

San Gabriel Mission High School

Welcome

PARENT-STUDENT HANDBOOK

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

Chapter-1

INTRODUCTION TO THE HANDBOOK



Dear Parents/Guardians and Students of San Gabriel Mission High School:

Welcome to San Gabriel San Gabriel Mission High School. I hope the 2022-2023 school year will be one filled with achievement in every area of life.

This SGMHS Family Handbook is provided for your information. It is important that each parent and student in the Mission community become familiar with the contents of this document since it contains information about what the school expects from you and what you can expect from the school. Please be aware that this Handbook constitutes a contract between the parents, the students, and the school. Lack of knowledge of school regulations and expectations are not acceptable reasons for inappropriate behavior or disregard for proper procedure. It is then necessary that all parents and students read the Handbook carefully and become familiar with our school policies.

Sincerely,

Ms. Raquel Cagigas, M.A., M.A., '96

Principal, San Gabriel Mission High School

*Note: The Department of Catholic Schools and the School reserve the right to interpret and amend the contents of the Parent-Student Handbook.

Sections of this Family Handbook are particular to SGMHS. Other sections are policies and procedures of the ADLA, most of which can be found in ADLA Administrative Handbook at

<http://handbook.la-archdiocese.org/>

Chapter-2

GENERAL INFORMATION

San Gabriel Mission High School

A CATHOLIC COLLEGE PREPARATORY
HIGH SCHOOL FOR YOUNG WOMEN

Student-Parent/Guardian Handbook 2022-2023

254 South Santa Anita Street

San Gabriel, California 91776

Telephone: 626.282.3181

Fax: 626.282.4209

Website: www.sgmhs.org

or missionpioneers.org

School Code: 053061

School Colors: Green and White

Fully Accredited by WCEA/WASC

Ms. Raquel Cagigas, M.A., M.A., '96

Principal

Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations

INTEGRAL STUDENT OUTCOMES

A San Gabriel Mission High School Student is:

A **Respectful** young woman who:

Shows empathy and compassion towards the needs and feelings of others;
Acts to make a positive difference in the lives of others and the environment;
Understands and appreciates her own culture and personal history,
and is open to the perspectives, values and traditions of other individuals and communities;
Is accustomed to seeking and evaluating multiple points of view, and is willing to grow from the experience.

A **Motivated** young woman who:

Has a personal commitment to Christian service-learning, with a Christian heart.
Is able to assess and understand her strengths and limitations
in order to support her learning and personal development;
Exercises initiative in applying thinking skills critically and creatively to recognize
and approach complex problems, and make reasoned, ethical decisions;
Acquires the skills necessary to conduct inquiry and research and show independence in learning;

A young woman of **Depth** who:

Searches for Truth, in the tradition of St. Dominic and the
Dominican Sisters of Mission San Jose; Develops her intellectual curiosity;
Acquires an in-depth knowledge and develops understanding across a broad
and balanced range of disciplines; Explores concepts, ideas and issues that have local and global significance.

A young woman of **Integrity** who:

Acts with honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, group and
communities; Takes responsibility for her own actions
and the consequences that accompany them; Practices academic honesty.

A young woman of **Character** who:

Embodies Christ-like behavior and identifies the God-given dignity of all of humanity;
Courageously and articulately defends her beliefs while being charitable to all people;
Understands the importance of intellectual, physical, social
and spiritual balance to achieve personal well-being for herself and others;
Works effectively and willingly in collaboration with others.

Section-2-03

History of the School

HISTORY

San Gabriel Mission High School is a Catholic College Preparatory high school, located on the grounds of the historic fourth mission of California, which was founded in 1771 by the Franciscan Padres. The Claretians began administration of the parish in 1908. The idea for the high school began in the mid-40's and was the "vision of Father J. Nuevo, C.M.F., Mission San Gabriel pastor. With the need for a high school and the support of his parishioners, Father Nuevo had collected a sizable \$245,000 toward the realization of the project." He was transferred in 1948 and his successor, Father Eugene Herran, C.M.F. "only enjoyed a pastorate for a few months, as his success in dealing with the complexities of the new school building project resulted in his election as General Treasurer of the Claretian Fathers." On January 16, 1949, the groundbreaking ceremonies took place. San Gabriel Mission High School opened in September 1949 as a co-institutional school, under the direction of the Claretian Fathers and Dominican Sisters of Mission San Jose. The freshmen class had 119 girls and boys, temporarily quartered in All Souls Grammar School in nearby Alhambra. In February 1950, the freshmen moved into their new building. The first principals were Father John Schneider, C.M.F. and Sister Mary Redempta Prose, O.P. "The staff numbered three priests, Fathers Schneider, C.M. F., Leo Mattecheck, C.M.F. and Joseph Anglim, C.F.F. There were three sisters, Sisters Redempta, O.P., Columba Davalos, O.P. and Mary Raymond Carmody, O.P., and two lay teachers – Mr. John Hanrahan and Mrs. Leo Ryder." In October of that year, "Sister Maureen Murphy O.P. joined the sisters' community as an additional staff member." Dedication ceremonies took place on January 14, 1951 with Most Reverend J. Francis McIntyre, Archbishop of Los Angeles, officiating. In 1954, while visiting the high school, he expressed his delight that "what a few years ago was a dream is now the flourishing San Gabriel Mission High School."

The new school quickly began to establish its identity by selecting its school colors, selecting green and silver, signifying hope and sterling worth. And, in keeping its connection with Mission's historical tradition, the student body chose "Pioneers" as the school name. In addition, many clubs and activities were organized during these first years: Student Council, Sodality, GAA, Glee club, Orchestra and Drama clubs. The school was alive with many sports' activities. The boys were able to join football, basketball, track, soccer, golf, bowling and tennis teams. The girls participated in volleyball, basketball, and tennis. Intramural sports, Play Day and Field Day became, and still are, annual events. Dances, rallies, drama and musicals rounded out the activity schedule.

San Gabriel Mission High School has had an illustrious history. Throughout the years, the many talents of the students were displayed, whether dramatic plays or light-hearted musicals. The choral voices could be heard beginning in 1950, as Mission students entertained audiences with a "Tribute to Stephen Foster." For many years, the Drama Club and Glee Club were privileged to present their operetta at the famous San Gabriel Mission Playhouse. Plays performed in the high school auditorium from *Bye Bye Birdie* in the 70's to *Steel Magnolias* in the 80's and most recently *In Juliet's Garden*, at the Grapevine Arbor.

1963, the Mission Band distinguished itself during the parade competition at the Annual Temple City Camellia Parade. And, in that same year the Boys Pioneer Basketball Team were in CIF for the seventh time and the Mission Soccer Team won League Title. Throughout the years, Mission's athletic abilities have been and continue to include CIF performances as well as Horizon League Championships. In 2007,

Mission IV went live on the internet and in 2009, the Cultural Room opened, where language clubs host meetings and share diversities.

The following are the names of all of the principals of San Gabriel Mission High School:

1949-1951	Fr. John Schneider; S. Mary Redempta Prose
1951-1952	Fr. Leo Mattecheck; S. Rita Marie Brown
1952-1954	Fr. John Schneider; S. Rita Marie Brown
1954-1957	Fr. Leo Mattecheck; S. Rita Marie Brown
1957-1958	Fr. Leo Mattecheck; S. Alberta Oehlke
1958-1963	Fr. Leo Mattecheck; S. John Dominic Samaha
1963-1966	Fr. Henry Herrera; S. John Dominic Samaha
1966-1967	Fr. Matthew Di Maria; S. John Dominic Samaha
1967-1970	Fr. Matthew Di Maria; S. Mara Martin
1970-1971	S. Mara Martin
1971-1973	S. Katherine Jean Cowen
1973-1979	S. Mary Patrick English
1979-1987	S. Carolyn Kolander
1987-1988	S. Carolyn Kolander (on leave); Mr. Frank Laurenzello
1989-2000	Mr. Frank Laurenzello
2000-2006	Mrs. Carolyn Nelson
2006-2015	Mr. Jamie Collins
2015-2018	Dr. Marielle Sallo
2018-	Ms. Raquel Cagigas, '96

When the Claretians withdrew from the school, San Gabriel Mission High School became solely an all-girls' school in the fall of 1971. It has maintained its full accreditation through the Western Association of Schools and Colleges since 1954. In recent years, San Gabriel Mission High School has continued to grow. In the Fall of 1994, the new chemistry lab was finished and in the Fall of 1996, the new Physical Science Lab was opened. In 1997 a chapel was completed. In the Fall of 1999, a state of the art biology

lab was completed. Also, 2007 saw the birth of the exercise room, which is currently under renovation. In addition, in 2008 a new floor was added to the auditorium; and, in 2009 a new dance studio was completed.

On April 5, 1981, the first San Gabriel Mission High School Alumni Association meeting was held in the Auditorium, under the direction of Sister Carolyn Kolander, Principal, and Sister Judith Mary, the class of '60. James Taylor, '57 was elected as the first president.

Alumni have distinguished themselves in many fields: Father Ralph Berg, CMF '53, returned to Mission as pastor in June, 1978, serving the parish for three years in this capacity. In 1981, he was sent to Nigeria to work in the Claretian missions and upon his return, served once again as pastor of Mission. Peter Mullin '58, businessman and owner of the Mullin Automotive Museum; Dr. Katherine Medvetz Poehlmann '60, author; Father Frank Ferrante, CMF '62, served as Provincial for the Claretian order; Katherine Burns Sartori '63, author; renowned soprano Alba Quezada '71 and mezzo-soprano, Suzanna Guzman '73; and Carol Najera Edwards '78, Deputy District Attorney. Also, alumni have returned to their Alma Mater showing their support. In 1989, alumni Kenny Loggins '66, singer and song writer, helped SGMHS celebrate its 40th anniversary. In 2012, alumni Kim Baldonado '82, NBC news reporter, was the commencement speaker at graduation.

Each year the young women at SGMHS carry with them the rich history and traditions that surround them as they make a lifetime of unforgettable memories. In addition, some graduates have returned over the years to work at San Gabriel Mission High: Mrs. Diane Marshall Lyons'55'; Sister Mara Anne Palomares,O.P.,'57 ; Sister Jeanne Harris,O.P.,'57; Jim Morgan'57; Patrick Zartman'60; Sue Sanchez Notheis '60; Mrs. Kathleen Hales Menegatti'66; Jo Anne Jeffre Disney, '71; Ms. Sal Carrasco'76; Mrs. Kate Martin Franceschini'78; Connie Olmos, '79; Leslie Francisco, '94; and Raquel Cagigas,'96 to name a few. Also, many current students are children of alumni of SGMHS. These families wanted their daughters to experience and become a part of the special bond that embraces the San Gabriel Mission High Family.

ALMA MATER

Fling out that vibrant spirit of Mission High.
Our loyalty to you will brighten the sky.
We pledge our full alliance, placing
reliance, shouting defiance,
ALMA MATER.

Our hearts are filled with courage, keeping us true,
spreading our fame and fair name we dare and do,
and homeward turn with burning
love and zeal, dear
ALMA MATER,
MISSION HIGH.

Section-2-04

Accreditation

SGMHS is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges

Section-2-06

School Personnel Lists

SGMHS FACULTY/STAFF DIRECTORY 2020-2021

Section-2-07

School Schedule and Calendar

Remote Learning Schedule

Section-2-08

School Map

Please see our website at www.sgmhs.org

Section-2-09

School website and social media

The school must own and control all internet presence including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school. Failure to comply may result in removal of student from school. Please review contents of FAQ in Chapter 10 of the ADLA Administrative Handbook

Section-2-16

School Governance

Please review contents regarding ADLA Department of Catholic Schools Governance in the ADLA Administrative Handbook at <http://handbook.la-archdiocese.org/chapter-3/>

Topic-2-16-4

School Boards

SCHOOL BOARD

SGMHS' Consultative School Board follows the bi-laws and direction of the ADLA. Please see the ADLA Administrative Handbook at <http://handbook.la-archdiocese.org/chapter-3/section-3-3/topic-3-3-4> (high schools) for more information about what this board is and does to help advance the mission of SGMHS. To help us advance the school in this way or a board committee please contact us at sgmhs@missionpioneers.org.

SGMHS Consultative Board Members 2020-2021:

Pastor, Rev. John Molyneux, CMF

Principal, Raquel Cagigas

Sister Beatrice Marie Garcia, RSM (Board Chair)

Sister Georgette Columbe, OP (Board Vice-Chair)

Mr. Algis Marcuska

Mrs. Roylyn Gonzalez, P'10, P'12, P'21

Dr. Theresa Yugar, '88

Mrs. Natalie Torres-Soriano '80, P'19

Ms. Christy Aneja

Topic-2-16-5

Parent or Parent-Teacher Organizations

PARENT BOARD

San Gabriel Mission High School's Parent Board, to which every parent belongs, selects a slate of officers who form the Parent Board. As a collaborative SGMHS Parent Board Core Member, they fully committed to the mission of SGMHS and pledge to pro- actively carry it out. They understand their duties and responsibilities and must apply for a Core Member position. Eligibility Requirements: 1. You must be a parent or guardian of a current student of San Gabriel Mission High School 2. You must provide a signed agreement 3. You must always maintain the best interests of our daughters and the school 4. You must be a role model, treat everyone with the highest respect and model the schools values. The Board meets monthly to plan the calendar of events for the school year and to oversee all parent activities of SGMHS. All Parents' Club proceeds benefit SGMHS students. The educational, spiritual and social events planned are publicized at the opening of the school year, and parent participation is strongly encouraged. Parents also sign a parent contract and participate in both fundraising and mandatory work hours for school-sponsored activities. General Parent Meetings are held in the Fall and the Spring and are mandatory for one parent from each family to attend. Missed meetings incur a \$30 fee.

ATHLETIC BOOSTER CLUB

The Athletic Booster Club is open to all parents of the Mission community. The members of this club plan and facilitate various fundraisers with the approval of the Athletic Director and Principal in an effort to foster continued improvement for the athletic program. The Booster Club meets on the second Tuesday of each month.

PARENT ADMISSIONS COMMITTEE

The Parent Admissions Committee was established in 2018 for the purpose of assisting in the promotion of San Gabriel Mission High School to increase community exposure and enrollment. The members consist of current SGMHS parents and are selected and must be invited by the Principal and/or Marketing/Admissions Director. Meetings are held monthly with additional meetings as needed.

Topic-3-1-3

Additional Practices

Review contents of the ADLA Administrative Handbook at <http://handbook.laarchdiocese.org/chapter-4/section-4-3/topic-4-3-7>

Section-3-2

Sacraments (First Reconciliation, First Communion, Confirmation)

Please contact our parish at <https://parish.sangabrielmissionchurch.org/> or 626-457-3035 for Sacramental preparations, programs, and opportunities.

Section-3-4

Campus Ministry

Campus Ministry - VERITAS

Campus Ministry exists for students, faculty and staff. Through retreats, sacramental experiences, service opportunities, prayer experiences, peer ministry, and spiritual counseling, the campus ministry program strives to unite the students, faculty and staff in building up a faith community that proclaims and lives the Gospel values and celebrates together the presence of God among us and in our local community.

VERITAS is not a club, but a Campus Ministry team of Sophomores, Juniors & Seniors that commit themselves to fulfilling a specific covenant they have created to fit the Spiritual needs of our school community. Along with 5 other Mission San Jose Dominican High Schools we commit ourselves to the ideals of Mother Pia & St. Dominic in our search for Truth together by living our Christian Leadership skills we learned at our MSJ Campus Ministry Retreat. The Campus Ministry Team goes through an intense screening process and must maintain academic standards mentioned above. The screening process includes an application, essay, recommendation and interview. Acceptance is based on GPA, involvement in their faith life, ability to commit and share their time and talents with SGMHS, as well as a strong desire to serve, lead and love as Disciples of Christ. The students function as the Campus Ministry team under the leadership of the Director of Campus Ministry

JAM for LIFE -- Justice Action at Mission and Pro-Life Club

The group focuses on both education and action in response to contemporary worldwide issues such as hunger, poverty, violence, racism, the arms race, immigration, and prisoners of conscience, environmental issues, and other human rights concerns. Members are required to contribute 15 hours of service in one or more areas dealing with issues being addressed. The group focuses on promoting a consistent ethic of life from conception to death on and off campus. This club represents SGMHS at all Archdiocesan Pro-Life events like the annual WALK FOR LIFE and Requiem for the Unborn Liturgy.

Section-3-5

Christian Service Program

CHRISTIAN SERVICE-LEARNING PROGRAM

Service-Learning is a graduation requirement which is based on responding to the Gospel's call to love and serve others in the promotion of social justice and the respect for all human life. Service-Learning is 20% of a student's religion grade each semester.

All students must log their direct service hours in non-profit organizations interacting with the people they serve. Additionally, all service hours must be from outside of your community. We DO NOT accept service hours from San Gabriel Mission, any of your former schools, or any schools your siblings have attended. We do not accept service hours from anywhere your parents work.

cause through your time serving this population and this cause?

- Include how you are making systemic change: You must also talk about ways in which you have made attempts toward systemic change and advocacy for this cause and the population it affects as well as ways we can and you plan to in the future (this is an absolute requirement for the Red Cord).

- An oral presentation and PowerPoint or Smart presentation will be presented to a

Frosh/Sophomore Service-learning requirements:• A total of 25 service hours is required per year during a student's freshman and sophomore years. • Services are only on the approved list of organizations all others must be pre-approved by the Service-learning Coordinator;• Theological reflections, reflection sheets, and service logs/time sheets are collected for Religion Class credit & are administered by the Service-Learning Coordinator;• Portfolio & Oral Presentation of their Service-learning is due in place of their 3rd quarter exam Sophomore Year. **Junior/Senior Service-learning Project Requirements:**• 70 hours of service to ONE approved non-profit organization and Peace/Justice Issue for 1 calendar year (Junior & Senior Years); 35 hours are completed Junior year and 35 hours are completed senior year • Theological reflections, reflection sheets, and service logs/timesheets are collected by the Service-Learning Coordinator for Religion class credit • Capstone-like project due 3rd quarter their Senior Year. **GRADUATION SERVICE-LEARNING RED CORD RECOGNITION** • To qualify to wear the Red Cord upon graduation you must have donated at least 250 hours of your time to an approved Peace/Justice cause through an approved non-profit organization. At least 70 hours must be from your freshmen and sophomore years combined. • You must submit a Research/Reflection paper (MLA format) which gives a brief introduction of how you have served and what you have learned the last 4 years at SGMHS (inside and outside of the classroom) in regards to service, but then focuses our attention to the cause or population you decided to dedicate yourself to in your Junior and Senior Years with cited research you have studied. • Include research on your cause: What is the Church teaching on this? How are we supposed to respond based on our scripture? How is the Dominican charism represented in my service-learning site? How did I live out the Dominican charism while serving others and advocating for social justice? And what do other disciplines say about this cause and why it is a pressing issue needing attention and concern? • Include your own reflection based on your experience: what have you learned firsthand about this

attention and concern? • include your own reflection based on your experience: what have you learned firsthand about this

Section-3-6

Retreats

RETREATS

Topic-4-03-4

Inoculation requirements of the CA Department of Health

SGMHS follows the inoculation requirements of the CA Department of Health detailed here:

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

Topic-4-04-1

Absence

ABSENCES

Students (and parents/guardians) should do all in their power to guard against absence from classes. This includes taking good care of their health, preventing illness, and arranging necessary appointments outside of school time.

A Parent or Guardian (not the student) by law needs to notify SGMHS attendance office by 9:00 a.m. on the day of absence; messages may be left on voicemail 24 hours a day (626) 282-3181 x102.

Topic-4-04-2

Absences with Acceptable Excuse

EXCUSED & UNEXCUSED ABSENCES

Excused absences include: illness of student, unavoidable medical/dental/court appointment; or death in the family. If a student is ill for three consecutive days or longer a doctor's note is required for re-admittance. All other absences are unexcused. Students with unexcused absences may not make-up work. A note must be presented to the registrar upon return. Students will not be admitted to class without a note and the absence will be considered unexcused.

BLOCK ABSENCES & ACADEMIC STANDING

A student who has 15 unexcused absences from any course in a semester may receive a failing grade. Seniors should be aware of their absences because the number of absences may prevent a student from graduating. If a student is absent for more than 20 minutes of any class, she will be marked absent for the entire period.

A student must be in attendance for the entire day in order to attend school dances, participate in student activities, and/or participate in a sporting event.

SGMHS CO-CURRICULAR ABSENCES

The curriculum may incorporate excursions and field trips that are considered excused absences. They must be educational in nature and related to the curriculum and content of the course of study. There must be adequate supervision on trips, and all school rules apply. For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur costs, the financial impact of the trip on other school fundraising activities and class work missed by students. Overnight field trips must have a clear educational purpose and require additional student insurance available from the Archdiocese. The Principal is to consult with the regional supervisor prior to any overnight field trips (except retreats). The Archdiocesan field trip form must be used for all field trips and excursions. The completed forms must be kept in the school file until the end of the school year. State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snakebite kit must be included in any area where there may be poisonous snakes.

NON-SGMHS CO-CURRICULAR & EXTRACURRICULAR ABSENCES

All church-related retreats and confirmations must be verified before the day of absence and are considered excused absences. All non SGMHS extracurricular activities must be pre approved at least five school days in advance of the trip or event by the Dean of Students and will be considered an unexcused absence.

ABSENCES DUE TO ILLNESS - HEALTH SERVICES

If a student becomes ill at school, she should report to the front office for assistance. SGMHS does not have a school doctor or nurse on staff. Students who are ill may not leave classes or campus without authorization from school and home. In case of emergency, students should call a faculty member who will summon the help needed. **Students are never to use their cell phone to communicate an illness to a family member.** It is paramount to the students' well-being that a teacher or staff member be notified of ill-health so that proper action is taken. All communication with the family will be conducted via a school phone, by a school official. Injuries on campus should be reported within twenty-four hours as a protection for the school and to secure insurance assistance. (cf. IX-1)

Students with contagious illnesses, such as pink eye (conjunctivitis), chicken pox, etc. will not be allowed to return to school until they have been seen by a physician. As noted below, students must have a note from a doctor, which includes an authorization to return to school and also states the physician's diagnosis and restrictions (if any). In many cases, the State of California requires schools to disclose the diagnosis of infectious diseases to the school community. In these cases, names of students will never be disclosed to the student body.

Topic-4-04-3

Extended Absences

Extended Absences

ABSENCES DUE TO VACATION

Parents are urged to avoid taking vacations during school time. Students should not be taken out of classes to participate in family vacations. This will be considered an unexcused absence.

Topic-4-04-4

Leaving School Early

LEAVING SCHOOL EARLY WITH PARENT PERMISSION:

A student who wishes to leave campus after arrival (for example, if a parent is picking her up for a funeral) **must bring a note from a parent to the attendance office by 8:00 a.m.** describing when the parent or designated person will be picking her up and for what reason. VERIFICATION is needed from a doctor, dentist, orthodontist, court, DMV, college appointments, etc. Parents must be called from the Front Office. Students who call/text their Parent/Guardian are in violation of the school rules and will be fined. (cf. VIII-9)

LEAVING SCHOOL EARLY WITHOUT PARENT PERMISSION:

After their arrival on campus in the morning, students may not leave campus until dismissal time. If a student leaves campus once arriving to school, it is considered an unauthorized absence and truancy; the student will be placed on probation and/or face other disciplinary consequences; this includes the student driver.

Topic-4-04-5

Tardiness

MISSION TARDY POLICY

Students get 5 free morning tardies per semester. 5 tardies (morning only) are equal to 1 unexcused absence; 15 unexcused absences in any course per semester earns a failing grade. Further consequences may be implemented at the discretion of the SGMHS Administration.

BETWEEN CLASS TARDIES

Free tardies do not apply to between-class-tardies. Students have a 5 minute passing period between each class/activity and therefore are expected to be in their classrooms when the bell rings. Any student who is not in class when the bell rings, will be considered tardy and will be recorded in Aeries. Chronic tardiness will result in absences which may result in failing grade in semester courses.

Topic-4-04-6

Truancy

Unauthorized Absence/Truancy

Any unauthorized absence of more than ten minutes from any class, including homeroom, constitutes truancy. Students who leave campus or a school-sponsored activity without permission are also considered truant, even if they return to campus in time for class. Authorized absences are those for which the student has a note from a parent or a permission slip from a faculty member.

Topic-5-01-2

Honors/Advanced Placement/International Baccalaureate

Honors/AP Course Eligibility

To enroll in an Honors or AP course students must adhere to the following requirements:

- A grade of 89.49% or higher is required in a regular course for both semesters;
- A grade of 86.49% or better is required in an Honors or AP Course;
- Meet prerequisite requirements stated in the course catalog
- Approval by designated faculty

AP Exams and Fees

Advanced Placement (AP) exams are administered through the College Board. Through the AP program, students can qualify for college credit depending on their AP exam score.

SGMHS currently offers the following AP courses:

AP 2-D Studio Art, AP Biology, AP Calculus AB, AP Computer Science Principles, AP English Language and Composition, AP English Literature and Composition, AP European History, AP Psychology, AP Research, AP Seminar, AP Spanish Literature and Composition, AP United States Government and Politics, AP United States History.

All Advanced Placement courses at SGMHS receive the same credit as an honors course when calculating a weighted GPA. All students enrolled in these courses are required to take the Advanced Placement exam. AP exams are administered on campus the first two full weeks of May on the day/time set by CollegeBoard. AP exam scores are published in July through the CollegeBoard. Students can access [college credit policies for AP exams](#).

AP exam fees:

The CollegeBoard sets AP exam fees each year. SGMHS students will be charged for each AP exam taken. Each AP exam costs \$94 except for AP Research and AP Seminar Exam fee which is \$142 per exam.

SGMHS collects a \$25 deposit for each exam, and sets up a payment plan with families. Total AP exam fees for each exam is due to Mrs. Sosa by Easter Break.

AP Capstone

The AP Capstone Program at Mission is intended to provide a solid foundation for students who wish to academically challenge themselves. This two-year program will equip students with the independent research, collaborative teamwork, and communication skills that are increasingly valued by colleges and universities. AP Capstone cultivates curious, independent, and collaborative scholars and prepares students to make logical, evidence-based decisions.

Students admitted into Mission's AP Capstone Program will take AP Seminar in the 11th grade, followed by AP Research their senior year. Admitted students must also take four additional AP courses, for a total of six AP courses through the entirety of the program. Students who earn scores of 3 or higher in AP Seminar and AP Research and on four additional AP Exams receive the AP Capstone Diploma.

Requirements:

Weighted GPA 3.0

No "D's" or "F's" on their transcript

Topic-5-01-3

Homework

Homework

All students are expected to spend from two to three hours of study outside of class time every night, carefully preparing for the next day's classes. Homework and make-up work should be completed according to the individual class syllabus. Honors and Advanced Placement courses may require additional class and study time.

Topic-5-01-4

Graduation Requirements

SGMHS Graduation Requirements

A minimum of 230 total credits are required (each course earns 10 credits)

Topic-5-02-2

Grading Scale

Grading Scale (Class of 2021-2023)

The following scale is used in computing grades. This scale appears on all transcripts as an explanation of letter grades.

A	100.00-89.50	?
B	99.49-79.50	
C	98.49-69.50	?

- D 9.49-59.50
- F 9.49 and below

****Starting in 2020-2021, the class of 2024 will be assigned the following grading scale:**

- A 100-93
- A- 92.9-90
- B+ 89.9-87
- B 86.9-83
- B- 82.9-80
- C+ 79.9-77
- C 76.9-73
- C- 72.9-70
- D+ 69.9-67
- D 66.9-65
- F 65 and below

Section-5-03

Standardized Testing

Standardized Testing

High School Placement Test (HSPT):

The HSPT is administered for incoming students in February. These results are used to determine the course placement of each incoming student.

STAR Testing:

Preliminary Scholastic Aptitude Test (PSAT):

PSAT exams are administered through the College Board, and taken on campus. Freshmen take the PSAT 8/9, and sophomores and juniors take the PSAT exam in October. Juniors taking the exam may qualify for the National Merit Scholarship Program. The administration date is determined by the College Board. The cost of the exams is covered by our students tuition. The PSAT exam is designed as a preparation for the SAT college admission test. Students who take the exam gain access to the FREE SAT test preparation from Khan Academy through the College Board.

Advanced Placement (AP):

Advanced Placement (AP) exams are administered through the College Board. Through the AP program, students can qualify for college credit depending on their AP exam score.

SGMHS currently offers the following AP courses:

AP 2-D Studio Art, AP Biology, AP Calculus AB, AP Computer Science Principles, AP English Language and Composition, AP English Literature and Composition, AP European History, AP Psychology, AP Research, AP Seminar, AP Spanish Literature and Composition, AP United States Government and Politics, AP United States History.

All Advanced Placement courses at SGMHS receive the same credit as an honors course when calculating a weighted GPA. All students enrolled in these courses are required to take the Advanced Placement exam.

AP exams are administered on campus the first two full weeks of May on the day/time set by CollegeBoard. AP exam scores are published in July through the CollegeBoard. Students can access [college credit policies for AP exams](#).

College Admissions Testing

The two standardized tests utilized for college admission, merit based scholarship, or some scholarship opportunities are the SAT and ACT exam. Students must register for these exams which are administered off site. Students are also responsible for the exams registration fees. Both exams offer fee waivers. Students need

to see their counselor before registering for these exams for more information about fee waivers. FairTest.org is a resource students can use to see the standardized testing requirements for college admission requirements.

SAT Reasoning Test (Scholastic Assessment Test)

This is a 3-part test on critical reading, mathematical abilities, and writing skills that the student has developed in high school. It is the basis of admission to most 4-year colleges and universities. Any senior planning to go to a 4-year college should take the SAT Reasoning Test by December of his or her senior year. Juniors are encouraged to take the SAT Reasoning Test in the spring of their junior year. Online registration is at www.collegeboard.com

SAT Subject Tests (College Board Achievement Tests)

This is a series of tests that assess what has been learned in a particular subject area. Online registration is at www.collegeboard.com

*Fee Waivers are available, to find out if you qualify or for more information you must contact your Academic Counselor.

ACT ([American College Testing Program](#))

The ACT, like the SAT Reasoning Test, is a college entrance test. Every senior should check the test requirements of the college she chooses to find out what tests are required for admissions. Some students opt to take both SAT Reasoning Test and ACT. Online registration is at www.act.org

Basic registration fee (per test option)



ACT (No Writing) \$52*

Includes reports for you, your high school (if you authorize reporting), and up to four college choices (if valid codes are provided when you register).

ACT Plus Writing \$68⁺

Includes reports for you, your high school (if you authorize reporting), and up to four college choices (if valid codes are provided when you register). The \$16.00 Writing Test fee is refundable, on written request if you are absent on test day or switch to the ACT (No Writing) before you begin testing.

*Fee Waivers are available, to find out if you qualify or for more information you must contact your Academic Counselor.

⁺If ACT is used in place of SAT Reasoning test, student should sign up for ACT Plus Writing.

Late registration fee \$29.50

For registration or test date change submitted during the late period for a national test date

Section-5-06

Honors and Awards

Honors/AP Course Eligibility

To enroll in an Honors or AP course students must adhere to the following requirements:

- A grade of 89.49% or higher is required in a regular course for both semesters;
- A grade of 86.49% or better is required in an Honors or AP Course;
- Meet prerequisite requirements stated in the course catalog
- Approval by designated faculty

AP Exams and Fees

Advanced Placement (AP) exams are administered through the College Board. Through the AP program, students can qualify for college credit depending on their AP exam score.

SGMHS currently offers the following AP courses:

AP 2-D Studio Art, AP Biology, AP Calculus AB, AP Computer Science Principles, AP English Language and Composition, AP English Literature and Composition, AP European History, AP Psychology, AP Research, AP Seminar, AP Spanish Literature and Composition, AP United States Government and Politics, AP United States History.

All Advanced Placement courses at SGMHS receive the same credit as an honors course when calculating a weighted GPA. All students enrolled in these courses are required to take the Advanced Placement exam. AP exams are administered on campus the first two full weeks of May on the day/time set by CollegeBoard. AP exam scores are published in July through the CollegeBoard. Students can access [college credit policies for AP exams](#).

AP exam fees:

The CollegeBoard sets AP exam fees each year. SGMHS students will be charged for each AP exam taken. Each AP exam costs \$94 except for AP Research and AP Seminar Exam fee which is \$142 per exam.

SGMHS collects a \$25 deposit for each exam, and sets up a payment plan with families. Total AP exam fees for each exam is due to Mrs. Sosa by Easter Break.

AP Capstone

The AP Capstone Program at Mission is intended to provide a solid foundation for students who wish to academically challenge themselves. This two-year program will equip students with the independent research, collaborative teamwork, and communication skills that are increasingly valued by colleges and universities. AP Capstone cultivates curious, independent, and collaborative scholars and prepares students to make logical, evidence-based decisions.

Students admitted into Mission's AP Capstone Program will take AP Seminar in the 11th grade, followed by AP Research their senior year. Admitted students must also take four additional AP courses, for a total of six AP courses through the entirety of the program. Students who earn scores of 3 or higher in AP Seminar and AP Research and on four additional AP Exams receive the AP Capstone Diploma.

Requirements:

Weighted GPA 3.0

No "D's" or "F's" on their transcript

Section-5-08

Academic Probation, Retention/Transfer

Academic Probation

At San Gabriel Mission High School academics is our top priority. Our students' academic standing is very important to us.

If a student earns two or more Ds, 1 F, and/or a GPA below a 2.0, at quarter 1, semester 1, quarter 3 or semester 2, they will be placed on Academic Probation. You will be notified by the Dean of Academic Excellence via email and/or phone. A formal letter will be sent home with your daughter which must be signed and returned. The student is required to attend mandatory tutoring, especially in the course(s) she is not passing. A student may be ineligible for sports, student government, campus ministry, and/or extracurricular activities.

Senior Academic ProbationA senior who is on academic probation at any point during the school year may lose privileges including but not limited to: athletic events, field trips, winter semi-formal dance, student dance, prom, powder-puff, farewell liturgy, class day, candle/rose, and Grad Nite. This may include extracurricular activities for and outside of SGMHS.

*Students who have not met graduation requirements may forfeit their participation in extracurricular activities and social events.

Academic Dismissal:

Students may be asked to withdraw if they have failed to meet the terms of academic probation, or have received three or more F's on final report cards in one academic year. Readmission may be considered if the all F's are made up during the following summer. All courses in which a student receives a failing grade must be made up in summer school (please refer to the counseling office for a list of schools). An academic dismissal may be appealed, within 48 hours of the decision being made, through our academic review board.

SGMHS Academic Review Board Policy & Procedure:

If a student is expelled or is asked to withdraw from school for Academic matters or otherwise would like to appeal an academic action, the parents may appeal the decision to the Academic **Review Board** within 48 hours of the request to withdraw or academic action in question. If the request is not made by the end of the 48 hours the student will be withdrawn from school or other academic action will take effect. If a parent declines the appeal process within the 48 hours or thereafter then that decision will stand.

The Academic Review Board is comprised of:
Vice Principal/Dean of Academic Excellence (who is the chairperson/non-voting member), and

Five faculty members:

Section-5-09

Counseling

Counseling Services

Student Wellness, Mental Health Support and School Protocols Through a collaborative effort, we support all students in their development of the whole self, including a healthy balance of mental, social, emotional, physical, and spiritual well-being. When concerns are brought to the attention of any person regarding the mental health and well-being of a student the following protocols will be followed:

Student attending outside treatment services: Students and their families should inform Administration if a student is receiving outside treatment for health, or their emotional well-being. We will work to create a supportive environment for the student with the resources we have available on campus. We encourage a collaborative relationship between the student, their family, and outside caretakers. STEP plans may be created in developing academic plans for the student.

Section-5-11

Summer School

Summer School:

Request for Course Approval

SGMHS wants to ensure that the course(s) students take during the summer will earn them course credits, and meet UC/CSU approval. Students must submit the Summer School Request for Course Approval form for approval to the Vice-Principal or Counselor before registering for a summer school course.

Principal or counselor before registering for a summer school course.

Summer School:

Grade Recovery

All courses in which a student receives a failing grade must be made up in an approved summer school/on-line program. It is highly recommended that a student who earns a D also take a summer school course for grade recovery. Grades of D or F may impact a student's college acceptance eligibility.

If a course is not offered at SGMHS Summer School, a list of approved summer schools will be published by the Curriculum Office. A student must have approval from the Academic Counselor and Dean of Academics if taking summer school outside of SGMHS. Proof of admissions is required. A copy of official transcripts must be submitted to the Curriculum Office within one month of completion in order for credit to be given. (cf. VI-5)

Summer School:

Enrichment/Elective Courses

Students may take courses over the summer for enrichment to fulfill elective credits at SGMHS. These must be for courses that are not offered during the school year at SGMHS. If a student wants to take a SGMHS year long course over the summer, they will need to receive special approval by the Vice-Principal.

Students must submit a Summer School Request for Course Approval form prior to registering for the course. A copy of official transcripts must be submitted to the Curriculum Office within one month of completion in order for credit to be given. (cf. VI-5)

Section-6-01

Before & After School Policies and Programs

Students on Campus

With the exception for students involved in supervised activities, the only authorized time for students to be on campus is 7:30 a.m. to 5 p.m. Failure to abide by this rule may result in disciplinary action. Due to liability issues, chronic violators may be asked to withdraw from school.

Supervision after Hours

Supervision after hours

The school does not provide supervision outside of school hours (7:30 a.m. – 5:00 p.m.). Therefore, students should not arrive on campus before 7:30 a.m. and parents should arrange for their return transportation by 5 p.m. Students in any supervised activity must be picked-up at its immediate conclusion. Failure to comply with this policy may result in a request for the student to withdraw from school or in restriction of participation in future activities as determined by the administration.

Students may not leave campus during school hours for any reason. Any exceptions require the permission of the parents and Dean. All legal and insurance requirements must be met. Students are not released to strangers or callers without parental consent. This does not apply to the release of students to a peace officer.

Section-6-02

School Field Trips and Excursions

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

The students' interest in receiving a quality, morally based education can be served if students, parents/guardians, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children.

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

These Christian principles further include, but are not limited to, the following:

Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

Topic-6-04-2

Authority

STUDENT ACTIVITIES AT SGMHS

STUDENT GOVERNMENT

Student government promotes cooperative activity between students and faculty, encouraging student initiative under the direction of school administration. All SGMHS students are active members of the Associated Student Body. Under the leadership of the student officers, they plan student activities and participation to encourage intelligent leadership and fellowship.

The student body maintains membership in the National Association of Student Councils and the Catholic Association of Student Councils.

Student Council is a group of elected student officers who meet regularly and serve as a governing body for student affairs. Student Council is made up of all ASB officers, all class officers, and the president of each club. The key responsibilities and challenges of the student council are:

1. To promote understanding throughout the SGMHS Community;
2. To plan school activities in order to raise funds for school and class projects;
3. To provide for expressions of student opinion;
4. To develop student morale and school spirit.

Class Government

Class officers, together with their moderators, form a class board to plan and direct activities on a class level.

Running for Student Office

Students interested in running for ASB, Class, or Club offices have the opportunity each spring (election dates are reflected on the school calendar). The requirements for running for the various student government offices are published each election season or can be obtained at any time from the Director of Activities. If a student does not follow the behavioral and academic expectation, the student may be barred from running as advised by the administrative council. If a student had a previous student council position and did not meet the expectations of their role, such as excessive absences or failing to finish other responsibilities, a moderator can advise the administrative council to review conduct in regards to student council eligibility. In addition, if allowed to run for a student council position, all Student Council members will sign a contract agreeing to a code of behavior and expectations.

Maintaining Student Office

If a student does not follow the behavioral, government duties, and/or academic expectations of the office, the student may be asked to step down from their position as advised by the administrative council.

SAN GABRIEL MISSION HIGH SCHOOL ASSOCIATED STUDENTS' CONSTITUTION

ARTICLE I: NAME AND COLOR

Section 1 The name of this organization shall be the Associated Students of San Gabriel Mission High School.

Section 2 The Associated Student Body of San Gabriel Mission High School shall be familiarly known as the Pioneers.

Section 3 Official school colors are Hunter Green and White.

ARTICLE II: PURPOSE

Section 1 The purpose of the organization shall be to provide a medium through which the students cooperate with the faculty in promoting the general welfare of the school by fostering Christian principles of conduct, by developing a strong Catholic leadership, and by encouraging a wholesome school spirit that has its foundation in charity.

ARTICLE III: MEMBERSHIP

Section 1 Membership in this organization shall be extended to all registered students of San Gabriel Mission High School. Only members in good standing (positive attitude, behavior, Christian service, and attendance) with a majority (4) of their current teachers' approval, however, shall be eligible to represent the school in any elected office.

ARTICLE IV: MEETINGS

Section 1 The Associated Students shall meet in general assembly on a day designated by the Principal.

Section 2 _ Special meetings of the Association may be called by the President of the Student Council with the permission of the Principal and the Director of Activities. Notice of special meetings will be announced beforehand.

ARTICLE V: DUTIES OF OFFICERS

Section 1 The officers of the Associated Students shall act as President, Vice- President, Secretary, and Treasurer, and Special Affairs respectively, of the Student Council. If at any time, any officer is remiss regarding her duties, she may be immediately relieved of her position for a time period determined by the administration.

1. Student Body President

- a. To preside at all Student Council and student body meetings
- b. To call special meetings of the Student Council
- c. To vote in case of a tie
- d. Other specific duties are:

To ascertain the presence of a quorum

- To call for minutes and reports
- To recognize speakers
- To call for a vote
- To announce the result of a vote
- To state motions made
- To decide on points of order
- To preserve order and decorum
- To answer parliamentary questions
- To enforce the observation of the Constitution
- To adjourn the meeting
- To make recommendations for the consideration of such measure as she shall judge expedient and for the
 - o good of the student body
- To receive officials and visitors
- To be responsible for the representation of San Gabriel Mission High School at all functions requiring such representation
- To give State of the School Address at the Spring Awards Assembly
- To exercise all other customary executive and administrative duties

2. Student Body Vice-President

- To assume the responsibilities of the President upon absence, disability, or disqualification of the President
- To act as a general assistant to the President in all matters and accept responsibilities specifically delegated to her
- To represent the President at any meetings as directed
- To assist in solving problems of parliamentary procedures
- To be responsible for monthly class/ club boards
- To order Student Council shirts

3. Student Body Secretary

- To keep the minutes of the Student Council meetings
- To keep roll of members present and absent at each meeting and the account of their participation
- To carry on all official correspondence in the name of the Associated Students of San Gabriel Mission High School
- To keep a handbook of the amendments and laws adopted by the Student Council
- To read communications, documents, motions, or resolutions required
- To record results of all elections
- To issue, when necessary, a Student Council bulletin to the faculty, informing them of the recent decisions and actions of the Student Council
- To collect class and club reports from Student Council members
- To keep all forms updated
- To keep on file all class and club agendas and minutes
- To make announcements following every formal assembly

4. Student Body Treasurer

- To handle all Student Body Funds:
- The Student Body Funds shall include the Student Body Treasury, class treasuries, and club treasuries. However, the finances of each of these organizations will be regarded as separate from the others.
- A specific organization may procure a loan from the Student Body Treasury only with consent of the Student Council.
- To make a quarterly report to the Student Council and Student Body presenting the financial status of the treasury
- To make disbursements only with the consent of the Student Council Advisor and Director of Student Activities for any purpose beneficial to the student body or to the school
- To organize and control the distribution of tickets and the collection of money for school activities
- To be responsible for setting up and taking down the P.A. system for all assemblies

5. Student Body Officer of Special Affairs

- To keep a record of all committees appointed during the Student Council Retreat in the summer
- To publicize or lead the publicity of all Student Council and school event
- To be in charge of the Student Council activity forms, and any other business pertaining to these activities, and give a copy to the Principal for his signature, and a copy also to the ASB Secretary to file
- To keep the appropriate person informed of all upcoming school events to be posted on Mission's marquee
- To obtain a copy of the daily activity sheets on Monday morning and post it in the Activities office
- To maintain the ASB bulletin board
- To keep the Director of Activities informed about all upcoming events and check in each morning to make sure all details for the day's activities are organized
- To submit evaluations of Student Council sponsored events and collect evaluation forms from all school activities from the corresponding class/ club
- To post the monthly event calendar on the ASB bulletin board in the auditorium
- To be responsible for all Student Activity forms being copied and available to students/moderators
- To post spirit points monthly on hall bulletin boards

ARTICLE VII: STUDENT COUNCIL

Section 1

The governing body of the Associated Students shall be the Student Council. This body shall consist of the officers of the student body, the yearbook editors, the class officers, and the club presidents. The Principal and Student Council moderator are ex-officio members of the Student Council.

Section 2

The Student Council shall have the right of considering suggestions and recommending measures deemed beneficial to the student body and in harmony with the ideals of the school.

Section 3

It shall be the duty of the Student Council to transact the business of the Association, except that which it deems expedient to submit to the vote of the membership at large, to uphold by example the ideals of the school, and to give positive service to the school. The purpose of the Student Council is to represent the student body at large. Therefore, on most issues, the Student Council may act without the direct vote of the students. The Student Body, however, does have the right to vote on any issue which is of major importance: that is, a change in school policy or tradition, or an issue that will greatly affect the morale of the students.

Section 4

The Student Council shall meet on designated days, once a week, unless otherwise stated.

Section 5

Student Council meetings are open to all interested faculty members and students for their suggestions and comments.

Section 6

The agenda for Student Council meetings shall be as follows:

Call to Order

- Flag Salute
 - Prayer
 - Reports by Officers
 - Old Business
 - New Business
 - Miscellaneous

Section 7

The Student Body officers shall meet with the associated students in general assembly at least twice a year to inform them of the recent actions of the Student Council, and also to give the students an opportunity to voice their opinions on any school matters.

Section 8

Special meetings of the Student Council may be called by the Secretary upon order of the Principal or the President.

Section 9

A two-thirds majority votes of the quorum is necessary for the passage of a measure.

ARTICLE VIII: CLASS/CLUB OFFICERS

Section 1

The class officers shall be the President, Vice-President, Secretary, Treasurer and Special Affairs.

Section 2

Class officers shall distinguish themselves by loyalty to the school and to the faculty, by fidelity to regulations, by impartiality in the discharge of duty, and by graciousness to the school and to classmates.

Section 3

It shall be the duty of the President to conduct all class meetings at the time designated. She shall also bring matters of importance before the class for discussion.

Section 4

It shall be the duty of the Vice-President to preside in the absence of the President. She will assist

It shall be the duty of the vice-president to preside in the absence of the president. She will assist the President in the discharge of class business.

Section 5

It shall be the duty of the Secretary to keep the minutes of the class meetings. She shall also conduct the classes' official correspondence.

Section 6

It shall be the duty of the Treasurer to make collections authorized by the Principal and moderator, and to maintain an accurate record. She shall deposit all funds into her class treasury.

Section 7

It shall be the duty of Special Affairs to handle publicity and public relations of any activities and fund-raisers sponsored by the class.

Section 8

The classes shall meet when necessary. Meetings may be called by the class President with the approval of the class moderator.

ARTICLE IX: CLASS OFFICERS AND CLUB PRESIDENTS ELECTIONS

All applicants' forms must be cleared through the Dean of Students and the Academic Counselor.

Section 1

Sophomore, Junior, and Senior class elections will take place no later than one school week following student body elections.

Section 2

A candidate for said office shall have at least a 2.0 average for the year in which she is presently enrolled and not be on any probation. She shall consistently exhibit satisfactory character traits, shall have demonstrated strong leadership ability, shall have a satisfactory attendance record and Christian Service hours, and shall have the approval of the Administrative Board and Principal. Those candidates running for Senior class office shall have demonstrated leadership ability through an elected class or club office or any approved extra-curricular activity (i.e. work, sports, community, and committees) including a satisfactory attendance record and Christian Service hours, and shall have satisfied the minimum requirements of one scholastic year at San Gabriel Mission High School.

Section 3

The procedures for the election of Sophomore, Junior, and Senior class officers shall be as follows:

1. Any girl interested in running for a class office shall submit to the Student Council moderator, or a representative thereof, an application form stating her intentions and qualifications.
2. This form shall be used by the Principal and Board for consideration of candidacy.
3. If, in a class, the applicant has received a below average conduct or effort grade or probation during the year in which she is presently enrolled, these facts shall be taken into special consideration and may be used as grounds for the rejection of the intended applicant.
4. Any rejected applicant must be notified as to the grounds of her disqualification.
5. The approved applicant will then be considered an eligible candidate and may run for class office.
6. Each candidate will be allowed to address her class at a time designated by the Principal and Moderator. At said time, she may briefly present her platform.
7. Voting in primary elections shall be by secret ballot. Each student may vote for the candidate in the class in which she is presently enrolled.
8. Votes shall be tallied by the class moderators in the presence of the Director of Activities.
9. Following primary elections, the two candidates for each office having the highest number of votes are eligible to run in the final election.
10. Voting for final elections shall be by secret ballot. Each student may vote only for the candidate in the class in which she is presently enrolled.
11. Votes shall be tallied by the moderators in the presence of the Director of Activities.
12. New officers are announced to the student body at large.

Section 4

Freshmen class elections shall take place no later than the end of the first quarter. Procedures for freshmen class officers shall be as follows:

1. Any girl interested in running for Freshman class office shall submit a form to her class moderator stating her intentions and qualifications.
2. Applicants for office will be denied if the applicant is on any level of Conditional Admission or on any level of AP or DP.
3. Campaign and election procedures are the same as Sophomore, Junior, and Senior class elections. (Refer to Article IX, Section 3, points "f" through "i").

Section 5

For any homeroom not having representation in Student Council, a representative will be elected from the class. The election of all homeroom representatives shall take place no later than the end of the first month of the school year. Permanent freshmen homeroom representatives are elected one week following freshmen class elections. Procedure for election of homeroom representatives shall be the same as that of class officers, including the tallying of election results in the presence of the Director of Activities.

ARTICLE X: REVIEW

Section 1

A committee shall be formed every five years for the purpose of reviewing the Constitution.

ARTICLE XI: RECALL

Section 1

The Principal of San Gabriel Mission High School shall have the power to recall the officers in the student administration.

Section 2

The student body shall have the right to petition for the recall of a student body officer. The petition, made to the Principal of San Gabriel Mission High School, must have the approbation of at least two-thirds of the student body before presentation to said authority.

Section 3

Student body officers shall be subjected to recall only for: negligence of duty; failure to maintain the average scholastic standing because of official duties; the inability to conform to the requisites of the office.

ARTICLE XII: AMENDING THE CONSTITUTION

Section 1

This constitution may be amended in the following manner only:

1. The proposed amendment, signed by at least five percent of the members of the Association, shall be presented to the Student Council.
2. The proposed amendment must be reviewed in two successive Student Council meetings before a final vote is taken.
3. The President shall then call an election within fifteen days of the presentation of the amendment. Notices of the election and a complete statement of the amendment shall be posted and published for at least seven days previous to the election.

Section 2 _

Voting shall be done by secret ballot and tallied by the Student Body officers in the presence of the Director of Activities. A two-thirds majority shall be necessary for the adoption of the amendment.

Section 3 _ Amendments shall take effect immediately upon passage by the required majority.

AMENDMENTS:

FIRST AMENDMENT-STUDENT HANDBOOK

A new student handbook shall be issued at the beginning of each school year. The handbook will include such items as the history and purpose of the school, rules of discipline, activities and traditions of the school, suggested schedules, and requirements for graduation. Fundraising Policy, Student/Parent Organizations San Gabriel Mission's Non-Profit Tax Identification # 95-2015452. Please note that San Gabriel Mission High School is a 501 C(3) non-profit organization. Donations made to San Gabriel Mission High School are tax deductible to the full extent of the law. Fundraising Purpose/Policy Statements For purposes of this policy, fundraising is defined as the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or organizational budget enhancement. Fundraising Guidelines The following guidelines may apply to all fundraising activities by recognized organizations of San Gabriel Mission High School: Approval of Fundraising Activities

Handling of Funds

Funds Management

amend this policy at any time.

Reservation of Rights SGMHS reserves the right to

Section-6-05

Clubs/Organizations/Honor Societies

XIII. STUDENT ACTIVITIES CLUBS AND ORGANIZATIONS

Each club has regularly scheduled meetings for club boards and general membership indicated clearly on the calendar. (cf. VII-1)

Assembly Ambassadors: Assembly Ambassadors are student council, class board members who serve as assembly servant leaders who seat their class as well as manage and maintain appropriate behavior during assemblies.

Girl's Athletic Association (GAA) is open to all student who participate on an athletic team who promote spirit, unity, and enthusiasm and fosters responsibility, sportsmanship, and loyalty in a wide range of sports activities. Membership is automatic for students who participate on a team sport.

JAM for LIFE - Justice Action at Mission (JAM) and the Pro-Life clubs as an extension of Campus Ministry promotes the dignity of human rights and social justice through various activities; as an extension of Campus Ministry focuses on promoting a consistent ethic of life from conception to death on and off campus. This club represents SGMHS at all Archdiocesan Pro-Life events like the annual WALK FOR LIFE and Requiem for the Unborn Liturgy.

Anime Club invites students interested in the anime to learn about different anime styles and fandoms. The club explores characters, plots, and themes within popular anime shows.

VERITAS Campus Ministry Team - as assistant Campus Ministers, students coordinate liturgies, prayer services, birthday celebrations, and the LIFE SAVER program. Students, who apply and are accepted, attend a week-long retreat in the summer. All members sign a contract agreeing to a code of behavior and expectations.

Mission Ambassadors Faculty and staff members can nominate students to serve as Ambassadors. The nomination is considered and approved by the Marketing Director. This select group of students represents the school at various community, school and social events.

National Honors Society (NHS) provides the opportunity for students selected for this honor to serve both the school and the community.

Culinary Club: In Culinary club, students learn to get an appreciation for different cuisines around the world, while sharing parts of the own culture. The club provides an environment where students can socialize and be creative with different cooking adventures.

Latina Club: Latina club seeks to celebrate latin culture by sharing in traditional foods, music, games, and celebrations. In addition. being in all girl school. latina club seeks to empower women in exploring their identities

celebrations. In addition, being in an gmi school, latina club seeks to empower women in exploring their identities and how their respective cultures shapes them as strong individuals. The club also considers international issues confronting latin countries and donates to issues regarding natural disasters reliefs and other projects.

Band with Don Bosco Technical Institute :The Bosco Tech Music Program is offering SGMHS students the opportunity to participate in the after school programs. Beginning with Marching Band in the Fall, students can join the program and improve their musicianship and confidence through performances at Bosco Tech football games, community performances, and the Winter Concert.

Special Interest Groups May be formed by students who share common interests. The first steps for forming a new club are to obtain a faculty advisor and to submit a petition of at least 50 student signatures to the Director of Activities. A seat on Student Council must also be requested and approved by the student government.

Topic-6-06-1

Formal Dances (Homecoming, Winter Formal, Prom)

SGMHS Dance/Activities Dress Code

Ladies are expected to follow the SGMHS non-uniform dress code at all dances.

Gentlemen are expected to honor the following rules:

Topic-6-06-2

Graduation Celebration/Grad Night

HONORS, AWARDS, & GRADUATION

Scholar Athlete: Green and Black Cord

The Scholar Athlete Cord is awarded to senior athletes who meet the following criteria:

- Receives an athletic letter in at least one varsity sport in her sophomore, junior, and senior years
- Maintain a 3.5 cumulative weighted GPA in her sophomore, junior, and senior years.
- Outstanding school and community service
- Displays high levels of integrity, self-discipline, character, respect, motivation, and courage

with personal standards that serve as a role model to others.

Students who are awarded the Scholar Athlete Cord will be given an opportunity to apply for a scholarship offered

Students who are awarded the Scholar Athlete Cord will be given an opportunity to apply for a scholarship offered through the SGMHS Booster Club. The scholarship recipient will be announced at the Senior Awards Assembly.

Athlete of the Year: Plaque

This award is presented to a Senior Athlete at Senior Awards. San Gabriel Mission High School Athlete of the Year must demonstrate and possess the following criteria:

- Have participated in one or more varsity sports both her junior and senior year
- Be an active member of GAA
- Maintain a weighted cumulative GPA of 3.0 or higher in both her junior and senior year
- Have achieved all league or 1st team honors of the horizon league in either of the varsity sports she has participated in for junior or senior year
- Exhibited a high level of commitment to both practice and game schedule (league and exhibition)
- Fulfilled requested/required roles with regards to helping to the success of the her team
- Exhibit the following positive qualities on and off the court/field:
 - Leadership
 - Team work
 - Communication
 - Commitment and loyalty
 - Work ethic
 - Ambassadorship – good representative of the sport, and of the school
 - Respect for coach, teammates, opponents and officials
 - Fair play/honor
 - Sportsmanship
- Recognizing that there needs to be a balance between academic and sporting life.

Student Council: Black Cord

All seniors serving on student council as a class officer or club president for at least three years may apply for a black cord to be worn at graduation.

ASB: Purple Cord

All graduating ASB officers will receive a purple cord in honor of their service to the school

Service Learning: Red Cord

(see Service Learning)

SGMHS honors seniors who have completed well over the required amount of hours throughout their 4 years at Mission. These seniors have provided a presentation outlining their service commitments past, present, and future.

AP Capstone: Navy Blue Stole

All students who have completed AP Research, AP Seminar and are part of our AP Capstone Program will earn this recognition at graduation with the principal's approval.

Woman of Integrity: Plaque

Honesty, honor, reliability: these words describe the qualities of a Young Woman of Integrity. Each year, the faculty and staff selects a senior student who represents the truest characteristics of Integrity among the peers in her class.

Young Woman of Mission: Plaque

The distinction of Young Woman of Mission is to honor a student who has embodied the ideals of San Gabriel Mission High School throughout her four years here. She exemplifies the spirit of Mission through her accomplishments and achievement. This student is selected by the entire faculty and staff of San Gabriel Mission High School.

Valedictorian and Salutatorian: Plaque and Medal

The Valedictorian and Salutatorian traditionally represent the senior class with speeches at the Academic Awards Ceremony and Graduation. These students are the two seniors with the highest weighted cumulative GPAs (Valedictorian – highest/Salutatorian 2nd highest) over their four years at San Gabriel Mission High School, and the approval of the Principal.

Honor Societies

Students are encouraged to apply for academic honors. Announcements are made when applications are available. There are four Honor Societies within the school. The first three have membership based on

achievement in the curriculum course offerings for the current school year.

National Honors: National Honor Society

This is a nation-wide organization; our chapter number is 11221; our affiliation number is 027728; our name is VERITAS (Latin for "Truth"), in keeping with the Dominican Charism. This society is composed of sophomores, juniors and seniors who have achieved an unweighted cumulative 3.5 GPA and who have also demonstrated leadership, service, and character throughout their high school experience. Students must apply for membership and are chosen annually by the NHS Board and Advisor in accordance with the by-laws of NHS. A special induction ceremony takes place once a year in the fall semester. Membership is for life.

At graduation, NHS members wear a special blue emblem insignia over their graduation gowns. They also wear a blue and gold tassel. This honor is a permanent record on their transcript.

State Honors: California Scholarship Federation

CSF is a state-wide honor society; our chapter number is 409 SC.

Membership for the current semester is determined by grades earned in the previous semester.

Students must earn 10 CSF points based on their grades, following the CSF point approval guidelines.

- Students must submit a CSF application and meet eligibility each semester.
- CSF applications are due two weeks into the fall or spring semester.
- CSF application forms are available in the Counseling Office.

CSF Life Membership: Gold Cord & Gold Stole and CSF lamp pin

Seniors may achieve Life Membership (Sealbearer status at graduation) if they have been a member of CSF for four semesters during second semester of sophomore year through second semester of senior year. A senior must qualify for second semester of senior year even if they have four prior semesters of membership because one semester must be based on grades earned in the senior year. A senior needing one additional semester to qualify for Sealbearer may use final grades in the last semester of senior year if they qualify and complete a CSF application in May/June. Sealbearer status will also be recorded on their transcripts beginning with the Class of 2021.

SGMHS CSF Life Membership at graduation:

Seniors who have earned five semesters of CSF membership will earn a gold cord at graduation, and those who earned seven semesters of CSF membership will earn a gold stole at graduation. These recognitions are based on the students meeting the guidelines set by CSF.

Mission Honor Roll Life Membership (6 semesters): green cord

A green cord is worn at graduation by those students who received a total weighted cumulative GPA of 3.5 and above for six semesters, one including senior year.

Principal's Honor Roll/ First Honors: certificate

PHR is a school recognition for students who earn a total weighted GPA of 4.00 and above in six courses and have good conduct and effort for the semester.

Dean's List/2nd Honors: certificate

Dean's list is a school recognition for students who earn a total weighted GPA between 3.75 and 3.99 in six courses and have good conduct and effort for the semester.

Mission Honor Roll: certificate

MHR is a school recognition for students who earn a total weighted GPA of 3.5 – 3.74 in six courses and have good conduct and effort for the semester.

Students who receive a "D" or "F" in any subject or negative comment (N or U) in citizenship or work habits may jeopardize a student from recognition in NHS, CSF, PHR, Dean's List, and MHR.

Pioneer of the Month – ISO recognition

Each month SGMHS focuses on one ISO and chooses a student from each grade level that best exemplifies the characteristic of the particular ISO in who she is and what she does. She is honored with a certificate and is stated on her transcript.

VERITAS Award: plaque

As a part of our annual Dominican Day celebration, we honor a senior who demonstrates what it means to be Dominican. VERITAS is Latin for "truth". St. Dominic was a pioneer of his time because instead of staying in the priory and praying all day, he was called to go out and preach the "truth" about our faith. Too many people had the message about God and our human goodness wrong! He literally went out to preach the Good News!! A large part of the Dominican Charism is the search for "Truth" together. The capital "T" is for Jesus. Below are some qualities the faculty and staff came up with as characteristics of a student deserving of the VERITAS award.

V – Valor – has the courage to stand up for Truth by word and/or action!

E--Educated – puts her mind and heart into her studies!

R – Reconciliation & forgiveness- has admitted or exposed truths and can reconcile differences with others!

I –Integrity – honest, good, and genuine in all she does!

T-Team player – is a leader who works humbly with all people for others!

A-Active- involved in their Church and/or Faith community!

S- Service- helps those in need and stands up for peace & justice!

Commencement Activities include the Senior Awards Ceremony on Campus, Baccalaureate Liturgy in San Gabriel Mission's Chapel of the Annunciation and the Commencement Exercises in the Mission Play House.

SENIOR ABSENCES & TARDIES

Seniors who are absent or have excessive tardies from school after the date specified on the calendar by the administration (usually at the end of the 3rd quarter) will lose privileges including but not limited to: extracurricular activities for and outside SGMHS like athletic events, field trips, school dance, powder-puff, prom, farewell liturgy, candle/rose ceremony, senior farewell activities, class day, senior Ditch Day, Grad Nite, senior awards, Baccalaureate Liturgy, and walking at graduation.

Seniors must be current with tuition and all other financial obligations in order to participate in senior activities. This includes prom, Grad Nite, graduation, diploma and final transcript release.

Section-6-08

Parent/Guardian Release for Student or Minor (Noncommercial)

LEAVING SCHOOL EARLY WITHOUT PARENT PERMISSION:

After their arrival on campus in the morning, students may not leave campus until dismissal time. If a student leaves campus once arriving to school, it is considered an unauthorized absence and truancy; the student will be placed on probation and/or face other disciplinary consequences; this includes the student driver.

LEAVING SCHOOL EARLY WITH PARENT PERMISSION:

A student who wishes to leave campus after arrival (for example, if a parent is picking her up for a funeral) **must bring a note from a parent to the attendance office by 8:00 a.m.** describing when the parent or designated person will be picking her up and for what reason. VERIFICATION is needed from a doctor, dentist, orthodontist, court, DMV, college appointments, etc. Parents must be called from the Front Office. Students who call/text their Parent/Guardian are in violation of the school rules and will be fined. (cf. VIII-9)

Section-6-09

Class Rings (High Schools only)

Sophomore Ring Ceremony

Sophomores receive their class ring signifying their becoming an upper class woman

Section-6-10

Student Identification Cards

Student ID Cards

Student ID cards are issued at the beginning of the school year. The cards should be used for student identification, special admission to school events outside of school hours, and for using a computer outside of class time. If a student should lose her ID, it can be replaced. The cost for a new picture ID card is \$4.00.

Section-6-11

Yearbook

The editors of the yearbook and newspaper shall be appointed by their respective moderators and shall have the approval of the Principal.

Publication Policy

The Principal of the school is the publisher of all authorized school publications and has legal responsibility for the content of publications such as the yearbook and the school newspaper. No publication (pamphlet, flyer, or other written notices) may be circulated without the expressed permission of the principal or his designee. Copyright laws must be observed. (cf. VII-3) The principal appoints a moderator for each publication and the moderator according to the following guidelines reviews all published material:

There is a clear understanding of the purpose of the publication and the limitations on the authority of the editor;

Topics are to be treated in a way that is tactful, respectful of the rights and feeling of others, in good taste, and is constructive;

Topic-6-12-02

Sports by Season Pep Squads, Cheer

Team Sports

The team sports that are offered at Mission consists of cross-country, volleyball, basketball, soccer, softball, track and field. Mission is a member of the California Interscholastic Federation (CIF) and the Catholic Athletic Association (CAA). All athletic teams engage in competition within the Horizon League which consists of the following schools: Alverno, Bishop Conaty Our Lady of Loretto, Holy Family, Sacred Heart and Ramona Convent

Topic-6-12-03

Selection Process/Requirements for Participation

Eligibility for Sports Participation and Try-outs

To become eligible for participation in your sport, you must receive academic and medical clearance from the athletic office prior to attending your first tryout or practice each school year. Your coach will not allow you to participate in any team activities until you have presented him/her with a copy of your clearance from the athletic office. To obtain athletic clearance, an athlete must:

Have an Athletic Packet and physical on file in the Athletic Director's office and must meet academic eligibility criteria for their particular season of sport which is as follows:

Summer/Fall Sports Teams – based on 2nd semester marking period of the previous school year

Spring Sports – based on 1st semester marking period

Winter Sports – based on 1st quarter marking period

Topic-6-12-04

Athletic Medical Clearance

Eligibility for Sports Participation and Try-outs

To become eligible for participation in your sport, you must receive academic and medical clearance from the athletic office prior to attending your first tryout or practice each school year. Your coach will not allow you to participate in any team activities until you have presented him/her with a copy of your clearance from the athletic office. To obtain athletic clearance, an athlete must:

Have an Athletic Packet and physical on file in the Athletic Director's office and must meet academic eligibility criteria for their particular season of sport which is as follows:

Summer/Fall Sports Teams – based on 2nd semester marking period of the previous school year

Spring Sports – based on 1st semester marking period

Winter Sports – based on 1st quarter marking period

Topic-6-12-05

Injuries and accidents

INSURANCE

The student accident insurance program is provided for all students. This insurance supplements the medical expense incurred due to accidental bodily injury sustained while attending school, traveling to or from school, or participating in a solely school-sponsored and supervised activity. (cf. V-4)

Topic-6-12-06

Athletic Fees, Equipment and Uniforms

*SPORTS FEE \$220.00 per student per sport

Refunds for Fees: If a fee has been paid (i.e. Retreat fee, off campus event, sports fee, graduation fee, etc.) a partial refund may be issued once all expenses and or prorated stipends have been covered. If for whatever reason, a vendor should not refund the school or partially refund the school; only that portion will be refunded to the student.

Topic-6-12-07

Discipline Policies and Procedures in Athletics

Probation:

Probation is a warning to a student that her behavior and/or attitude do not comport with the standard expected of an SGMHS student. While on probation, a student must abide by the terms agreed to and must satisfy the conditions set forth by the Discipline Office. Failure to do so may result in a student being placed on strict probation, the student being asked to withdraw, or in another action deemed appropriate by the school. Parents and students must sign all probation agreements.

Topic-6-12-11

CYO/CIF

Academic Standards for Athletics : CIF

Athletes must meet the academic requirements of the California Interscholastic Federation (CIF) and San Gabriel Mission High School before they are able to participate in try-outs or conditioning for any sport. This rule applies to incoming freshman athletes (8th grade report card will be checked for eligibility) and returning athletes of

Mission. (2nd semester report card will carry over to summer conditioning and fall try-outs)

Students who participate in a summer sport conditioning/tournament must meet the eligibility requirements set forth during the school year. If a student - athlete has not met the eligibility requirements for participation in the summer sports program; they will be given the opportunity to participate in the summer program but is subject to the following criteria:

1. A grade check will be performed at the two week period into the 1st quarter marking period of the next school year. If a student-athlete has maintained the academic eligibility requirements, they will be allowed continued participation in the athletic program.
2. If the student-athlete is receiving any D's, and/or F,'s or has missing assignments in any of their courses at the grade check, they will be removed from the team until the end of the 1st marking period.
3. At the end of the 1st marking period grades will be checked and if all eligibility requirements have been met, the student-athlete will be allowed to return to the team. If the eligibility requirements are not met, they will be removed from the team and not allowed to try-out for the next sport.

Section-7-1

Tuition and General Fees

Tuition ~~\$~~8,318.00 per student

Mandatory Fundraising Fees:

60 Raffle tickets for the Annual Raffle (\$300.00)

- \$200 PTA Fee
- \$150 Walk A Thon
- 30 Service Hours per year (\$15 for each hour not served)
- Applicable Fees do apply - see below for details

Discounts:

~~\$~~2nd Daughter: \$1500

Section-7-2

Tuition Collection

Tuition Policy

SGMHS believes that tuition payments are an investment in your daughter's education and religious formation. It is the responsibility of the school administration to ensure that adequate financial resources are available and affordable for all families. In November of each school year, the CEF applications are made available. SGMHS uses this application to determine financial need. Failure to complete a CEF application may result in the loss of financial aid for the following academic year.

Tuition Payment

All families shall be expected to make tuition payments according to the payment plan. (cf. X-8) Payment will be submitted using the FACTS Tuition Management System. Families opting out of FACTS will be required to pay a \$75 fee. Options for payment will include:

Full Payment:

Under this plan the entire amount of tuition and fees are paid directly to the school on or before July 1st.

Semester Plan:

Under this plan the entire amount of tuition and fees are paid in two installments, due on July 1st and December 1st. This would be paid through the FACTS plan.

Monthly Plan:

Under this plan the entire amount of tuition and fees are paid monthly over a 10 – 12 month period beginning in July. This would be paid through the FACTS Plan. Through this plan, the family authorizes their bank to transfer the tuition payment from a checking or savings account on any date of preference each month. There is an annual fee of \$49.00 for this deferred payment plan.

Late Registration

Families registering after July 1st shall be expected to fulfill their tuition obligations according to the tuition policy stated previously.

Late Payments

It shall be the responsibility of each family to keep the school Business Manager informed of their need to make any changes in their preferred tuition plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late:

Monthly Payment/Cash Basis:

School families, who choose the monthly payment plan and miss a monthly payment due to insufficient funds, will be automatically charged a \$30 missed payment fee by FACTS and may incur a similar penalty from their own banking institution. After being informed of a missed tuition payment by FACTS, the missed payment will be re-attempted on the next available payment date. If an emergency has occurred, suitable arrangements must be made with the Principal.

Financial Aid

School donors and benefactors make available tuition awards and scholarships for needy and deserving families. The list of Archdiocesan financial aid recipients is finalized by September of each year. In order to qualify for financial assistance all parents must submit a completed CEF application available in November of each year. Failure to complete the CEF

application will result in loss of financial assistance. For the sake of your family's security and peace of mind, and for the general financial stability of the school, we encourage parents or guardians to contact the school as soon as possible when circumstances change and they are experiencing economic difficulties. (cf. X-9)

Non-Admission/Suspension of Students Due To Tuition Delinquency

School families failing to pay tuition, and those who have been unwilling to make suitable alternative arrangements with the school, or those families who are 1 month or more in arrears, will be informed that their child/children will be suspended until tuition is brought current. Students must remain at home for the duration of the suspension.

Participation in Extracurricular activities: Students may not be allowed to participate in extracurricular activities if their financial obligations have not been met. If the student is delinquent by 1 or more months of tuition or owes any school fees, they may not be allowed to participate in extracurricular events (i.e school sponsored trips, athletics, or class activities).

Tuition Contracts

All families must have established their tuition contract prior to the first day of school. If not, students will not be admitted on the first day of school.

If by December Finals tuition is in arrears students may not be allowed to take semester finals and no semester report card will be issued.

If by June Finals tuition is in arrears students may not be allowed to take finals, receive reports cards and permanent records will not be released by administration.

After May 1st all outstanding debts must be paid by cash, money order or credit card.

Seniors must be current with tuition and all other financial obligations in order to participate in senior activities. This includes prom, Grad Nite, graduation, diploma and final transcript release.

Delinquent Tuition from Previous Year(s)

All previously unpaid tuition must be paid to the Business Office at SGMHS, if a student is to be readmitted on the first day of class for a new school year. If payment is not possible, suitable arrangements must be made with the Principal and Business Manager.

Tuition Refunds for Full or Semester Payments

When adhering to the full or semester payment plan, families withdrawing students prior to the first day of school shall be refunded tuition paid, less one month of tuition. After the first day of school, tuition refunds shall be issued for payments made beyond the current month. The current month is pro-rated over the number of school days each student was in attendance. Please allow five (5) working days for any circumstances which need approved refunds. **Note: Tuition is non-refundable for families following the monthly payment plan.**

Refunds for Fees: If a fee has been paid (i.e. Retreat fee, off campus event, sports fee, graduation fee, etc.) a partial refund may be issued once all expenses and or prorated stipends have been covered. If for whatever reason, a vendor should not refund the school or partially refund the school; only that portion will be refunded to the student.

The school will not be liable to refund 100% of any ticket cost should the school not be refunded 100%. The school reserves the right to charge an administrative fee for refund checks issued. In addition, if the student has a delinquent balance (i.e. tuition or school fees), any refund due will be credited towards that outstanding balance first.

Registration Fees

A separate, non-refundable registration fee of \$600.00 is to be paid starting January 1st. The non-refundable application and testing fee for incoming and transfer students is \$60.00 per student.

Returned Checks:

Families, whose checks are returned for "insufficient funds", must pay by cash or money order for the remainder of the year and a \$25.00 fee will be charged.

Section-7-3

Tuition Assistance

Financial Aid

School donors and benefactors make available tuition awards and scholarships for needy and deserving families. The list of Archdiocesan financial aid recipients is finalized by September of each year. In order to qualify for financial assistance all parents must submit a completed CEF application available in November of each year. Failure to complete the CEF application will result in loss of financial assistance. For the sake of your family's security and peace of mind, and for the general financial stability of the school, we encourage parents or guardians to contact the school as soon as possible when circumstances change and they are experiencing economic difficulties. (cf. X-9)

Section-7-5

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

Additional Fees:

***EVERYONE IS RESPONSIBLE FOR THE FOLLOWING APPLICABLE NON REFUNDABLE FEES REGARDLESS OF THE PLAN YOU CHOOSE**

New Students Only:

- *APPLICATION FEE \$60.00 per new student
- *REGISTRATION \$600.00 -Fee is non-refundable
- *CHROMEBOOK \$400 – \$600

All Students:

- *REGISTRATION \$600.00 per student
- *TECHNOLOGY FEE \$85.00
- *RETREAT FEE: \$130 Freshman/\$150 Sophomores/ \$185 Juniors / \$210 Seniors
- *LAB/ART FEE \$30 per class
- *TEXTBOOKS/eBooks \$200- \$500 per student (approx.)

Seniors Only:

- *GRADUATION FEE \$500.00 (class of 2020) due by March 27, 2020

Misc. Fees/Optional Fees:

- *AP EXAM FEE \$ 94.00 per test
- *SPORTS FEE \$220.00 per student per sport
- *SPIRIT PACK \$200 per sport (approx.)
- *YEARBOOK \$100

Chapter-8

DISCIPLINE

WOMEN OF MISSION

SGMHS regards discipline as an aspect of adolescent development and as a purpose of promoting in the student genuine psychosocial development. The ultimate purpose of the policies and practices is to create students who are well adjusted and reflective. The school commits itself to the belief that all students have the right to learn in a distraction free environment and can achieve their potential academically, spiritually, morally, physically and socially. Therefore, as educators our commitment is to enhance the learning experience inside and outside the by focusing on what we expect from our Women of Mission.

A WOMAN OF MISSION

Is a good person, someone to look up to and admire.

Knows the difference between right and wrong and always tries to do the right thing.

Topic-8-1-01

Discipline and Procedures

SGMHS DISCIPLINARY POLICY AND PROCEDURES

WOMEN OF MISSION

SGMHS regards discipline as an aspect of adolescent development and as a purpose of promoting in the student genuine psychosocial development. The ultimate purpose of the policies and practices is to create students who are well adjusted and reflective. The school commits itself to the belief that all students have the right to learn in a distraction free environment and can achieve their potential academically, spiritually, morally, physically and socially. Therefore, as educators our commitment is to enhance the learning experience inside and outside the by focusing on what we expect from our Women of Mission.

A WOMAN OF MISSION

Is a good person, someone to look up to and admire.

Knows the difference between right and wrong and always tries to do the right thing.

Chapter-11

PARENT-STUDENT POLICIES AGREEMENT FORM

ADLA AND SGMHS FORMS

All ADLA and SGMHS required forms for 2020-2021 are linked [here](#). Below are a sample of those forms.



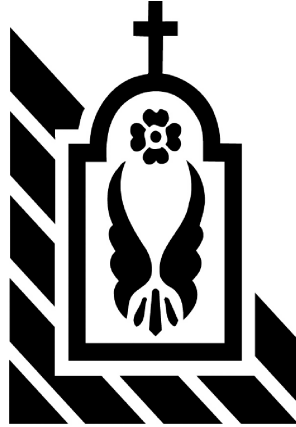


ARCHDIOCESE OF LOS ANGELES GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS Revised 2/2015

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Clergy/staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations. Please review the following guidelines and sign the "Acknowledgement of Receipt" for the file at the parish or school where you work or volunteer.

- Clergy/staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If clergy/staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Clergy/staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Clergy/staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure," which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The relationships between parish/school a clergy/staff between administration a clergy/staff member/faculty/volunteer should member/faculty be informed ty/volunteer immediately and a minor and if such are a minor an inappropriate attraction are unlawful. exists. and Dating unethical. or sexual Dating relationships or sexual
- Communications with minors (e.g., notes, letters, e-mail and Internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Clergy/staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the clergy/staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When clergy/staff members/faculty/volunteers are supervising minors or young adults at parish or parish school- sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a clergy/staff member/faculty/volunteer is alone in a room with a minor, the door must be open, or there must be clear visibility through windows.
- Clergy/staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Clergy/staff members/faculty/volunteers planning parish/school events in their homes with minors must have the permission of the parish/school administration. In addition, clergy/staff members/faculty/volunteers may not have any minors in their homes without the knowledge of the minor's parent or guardian.
- Clergy/staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school - sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.

- Parent/guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor/minors only after complying with Archdiocesan policies regarding fingerprinting and safe environment training.



**ACKNOWLEDGMENT OF RECEIPT OF
GUIDELINES FOR ADULTS INTERACTING WITH MINORS
AT PARISH/SCHOOL ACTIVITIES OR EVENTS**

I have received and agree to comply with the Guidelines for Adults Interacting with Minors at Parish, Parish School, Youth Ministry or Religious Education Activities or Events of the Archdiocese of Los Angeles. As stated in the copy of these guidelines: "All adults working or volunteering with minors are also accountable to follow all policies contained in any other 'Handbooks' that the parish/school may use' (i.e.: Catholic Schools Handbook, Parish ministry handbook, etc.). All adults acting in a staff, faculty, ministerial or other paid or volunteer * position in the Archdiocese are role models who are called to treat each minor with respect and care. Clergy/staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations." These guidelines are part of the commitment of the Archdiocese of Los Angeles to keep children and youth safe and to provide a role model for all minors under our care.

Activity(ies) or Event(s) in which I am involved:

Name (please print legibly): _____

Signature: _____

Date: _____



Name of Student: _____ Grade: _____

(Please type or print: Last Name, First Name)

For the school to be effective with the student it is essential that a spirit of cooperation, trust and support exist between the school and the parent. It is for this reason that we ask the family to become familiar with the philosophy, policies and procedures developed and enforced by San Gabriel Mission High School.

It may sometimes happen that a family cannot be supportive of the school and its philosophy, policies and procedures. Should a manifest lack of agreement reach the point where the school judges that the necessary and appropriate relationship no longer exists, the family will be asked to withdraw the student from the school.

We have read the [ADLA/SGMHS Acceptable Use Policy for use of the school's Computer Network](http://handbook.la-archdiocese.org/chapter-10/section-10-3) (LINK). We hereby release San Gabriel Mission High School, the Los Angeles Archdiocese, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from our daughter's (or legal ward) use of, or inability to use the SGMHS Computer Network, including, but not limited to claims that may arise from the unauthorized use of the Network to purchase products or services. Website link - (<http://handbook.la-archdiocese.org/chapter-10/section-10-3>)

We will instruct our daughter regarding any restrictions against accessing materials on the Internet set forth in the SGMHS Acceptable Use Policy. We will also advise and emphasize the importance of following rules for personal safety.

Parent/Guardian Section: Please initial the appropriate statement that applies to your daughter:

____ We give permission for my daughter to use the SGMHS Computer Network/WIFI/Email/RemotePlatforms to access the Internet.

____ We do not give permission for my daughter to use the SGMHS Computer Network/WIFI/Email/RemotePlatforms to access the Internet.

We agree to abide by all rules and regulations of San Gabriel Mission High School both stated and implied. We also understand that the Principal and the Administration have the right to amend rules and regulations as necessary during the school year.

We, the undersigned, have read and understand the contents of this handbook.

Parent/Guardian (Print) _____ Signature _____ Date _____

Parent/Guardian (Print) _____ Signature _____ Date _____

Student Section: I have read the SGMHS Acceptable Use Policy for use of the school's Computer Network. I agree to follow the rules contained in this Policy. I understand that if I violate the rules, my access to the Network may be terminated and I may face other disciplinary measures.

Student (Print) _____ Signature _____ Date _____



SAN GABRIEL MISSION HIGH SCHOOL BRING YOUR OWN DEVICE POLICY ACKNOWLEDGEMENT FORM 2020-2021

This Acknowledgement Form is to be completed by Parent/Legal Guardian.

I/We, the parent(s)/guardian of _____, a student of San Gabriel Mission High School, have received, read, understand, and discussed with my child the Bring Your Own Device (BYOD) Policy. By signing the Acknowledgement Form, I/we agree to all its terms.

Printed name of Parent(s)/Guardian Signature of Parent(s)/Guardian

Printed name of Student Signature of Student

Date

WWW.

STUDENT LAST NAME _____ FIRST NAME _____ GRADE _____



**SAN GABRIEL
MISSION
HIGH SCHOOL**

SGMHS Honor Code 2020-2021

San Gabriel Mission High School's
Woman of Mission Student Body Honor Code

SGMHS's Honor Code Statement of a Woman of Mission

AS A WOMAN OF MISSION, I AM ENTRUSTED WITH THE RESPONSIBILITY OF UPHOLDING AND CONTRIBUTING TO AN ATMOSPHERE OF RESPECT, MOTIVATION, DEPTH, CHARACTER, AND INTEGRITY ON AND OFF CAMPUS. MY PERSONAL HONOR IS ESSENTIAL TO PRESERVE MY GOOD NAME AND THE INTEGRITY OF THE SGMHS COMMUNITY. THE HONOR CODE BEGINS AS SOON AS I BECOME A MEMBER OF SGMHS AND INVOLVES NOT ONLY FOLLOWING THE RULES AS SET FORTH BY SGMHS AND THE ARCHDIOCESE OF LOS ANGELES, BUT ALSO HOW I EMBODY THE SGMHS ISO'S AND CARRY MYSELF AS A WOMAN OF MISSION.

Woman of Mission Pledge:

As a Woman of Mission, I, _____ (print name), pledge on my honor, to do my best to honor the code of a Woman of Mission which not only includes the policies and procedures set forth by the Archdiocese of Los Angeles and SGMHS as seen in the SGMHS Student/Parent Handbook as well as my classroom, but also to carry myself as a Woman of Respect, Motivation, Depth, Character, and Integrity wherever I may go. I will also do my best to encourage my SGMHS sisters to be Women of Mission.

My signature acknowledges that I have read the SGMHS Student/Parent Handbook and/or were made aware of its contents and the consequences should I choose to violate the expectations set forth by the SGMHS Administration.

Student Signature date Parent/Guardian Signature date

https://drive.google.com/file/d/1PlmqIP7xWaKEyX13pQtjgArb3XwYk_kl/view?usp=sharing

