school counselor provides classroom visits and individual appointments with students as well as information sessions for parents/guardians.

A. ACADEMIC SERVICES

The school counselor monitors the academic progress of students, providing information about courses and graduation requirements as well as the coursework needed to be eligible for college applications. The school counselor works closely with teachers and parents/guardians when students are experiencing academic difficulty. The counselor will meet with students and parents/guardians to discuss learning needs, concerns, and difficulties; and advise on course placement, summer school, and monitor progress in credit recovery courses. The school counselor and assistant principal also work with students requesting classroom or testing accommodations.

B. COLLEGE/CAREER PREPARATION

As a college preparatory school, our goal is to help prepare our students for admission to colleges and universities that best fit their interests; these include academic, athletic, career, extracurricular, and social interests. College preparation and planning begins during students' freshman year and progresses through each grade level with in-depth and personalized counseling appointments in the junior and senior year. Classroom visits, evening presentations, and individual meetings introduce students to college and career options, college entrance requirements, standardized testing, personal statements, and financial assistance. To support college and career preparation, Santa Clara High School provides all students and parents/guardians with access to Naviance, a comprehensive college, and career readiness platform to help optimize student success.

C. PERSONAL/SOCIAL SERVICES

The school counselor also provides general, supportive counseling within the context of an academic environment. Moreover, the school counselor is not a therapist, but can discuss, assess, and advise on any behavioral, personal, and/or social circumstance affecting the academic success of students. Students may request an appointment with the school counselor, be referred by a faculty/staff member, or by their parents/guardians. If the school counselor determines the student needs further services, the parents/guardians will be informed to follow up with

off-campus resources as appropriate.

Section-5-11

Summer School

SUMMER SCHOOL

A student who fails any semester course (F) must make up the course by attending summer school. Consult with a counselor for information about summer school. It is recommended that students also retake any course in which they received a grade of 'D'. The summer school provides students an opportunity to make up credit deficiencies for graduation and college admission. Students who want to expand their education may also take summer school courses.

All F's must be made up in summer school before the student may advance in their classes. If the class is not passed during summer school, the student will repeat the class during the school year. ALL grades are recorded on the high school transcript and calculated into the GPA.

***Any student taking summer school, whether for recovery or advancement, needs the approval of the Assistant Principal. Due to our progressive curriculum, not every class can be taken in the summer for advancement.**

SUMMER READING ASSIGNMENT

Several Departments may designate one to three books for each class level that are to be read over summer vacation. A journal or assignment for each of the novels is turned in to the teacher on the first day of class. There may be additional assignments based on summer reading after school begins. **ALL AP COURSES REQUIRE STUDENTS TO COMPLETE SUMMER ASSIGNMENTS.** Assignments are sent by email to the students' school account at the beginning of summer vacation.

Section-6-01

Before & After School Policies and Programs

AFTER SCHOOL AND OFF CAMPUS

The school does not and cannot supervise students after school off-campus (local parks, Center Point Mall, etc.). On-campus supervision ends at 3:30 pm.

While we cannot supervise off campus after school non-official activities, students are still held accountable for any misbehavior that may occur (e.g. drinking, fighting, smoking, etc.)

Section-6-02

School Field Trips and Excursions

C. FIELD TRIPS AND EXCURSIONS

The curriculum may incorporate excursions and field trips for students in good standing with a minimum of a 2.0 GPA, no excessive absences, and no disciplinary issues. The field trips must be educational in nature and related

to the curriculum and content of the course of study.

The school provides supervision and all school rules are enforced on such trips. The school uniform must be worn on all field trips unless specified by the Principal or Dean of Students. Please note that participation in a field trip is a privilege, not a right. The school may withdraw this privilege.

Section-6-04

Student Government

Organizations and Activities

Organizations, clubs, activities, and athletics are an essential part of education. Such activities are moderated by faculty members. Participation in all extracurricular activities including athletics is dependent upon the maintenance of a 2.50 or higher G.P.A.

Student Council

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

Topic-6-04-1

Election rules

Elections

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

Section-6-05

Clubs/Organizations/Honor Societies

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

1. Students are academically eligible to participate in athletics and extracurricular activities if their quarter GPA is 2.0 or higher per grading period. Students must maintain a 2.0 to remain eligible. Eligibility is determined at the end of each quarter.
2. If a student's GPA is below 2.0 they are on Academic Probation. They are required to attend Study Hall and they may participate in athletics and extracurricular activities.
3. If a student is Academically Ineligible they will be required to attend Study Hall and will not be allowed to participate in any athletics and extracurricular activities.

4. If at the end of the next quarter the student's grades are still below 2.0 GPA, the student will be Academically Ineligible.
5. NO APPEALS WILL BE ACCEPTED!
6. CIF eligibility for sports is based on the last two grading periods. Each student will be allowed 2 CIF probation periods per year.
7. No coach or activity moderator is permitted to allow an ineligible student to practice or participate in any activity without written notification from the Vice Principal or Principal.
8. Santa Clara High School follows the policies of the State C.I.F., the Southern Section, and the C.A.A. with respect to the open enrollment transfer rule.

NOTE:

- Ineligibility begins on the day that report cards are recorded. The student will remain ineligible for the entire quarter.
- A student who is declared ineligible at the end of the year may be placed on probation and have his/her eligibility reinstated for the fall semester if the student attends summer school and raises his/her semester GPA to at least a 2.0.
- The athletic director or activities director, after consulting with the Vice Principal at the close of each grading period, will notify the head coaches or activity coordinators of those students who have become ineligible or have regained eligibility. Coaches or activity coordinators are not to approach teachers regarding student's course work, grades, and eligibility. Coaches or activity coordinators are to direct any questions to the administration.

Topic-6-06-1

Formal Dances (Homecoming, Winter Formal, Prom)

DANCES

The rules governing dances are:

1. **ADMISSION**

- a. Dances are school-sponsored activities at which all-relevant school regulations are applicable.
- b. Dances are scheduled between 7:30 P.M. and 10:30 PM.
- c. Doors close at 7:45 PM and open again at 10:00 PM
- d. All Santa Clara dances are closed dances unless otherwise publicized.

- All guests must have a signed contract turned into the main office with a fee
- Students must accompany their guest through the entrance to the dance.
- All guests must have school ID (picture) and must follow all school rules.
- Guests are the responsibility of the Santa Clara student.
- Parents must make sure to pick up their children on time.

Supervision will be available until 10:45 PM.

Topic-6-06-2

Graduation Celebration/Grad Night

Please review the following procedures and regulations for Commencement Exercises (Baccalaureate Mass and Graduation), then sign and return before receiving cap and gown. You must return the last page of this agreement, signed by both parent/guardian and student, to reserve the student's place in the Commencement exercises.

PROCEDURES AND REGULATIONS:

1. The Baccalaureate Mass is on **June 4th at 1:30** p.m. at Santa Clara Church. The Graduation Ceremony is on Friday, **June 4th at 6:00 pm** in the Pavilion
2. Admission to the gym on June 4th is on a first-come, first-served basis through the main entrance. No ticket is needed. Doors will open at approximately **5:00 pm**.
3. Seating and programs are on a first-come, first-served basis. Except for graduating Seniors, there are **No Reserved Seating. Saving seats for others in your party is not permissible, so please arrive together to assure that you can sit together.**
4. Pictures and/or videotapes may be taken from the seats only. No person may leave the seats and move into the aisle during the ceremonies.
5. Graduating Seniors MUST attend graduation and Baccalaureate practice.

These practices will be held on:

- Baccalaureate practice: Wednesday, May 26, 3:00-5:00 pm at Santa Clara Parish
- Graduation practice Thursday: May 27, 2:30-4:30 pm at Santa Clara High School
- Baccalaureate practice: Tuesday, June 1, 1:00-3:00 pm at Santa Clara Parish
- Graduation practice: Wednesday, June 2, 12:00-2:00 pm at Santa Clara High School
- Graduation Practice: Thursday, June 3, 11:45- 1:00 pm at Santa Clara High School

No excuse will be accepted for not attending all practices. Those missing practice will not be able to participate in either event. NO EXCEPTIONS WILL BE MADE.

6. Seniors must report on Friday, **June 4th** to the church **by 1:00 p.m.** and to **the quad** by **5:00 pm**. Caps and gowns are to be worn for Commencement and only gowns for Baccalaureate Mass. Both the Baccalaureate Mass and Commencement (graduation) exercises are formal occasions and we must insist that students dress and act in an appropriate manner. Both females and males must wear appropriate dress clothing and footwear. When in doubt, clear with the Dean of Students prior to rehearsals. Jeans, sandals, shorts, and tennis shoes are not permitted. Haircuts will be to the school standard. The school standard of neat, clean, and tasteful attire will apply to all students. Flowers and balloons are not appropriate for students in either ceremony. There will be a check-in for balloons and flowers in the lobby of the Pavilion. Students dressed or behaving inappropriately will be removed from the ceremonies. Students showing evidence of prior use of alcohol or drugs will be removed from the ceremonies.

7. All school fees (tuition, service hours, etc.) must be paid before students can take final exams, walk-in the graduation ceremony, or receive a diploma.

8. Santa Clara High School has no role in the planning or hosting of any post-graduation travel experience (e.g. Cancun). Students who plan or participate in these activities do so at their own risk. The school is not

(e.g. carnivals), students who plan or participate in these activities do so at their own risk. The school is not responsible for any injury or death that may occur at such an event.

9. Attendance at Grad Nite is a privilege that can be taken away. Those who attend Grad Nite and have inappropriate behavior or do not follow the guidelines, will not be allowed to participate in the Graduation ceremony.

Commencement Day and related events are occasions of great anticipation and joy for all concerned. We require reverent, respectful, and dignified behavior and attitudes from students, graduates, parents, and guests so that our Seniors may experience their special day in the atmosphere it deserves. We ask all to be aware of the importance of appropriate behavior and decorum. We all thank you in advance for making the Commencement memorable, dignified, and successful.

Topic-6-07-2

Additional Student Publications Information

STUDENT PUBLICATIONS

The principal is the publisher and has the legal responsibility for all student and school-related publications. The principal may appoint moderators who review all materials. **No material contrary to the teaching of the Catholic Church or offensive to Christian values and sensitivity may be published.**

Section-6-09

Class Rings (High Schools only)

All class ring services are provided by Jostens. Jostens visits Santa Clara High School throughout the school year to follow up with students and families to discuss sales and options.



Section-6-10

Student Identification Cards

Student Identification Cards

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

Section-6-11

Yearbook

School Yearbook (Onward) are made available for purchase between August - November. Please contact the Director of Activities for additional information.

Topic-6-12-01

School Athletic Handbook [if applicable]

ATHLETIC PROGRAM

A. PHILOSOPHY

By participating in the Athletic Program of Santa Clara High School, a student becomes a member of an ambitious and energetic group of young men and women. In addition to the responsibilities a student-athlete bears as a member of the Santa Clara High School student body, he or she accepts an entirely new set of additional responsibilities. The student-athlete establishes himself or herself as a model for all students in self-discipline, scholarship, and leadership. In return, the rewards are great: the accolades of peers and the community, the pleasure of teamwork, the enjoyment of competition, and the self-satisfaction that comes from being looked upon as an outstanding citizen. Athletics means, therefore, much more than just participating in a game. In athletics, an understanding and appreciation of teamwork will be gained as well as the value of fair play and sportsmanship. Perhaps most importantly, the student-athlete will learn that in athletics as well as other things in life, hard work will bring success.

1. GENERAL BACKGROUND: For many years Santa Clara High School has contributed to the spirit and pride of the area through excellence in athletics and the consistent fielding of highly competitive teams. This quality athletic program is a natural outgrowth of the Catholic Christian philosophy of Santa Clara which seeks to develop all aspects of the human person. The primary goal of the athletic program is to build physical strength, self-discipline, and the team spirit in an atmosphere permeated with idealism, energy, and the values proclaimed to us by Christ.

2. STUDENT ATHLETES: To be part of this program is not the right of any student, but rather a privilege which demands a commitment to strive for excellence in all other areas of school life: spirituality, academics, school government, social activities, and discipline. Perhaps in no aspect of school life is the individual called upon to represent Santa Clara in such a public forum as in the athletic arena. Student-athletes must therefore be made aware of their constant privilege and responsibility to represent Santa Clara and Christian values to the world. The true Santa Clara athlete wins respect by playing hard and demonstrating the highest degree of sportsmanship at all times. This sportsmanship is especially demonstrated in showing fraternal respect to members of opposing teams and schools. This sportsmanship is also demonstrated in obedience to coaches, appreciation for the talents of other team members, respect for racial diversity in all circumstances, use of acceptable language, and an overall attitude of respect and involvement in the life of the school community.

3. COACHES: Coaches play a highly significant role in Santa Clara's athletic program. They are the natural role models who guide young athletes by their living example to the realization of all the goals of the athletic program. In order to be such a role model, coaches need to be completely imbued with the athletic philosophy of Santa Clara. Coaches exercise their leadership from the perspective of faith. Outside the athletic arena, they continue to lead their teams by prayer, support, and the example of a Christian lifestyle. Whenever exercising their authority, coaches demonstrate respect for the dignity of every player entrusted to their care and thus win for themselves the true respect of their athletes. Coaches also deal with parents, opposing coaches, administrators, and other adults in a highly professional and Christian manner. A true Santa Clara coach represents the ideals and values of

the athletic program with dignity, pride, confident leadership, and self-discipline.

4. PARENTS: Parents are the primary educators of their student-athletes. Santa Clara's parents are therefore called to teach by word and example the values of the school's philosophy and athletic code. Parents are strongly encouraged to support their daughters/sons during team competition with their presence and positive school spirit. Parents also need to be aware that they represent the school in a special way during all athletic contests. Parents and members of the opposing teams are always treated with cordial respect. The same is true of those officiating in the game. Parents should especially realize that their support of the Santa Clara coaching staff, both on and off the field, is a highly significant factor in the achievement of an effective team spirit. Santa Clara's parents represent the ideals of Santa Clara both in the home as well as at all athletic events.

5. SCHOOL COMMUNITY: The Santa Clara school community, including students, faculty, staff, and administration, show their support of the athletic program by being present to witness and celebrate the talents of student-athletes. Their support of Santa Clara teams is marked by energy, enthusiasm, and a positive attitude that flow from the school's commitment to Christ and His way of life. In a special way, the school community demonstrates its Santa Clara spirit by offering warm and friendly hospitality to all visiting teams, their families, schools, and fans.

B. REQUIREMENTS FOR PARTICIPATION

1. PARENT MEETING

A mandatory parent meeting will be held by the Head Coach at the beginning of the sports season to go over policies of the Athletic Department. A parent/guardian will be required to sign in to prove attendance. If a parent/guardian does not attend, the student will not be able to participate in athletics until the parent/guardian has a one-on-one meeting with the Athletic Director.

2. ATHLETIC CLEARANCE PACKET AND PHYSICAL EXAMINATION

A yearly athletic clearance packet and physical examination is required. The standard physical form must be completed and submitted to the athletic department prior to participation. The examination covers all sports for the entire school year. The form will be kept in the Athletic Department.

3. EMERGENCY CONTACT FORM

Each Athlete's parent(s) / guardian shall complete an Emergency Contact Form attached to the physical form, giving permission for treatment by a physician or hospital when the parent(s) / guardian is not available. This form must be completed prior to participation.

4. ATHLETIC SPORTS FEE

The required athletic fee for each sport (which varies from sport to sport) during the school year must be paid for the student to participate in that sport. This fee does not include any required fundraising activities that may occur for the sport. Sports Fees will be due on the following dates: Fall Sports- August 1st, Winter Sports- November 1st, Spring Sports- February 1st. ***The student MAY NOT participate in any competitions/practices until fees are paid. If fees are not paid by the specific date it will be billed to their SMART Tuition Account with a \$50 late fee assessment per sport. The fees are non-refundable.***

5. ATHLETIC SPIRIT PACK FEE

The spirit pack fee is an additional fee that varies by sports team and season. This fee covers any team apparel that must be purchased by the athlete through Eastbay.

Athletic Department Fundraising

Each year the Athletic Department will conduct a fundraiser to help defer cost entailed by the Athletic Department. These costs may include CIF- SS dues, CIF- State dues, TCAA League Fees, Sports Patches, Referee/Officials fees, etc. The main Athletic Department fundraiser is Casino Night which is held in the spring. Each athlete will be responsible to sell a minimum of two (2) reservations to the event no matter the number of sports played during the school year. If the student does not sell the two (2) reservations, their Smart Tuition account will be billed the minimum amount of the cost of two (2) reservations for the event. The Athletic Department may also have optional fundraisers to help students raise money for their sports fees. More information on these types of fundraisers will be announced by the Athletic Director when the fundraising period begins.

C. ATHLETIC POLICIES

A firm and fair policy of enforcement are necessary to uphold regulations and standards of the Santa Clara High School athletic program. Participation on an athletic team is a privilege provided to students involving discipline and a willingness to make sacrifices. For these reasons those who wish to participate in an interscholastic sport at Santa Clara High School must adhere to these policies.

Discipline in the athletic program is considered an aspect of moral guidance and not simply a form of punishment. The purpose of discipline is to promote genuine development, to increase respect for authority, to assist in the growth of deeper motives of self-discipline, and to provide a team situation conducive to winning. An athlete's discipline in a sport should be matched by his/her ability to abide by the school discipline code.

1. PRINCIPAL'S RIGHT TO AMEND

The principal reserves the right to amend the athletic policies and rules as necessary during the school year. Parents will receive written notice of any such amendments.

2. ELIGIBILITY

All incoming freshmen are eligible to participate in the athletic program during their first semester at Santa Clara. Returning students who are academically eligible (GPA 2.0) and not on disciplinary probation are eligible to participate.

Transfer students must first consult with the Athletic Director concerning their eligibility before beginning any conditioning or practice with any team. The Athletic Director will file the appropriate paperwork with the CIF- Southern Section office. The CIF- Southern Section will make the final determination concerning the eligibility of transfer students.

3. ATTENDANCE

Athletes who do not report to school for at least four full periods without prior clearance may not participate in after school sporting events. (An athlete must report to school for at least four full periods on Friday in order to participate in weekend activities.)

Athletes are expected to be punctual. Tardiness will result in a loss of playing time. Tardiness to more than three practices, meetings or games will result in an unexcused absence.

Athletes must attend all practices and games. This includes the summer conditioning program. Three unexcused absences or any unexcused absence from a contest will disqualify an athlete from participation in the athletic program. Serving detention will be counted as an unexcused absence from practices or meetings. If you are injured you must attend all practices and meetings unless cleared by a coach.

Absences may be excused for the following reasons only:

- a. Medical illness
- b. Death of a family member
- c. Court Appearances
- d. Quarantine

In all instances, parents/guardians must inform the head coach whenever an athlete will be absent. Athletes will not be penalized by coaches for excused absences.

4. EXPULSION / WITHDRAWAL FROM A SPORT

The Administration feels that team members have made a commitment to the school, fellow teammates, and coach. An athlete has a grace period of 7 practices/events from the first official practice of the season to decide if they would like to participate in the sport. If the athlete quits the sport after the 7 practices/events, the athlete is banned from playing another sport for 1 sports season.

The student- athlete will receive a "withdrawal" mark on the official transcript if that athlete quits or is expelled from a specific team.

5a . PARTICIPATION IN AN OUTSIDE ATHLETIC TEAM IN THE SAME SPORT DURING THE SCHOOL ATHLETIC SEASON

This is specifically forbidden by C.I.F. Rules. The Athletic Director and Head Coach of the individual sport must approve all personal trainers and/or coaches, participation in club and travel teams. Any athlete, who does so, must be withdrawn from the team and all games, which he/she has participated in, must be forfeited. A season of sport is defined as beginning with the first day of official practice and ending with the last possible day for a contest.

5 b. PARTICIPATION IN AN OUTSIDE ATHLETIC TEAM IN A DIFFERENT SPORT DURING THE SCHOOL ATHLETIC SEASON

It is in the best interest of the student- athlete to participate only on the team in the high school season of sport. The potential for fatigue, injuries, conflict of commitments, and academic pressures may adversely affect team performance.

If the head coach feels that it is in the best interest of the high school and its athletic program, the coach may restrict student- athletes from participation in the high school team if they play on an outside team during the season of competition.

6. LOCKER ROOM USE

Student-athletes are responsible for the cleanliness of the locker room and for any damage that might occur. Athletes are not to use athletic facilities unattended at any time for an exception.

7. EQUIPMENT AND FACILITIES USE

Athletes and their parents/guardians are financially responsible for any equipment or uniforms that are issued to the student- athlete during the sports season. Before awards are received, or a new sport is begun, the athlete must return or pay for the equipment that has been checked out. No uniforms will be issued if a player has equipment from another sport still due. All items will be billed and up to \$500.00 may be billed to recover lost or unreturned equipment.

No equipment or uniforms may be used for personal use outside practice or games.

8. EARLY DISMISSAL AND DEPARTURE

Because of the nature of athletics and the travel involved, it is often necessary for student- athletes to be released from class. This in no way releases the student- athlete from academic responsibility, including in- class assignments, quizzes, tests, and homework. Athletes are expected to notify their teachers prior to leaving and arrange to make up all assignments, quizzes, or tests, and obtain homework.

9. TRANSPORTATION AND TRAVEL

When outside transportation is provided for a team, all members of the team will ride in the van/bus provided to and from the event. The exception to the rule is given when specific written permission in advance (2 days before competition) is received and approved by the Head Coach and the Athletic Director.

A student-athlete with a valid California driver's license may drive him or herself to practice, otherwise, all students are expected to travel with their season sports team. Athletes may not drive themselves or other students to home and away games.

10. LETTERING

The awarding of an athletic letter at Santa Clara High School is an acknowledgment of excellence and achievement. In order to receive a letter, an athlete must abide by the policies and rules of the Athletic Handbook, and in the opinion of the Head Coach, be deserving of such a letter.

To letter in Varsity, there is a minimum requirement for each sport, but a coach may waive it and award a letter because of injury, superior effort, inspiration, or leadership.

11. ADDITIONAL POLICIES SPECIFIC TO A PARTICULAR SPORT

Because of the uniqueness of each sport and difference in coaches' philosophies, some coaches may wish to augment this policy with rules that pertain only to that sport. This would be in addition to the Athletic Policy. Additional rules and policies will be distributed by the Head Coach to team members before the beginning of each sport season.

D. BEHAVIORAL EXPECTATIONS

1. ATHLETES

Being a member of a Santa Clara athletic team carries with it the responsibility of maintaining our athletic tradition while conducting oneself in a manner consistent with Christian values. Athletes should address coaches and other team members politely, courteously, and respectfully in a spirit of friendliness and in an atmosphere of cooperation essential to a team. Any questionable behavior by an athlete will not be tolerated. Acts of unacceptable conduct include, but are not limited to: insubordination, theft, vandalism, use of tobacco, alcoholic beverages or drugs, infractions of school rules, violation of the law, or immorality. These tarnish the reputation of Santa Clara High School and its athletic program and will not be tolerated.

2. PARENTS / GUARDIANS

Parents/guardians are expected to support the school's athletic philosophy as detailed in this Handbook. Failure on the part of parents/guardians to do so will result in the removal of their son/daughter from the athletic program. Parents/guardians must support the decisions of the Athletic Department and coaching staff in the presence of their child even if they personally do not agree with the decisions.

Parents/guardians whose behavior at athletic events is not consistent with Christian philosophy may be asked by the Principal or another administrator to refrain from such behavior. Repeated refusal to comply with such requests may result in the removal of the parent/guardian from the athletic contest and/or future athletic contests and may also result in the removal of the student from the school.

It is inappropriate to discuss with the coach the following:

- playing time
- team strategy or play-calling
- other student athletes

If a parent or guardian has a concern to discuss with a coach, the following procedure must be followed:

1. The student-athlete must speak with the coach first regarding the issue.
2. After this has occurred, the parent or guardian may make an appointment with the coach.
3. The parent or guardian may not contact a coach before, during, or after a contest. These can be busy or emotional times for both the parent and the coach.
4. If the coach cannot be reached, call the Athletic Director to set up an appointment with the coach.
5. If the parent or guardian feels a satisfactory solution has not been reached with the head coach, the parent or guardian may schedule an appointment with the Athletic Director.
6. There is no appeal beyond the Athletic Director regarding playing time or team membership non-selection.

E. GUIDELINES FOR SPECTATORS AT ATHLETIC EVENTS

Guidelines for Spectators at Athletic Events

In the light of growing violence associated with high school athletics, the C.I.F. Southern Section has issued the following guidelines for spectators at athletic events. These guidelines are an invitation to put into practice the ideals of sportsmanship, which can truly make high school athletics a positive experience for all involved.

1. Remember that school athletics are learning experiences for students and mistakes will be made. You would not jeer a student who makes a mistake in the classroom. An athlete should not be an exception.
2. A ticket is a privilege to observe a contest, not a license to verbally assault others, and be generally obnoxious.
3. Learn the rules of the game so that you may understand and appreciate why certain situations take place.
4. Show respect for the opposing team players, coaches, spectators, and support groups. Treat them as you would treat a guest in your own home.
5. Respect the integrity and judgment of game officials. Do not question an official's call.
6. Recognize and show appreciation for an outstanding play by either team.
7. Refrain from the use of any controlled substances (alcohol, drugs, etc.) before and during games and afterward on or near the site of the event (i.e., tailgating).
8. Refrain from cheers that downplay the opponent or which use profane or abusive language.

Topic-6-12-02

Sports by Season Pep Squads, Cheer

Topic-6-12-03

Selection Process/Requirements for Participation

CIF Athletics Eligibility

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

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

Santa Clara High School Eligibility

Students, whether involved in athletics or any other co-curricular activity, must complete an eligibility form and meet the eligibility requirements of Santa Clara High School. The character must be within the appropriate standards. Students whose conduct, attendance, or appearance is not up to standard shall be declared ineligible by the Principal, Moderator, or Athletic Director for the period of time they see fit.

1. To participate unconditionally in co-curricular activities, students must earn a grade point average of 2.00 or higher every grading period.
2. Students on disciplinary, attendance, or academic probation are considered ineligible.
3. The Principal reserves final judgment on all decisions.
4. All incoming freshmen are eligible to participate in the athletic program during their first semester at Santa Clara.

Transfer students must first consult with the Athletic Director concerning their eligibility before beginning any conditioning or practice with any team. The Athletic Director will file the appropriate paperwork with the CIF-Southern Section office. The CIF- Southern Section will make the final determination concerning the eligibility of transfer students.

Topic-6-12-04

Athletic Medical Clearance

A yearly athletic clearance packet and physical examination are required. The standard physical form must be completed and submitted to the athletic department prior to participation. The examination covers all sports for the entire school year. The form will be kept in the Athletic Department.

EMERGENCY CONTACT FORM

Each Athlete's parent(s) / guardian shall complete an Emergency Contact Form attached to the physical form, giving permission for treatment by a physician or hospital when the parents(s) / guardian is not available. This form must be completed prior to participation.

Topic-6-12-05

Injuries and accidents

All athletic injuries will be addressed by a licensed athletic trainer or a trained staff member. If additional care is required, additional medical staff will be contacted and student-athlete will be cared for. In addition, all Head Coaches and assistant coaches, have been trained and screened for the following.

1. Be VIRTUS certified
2. Be *Play Like a Champion Today* certified
3. Be certified in CPR (certification must be up-to-date)
4. Be certified in First Aid (every three years)
5. Be versed in theory and coaching techniques
6. Sexual Harassment
7. Concussion Training
8. Sudden Cardiac Arrest Certificate
9. Heat Illness Awareness Certificate
10. COVID 19 Prevention Certificate

Complete the following forms:

1. I-9 form
2. Fingerprinting
3. Child abuse form
4. TB skin test (Mantoux)
5. Coaching Employment Agreement
6. W-4
7. Emergency information
8. Coaches Code of Ethics (CIF Blue Book)
9. Guidelines for Adults Interacting with Minors

Topic-6-12-06

Athletic Fees, Equipment and Uniforms

ATHLETIC SPORTS FEE

The required athletic fee for each sport (which varies from sport to sport) during the school year must be paid for the student to participate in that sport. This fee does not include any required fundraising activities that may occur for the sport. Sports Fees will be due on the following dates: Fall Sports-August 1st, Winter Sports-November 1st, Spring Sports-February 1st. ***The student MAY NOT participate in any competitions/practices until fees are paid. If fees are not paid by the specific date it will be billed to their SMART Tuition Account with a \$50 late fee assessment per sport. The fees are non-refundable.***

ATHLETIC SPIRIT PACK FEE

The spirit pack fee is an additional fee that varies by sports team and season. This fee covers any team apparel that must be purchased by the athlete through Eastbay.

Athletic Department Fundraising

Each year the Athletic Department will conduct a fundraiser to help defer cost entailed by the Athletic Department. These costs may include CIF-SS dues, CIF-State dues, TCAA League Fees, Sports Patches, Referee/Officials fees, etc. The main Athletic Department fundraiser is Casino Night which is held in the spring. Each athlete will be responsible to sell a minimum of two (2) reservations to the event no matter the number of sports played during the school year. If the student does not sell the two (2) reservations, their Smart Tuition account will be billed the minimum amount of the cost of two (2) reservations for the event. The Athletic Department may also have optional fundraisers to help students raise money for their sports fees. More information on these types of fundraisers will be announced by the Athletic Director when the fundraising period begins.

Topic-6-12-07

Discipline Policies and Procedures in Athletics

Behavioral Expectations for Student-Athletes

Being a member of a Santa Clara athletic team carries with it the responsibility of maintaining our athletic tradition while conducting oneself in a manner consistent with Christian values. Athletes should address coaches and other team members politely, courteously, and respectfully in a spirit of friendliness and in an atmosphere of cooperation essential to a team. Any questionable behavior by an athlete will not be tolerated. Acts of unacceptable conduct include, but are not limited to insubordination, theft, vandalism, use of tobacco, alcoholic beverages or drugs, infractions of school rules, violation of the law, or immorality. These tarnish the reputation of Santa Clara High School and its athletic program and will not be tolerated.

Topic-6-12-08

Varsity Jackets and Sweaters

Please contact the Athletic Director for additional guidance as it pertains to varsity and sweater attire.

Topic-6-12-09

Sportsmanship Code for Spectators

PARENTS / GUARDIANS

Parents/guardians are expected to support the school's athletic philosophy as detailed in this Handbook. Failure

Parents/guardians are expected to support the school's athletic philosophy as detailed in this handbook. Failure on the part of parents/guardians to do so will result in the removal of their son/daughter from the athletic program. Parents/guardians must support the decisions of the Athletic Department and coaching staff in the presence of their child even if they personally do not agree with the decisions.

Parents/guardians whose behavior at athletic events is not consistent with Christian philosophy may be asked by the Principal or another administrator to refrain from such behavior. Repeated refusal to comply with such requests may result in the removal of the parent/guardian from the athletic contest and/or future athletic contests and may also result in the removal of the student from the school.

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- other student-athletes

If a parent or guardian has a concern to discuss with a coach, the following procedure must be followed:

1. The student-athlete must speak with the coach first regarding the issue.
2. After this has occurred, the parent or guardian may make an appointment with the coach.
3. The parent or guardian may not contact a coach before, during, or after a contest. These can be busy or emotional times for both the parent and the coach.
4. If the coach cannot be reached, call the Athletic Director to set up an appointment with the coach.
5. If the parent or guardian feels a satisfactory solution has not been reached with the head coach, the parent or guardian may schedule an appointment with the Athletic Director.
6. There is no appeal beyond the Athletic Director regarding playing time or team membership non-selection.

E. GUIDELINES FOR SPECTATORS AT ATHLETIC EVENTS

Guidelines for Spectators at Athletic Events

In the light of growing violence associated with high school athletics, the C.I.F. Southern Section has issued the following guidelines for spectators at athletic events. These guidelines are an invitation to put into practice the ideals of sportsmanship, which can truly make high school athletics a positive experience for all involved.

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2. A ticket is a privilege to observe a contest, not a license to verbally assault others, and be generally obnoxious.
3. Learn the rules of the game so that you may understand and appreciate why certain situations take place.
4. Show respect for the opposing team players, coaches, spectators, and support groups. Treat them as you would treat a guest in your own home.
5. Respect the integrity and judgment of game officials. Do not question an official's call.
6. Recognize and show appreciation for an outstanding play by either team.
7. Refrain from the use of any controlled substances (alcohol, drugs, etc.) before and during games and afterward on or near the site of the event (i.e., tailgating).
8. Refrain from cheers that downplay the opponent or which use profane or abusive language.

Coach/Trainer Certification [Play Like a Champion]

High School Athletics

Most archdiocesan and parish high schools in the [Archdiocese of Los Angeles](#) that participate in interscholastic athletics are members of the Catholic Athletic Association (CAA) and are bound by the rules and regulations of that organization. The [CAA Gold Book](#) contains the CAA constitution, philosophy of interscholastic athletics, and related policies. Catholic high schools that are not in the parochial geographical area are expected to abide by the guidelines set forth in the CAA Gold Book.

High schools are also members of the [California Interscholastic Federation \(CIF\) Southern Section](#). New schools must apply for membership in CIF. The [CIF Southern Section Blue Book](#) contains the CIF constitution and bylaws.

Principals are responsible for strictly enforcing the rules and regulations of both CAA and CIF; principals must ensure that all coaching personnel are familiar with the rules and regulations of these organizations.

One of the purposes of CAA is to act as a liaison between its member schools and CIF. All complaints, protests, or questions of eligibility must be directed to the CAA president, who will review each case. If CAA cannot properly handle a case, the CAA president will forward the case to CIF.

All volunteers and paid personnel who [coach at the high school level](#) must be certified through the [Play Like a Champion Today](#) program.

Section-7-1

Tuition and General Fees

FINANCIAL POLICIES

TUITION: Tuition for the year is divided into up to twelve equal payments via Smart Tuition Management Program. Other fees (tutorial, sports, band, etc.) are billed separately in the month when they are due. Payments are due on the 5th and 20th of the month from July 2019 through June 2020. **Only cash, credit card, cashiers check, or money order will be taken for any payment after May 20th.** While the school may provide receipts/invoices, it is the parent's responsibility to keep tuition payments up to date.

MAKING PAYMENTS:

Payments can be made in the main office using cash, check, cashier's check, money order, Visa, MasterCard, AMEX, or Discover. Parents should save all receipts.

LATE CHARGE: A \$25 late charge will be assessed on any account that has a balance after the due date each month. The late charge applies to tuition, fundraising, service hours, athletic fees, and all other fees.

RETURNED CHECKS: Any check returned for nonsufficient funds will result in a \$30 NSF check fee charged to the student's account. All subsequent payments to SCHS must be made in cash, cashier's checks, money orders, or credit card.

FUNDRAISING: None of the tuition rate plans cover the cost of educating a student at Santa Clara High

School—it only covers 70% of the annual budget. An annual archdiocesan subsidy, foundation grants, and mandatory parent fundraising help to balance the annual school budget. **Without these fundraisers, the tuition would be much higher.** Students and their families must participate in fundraising. No student/family is exempt from this obligation.

Mandatory School-wide Fundraisers (Count toward fundraising obligation):

Students and their families must participate in the three mandatory school fundraisers and are strongly encouraged to support two additional fundraisers throughout the school year. No student/family is exempt from this obligation unless they are on Plan C tuition.

Optional Specific Fundraisers (do not count toward fundraising obligation in yearly agreement):

Annual Appeal Campaign: The Annual Appeal Campaign is a yearlong (January- December) fundraising program. Go online to www.santaclarahighschool.com for more information on the Annual Appeal campaign.

Other : Clubs, activities, and sports teams may also have fundraisers in which families are asked to participate. Other various fundraisers will take place throughout the school year in order to raise money for special events and programs since they are not budgeted items. See the school calendar for additional information regarding these fundraising campaigns and events.

Donations: When making a donation please make your check out

DELINQUENT TUITION:

1. Tuition and fees are due on the 5th and 20th of each month. A late fee is charged for all outstanding balances.
2. If tuition or fees are more than one month in arrears, the school reserves the right to suspend the student from school, and/or withhold the student's privilege to attend any bid dance including homecoming, winter formal, senior prom or grad -nite.
3. If tuition is two months in arrears the student may be asked to withdraw and the delinquent account referred to a collection agency.
4. Accounts must be made current by 3:00 pm on the 5th and 20th of each month in order to avoid tuition suspension. If the date falls on a weekend or holiday, payments must be received by 3:00 pm on the last business day before the due date to avoid tuition suspension.
5. All past due fees will be added to the tuition account.
6. Students are not allowed to take mid- terms and semester finals or transfer of school records unless tuition payments, fundraising, service hours, and all fees are current. Graduation gowns, yearbooks, grad-nite tickets, transcripts, diplomas, and grades are withheld.
7. A student will not be allowed to return to school in the fall if there is an outstanding balance of any amount previous year(s).

REFUNDS: If a student pays a fee to participate in or attend an extracurricular event and then is unable to attend due to personal, health, academic, or disciplinary reasons, no refund of the fee will be made.

FINANCIAL ASSISTANCE: Since the school depends upon tuition as the primary source of income, everyone is expected to meet the prescribed financial obligations. A limited amount of assistance is available through the Archdiocesan Education Foundation, other foundations, and through the school. Details and application information is available in the main office.

BROKEN OR DAMAGED SCHOOL PROPERTY: Students or adults responsible for breaking or damaging school property (even by accident) are to pay for the repair or replacement of said property. The Assistant Principal of Student Services determines fine based on school vendors or maintenance staff. Students who intentionally damage school property also face disciplinary action by the dean.

Section-7-2

Tuition Collection

TUITION: Tuition for the year is divided into up to twelve equal payments via Smart Tuition Management Program. Other fees (tutorial, sports, band, etc.) are billed separately in the month when they are due. Payments are due on the 5th and 20th of the month from July 2020 through June 2021. **Only cash, credit card, cashiers check, or money order will be taken for any payment after May 20th.** While the school may provide receipts/invoices, it is the parent's responsibility to keep tuition payments up to date.

MAKING PAYMENTS:

Payments can be made in the main office using cash, check, cashier's check, money order, Visa, MasterCard, AMEX, or Discover. Parents should save all receipts.

LATE CHARGE: A \$25 late charge will be assessed on any account that has a balance after the due date each month. The late charge applies to tuition, fundraising, service hours, athletic fees, and all other fees.

RETURNED CHECKS: Any check returned for nonsufficient funds will result in a \$30 NSF check fee charged to the student's account. All subsequent payments to SCHS must be made in cash, cashier's checks, money orders, or credit card.

Section-7-3

Tuition Assistance

FINANCIAL ASSISTANCE

Since the school depends upon tuition as the primary source of income, everyone is expected to meet the prescribed financial obligations. A limited amount of assistance is available through the Archdiocesan Education Foundation, other foundations, and through the school. Details and application information is available in the main office.

Section-7-4

Parent Service and Fundraising Requirements

GUIDELINES FOR PARENT VOLUNTEER SERVICE HOURS:

PURPOSE:

These service hours are a vital part of school life. They help build community and parent involvement - two cornerstones of Catholic education. They also offset some expenses. It is part of your child's Catholic education to participate in school activities and to meet all obligations.

WHO MAY WORK:

Parents or Legal Guardians of the child enrolled in the school may work. For single-parent families or those in need, a designated alternate may be used. The alternate must be named in writing to the main office by October so that we may note it on your file. If anyone other than parents or siblings' work, those hours will not be counted. Parents or guardians contribute hours of service from May 1st to April 30th of each year. In addition, parents or guardians are required to work on Fiesta day.

TIMES:

The time allotted for these service hours is from May 1st to April 30th. If you do not complete your hours within this time period you will be charged \$25.00 per hour. The amount owed will be included in the final billing for the school year.

Parents/ Guardians will be billed by January 3 for first semester hours and May 3 for second semester hours each year for incomplete service hours at the rate of \$25 per hour. Any amount owing becomes part of second-semester financial obligations and must be paid for a student to take exams.

Hours will not be assigned if accumulated in a task for which the school pays a person any kind of financial compensation.

TIMESHEETS:

Be sure to save your signed receipt in case there is a discrepancy in your end of year total hours. Service is contributed at various events and activities on a time- in/time- out basis, verified by a PTO appointed chairperson or delegate. It is the responsibility of the parent or guardian to sign in and sign out at the event for which they are volunteering . Parent Service Hour Forms must be turned in for the first semester by December 21st and the second semester hours by April 30th.

WHAT EVENTS:

You may only work at those events that are authorized by the school. Service hours are not granted for purchased or donated goods. Hours will be assigned for hand- made, non- food donations only, at the discretion of the PTO.

No home- prepared food may be accepted at any time. Hours can be earned as follows: **Hospitality** - Actual time at the event: Set- up, clean- up, serving refreshments at various hosted events or meetings; **Chaperones** - Actual time at the event: field trips; **Physical Activities** - Actual time spent plus receipt for cost of materials: Building props, field maintenance, etc.; **Administrative Support** - Actual time spent: Student physicals, newsletter, office help, etc.; **Sports Events** - Actual time spent: Ticket sales, snack bar, security, statisticians, timers, etc .; **Snacks/Dinners** - Actual cost of snack or meal: Snacks and refreshments for team sports, team or cast dinners (receipt must be turned in for credit of hours - \$25.00 per hour); **Attendance/Participation** - 1 hour per parent: Parent Board Meeting, Booster Meeting. (NOTE: Attending games, plays, etc. do not constitute volunteer hours.)

AUTHORIZED SIGNATURES FOR SERVICE HOUR RECEIPTS:

Only the following may sign off on service hour receipts: Principal, Vice Principal, Dean, Activities Director, Athletic Director, Campus Ministry Director, PTO President, and Plant Manager.

WHO TO CONTACT:

If you have any questions regarding your hours, please contact the Main Office. It's the parent/legal guardian's responsibility to contact the front office or the Director of Development for any questions regarding service hours or opportunities. Please do not wait until the end of the year to resolve the problem. It is your responsibility to complete this obligation.

These hours are not transferable, nor may they be carried over to the following school year. If you are in a position that requires more than your hours, you must remain in that position, e.g. - parent board members, chairpersons, coordinators, etc. for the entire school year.

Section-7-5**Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)**

August 2020

- Smart Administrative Fee \$50.00

September 2020

- Technology Fee \$50.00
- St. Clare Appeal \$100.00 – September 25th
- Senior Retreat 1st installment \$100 – September 30th

October 2020

- Science Lab Fees – October 2nd
 - o Anatomy and Physiology \$30.00
 - o Biology Lab Fee \$30.00
 - o Chemistry Lab Fee \$30.00
 - o Physical Science \$15.00
 - o Physics Lab Fee \$30.00
- Art Fee – \$100.00
- Video Production Fee \$50.00
- Freshman Retreat \$15.00 – October 23rd

November 2020

- Hall of Fame Gala \$50.00 – November 13th
- Senior Retreat 2nd installment - \$100.00 November 30th

December 2020

- AP Exam Fee \$94 per class
- Falls Sports – TBA Dec. 1

January 2021

- Sophomore Retreat TBA – January 14th
- Senior Retreat 3rd installment TBA – January 25th

February 2021

- Yearbook \$75.00 per student (optional)
- Spring Sports – TBA Feb. 1
- Junior Retreat TBA – February 14th

March 2021

April 2021

- Fiesta Tickets \$150.00 – end of April

May 2021

- Senior Graduation Fee- TBA

June 2021

Topic-8-1-01

Discipline and Procedures

DISCIPLINE

"Real love is demanding. I would fail in my mission if I did not clearly tell you so. For it was Jesus – our Jesus Himself – who said, "You are my friends if you do what I command you" (Jn 15:14). Love demands effort and a personal commitment to the will of God. It means discipline and sacrifice, but it also means joy and human fulfillment."(Pope John Paul's address at Boston, October 1979).

Discipline in the Catholic School is to be considered an aspect of moral guidance, and not simply a form of punishment. The purpose of discipline is to promote genuine pupil development; to increase respect for duly constituted authority, to assist in the growth of deeper motives for self-discipline, and to provide a classroom situation conducive to learning. The behavior of Santa Clara High School students is expected to be exemplary at all times, particularly on campus and at school-sponsored events. When a concern arises about a student's behavior either within or outside the classroom, the citizenship process involves cooperation among parents, faculty, counselors, administrators, and students. Through this collaboration, we expect that the student will recognize and modify the behavior that needs changing. However, the student conducts not in conformity with the school's moral code, **evident lack of parental cooperation**, or conduct detrimental to the reputation of the school may result in dismissal or a request for the withdrawal of the student. **All students and parents** will be required to sign an Honor Code contract at the beginning of each school year.

A. GENERAL BEHAVIOR

It is expected that all students conduct themselves in a manner consistent with the accepted norms of Christian values on and off-campus and at all school activities. Respect and love of others should be a pervasive theme guiding all student interactions. Students should address faculty, staff, and other students politely, courteously, and respectfully in a spirit of friendliness and in an atmosphere of cooperation essential to an educational community. Repeated negative attitudes and behavior destructive to the community will not be tolerated and will result in immediate action or remediation. Such action can include but is not limited to: teacher conference, professional counseling at parent's expense, probation, suspension, or expulsion.

When a student enrolls at Santa Clara High School, it is understood that the individual and the family agree to comply with the school rules, regulations, policies, and procedures.

At the end of each semester, each student's discipline file will be reviewed by the Dean of Students, Vice Principal, and Principal. Santa Clara High School reserves the right to ask any student not to return to Santa Clara High School if that student has failed to follow the rules of the school and its attempts to correct negative behavior.

GUIDING PRINCIPLES FOR SCHOOL DISCIPLINE

- A student must learn to exercise self-discipline.
- A student must strive to make good choices and take personal responsibility for his or her behavior.
- The school will make discipline decisions based on the common good of the whole school community as well as the individual.
- The school will be consistent in applying the discipline process while considering individual circumstances.
- The school reserves the right to implement discipline procedures off-campus outside of school hours, where

student actions are determined to have harmed the good reputation of the school.

- **Parents must recognize that the School acts in place of the parents when dealing with student conduct.**
- **Parents must recognize that by enrolling their students at Santa Clara, they have agreed to comply with and help enforce all school rules and regulations.**

AGENTS OF SCHOOL DISCIPLINE

Classroom Teachers: Are responsible for dealing with classroom infractions by implementing the following steps:

1. Correct and warn the student immediately.
2. If the student misbehaves further: Confer with the student after the class or school and contact the parent by email or phone.
3. If the student misbehaves further: Assign a detention period after school supervised by the teacher.
4. If the student misbehaves further: Refer the student to the Dean and the student will enter the discipline process at the appropriate step of severity.

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

Topic-8-1-07

Academic Dishonesty Policy

Academic Integrity Policy

All students are expected to demonstrate in daily living, on and off-campus, those moral virtues encompassed in the Gospel of Jesus Christ. Moreover, students have a duty to be truthful and just and to demonstrate integrity in their academic life by presenting only their own work or assignment for assessment. Copying assignments, cheating on exams, tests or quizzes, plagiarism, dishonesty, and falsification of records are examples of violations of academic integrity.

Therefore, students must not:

- Copy work from another student or assist another student with copying
- Cheat on an exam, quiz, project, homework, classwork, etc.
- Aid other students during an exam without expressed permission from the teacher
- Use any unauthorized aid on exams or assignments
- Use, purchase, or plagiarize the work of any person with or without the expressed permission of the owner of the work.

The academic consequences for participating in copying, cheating, and/or plagiarism is an automatic zero on the assignment and/or suspension. Repeated offenses may result in expulsion.

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

If a student copies work from another student or assists another student with copying:

If a student copies work from another student or assists another student with copying.

- **The teacher will confiscate the material from both parties involved.**
- **Both students will receive a zero for the assignment.**
- **The teacher will contact the parents, write up an academic integrity report, and turn in materials along with the report to the Dean.**

1st offense: Saturday detention

2nd offense: Suspension

3rd offense: Expulsion

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

- The teacher will confiscate any material
- Both students or student will receive a zero on the exam or quiz.
- The teacher will contact the parent.
- The teacher will write a report and turn in materials and report it to the Dean.

-1st offense: Saturday detention

-2nd offense: Suspension

-3rd offense: Expulsion

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

- The teacher will confiscate the material from both parties involved.
- The student will receive a zero for the assignment.
- The teacher will contact the parents, write up an academic integrity report, and turn in materials along with the report to the Dean.

1st offense: Saturday detention

2nd offense: Suspension

3rd offense: Expulsion

