

# **Holy Family High School**

## **College Preparatory**



**...Where Women Make History**

### **VISION**

In a Christ-centered atmosphere, Holy Family High School College Preparatory strives to produce women who are leaders in science and technology, possessing confidence and strength gained from a diverse liberal and fine arts program. Holy Family graduates will change the face of history.

### **MISSION**

Holy Family High School College Preparatory is a Catholic high school founded in 1937 by the Sisters of Charity of the Blessed Virgin Mary, empowering young women by fostering individual integrity, social responsibility, and a lifelong passion for learning. Rooted in the values of the family and the parish, Holy Family serves a diverse student body by offering a rigorous curriculum that is both innovative and Christ-centered.

### **PHILOSOPHY**

Holy Family High School College Preparatory develops our students into faith-filled women of exceptional character and strong intellect. Students from various ethnic backgrounds come together to share their cultures and life experiences. This diversity enhances their spiritual, moral, physical, and emotional development. Students learn to incorporate social justice with the Catholic faith into everyday living.

We recognize parents and guardians as the primary educators of our students. They have chosen our school to augment their daughter's growth into a woman who will make history. Guided by the example of their own families, students are inspired to succeed.

The faculty models Christian values and ideals, continuing the tradition and history based on the ministry of the Sisters of Charity of the Blessed Virgin Mary. The faculty helps each student to value herself, understand her talents, and realize her academic potential. In this way, Holy Family High School College Preparatory prepares students to become lifelong learners who internalize the Gospel message of Jesus Christ and live out these core values in an ever-changing society.

### **BRIEF HISTORY OF THE SCHOOL**

Holy Family Girls High School opened its doors to 21 freshmen in September 1937. For three years classes were held on the top floor of the grade school and were conducted by the Sisters of Charity of the Blessed Virgin Mary, with Sister Mary Saint Bertha, B.V.M., as principal (until 1943).

In 1940, because of the growing enrollment, Msgr. Galvin purchased the old Knights of Columbus Hall on Lomita Avenue and converted it into a four-year high school. He chose the mascot, "the Gael", a Celtic female warrior. There were seventeen members in the graduating class of 1941. Enrollment continued to grow, and so did the very special spirit that has characterized Holy Family High School College Preparatory from its earliest years.

In 1951 Msgr. Galvin purchased two more lots adjacent to the high school for the construction of the present building. Under the principalship of Sister Mary George Francis, B.V.M., the Class of 1952 was the first class to graduate from the new building. Msgr. Galvin continued as chief administrator until 1972. In 1974, during the administration of Sister Ann Eileen Clancy, B.V.M., Msgr. Arthur J. Lirette became pastor. He showed a constant personal interest in all the activities of the school, academic, religious, and social. During the ensuing fifteen years, the chief building project was the retrofitting of the parish church and the parish elementary school, both of which had suffered damage in the earthquakes of 1971 and 1987, whereas the high school building had stood firm.

Holy Family High School College Preparatory has been served by seven B.V.M. principals since its founding in 1937. In 2005, Father Joseph Shea, in partnership with Dr. Michelle Purghart, inaugurated and began plans for updating and modernizing the current buildings and exterior area, building the Performing Arts Consortium, and expanding the Science/Health Care Academy. An endowment fund was also created to ensure yearly scholarships are available to help educate qualified young women. As of 2011, Holy Family High School College Preparatory is led by its fifth laywoman, Nancy O'Sullivan.

Even though times and faces have changed through the years, there still exists a very special spirit on the Holy Family High School College Preparatory campus. Many of the old traditions endure: the Mass of the Holy Spirit, Candle Lighting, Mission Day, May Crowning, and others.

Demanding academic challenges, fifteen AP classes, six sports teams in the CIF Horizon League, the Science/Health Career Academy (SHCA), and an outstanding Visual and Performing Arts (VAPA) all contribute to helping Holy Family graduates take their proper places as Catholic leaders in an ever-changing world.

The Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association (WCEA) granted a full-term (6-year) accreditation in June 2013. As of, once again accrediting Holy Family High School College Preparatory with its highest honor. Holy Family High School has also been voted "Best Private School" in Glendale for seven years, was honored as one of the top fifty schools in the U.S. by the National Catholic Honor Roll Society, and voted top 2 in California by the Catholic High School Honor Roll.



The logo symbolizes the mission statement of Holy Family High School College Preparatory, which strives to educate young women to become leaders in the interlocking secular and religious worlds of today. The cross, with its arms reaching out to the world, embraces the fleur-de-lis, which is part of the traditional emblem of the B.V.M. community, founders of the school in 1937. The role of the church is recognized also, since its teachings form the basis of the Catholic Christian education offered by the school.

## **ALMA MATER**

All Hail To Holy Family,  
Our Alma Mater Dear.  
To You We Pledge Our Loyalty  
Your Name We'll E'er Revere.  
We'll Raise Your Banner High  
Your Standards We'll Uphold.  
O' Holy Family, Your Crown Shall Be  
Purple and Gold!

## **MOTTO**

... WHERE WOMEN MAKE HISTORY

## **EXPECTED GAELS INTEGRAL STUDENT OUTCOMES**

**A student who graduates from Holy Family High School College Preparatory will be...**

**G**odly... nurturing our relationship with God through spirituality and participation in our faith.

**A**cademic... expanding our intellect with focus and discipline driven by curiosity and wonder.

**E**xpressive...creating, refining, and communicating works that articulate our ideas and beliefs.

**L**eaders... taking initiative and carrying out God's vision to build and strengthen communities.

**S**ervants... using our many gifts to create a more just world by honoring our responsibility to others.

## **STUDENT/PARENT-GUARDIAN HANDBOOK**

As members of the Holy Family Catholic Community, the students have rights and responsibilities consistent with such membership and in accordance with the Integral Student Outcomes (ISOs).

Students have the right to an education provided by qualified personnel; they have the right to expect that the lives, as well as the instruction, of their teachers provide a good moral and ethical example; they have the right to question, think, and develop their own decision-making faculties; they have the right to be made aware of the issues of the day and their relationship to Catholic values; they have the right to a place of learning which is peaceful, orderly, clean, and conducive to the development of their full potential.

The students of Holy Family High School College Preparatory also have very serious obligations in accordance with these rights. They have the responsibility to help create a learning environment by their attitude, treating both people and property with respect and care; they have the responsibility to act according to accepted Catholic values in their relationship with others; they have the responsibility not only to voice their own opinions, but also to listen with respect to the opinions of others; they have the responsibility to develop an awareness of the world around them and to apply to that world the teaching of Christ; they have the responsibility to maintain physical and mental well-being and to treat their own persons with the respect due children of God.

## **ACADEMICS**

### **ADMISSIONS**

Holy Family High School College Preparatory admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of color, racial, or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other administered programs. (*Archdiocesan Handbook*)

Holy Family High School College Preparatory has established open enrollment policies in concert with the California Interscholastic Federation State Rule 222 with the following conditions: Holy Family is a Catholic all-girl high school whose philosophy and mission is based on the call of the United States Catholic Bishops, "To Teach as Jesus Did". Holy Family High School College Preparatory charges tuition for its educational services, accepts students on a space-available basis, and has select admissions requirements pertaining to academic standards and behavior.

Eighth-grade students take a high school placement examination on a date set by the Archdiocesan Education Office. Entrance is based on elementary and middle school records, recommendations of teachers, HSPT test results, and an interview. Students accepted to Holy Family High School College Preparatory must meet the following minimum requirements:

1. Test at grade level or above on the High School Placement Test and the Stanford 9 or ITBS.
2. Submit 2+ teacher recommendations that indicate average or above average achievement in classes (both academic and behavioral).
3. Interview successfully with a member of the Holy Family High School College Preparatory Admissions Committee.

Students enrolling for grades 10, 11, or 12 need to present their high school transcripts, immunization records, test results from their previous school(s), and letters of recommendation from their counselor and/or previous teachers. Final acceptance is based upon receipt of all high school transcripts through the current semester or the end of the year, whichever is applicable, and payment of the registration fee. No one is to be considered a Holy Family High School College Preparatory student until all of these requirements have been met.

### ***Inclusion***

Archdiocesan schools do not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of education policies and practices, scholarship programs, and athletic and other school-administered programs. However, certain schools in the Archdiocese are operated as single gender.

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

Parents or guardians must be informed that they may request a minor adjustment for students with a disability and of the appropriate procedure to address any complaints of disability discrimination. (*Archdiocesan Administrative Handbook XIV Introduction verbatim*)

# CURRICULUM

## ***English***

Composition  
Composition Honors  
World Literature  
World Literature Honors  
U.S. Literature  
AP English Language  
English Literature  
AP English Literature  
Yearbook I-III  
Journalism

## ***Mathematics***

Algebra I  
Algebra I Honors  
Geometry  
Geometry Honors  
Algebra II  
Algebra II Honors  
Pre-Calculus  
Pre-Calculus Honors  
AP Calculus AB  
Financial Algebra

## ***Physical Education/Health***

Sports Teams  
Yoga  
Physical Education (1 semester)  
Health/PE (1 semester)

## ***Science***

Biology  
Biology Honors  
AP Biology  
Chemistry  
Chemistry Honors  
AP Chemistry  
Physics  
AP Physics

## ***World Languages***

French I-III  
AP French  
Spanish I-III  
Spanish Heritage I-II  
AP Spanish Language

## ***Science and Health Career Academy (SHCA)***

Biochemistry  
Anatomy & Physiology

## ***Social Science***

Psychology  
AP Psychology  
Sociology

## ***Social Studies***

World History  
World History Honors  
U.S. History  
AP U.S. History  
Economics  
Economics Honors  
Government  
AP Government  
Women's Studies

## ***Technology***

Computer Applications  
Advanced Methods  
Web Page Design  
Graphic Design

## ***Visual and Performing Arts (VPA)***

Art I  
Advanced Art and Design  
AP Studio Art  
Ceramics  
Photography  
Theatre Production  
Dance Fundamentals  
Dance Performance  
Choral Music  
Concert Choir  
Instrumental Music  
Advanced Band  
Culinary Arts

## ACADEMIC HONOR CODE

Holy Family High School College Preparatory strives to develop, promote and maintain moral structure and honesty among all members of the school community. Commitment to truth and academic integrity is imperative to this goal. The school expects that students will strive to meet their individual potentials, and upon graduation, become citizens who incorporate high ethical standards and Catholic Christian values into their daily lives.

Adherence to the Holy Family High School College Preparatory Honor Code promotes the level of academic integrity required within the school and assures that student work is judged fairly and evaluated against curricular standards and the work of others.

The Holy Family High School College Preparatory Honor Code also insures that each student will demonstrate honesty and integrity in their assignments, testing and participation in their learning process.

The Holy Family High School College Preparatory Honor Code defines the behaviors that violate the principle of academic integrity and identifies the method for promoting academic integrity on our campus.

Academic integrity will be emphasized throughout the student's career at Holy Family High School College Preparatory. Each student and her parent(s)/guardian(s), at the beginning of each school year, must sign the Holy Family High School College Preparatory Honor Code Agreement.

### ***Holy Family High School College Preparatory Academic Honor Code Agreement***

Each year, the student and her parent(s)/guardian(s) shall be required to sign the following Honor Code Agreement, which will be kept in the student's academic file.

1. As a student at Holy Family High School College Preparatory, I \_\_\_\_\_, will conduct myself in an honest and academically ethical manner and will comply with the provisions of the Holy Family High School College Preparatory Honor Code.
2. I understand that I must write and sign the following Honor Pledge on tests and work whenever required by an instructor: *On my honor, I pledge that I have not violated any of the provisions of the Holy Family High School College Preparatory Academic Honor Code.*
3. I understand that if I do not include this pledge, as required by the instructor, with my signature, the instructor will not grade my work. In those instances where there is unintentional omission, I will be given an opportunity to correct it by signing the pledge.
4. I understand that the Academic Honor Code Agreement applies to all work submitted, whether or not the signed Honor Pledge is required by the instructor, and that I am expected to submit only my own work at all times.
5. I have read and understand my responsibilities as defined by the Holy Family High School College Preparatory Academic Honor Code, and will, to the best of my ability, comply with those responsibilities.

### ***Violations of the Holy Family High School College Preparatory Honor Code***

Violations of the Academic Honor Code include, but are not limited to, the following:

1. giving or receiving answers to quizzes, tests, examinations, or any assignments the student is expected to submit as her own work.
2. copying or up/down loading homework in or out of class.
3. plagiarizing or copying the work of another and submitting it as one's own work.
4. plagiarizing of information from the Internet or other source and submitting it as one's own work.
5. copying information from the Internet or other source and submitting it as one's own work.
6. using unauthorized aids in doing course work or testing (using unauthorized aids on a semester exam carries automatic *Strict Probation or Dismissal* penalty).
7. altering graded work and resubmitting it for grading.
8. doing another person's work or allowing another person to do one's work.
9. fabricating data, references or other information and including it in an assignment as if it were fact.
10. forging the signature of a parent/guardian on an assignment, test paper, report card or other official school document of communication from the teacher or school to the parent/guardian.
11. stealing or purchasing a copy of a test or the teacher's edition of a textbook (may result in immediate dismissal from Holy Family High School College Preparatory).

## ***Actions for the Violation of the Academic Honor Code***

Adherence to the Holy Family High School College Preparatory Academic Honor Code is a four-year commitment. Violations of the Code are cumulative in nature over the four years that the student is at Holy Family High School College Preparatory. Violation of the Academic Honor Code at any time during the four-year period will result in the following actions:

### **First Violation:**

1. The student will receive zero credit for the work or test.
2. The student will, in the presence of the Director of Discipline, call her parent(s)/guardian(s) and inform them of the incident.
3. The student will be ineligible for Honor Roll honors for the semester the infraction occurred.
4. The student will be placed on a Referral Contract.
5. The student may be subject to further disciplinary action, including probation, suspension or expulsion depending on the nature of the infraction and the student's disciplinary history.
6. The student who steals or purchases a copy of a test or the teacher's edition of a textbook is liable for immediate dismissal from Holy Family High School College Preparatory.

### **Second Violation:**

1. Students involved in a second incident as defined above in the **same** class will be immediately removed from the class and will receive a semester *Fail* in the class for that semester.
2. Students involved in a second incident as defined above in the same or a different class **will** be subject to further disciplinary action, which may include probation, strict probation, suspension, or expulsion.

### **Third Violation:**

A student allowed to continue at Holy Family High School College Preparatory after the 2<sup>nd</sup> violation of the Academic Honor Code will be asked to withdraw upon the 3<sup>rd</sup> violation.

## **GRADING**

Semester marks are the only grades that appear on a student's transcript; and are a combination of two (2) quarters and a final exam. Each quarter is divided into approximately nine weeks of instruction. The student receives a report card at the end of each semester in December and June. Parents/guardians are encouraged to monitor progress by using **Aeries**, which is found on the school's website: [www.hfhsglendale.org](http://www.hfhsglendale.org). Grades are updated by teachers every Tuesday for the previous week's work.

The grade given during a marking period is derived from class participation, as well as from scores on daily quizzes, reports, assignments, projects and tests. Religion grades are based on the same criteria, not on a student's personal practice of her faith.

A grade of **A** (90-100) reflects excellent work. The student consistently does more than is required, shows creativity, and assumes active leadership in learning activities.

A grade of **B** (80-89) reflects above average work. The student often does more than is required, shows an above average interest and initiative, and displays leadership in learning activities.

A grade of **C** (70-79) reflects average work. The student does assigned work, shows average interest and initiative, and takes some part in classroom activities.

A grade of **D** (60-69) indicates below average work. The student may not be completing all assigned work, is scoring poorly on tests, shows some interest and initiative, and usually is passive and somewhat inattentive in class.

Holy Family High School College Preparatory will not delay graduation with D's on a report card. Community colleges will accept those on a student's transcript. However, the student needs to be aware that four-year universities and colleges do not accept D's; If a student plans on attending one of these institutions, the student will need to make up

the grade through summer school. However, if she received a D in the first semester and a grade of C or better in the second semester, that D is considered “validated” by the university and therefore does NOT need to be made up. However, this does not apply to all classes; therefore, students should consult with the Academic Director of Counseling.

A grade of **F** (59 or below) indicates failing work. The student does not fulfill minimum requirements. Semester failures must be made up in summer school classes in the summer following the failure. No student may begin her senior year with an F that has not been remediated.

A mark of INC or I (incomplete) is given when there has been an accumulated absence for which required work has not been completed, or examinations have not been taken. **After two weeks, an incomplete automatically becomes an “F” unless a longer make-up period has been arranged with the administration and the teacher.** The burden for making these arrangements rests with the student, not the instructor (see *Attendance*). The grade for any course dropped after the first nine weeks will be recorded as “W” and will be computed in her GPA (grade point average).

GPA (grade point average) is calculated as follows:

#### Regular Courses:

<u>Grade</u>	<u>Percent</u>	<u>GPA</u>
A+	97 – 100	4.00
A	93 - 96	4.00
A-	90 - 92	3.67
B+	87 - 89	3.33
B	83 - 86	3.00
B-	80 - 82	2.67
C+	77 - 79	2.33
C	73 - 76	2.00
C-	70 - 72	1.67
D+	67 - 69	1.00
D	63 - 66	1.00
D-	60 - 62	1.00
F	59 or below	0.00

#### Honors Courses:

<u>Grade</u>	<u>Percent</u>	<u>GPA</u>
A+	97 – 100	5.00
A	93 - 96	5.00
A-	90 - 92	4.67
B+	87 - 89	4.33
B	83 - 86	4.00
B-	80 - 82	3.67
C+	77 - 79	3.33
C	73 - 76	3.00
C-	70 - 72	1.67
D+	67 - 69	1.00
D	63 - 66	1.00
D-	60 - 62	1.00
F	59 or below	0.00

### POLICY ON GRADING STUDENTS IN RELIGION CLASSES

Each student, whether Catholic or non-Catholic, is required to be enrolled in the program of Religion for credit each semester she attends a Catholic secondary school.

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

“Religion instruction appears as a scholastic discipline with the same systematic demands and the same rigor as other disciplines. It must present the Christian message with the same seriousness and depth with which other disciplines present their knowledge. It should not be an accessory alongside of these disciplines.” *General Directory for Catechesis* #73

### HOMEWORK

Class work is not sufficient for mastery of a subject. In addition to study at school, the student should ordinarily study at least two hours per night at home. Written assignments are only a part of the study process. Reading, reflection, reviewing, and investigating are also necessary for success in school. Incomplete homework may garner a teacher to issue a detention to students who do not consistently turn in their home/class work.



## ACADEMIC ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES

Students who are placed on Academic Probation and/or put on Academic Contract by the Director of Counseling will not be eligible to participate in any extracurricular activities, including, but not limited to, sports, student government, SHCA, and the Ambassador Program for Holy Family High School College Preparatory. Grade eligibility for involvement in all extra-curricular activities will be determined by the Vice Principal on a quarterly basis. The Vice Principal, in conjunction with the student's Academic Director of Counseling, will determine if and when the student will become re-eligible for any/all extra curricular activities at the conclusion of each quarter. Students who remain ineligible for extra curricular activities after one quarter will be asked to withdraw/resign from that extracurricular activity for the following quarter. Re-eligibility will be determined by the Vice Principal on a quarter-by-quarter basis, pursuant to the eligibility data.

## ACADEMIC HONORS

### *Academic Honor Roll*

Three levels of academic achievement are recognized each semester: Dean's List Gold, Dean's List Silver, and Dean's List Bronze. The following grade point averages qualify a student for Dean's List Honors:

- Dean's List Gold: 3.80 or better
- Dean's List Silver: 3.60 - 3.79
- Dean's List Bronze: 3.30 - 3.59

Academic achievements are recognized at the following semester's Honors Assembly.

Students that maintain their standing on the Director of Discipline's List and who graduate with a cumulative average of 3.30 or better will receive special recognition at the Senior Honor's Assembly.

The top 10% of the graduating senior class (based on cumulative GPA) are recognized at the Senior Honors Assembly.

### *Departmental Awards*

Departmental awards are given to the top senior in each department. Awards are given based on the student's ability to meet and exceed the goals and standards of each department. No more than two departmental awards may be received per student.

### *The Leader Awards*

The **BVM Award** is presented to the student who best exemplifies one of the three charisms of Holy Family High School College Preparatory and its founders, the Sisters of Charity of the Blessed Virgin Mary, through her application of the mission and vision of Holy Family High School College Preparatory. This student has shown to be a woman of great character and serves as an example to her fellow graduates.

The **BVM Charism Award (freedom, education, charity, and justice)** is presented to the student with outstanding academic achievement for four years, who has demonstrated dedication to acquiring academic prestige through a course of study that meets rigorous college preparatory standards. This student has one of the highest cumulative GPAs and shows great scholarship in all of her endeavors. She is a student who strives to learn and achieve, aspires to lead others, and is an example of Christ's love and kindness to others.

The **Gael Award** is presented to the student who consistently exemplifies the Integral Student Outcomes of Holy Family High School College Preparatory. She nurtures her relationship with God through actively participating in her faith. She expands her intellect with focus and discipline driven by curiosity and wonder. She expressively creates, refines, and communicates her ideas and beliefs. She takes the initiative to assume a leadership roll in carrying out God's vision to build and strengthen communities. And finally, she chooses to use her many gifts to create a more just

world by honoring her responsibility to be of service to others. This is the most prestigious award and the highest honor Holy Family High School College Preparatory confers on a student.

## **FAILURES**

Holy Family High School College Preparatory has the expectation that students strive towards academic excellence. A student who earns a failing grade (F: 59 % or below) at the end of the first or second semester will be put on Academic Probation, be asked to sign an Academic Contract and must remediate that grade at Holy Family High School College Preparatory. A student earning a grade of D (60 – 69%) will be asked to remediate in the same manner. All course work should be completed before the beginning of the next fall semester. Failure to receive a passing grade for the class being remediated in this prescribed time frame may result in the student being asked to withdraw from Holy Family High School College Preparatory.

## **ACADEMIC PROBATION**

Holy Family High School College Preparatory has the expectation that all students will strive for academic excellence in all classes. Students who receive any grade less than a C- for any one course at the end of the semester will be put on Academic Probation during the following semester by the Vice Principal. Students who are put on Academic Probation will be asked to sign an Academic Probation Contract outlining the conditions they must meet in order to be taken off Academic Probation. The Vice Principal will also obtain the signatures of the student's parent(s)/guardian(s) and the Guidance Director of Counseling on the Academic Contract. Failure to meet all the conditions stipulated in the Academic Contract will result in the student being asked to withdraw from Holy Family High School College Preparatory.

Students who do not meet the minimum Cumulative Grade Point Average (GPA) of 2.0 or do not earn the minimum 30 units per semester will be placed on Academic Probation and be required to sign an Academic Contract drawn up by the Vice Principal. The Vice Principal will also obtain the signatures of the student's parent(s)/guardian(s) and the Guidance Director of Counseling on the Academic Contract. Failure to meet all conditions stipulated in the Academic Contract will result in the student being asked to withdraw from Holy Family High School College Preparatory.

Any student put on Academic Probation and/or asked to sign an Academic Contract will be referred by the Vice Principal to the Guidance Department. The student's Academic Director of Counseling will arrange for on-going academic counseling, initiate mandatory academic enrichment (tutoring) in the subject(s) the student is struggling with, and arrange any parent/teacher conferences deemed necessary on behalf of the student on Academic Probation and/or Academic Contract. Failure to meet all the conditions stipulated in the Academic Contract in the form of academic counseling administrated by the Guidance Department will result in the student being asked to withdraw from Holy Family High School College Preparatory.

## **ACADEMIC DISMISSAL**

Holy Family High School College Preparatory has the expectation that all students will strive towards academic excellence, based on the grades they receive from each class that they are enrolled in. A student who earns a failing grade (F) in any subject at the end of the first semester or at the end of the second semester must remediate in that subject with a passing grade no later than the end of the summer break following that grading period. Any class that a student must remediate must be taken at HFHSCP, unless the school does not offer the course during the summer. In that case, the course must be taken at an accredited institution, with written approval provided by both the Vice Principal and the Guidance Director of Counseling. Students who do not remediate classes in which they received a failing grade (F) within the aforementioned guidelines will be asked to withdraw from Holy Family High School College Preparatory. Students who earn more than one failing grade in any given semester may be asked to withdraw from Holy Family High School College Preparatory.

Senior level students must not receive a failing grade (F) in any class throughout both their first and second semesters of their senior year. Senior students who earn a failing letter grade (F) in any class during their senior year will not graduate, and will be asked to withdraw from Holy Family High School College Preparatory.

Holy Family High School College Preparatory has the expectation that all students will strive to maintain academic excellence, based on their cumulative grade point average, (GPA). Cumulative grade point averages are updated at the end of each semester. All Holy Family High School College Preparatory students must maintain a cumulative GPA of 2.0 or greater. Students who do not maintain a cumulative grade point average of a 2.0 will be placed on Academic Probation, and, if they do not meet the contract criteria, may be asked to withdraw from Holy Family High School College Preparatory.

Holy Family High School College Preparatory has the expectation that all students will earn a minimum of 30 credits per semester, with a total of 60 credits earned by the end of each school year. Students who fail to earn the minimum earned credits of 60 per school year will be asked to complete the necessary credits during the summer or may be asked to withdraw from Holy Family High School College Preparatory.

## **MAKE-UP WORK**

When a student has an “excused absence,” it is the student’s responsibility to obtain and return missing assignments, as well as make-up any missed tests or quizzes. Make-up work must be turned-in within three school days of return.

The student is responsible for completing all missed assignments and tests during an extended period of absence.

When a student receives an “unexcused absence”, the teacher is NOT required to allow the student to make-up the work.

Students with an unexcused absence on the day of a semester exam will not be allowed to make up the exam and will receive no credit.

## **ADVANCED PLACEMENT PROGRAM**

The Advanced Placement (AP) program at Holy Family High School College Preparatory is an exciting and challenging component of our ever-growing curricular choices. The AP program is a unique set of college-level classes, sanctioned, audited, and approved by the College Board. AP classes are designed for the student who has achieved a certain level of excellence in specific high school-level disciplines and is looking to challenge her intellect in the Advanced Placement program. The rich course material, rigorous classroom discussions, and demanding assignments typical of an AP course can help students develop the content mastery and critical thinking skills expected of college students.

Holy Family High School College Preparatory sophomores, juniors, and seniors are recommended for AP classes solely by their grades in prerequisite courses, and scheduled once the decision is ratified by the Principal. Previous placement in honors-level courses does not guarantee a student will automatically be eligible for the AP program. Placement in the AP program is typically based on the path the student is placed in at entrance, the cumulative performance of the student in the discipline being considered, and the students demonstrated level of academic maturity. The Advanced Placement program at Holy Family High School College Preparatory is staffed by master AP instructors, who typically hold at least a Master’s degree in their designated discipline, and must submit self-authored, course-specific syllabi which are approved and listed by the College Board.

Students enrolled in an AP course must attend all classroom lectures and participate in all classroom activities. In addition to the regular classroom instructional time, AP students are expected to attend and participate in all extra-curricular study sessions and academic enrichment activities planned by the individual AP instructor, which take place throughout the duration of the AP class. AP students must take the College Board edition of the official AP examination at the culmination of each course in May. A passing score of three (3) or better constitutes passing the test, and a 3, 4, or 5 (depending on the college) will earn college-level credit for the class.

The Advanced Placement program at Holy Family High School College Preparatory is always expanding. Current College Board-approved AP classes for the 2014 – 2015 school year at HFHSCP are the following:

AP Biology	AP European History	AP Spanish Literature
AP Calculus AB	AP French Language	AP Studio Art
AP Chemistry	AP Physics B	AP US Government
AP English Language	AP Psychology	AP US History
AP English Literature	AP Spanish Language	AP World History

## GRADUATION

Participation in the graduation ceremony is a privilege, not a right. It is permitted by completion of required courses with passing grades, obtaining the requisite 240 units, completion of 100 service hours, as well as acceptable behavior and attitude. Students that do not complete the required work or are not present for all graduation activity practices may not participate in one or all graduation activities, including Class Day, Honors Assembly, Baccalaureate Mass, and/or Graduation Ceremony.

## GRADUATION REQUIREMENTS

Graduation requirements are listed in the *Curriculum Guide* issued to every student upon entrance.

English	40 units
Mathematics	30 units
Physical Education/Health	10 units
Religious Studies	40 units
Science	20 units
Social Studies	*30 units
Visual and Performing Arts	20 units
World Languages	20 units
Electives	30 units
Christian Service Hours	25 hours per year

\*(World History, US History, Government and Economics)

A minimum of 240 units, including completion of state mandated courses, is required. A student earns five units for completion of a semester of coursework.

Students should see the College Director of Counseling for the requirements of individual colleges and universities.

Please note: Many CSU/UC school and some other private/public college/university will not count/accept a grade of D or below as completed course work. Students must be remediate D or F grades in order for their application to be considered by these colleges/universities.

## NON -TRANSFERABLE CREDITS

Students accepted to and enrolled at Holy Family High School College Preparatory must earn all credits required for graduation at Holy Family High School College Preparatory. Students may not transfer credits from any other educational institution while enrolled at Holy Family High School College Preparatory. All classes remediated as a result of earning a failing grade can be remediated through a separate educational institution with written approval obtained by the Vice Principal, Director of Academics, and the Director of Counseling.

## TESTING

Holy Family High School College Preparatory follows the Archdiocesan Guidance Steering Committee Testing Program.

All Holy Family High School College Preparatory potential students, hoping to be chosen to enroll at HFHSCP, must take the STS High School Placement Test, administered at the school in the winter preceding the year of admittance.

All HFHSCP freshman, sophomore, and junior students take the College Board's Preliminary Scholastic Aptitude Test (PSAT) administered to them on the PSAT Test Day in October. Scores earned by juniors taking the PSAT will determine eligibility in becoming a National Merit Scholar. Seniors and second-semester juniors are required to take the SAT or ACT at least once. These tests should be taken prior to the November test date of senior year. Students are encouraged to take either test more than once. Taking two or more SAT 2 Subject Tests is also encouraged and recommended by University of California schools.

Seniors and second-semester juniors should consult the Director of Counseling regarding which test they should take. Published testing dates for the SAT and ACT tests are available in the College Counseling Center or on HFHSCP's website. Registration and preparation materials for the SAT and the ACT are available in the HFHSCP College Counseling Center. The HFHSCP school code for all standardized testing is **051065**.

Juniors and seniors enrolled in Advanced Placement (AP) courses at HFHSCP will take that course's Advanced Placement (AP) Exam in May. Registration materials are provided by HFHSCP's AP Coordinator. Pre-registration and pre-payment for all AP testing is conducted each school year by the AP Coordinator.

## EXAMINATION POLICY– FINAL EXAMS

Final Exams are given at the end of each semester. All financial obligations, including the parent/guardian service hour obligation, must be cleared before the student is allowed to take any exams.

The Vice Principal or Director of Counseling will administer make-up exams necessitated by illness, unpaid bills, or examination conflicts only. Students who miss an examination due to illness must produce a note from their doctor explaining the nature of the illness in order to be eligible to make up the missed exams. Students who miss an exam for any reason other than examination conflict, unpaid bills, illnesses verified by a doctor, or special circumstances approved by the Principal will receive a zero (0) for this test. Any conflicts, including those due to tardiness, must be made up on that day. Make-up exams necessitated by illness must be completed within two weeks of the doctor's release date. Make-up exams necessitated by unpaid bills must be completed within one week after payment.

Final Exams that have not been completed within 4 weeks of the scheduled testing dates will be logged as a grade of Fail and the student's grade averaged accordingly to determine a semester grade.

## TOPICAL ISSUES

Controversial issues brought into the classroom can become an upsetting factor in school life. The current spirit of freedom requires honest, open discussion of issues, but these must be within the context of the Catholic philosophy of the school. *(See regarding verbal/written confidences policy.)*

## TUTORING POLICY

- If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs, but the school may assist the parents in identifying tutoring resources.
- Teachers may not be paid for tutoring students assigned to their classes, but with prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.

- A school may arrange with independent contractors or entities, who are not teachers or staff at the school, to provide tutoring on a fee basis so long as the independent entities have appropriate licenses, agreements for use of the premises and insurance.
- All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events. *(Archdiocesan Administrative Handbook XII 6 verbatim)*

Holy Family High School College Preparatory provides free tutoring through its faculty members, as well as from the California Scholarship Federation members. Teachers and CSF tutors are available from 2:45-3:45 P.M. in the library on regularly scheduled days, not including Tuesdays or special occurrence days. Additional arrangements for teacher-student or CSF/NHS tutor-student tutoring can be made with the teacher directly or through the CSF/NHS moderator.

## **VALEDICTORIAN/SALUTATORIAN SELECTION PROCESS**

The title of valedictorian is awarded to the student(s) with the highest weighted cumulative GPA for seven semesters, as well as 3<sup>rd</sup> quarter grades for senior year. The title of salutatorian is awarded to the student with the next highest cumulative weighted GPA within the same parameters. Only courses taken within the standard six period day are considered for GPA calculations.

## **ACTIONS/ATTITUDES OF PARENTS/GUARDIANS**

The actions/attitudes of parents/guardians or other persons (relative, boyfriend, friend, etc.) directly related to the contract with HFHSCP, must remain professional while dealing with teachers and/or administrators of HFHSCP. Failure to comply can result in the removal from campus and a ban to return to campus for that person.

Parents/guardians or others persons do not have the right to approach, contact, touch, and/or speak to other HFHSCP students on campus or the surrounding neighborhood at any time in regards to any matter.

Every parent/guardian or other person who upbraids, insults or abuses any student, teacher or administrator of HFHSCP in the presence or hearing of another is guilty of a misdemeanor and will face the consequences under the penalty of State Law, as well as face possible severance of contract for their student at HFHSCP.

Under normal circumstances a student is not to be deprived of a Catholic Education on grounds relating to the actions/attitudes of parents/guardians or others; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents/guardians might so diminish the effectiveness of the educational process that continuation of the student in the school may be impossible.

If a teacher or administrator of HFHSCP is “insulted or abused” by any person in the presence of other school personnel on the school premises, on public ways adjacent to the school, or at another place where the teacher/administrator is assigned, then that person, be it a parent/guardian, other relative, boyfriend, friend, etc., is also guilty of a misdemeanor under State Law.

## **ADMINISTRATIVE**

### **TRANSFER OF RECORDS**

Whenever a pupil transfers from one school district to another, or to a private school, or transfers from a private school to a school district within the state, the pupil’s permanent enrollment and scholarship record or a copy thereof shall be transferred by the former district or private school upon a request from the district or private school where the pupil intends to enroll.

Education Code 48904 allows a school to decline to give the pupil her diploma or report card, or to refuse to send transcripts to a college or employer, until the pupil's financial obligations are met. The school must notify the parent or guardian that transcripts or grades are to be withheld.

A record of the date of the transfer must be entered on the permanent record, as well as on the pupil's attendance record, which is kept for five years.

Unofficial transcripts are to be given to parents/guardians upon request, unless the parents/guardians are deficient in tuition or any other obligation. Each transcript request carries a \$5.00 charge. For same-day transcripts, there is a \$10.00 charge.

## **WITHDRAWAL**

Parents/guardians must notify the school in writing of their intent to withdraw their daughter. When a student terminates her attendance at the school at any point after registration has been completed, whether because of transfer to another school, interruption of her education, or **for any other cause**, all unpaid tuition, fees, and other charges to her account become immediately due and payable. Parents/guardians are responsible for the semester's full tuition charges at that time. There is an additional \$300 fee for withdrawing a student during the school year, regardless of the reason.

The student must obtain a withdrawal form from the Vice Principal. This form is to be signed by the following: Business Manager, Director of Counseling, and Vice Principal. The withdrawal is not complete until this form is signed by all parties. Records will not be forwarded until all financial obligations have been met.

## **GRIEVANCE PROCEDURES**

A procedure to determine and correct problems concerning grievances of staff members, parents/guardians, or students has been established. Information concerning this procedure may be obtained from the office.

## **STUDENT RECORDS**

"Parents of currently enrolled or former pupils have an absolute right of access to any and all pupil records related to their children which are maintained by school districts or private schools..." (Family Rights and Privacy Act, 1974).

By definition, "parent" means a natural parent, an adoptive parent, or a legal guardian. Under federal regulations, "parent" includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a natural parent or guardian. An educational agency or institution may presume that a parent has the right of access to pupil records unless it has received evidence that a state law or court order has indicated otherwise.

"Access" means a personal inspection and review of a record or an accurate copy of a record, receipt of an accurate copy of a record, and oral description or communication of a record, or an accurate copy of a record and a request to release a copy of any record.

In cases of legal separation and/or divorce, California state law gives only the custodial parent the right:

- to consent to the release of records (unless both parents have notified the school in writing of a mutual agreement to permit either parent to authorize release);
- to challenge the content of records;
- to write responses to information regarding disciplinary action to be included in the record.

The non-custodial parent has all other rights of a parent.

### ***Access to Records***

Access to records may include not only an oral description by the authorized school official, but permission to read or take away a copy of the original record. Only the principal, as custodian of the records, can authorize the release of personal information about pupils. Only the following persons may receive such information:

- a parent or guardian of the pupil, unless a court order determines otherwise;
- a parent not having custody of the pupil, but having the right of visitation, has a right commensurate with the parent having custody of the pupil to examine the school records of the pupil;
- if the parent has visitation rights, that parent is entitled to be given the pupil's address;
- if a parent does not have visitation rights, then he/she should not be given any information which might assist in locating the pupil;
- pupils in foster homes may have been placed by court order and frequently are supervised by a child placement agency. It is advisable to consult with the agency regarding a parent's request for and legal right to information;
- a person designated in writing by the parent/guardian of such pupil;
- an officer of a school which the pupil attends, has attended or in which the pupil intends to enroll;
- those so authorized in compliance with court order;
- an officer of the United States, the state, the city, or the county seeking information in the course of duty;
- an officer of a guidance or welfare agency of which the pupil is a client.

When the school releases pupil record information to any of the above persons, other than a parent or legal guardian, a reasonable effort is made to inform the parent or guardian of the release.

Commercial enterprises are not authorized to receive lists of names and addresses of students.

### ***Permanent Records***

Permanent record cards should include the following information:

- personal and family data with certification of name, place and date of birth of the student and the name and address of the parent or guardian having custody of the student;
- test data;
- transcript of courses;
- record of withdrawal or graduation and place to which any copy of the student record is sent;
- verification of or exemption from required immunization.

When a student transfers or graduates, the school retains the permanent record.

## **CONFIDENTIALITY AND PRIVACY [GLOBAL SCHOOLS]**

### ***Privacy and Access to Records***

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

### ***Pupil Records***

"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include "directory information" or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge



the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

### ***Directory of Information***

“Directory of information” means one or more of the following items: pupil’s name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access.

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

### ***Verbal/Written Confidences***

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

*(Archdiocesan Administrative Handbook XIII 3.1 – 3.3 verbatim)*

## **WORK PERMITS**

No minor under eighteen years of age and over sixteen years of age who is required to attend school, and no minor under sixteen years of age, may work without a permit. The application for the permit may be obtained from the student’s local public school in the student’s district or from the Glendale Department of Education. To obtain a permit, the application must be taken to the public school in the student’s attendance area.

## **ATHLETICS**

Holy Family High School College Preparatory competes in accordance with the rules, regulations, and spirit of the California Interscholastic Federation-Southern Section (CIF-SS) and the Catholic Athletic Association (CAA) in the small schools division. We are a member of the Horizon League, along with five other Catholic girls high schools: Alverno (Sierra Madre), Bishop Conaty-Loreto (Los Angeles), Ramona Convent Secondary School (Alhambra), Sacred Heart of Jesus (Lincoln Park), and San Gabriel Mission (Alhambra).

Our school mascot is a Gael, a Celtic/Gaelic female warrior, and school colors are purple and gold. All student-athletes become members of the Gael Athletics Association (GAA Club) and work together on fundraising, helping out at home games, participating in the seasonal GAA Spirit Rallies, and celebrating their accomplishments at the annual GAA Sports Banquet.

We expect and demand that everyone involved in our Athletics Program follows the CIF motto, “Pursuing Victory With Honor,” and demonstrates true sportsmanship and Christian respect both on and off the field and court. Sportsmanship will be enforced for coaches, volunteers, and student-athletes, as well as their parents/guardians, and other relatives, friends and students in attendance at all practices, contests and other events. In the past, Holy Family High School College Preparatory has received the Horizon League’s “Sportsmanship Award,” and Holy Family High School College Preparatory designed and composed the “Code of Ethics” form adopted for all Horizon League participants. In 2013, Holy Family High School College Preparatory was selected as a Champion of Character school by the CIF Southern Section.

Holy Family High School College Preparatory offers the following sports and teams for league competition: varsity and junior varsity volleyball and basketball, cross country, soccer, track & field, and softball. There is also a swim and equestrian team that competes as an “at-large” entry. Many of the teams consistently qualify for CIF playoffs.

All student-athletes must be academically, disciplinarily, and financially eligible in order to participate on a sports team. Additionally, parents of student-athletes must attend a parent meeting held at the start of every sports season in order for their daughter to be eligible to participate. To be academically eligible, student-athletes must have a minimum GPA of 2.0 and no F’s on the previous grading period and maintains that minimum standard during the season, including playoffs. The school schedule ensures that student-athletes will miss **little** class time when leaving school early for games. To further emphasize the importance of both academics and athletics in the student-athlete’s life, we honor a student athlete who has the highest GPA, demonstrates sportsmanship on and off the field of play, and generally competes on more than one team, as the scholar athlete of the year. Other awards given at the end of the year sports banquet include athlete of the year, team MVP, most improved, character award, and participation certificates.

Although some practices do occur on campus, most practices and all games are held at off-campus facilities. The following sites serve as our home courts and fields: Glendale Pacific Community Center (volleyball and basketball games), Griffith Park and Eaton Canyon (cross country), Glendale Sports Complex (softball games and practices), CalTech (track and field), and Rio de Los Angeles Park (soccer games/practices).

The Summer Sports Program runs from mid-June through the end of July, offering practice, conditioning, running and tournament play for volleyball, basketball and soccer.

All student-athletes and their parents/guardians must adhere to the following prior to participation in any HFHSCP athletics.

- Complete an athletic Clearance Packet (with medical clearance). Forms are available online at [www.hfhsglendale.org/athletics](http://www.hfhsglendale.org/athletics)
- Pay the Sports Participation Fee.
- Participate in a fundraising event; one per sport.
- Parents must attend a seasonal sports parent meeting.
- Meet all other academic, disciplinary, and financial obligations.

Student athletes and parents are encouraged to purchase “Gael Gear” spirit items such as warm-up suits, letterwomen jackets, travel bags, t-shirts, sweatshirts and other items that will be available for purchase during the school year. In addition, professional photographs of student athletes and their teams are available for sale during each season of sport.

The administration assists the students, the staff and parents in developing good sportsmanship qualities, an appreciation for the efforts of other schools, and a sense of pride and loyalty in their own school.

During and after the season, coaches will be responsible for promoting the qualities necessary for healthy athletic completion and good sportsmanship: self-discipline, teamwork, emotional control, doing one’s best, and good citizenship. *Archdiocesan Handbook VII-2*

Schedules, scores, contact information, and other sports related news can be found on the school’s athletic website, [www.hfhsglendale.org/athletics](http://www.hfhsglendale.org/athletics)

## **ATTENDANCE POLICIES**

Holy Family High School College Preparatory maintains a closed campus. Students may not leave at any time during the school day or during school functions without the knowledge and permission of the administration. Students who leave campus without permission will be considered truant.

Please note: Students may not leave campus at the end of the school day (2:35 P.M.) to return later for parent/guardian pick up for any reason. Once a student leaves campus, that student may not return to the campus to wait for pick-up. Students are encouraged to leave campus as soon as possible and not loiter on school grounds or in the surrounding neighborhood.

Whenever students are permitted off-campus during school time, the responsible administrator must be certain that all legal regulations and insurance requirements are met.

## ***Absences***

If a student is absent from school, the following procedure **must** occur:

1. Parents/Guardians must call the school office before the school day begins at 818-241-3178 **each day** that student is absent.
2. Upon the student's return to school a note from the parent/guardian must be brought to the front office BEFORE CLASSES BEGIN.
3. Absence notes must contain the following:
  - Date written
  - Date or dates of absence
  - Reason for the absence
  - Parent/guardian signature and name printed
4. Absence notes must be written and signed by the parent or guardian not written by the student and simply signed by the parent/guardian. **This is a California State Law requirement.**
5. Absence notes MAY be written in a foreign language if the parent/guardian does not write English.
6. The student receives a re-admit slip that must be presented to and initialed by each teacher and returned to the attendance office at the end of two days.

State law dictates that students who are absent from school must provide a note explaining the absence upon returning to school. Therefore, all students who do not present a note upon arriving to school will be required to serve 30 minutes of campus improvement under the supervision of official personnel on a date decided by the office. Failure to comply with this policy will result in referral to the Director of Discipline for further disciplinary action.

## ***Excused Absences***

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

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

In accordance with Archdiocesan regulations, absence from school because help is needed at home or to care for children is not considered an adequate excuse and will not be honored as an "excused absence." Medical, dental or other appointments, which interfere with class hours, should not be made except in emergencies.

Students are not excused from school to take trips with parents/guardians, unless there is a justified reason and permission has been secured in advance from the Vice Principal: Academics & Discipline. If a student is absent from school for ten or more days in one semester, they may become ineligible for academic credit for that semester.

## ***Medical Absences***

When a student is absent for more than one week, or when a lengthy period of absence due to illness/accident is projected, the parent/guardian should contact the Director of Counseling and make arrangements for homework and assignments.

Parents/guardians of students who face medical conditions during the school year that might require an extended absence should contact the Vice Principal's office as soon as possible to make arrangements for the best welfare of the student during the absence. Arrangements can be made with the school for work packets to be sent home while a student is recovering, if this is deemed acceptable for the student's medical condition at the time.

Parents/guardians will need to provide medical documentation of necessary absence from school for the extended dates as well as medical clearance for the student to return to school. Doctor's notices and clearance certificates must be provided to the office for the absences to not count toward the student's grades being lowered due to absences.

### ***Unexcused Absences***

A student will receive an “unexcused” absence when she has been out of school due to an illness and the parent/guardian failed to properly notify the school by phone and written notice.

The student will receive an “unexcused” absence when the student has been out of school for any reason other than those stated above, even though she has the consent of the parent/guardian.

The student’s attendance will reflect that the absence was “unexcused”. Absences will be considered unexcused even if the student is out of school with parental consent, except where consent was obtained from the proper school authority. Involvement in any *other* school’s co-curricular activities is not an acceptable excuse for absence, tardiness, or early dismissal.

### ***Late Arrival to School***

Students who arrive later than 20 minutes to Holy Family High School College preparatory must be signed in at the school office by the parent/guardian and provide a written note to the office stating the reason of the late arrival/excessive tardiness. If the parent dropping off the student is not the parent/guardian, then proper ID must be shown and photocopied by the school office personnel and kept on record. Arrival later than 20 minutes to school is counted as an absence for the school day.

Students arriving to school tardy must purchase a Tardy Pass. Tardy Passes must be purchased from the office for \$5.00 each. Students will not allowed to go to class without purchasing the pass. Parents may pre-purchase the tardy passes from the office at the beginning of the school year if so desired. Students who are repeatedly tardy will receive consequences (as listed below in ***Attendance Policy-Tardy Consequences***)

### ***Truancy***

A student is considered truant if the school is unaware of the true location of any student during any day that school is in session. The Glendale Police are immediately contacted in all truancy cases. The school’s policy for truancy is a minimum one-day suspension. The student receives a zero in all classes for that day, but still must make up the missed assignments, as well as additional work. Further disciplinary action will be given on a case-by-case basis, including, but not limited to, Disciplinary probation. A second truancy will result in a meeting before the Board of Discipline. Possible consequences may include dismissal from Holy Family High School College Preparatory.

### ***Attendance and Participation in Extra-Curricular Activities***

Students must be in attendance the entire day (or day prior if the event is on a weekend or holiday) in order to participate in any school-sponsored activity, including dances, prom, talent shows, drama performances, and Visual and Performing Arts/ VPA performances, as well as varsity and junior varsity games and/or tournaments. (The “entire day” means the scheduled school day). Students who arrive on campus after 10:15AM will not be permitted to partake in any school sanctioned event.

### ***Early Dismissal from School/ Student Release***

Permission to leave school before the time of dismissal requires a written request from the parent/guardian, which must be presented to the office before the first period of the day.

The request should state the reason for early dismissal; “personal reasons” are not sufficient. A reason must be explicitly stated. All such information is kept confidential. If the reason is not approved as an absence, the student will receive an unexcused absence.

Parents/guardians must come into the School office and physically sign the student out. Students will never be allowed to wait outside for pick up on early dismissals.

Students are only released to persons listed on their Emergency Card. The parent/guardian or non-parent/guardian that is picking up the student must show proper ID to the school office personnel in order to leave with the student. Students will never be released to a person who will not allow a photocopy of the ID to be made.

In extreme situations and at the discretion of the school administration, a student would be released to an adult not listed on the Emergency Card only if written parental/guardian request and consent is given. Proper ID must be shown by the

adult and will be photocopied by the school office personnel and kept on record, and in the case of a verbal consent the conversation will be recorded in writing and kept on file.

### ***Illnesses Occurring at School***

Students who become ill during the day or are involved in an accident must report to the office immediately. The office will notify the parents/guardians when their daughter is ill or hurt. Parents/guardians must immediately pick up their daughter, as facilities do not allow for the student to remain in the office when ill. For this reason, it is necessary that the student has an up-to-date Emergency Card, completely filled out and signed by the parents/guardians, on file in the School Office.

If the situation warrants it, paramedics will be called. If deemed necessary by the Principal (or other acting administrator), the student will be taken to the hospital. Neither the school nor its personnel incurs any type of responsibility for transportation or treatment of the student.

### ***Faculty Meetings***

Faculty meetings are held on the first Wednesday of each month, except April, from 7:15 a.m. until 8:50 a.m. The first bell rings at 8:50 a.m. and classes begin at 9:00 a.m. Students should not be on campus before 8:00 a.m. on **Faculty Meeting Days**.

### ***Attendance Policies***

Holy Family High School College Preparatory stands firm behind the philosophy that regular attendance is an important factor in the mastery of subjects and in academic success. Research shows that there is a direct correlation between attendance, performance, and retention of learning; therefore, too many tardies/absences may have academic consequences. *Please see p. 43 for more information on Tardy Policy.*

### ***Tardy Consequences***

1. Tardiness on a day when there is liturgy/Mass results in a Director of Discipline's detention.
2. After 4 tardies, the student will serve a Director of Discipline's Detention.
3. After 6 tardies, the parents/guardians will receive a written notification and must meet or have a telephone conference with the Director of Discipline to discuss the students' attendance and create an Attendance Contract as a plan to improve attendance. Failure to meet with the Director of Discipline will result directly in student Disciplinary Probation (see Discipline Policy). This may include but is not limited to:
  4. 20 days of School probation
  5. Serving 1 Director of Discipline's Detention per week
  6. Exclusion from participation in extracurricular activities, including athletics, clubs, school offices, and campus ministry.
7. After 10 tardies, the parents/guardian must meet with the school administration and create an Attendance Contract as a plan to improve attendance. The student will be placed immediately on Disciplinary probation.
8. Failure to comply with the terms of Attendance Contracts/ Disciplinary probation will result in a meeting before the Board of Discipline
9. If a student continues to be tardy during her probation, her probationary period may be extended at the discretion of the Director of Discipline. Failure to improve punctuality will result in a meeting before the Board of Discipline. Possible consequences may include dismissal from the school.

### ***Absence Consequences***

1. After 4 absences, the parents/guardians will receive a phone or email notification from the Director of Discipline.
2. After 6 absences, the parents/guardians will receive a written notification and must meet or have a telephone conference with the Director of Discipline to discuss the students' attendance and create an Attendance Contract as a plan to improve attendance. Failure to meet with the Director of Discipline will result directly in student Disciplinary Probation (see Discipline Policy). This may include but is not limited to:
  - 20 days of School probation
  - Serving 1 Director of Discipline's Detention per week
  - Exclusion from participation in extracurricular activities, including athletics, clubs, school offices, and campus ministry.

- After 10 absences, the parents/guardians must meet with the school administration to discuss the students' attendance and create an Attendance Contract as a plan to improve attendance. The student will be placed immediately on Disciplinary probation.
  - Failure to comply with the terms of Attendance Contracts/ Disciplinary probation will result in a meeting before the Board of Discipline
  - If a student continues to be absent during her probation, her probationary period may be extended at the discretion of the Director of Discipline. Failure to improve attendance will result in a meeting before the Board of Discipline. Possible consequences may include dismissal from the school
3. After **10 unexcused absences** in a semester, she will receive **zero (0) credit** for that class.

### **BACKPACKS, ETC.**

Backpacks, purses, and lunchboxes may be brought to class, but may not be stored in the aisles, under a desk, or on top of another desk. The teacher will determine placement. Backpacks, purses, and lunchboxes should not be left unattended at any time. Cell phones, cameras, MP3 players, or currency should not be kept in backpacks at any time. A locker is issued to each student at the beginning of the school year; cell phones and other items deemed as valuable must be kept in the student's locker, not on their person, or backpacks. **Students should not bring large amounts of cash to school. It is the student's responsibility to keep her belongings safe. The school is not responsible for lost or stolen items.**

### **BREAK**

A midmorning break is provided for students and faculty. Students must take this break outdoors whenever the weather permits. The kitchen area/student store is open before school, during break and lunch if students wish to purchase a snack. There are no "I owe you's" taken at the kitchen area/student store. Students must be good stewards of Holy Family High School College Preparatory and clean-up the areas they utilize during break. Failure to clean-up after oneself at anytime while on the school campus will result in a referral to the Director of Discipline's office. Food and drink are never allowed to be consumed in the hallways, classrooms or stairwells.

### **BULLETIN BOARDS**

Bulletin board space is assigned to classes and clubs at Holy Family High School College Preparatory. The class/club is responsible for updating their bulletin board on a monthly basis. Nothing can be posted on a bulletin board that does not belong to the class/club. Boards that are not maintained for more than one month will face fines and/or lose the privilege of board use.

Posters, handouts, flyers, and so forth for all school-sponsored activities require the approval of the Activities Director (Student Council Moderator).

Stickers, labels, "post-its", or self-adhesive posters may never be placed on lockers, walls, doors or bulletin boards throughout the campus of Holy Family High School College Preparatory.

**The Principal must approve all non-school notices.** These may be placed on bulletin boards provided for that purpose. They must **not** be placed on any painted surface, glass, electrical fixture, or fire extinguisher box. No one should presume to change or write on any material placed on bulletin boards anywhere. No notices or posters may be placed on lockers or other surfaces without the permission of the Principal. Only special tape(s) purchased by classes and clubs through the business office may be used to post items.

## **BULLYING AND HARASSMENT**

### **SEXUAL HARASSMENT**

If a student or any faculty, staff, or administrative member feels that he or she has been subjected to sexual harassment, including physical, verbal or written coercion, the incident should be reported to an administrator immediately, where a complaint form can be obtained. Once the complaint is filed, an investigation will be conducted. Appropriate legal or disciplinary action will follow.

### **SAFEGUARD THE CHILDREN PROGRAM**

Working Together To Prevent Child Sexual Abuse Keeping Ministerial Relationships Healthy & Holy  
April, 2010 ©2005, United States Catholic Conference of Bishops Archdiocese of Los Angeles

#### **Sexual Abuse of Minors—A Pervasive Social Problem**

Child abuse is a frightening social reality. Numerous studies, while not in full agreement, estimate that some 40% of girls and 30% of boys suffer some form of molestation by an adult during their childhood and adolescence, with the majority of child sexual abuse occurring within the setting of an extended family. We as the “People of God” are called to work together to stop all forms of sexual abuse, wherever they occur.

#### **Church Teaching on the Sexual Abuse of Minors**

Church teaching condemns the sexual abuse of children and youth as seriously sinful. The *Catechism of the Catholic Church* states: “Connected to incest is any sexual abuse perpetrated by adults on children or adolescents entrusted to their care. The offense is compounded by the scandalous harm done to the physical and moral integrity of the young, who will remain scarred by it all their lives, and the violation of responsibility for their upbringing.” (2389)

#### **Charter for the Protection of Children and Young People**

The *Charter for the Protection of Children and Young People* was adopted by the Bishops of the United States in June 2002. This important document contains the *Essential Norms* which are the Church’s response to child sexual abuse and the concrete plan to work actively in the prevention of sexual abuse. Key components of the implementation of the *Charter* include:

#### **1) Office of Victims Assistance Ministry Helps Abused Victims Find Healing (Charter Articles: 1, 2, 4, 12, 16)**

The Office of Victims Assistance Ministry of the Archdiocese of Los Angeles was created in April of 2002 to deal with allegations of past or current sexual abuse by clergy, religious or any lay person working or volunteering for the Archdiocese. The Office is charged with creating a safe and compassionate environment for victims to come forward while ensuring that civil authorities are notified and victims are provided with counseling and other assistance in the healing process.

#### **Call Victims Assistance Office (800) 355-2545 to:**

- Report misconduct by a priest, deacon or other person working or volunteering for the Archdiocese of Los Angeles.
- Get information about the Archdiocese’s ongoing commitment, programs and resources that focus on outreach to victims/survivors of sexual abuse.
- Report abuse suffered in another diocese and to receive assistance in connecting with the appropriate persons in that diocese.

See: <http://www.archdiocese.la/protecting/report.html>

#### **2) Office of Safeguard the Children and Formation of Safeguard the Children Parish Committees (Charter Articles: 2, 16)**

The establishment of the Office of Safeguard the Children and the formation of Safeguard the Children Parish Committees were mandated by Cardinal Roger Mahony in 2002. The Office of Safeguard the Children assists these permanent Parish Committees in implementing child sexual abuse prevention education, Safe Environment policies, procedures and resources.

See: <http://www.archdiocese.la/protecting>

### **3) Child Sexual Abuse Prevention Education for Adults (Charter Article: 12)**

#### **VIRTUS® “Protecting God’s Children”**

VIRTUS® “Protecting God’s Children” is a three-hour training for adults which teaches the five basic steps of child sexual abuse prevention. This program is mandated for all adults who work with or around children or youth on a regular basis. Nearly 70,000 clergy, staff, volunteers and parents have attended the program. For information call: (213) 637-7227.

See: <http://virtusonline.org/virtus/>

### **4) Children and Youth Sexual Abuse Prevention Programs (Charter Article: 12)**

Child sexual abuse prevention includes empowering children by teaching them body safety rules and steps they can take to ensure their own safety. The Archdiocese of Los Angeles currently offers the following age-appropriate prevention programs for children:

- VIRTUS® Teaching Touching Safety
- Good-Touch/Bad-Touch®
- Archdiocese of Los Angeles Self-Protection Program Grades 1-12

Parishes/schools can select from the programs listed above. All these programs encourage parent involvement in reinforcing what their children learn by providing parent information and materials so that parents may fulfill their role as the “primary educators” of their children. For information call: (213) 637-7460.

See: <http://www.archdiocese.la/protecting/>

### **5) Background Checks and Screening**

#### **(Charter Article: 13)**

All clergy, paid parish/school personnel and volunteers who work regularly in a supervisory role with children or youth must be finger-printed. For information call: (213) 637-7411.

See: <http://www.archdiocese.la/about/hr/>

### **6) Archdiocese of Los Angeles Child Sexual Abuse Prevention Policies**

#### **(Charter Article: 6)**

The Archdiocese of Los Angeles has implemented rigorous policies and procedures to provide safe environment in our parishes and parish schools for all children and young people. These include:

- “Zero Tolerance”
- Guidelines for Adults Working or Volunteering with Minors
- Archdiocese of Los Angeles Boundary Guidelines For Junior High and High School Youth Working or Volunteering with Children or Youth
- Megan’s Law Compliance Procedures
- To view these and other policies
- See: <http://www.archdiocese.la/protecting>

### **7) Reporting Child Abuse**

Priests, deacons, school faculty and administrators and other staff members in our parishes and schools have been designated as mandated reporters under California law. When one of these persons receives information leading to a “reasonable suspicion” that a child is being abused or neglected, he or she must make a report to the appropriate child protection or law enforcement agency. For Information on Responding to an Allegation of Suspected Child Abuse see: <http://www.archdiocese.la/protecting/resources>.

If you are being abused, have been abused, or know someone who is being abused, you can call Victims Assistance Ministry at: (800) 355-2545 for assistance to make a report or seek help directly by contacting one of the Child Protective Services or one of the Law Enforcement Agencies listed below:



**Los Angeles County:**

LA County Child Abuse Hotline: (800) 540-4000

Investigative Control Unit for All Child Abuse Reports: (213) 486-0530 Los Angeles County Sheriff's Department:

Special Victims Bureau (24 hours): (562) 946-8531

To speak to a detective: (562) 946-7960

District Attorney's Office

Sexual Crimes Division: (213) 974-9790

Family Violence Division: (213) 974-3785

For callers residing outside the State of California who wish to contact Child Protective Services in Los Angeles: (213) 639-4500

**Santa Barbara County:**

Santa Barbara County Child Abuse Hotline:

(800) 367-0166

District Attorney Victim-Witness Assistance:

(805) 568-2400

**Ventura County:**

Ventura County Child Abuse Hotline: (805) 654-3200

District Attorney Victim's Services: (805) 654-3622

**BULLYING/CYBER-BULLYING POLICY**

HFHSCP strives to provide a safe, positive learning climate based in Catholic tradition. Therefore, it shall be the policy of HFHSCP to maintain an educational environment in which bullying and cyber-bullying in any form are not tolerated.

- All forms of bullying and cyber-bullying by HFHSCP students are hereby prohibited. Anyone who engages in bullying or cyber-bullying in violation of this Policy shall be subject to appropriate discipline.
- Students who have been bullied or cyber-bullied shall promptly report such incidents to any staff member.
- Complaints of bullying or cyber-bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.
- HFHSCP shall annually inform students that bullying or cyber-bullying of students will not be tolerated.

Definition:

Bullying is the unwelcome verbal, written, or physical conduct directed at a student by another student that has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;
3. Placing a student in reasonable fear of physical, emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property;
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technology tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

- Physically, emotionally or mentally harming a student;
- Damaging, extorting or taking a student's personal property;
- Placing a student in reasonable fear of physical, emotional or mental harm;

- Placing a student in reasonable fear of damage to or loss of personal property;
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the HFHSCP community, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline.

The term "bullying" and "cyber-bullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

### ***Delegation of Responsibility***

Each staff member is responsible for maintaining an educational environment free of bullying and cyber-bullying.

Each student shall be responsible for respecting the rights of her fellow students and maintaining an atmosphere free from all forms of bullying and cyber-bullying.

Students are encouraged to report bullying or cyber-bullying complaints to any staff member.

Any staff member who receives a bullying or cyber-bullying complaint shall gather information or seek administrative assistance from the Director of Discipline to determine if bullying or cyber-bullying has occurred. If the behavior is found to meet the definition of bullying or cyber-bullying, the school will take appropriate disciplinary action to ensure a safe, learning environment is maintained for all students.

The school Director of Discipline will inform the parents or guardians of the victim and the parents or guardians of the accused.

### ***Complaint Procedure***

A student shall report a complaint of bullying or cyber-bullying, orally or in writing, to a staff member. If a parent initiates the complaint, the Director of Discipline will follow-up with the student.

The Director of Discipline will either gather the information or seek administrative assistance to determine if the alleged bullying or cyber-bullying conduct occurred.

After the information has been gathered, the building principal shall be notified of the complaint. The principal will determine the need for further investigation or the appropriate intervention, which may result in administrative discipline to ensure that the conduct ceases.

A violation of this policy shall subject the offending student to appropriate disciplinary action, consistent with the student discipline code, which may include suspension, expulsion or notification to the appropriate authorities.

## **CATHOLIC SPIRITUALITY ON CAMPUS**

### **CAMPUS MINISTRY**

Holy Family High School College Preparatory has a comprehensive Campus Ministry Department chaired by the Campus Minister. The Department oversees the high school's retreat programs, the Christian service hours program, liturgical events, para-liturgical events, and the Campus Ministry Club. In addition, the Campus Minister is available for spiritual counseling and will schedule appointments with the High School Chaplain.

The Christian Service Program at Holy Family High School College Preparatory provides students with an opportunity to share their considerable talents with members of the community at large. Records are kept on file and are accessible as references (job and college) for students. The program consists of a minimum accumulation of twenty-five hours per scholastic year (starting May 2 and ending May 1 of the following year for grades 9-11; starting May 2 and ending April 1 of the following year for grade 12). Students may choose an established service program (i.e. YMCA, hospital work, library, tutoring, etc.) or find their own projects (subject to approval by the Christian Service Coordinator). Liability, contract, and service hour log forms are distributed with registration papers in the spring semester. Additional copies are available in the Campus Ministry Office.

Failure to complete a minimum of twenty-five hours during the year places a student into penalty.

1. If she is a senior, she will not be able to graduate and will be responsible for completing all missing hours over the summer vacation.
2. Five additional hours will be added for all service projects completed during of summer for the previous year. Hours may be completed on campus.

At the completion of all hours due, and submission of paperwork to support this fact (log and penalty sheets), the student will receive her report card. Failure to complete the penalty may endanger a student's eligibility to start classes in the fall or to graduate. Cumulative Service Recognition is awarded to a graduating senior with the greatest number of verified hours. Additionally, students are eligible for outside private and corporate service awards. Holy Family High School College Preparatory provides students applications for these.

Holy Family High School College Preparatory is a Catholic high school. All students attend and participate in Mass on Wednesday at 8:00 a.m. as part of the Holy Family Catholic Community. There are formal liturgies scheduled annually with different start times, such as the Mass of the Holy Spirit, Ring Day Mass, Thanksgiving Mass, Candle Lighting Mass, Ash Wednesday Mass, and the Baccalaureate Mass for the senior graduates.

Some liturgies are moveable feast days, which are celebrated as a school community and are scheduled on the academic calendar during a school day (i.e. All Saint's Day and the Feast of the Immaculate Conception). Although most liturgies are for Holy Family High School College Preparatory, some are celebrated with the entire Holy Family Catholic Community, grades kindergarten through twelve.

Traditional para-liturgical celebrations include the Rosary Prayer Service, the Advent Wreath Service, Catholic School's Week, Red Ribbon Week, Stations of the Cross, and the May Crowning. Students are encouraged to suggest other occasions for prayer services.

The school calendar and daily routine are scheduled to include time for prayer in classes, sacraments, retreat experiences, and Christian service.

A priest is available for personal, moral, and religious counseling during any school day by appointment. The Campus Minister is also available during the school day.

Holy Family High School College Preparatory offers a comprehensive retreat program for grades nine through twelve. Retreat participation is mandatory; it is part of the Theology curriculum. Students must complete the required yearly retreats with their peers or parents must arrange for a personal retreat to be completed on the same subject matter at their own expense. Students in ninth grade are introduced to the school through a welcoming, student-directed "Twilight Retreat" in September. The ninth and tenth grades experience a one-day, off-campus retreat experience in the fall. Student leaders, class moderators, parish priests and/or the Campus Minister script these retreats. Students direct and lead the day's activities. The Junior Class program includes an overnight retreat experience in the fall. Seniors attend the KAIROS Retreat in November. This three-night, four-day experience is designed to be an intense spiritual journey of self-discovery and a renewed relationship with their faith. Lunch reunions occur during the year and may culminate with a half-day KAIROS reunion in the spring.

## RETREATS

Retreats occur as a class every year and **are mandatory** for all students. Junior and senior retreats are overnight and are also **mandatory** for all Holy Family High School College Preparatory students. Dress Code for the Retreat is jeans

and an acceptable non-uniform day attire top and footwear or the school uniform only; no other types or styles of clothing may be worn.

## **RELIGIOUS COUNSELING**

The school calendar and daily schedule are designed to include time for religious growth including prayer in class, sacraments, retreat experiences, and Christian service. A priest or Campus Minister is available for personal, moral, and religious guidance during the school day by appointment.

## **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS**

The students' interest in receiving a quality, morally based education can best be served if students, parents 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 or guardians to withdraw their children.

It shall be an express condition of enrollment that the students and parents or 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 Parent/Student Handbook of the school.

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

- Parents or 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 or 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.
- Any parent or guardian or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extra-curricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
- Any parent or guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of his or her child in the school.

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

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

### ***Disruption by Parents, Guardians or Other Family Members***

Any parent, guardian or other person who materially disrupts class work or extracurricular activities in a place where a school employee is required to be in the course of his or her duties may be guilty of a misdemeanor and risks the continuation of his or her child in the school. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills. Any parent, guardian or other family member who insults or abuses any school personnel risks his or her child's continuation in the school.

Any parent, guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

### ***Recommended Transfer Resulting from Parental Attitude***

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions or attitudes of parents or guardians; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents or guardians as described above might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible.

In such a case, it is imperative that the opinion of the principal regarding the practical impossibility be sustained from a pastoral point of view by the pastor, and the Department of Catholic Schools. The regulations governing recommended transfer would then be applicable.

### ***Personal Appearance of Students***

Parents and students are expected to cooperate with the uniform code. If there is a disagreement about acceptable appearance at school, the principal will make the final decision.

Issues relating to dress or appearance of a student that are not specifically mentioned in the Parent/Student Handbook, but are inconsistent with the school's regulations, may be deemed unacceptable at the discretion of the principal.

Free dress is a privilege granted to students at different times during the year. Free dress clothing must be neat and modest. Parents are responsible to ensure that students are dressed in a manner suitable for a Catholic school student.

If a student frequently offends against the published standards of dress, grooming or hygiene, and has been corrected in this regard, the cooperation of parents and guardians should be sought to correct the problem. In questions of personal appearance, it remains the principal's discretion to send the student home for the remainder of the day. The school may also reserve the right to require that parents or guardians bring an appropriate change of clothes to school, if a student is inappropriately dressed. (Archdiocesan Administrative Handbook XIII 8.1 - 8.4 verbatim)

## **CITIZENSHIP/ COOPERATION**

### ***Standards of Behavior***

Students of Holy Family High School College Preparatory are expected to embody the values of the school's Philosophy, Integral Student Outcomes (ISOs), and Catholic Christian values.

- Students are expected to show respect and compassion for themselves, their fellow students, the faculty and staff, the extended Holy Family Catholic Community, and guests of the school at all times.
- Students, as young adults, are expected to accept responsibility for their decisions and actions.
- Students are expected to work cooperatively and collaboratively with their peers and teachers.
- Students are expected to demonstrate tolerance towards one another.
- Students are expected to demonstrate appropriate displays of affection only (those which are within the Catholic value framework of Holy Family High School College Preparatory).
- Students are expected to show reverence toward all religious aspects of the school.
- Students may not use unbecoming or obscene language, be it either oral or written.
- Students may not use pictures/drawings or text that are not in keeping with the Catholic values and philosophy of the Holy Family Catholic Community.

Holy Family High School College Preparatory does not hold itself responsible for the actions of a student off-campus; that is the parent/guardian's responsibility. However, misconduct anywhere that may hurt the reputation of Holy Family High School College Preparatory and the other students may be cause for disciplinary action. Students should not utilize pictures/drawings or text that is of a sexual nature, demonstrates gang affiliation, violence, disrespect for the human condition, contains items of a "devil" nature such as, but not limited to, skulls, skeletons, pentagrams or devils, or any other items that would be in direct conflict with the Catholic values of Holy Family High School College Preparatory.

Holy Family High School College Preparatory has an obligation to all its students and will discipline an individual whose misconduct has harmed the student body or the reputation of Holy Family High School College Preparatory or the Holy Family Catholic Community as a whole, even when the incident has occurred away from the school.

### ***Stewardship***

It is the responsibility of all Holy Family High School College Preparatory students to treat their campus with care and respect. Students must pick up after themselves at all times. The campus is a reflection of the student body as a whole; students are responsible to place trash and recyclables in proper containers both in and outside of the building.

Students are held strictly responsible for the desk they occupy, the locker they utilize and any school property they encounter, which includes, but is not limited to, classrooms, hallways, lockers, restrooms, benches, textbooks, trashcans and plants. Students will be held financially accountable for any damage they do, or permit others to do, to school property.

No student is permitted to be in any room of the school building, including the auditorium, before or after school hours, or at break or lunch unless a faculty member is present. No student is permitted to eat or drink inside or on the sports court at any time, with the exception of water.

Students or parents must obtain permission to sell “fundraising” items for another school, group or organization on the campus of Holy Family High School College Preparatory. No collections of any kind are to be taken without the permission of the Principal.

Students/parents must have approval to have any apparel or items made with the HFHSCP logo. That includes t-shirts, sweatshirts, or promotional items for athletics or any club, class, sport, or program offered by the school.

### ***Assembly Conduct***

Prior to an assembly, students must report to a designated classroom and then go to the auditorium. Students must sit in the section provided for their classes.

At all times the student’s behavior should be refined and courteous. Each person is responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, cheering, yelling, uncalled-for clapping, boisterousness, inappropriate posture, and talking during a program. Inappropriate behavior by a student will result in removal from the assembly and referral to the Director of Discipline.

### ***Public Displays of Affection***

It is the standpoint of the Administration that Holy Family High School College Preparatory is based on Catholic values and those values must dictate the behaviors of students at all times. Therefore, any student who is displaying inappropriate forms of public affection while on campus, in the community or wearing Holy Family High School College Preparatory uniforms will be subject to immediate disciplinary action.

Holy Family High School College Preparatory believes that students are at school to gain an education that will lead them to be successful at a four-year college. Holy Family High School College Preparatory is not the place for public displays of affection of any kind, physical or written, nor is it the place to recruit or draw others into actions that are deemed unbecoming of a Holy Family High School College Preparatory student.

Every Holy Family High School College Preparatory student has clear and marked boundaries that will establish her responsibility to act according to accepted Catholic values in her relationships with others, as well as respect for herself as a young woman of the Holy Family Catholic Community.

Appropriate displays of affection are limited to the following:

- a quick hug
- a handshake
- a brief shoulder pat
- a touch on the shoulder or upper back
- side by side sitting on the lunch benches or other benches
- locking arms at the elbows while walking

Unacceptable behaviors/inappropriate displays of affection include, but are not limited to, the following:

- grooming or playing with someone's hair in the classroom
- massaging shoulders, feet, legs, etc.
- holding hands
- excessively long hugs/embraces
- walking with arms around each other's shoulders/waists
- sitting between each other's legs
- lying down and placing the head in someone's lap
- leaning on each other during class meetings, assemblies, at break or lunch or in the classroom setting
- "hanging" on each other at any time
- kissing
- touching someone's leg, thigh, stomach area, chest area, lower back or buttocks
- writing letters with coercive language or implications
- keeping notebooks with offensive language or pictures
- having pictures on campus that are drawn or photographic representations of situations that are not in keeping with Catholic values

### ***Classroom Conduct***

There is a five-minute passing time between classes. Students must be seated in their assigned seats within the classroom when the bell sounds in order to not be considered tardy. Tardy students must obtain a tardy pass from the Main Office and pay the \$5.00 penalty. Students are never to enter a classroom if there is not a faculty or staff member in the classroom. If there is no teacher present, one student must immediately report this to the office.

Every class is to begin with a prayer, which may be led by the students. It is assumed that students who wish to be part of the Christian community at Holy Family High School College Preparatory will participate.

All conversation on the part of the student must include the teacher while class is in session or in activities designed by the teacher. It is disrespectful to talk and take away another's right to listen. Students are expected to enhance, not impede, the learning of the other students in manner, word and action.

Holy Family High School College Preparatory students must not disturb another class while it is in session. Courtesy dictates that if a student needs to see a teacher or another student, they will wait until break or lunch to do so. Loitering in the hallways during class time is never acceptable behavior.

Food and drink are not to be brought into the classroom. With the permission of the teacher a student may be allowed to drink bottled water ONLY.

Students will be held strictly responsible for adhering to classroom rules as stated by the teacher of each specific class. The teacher has the right to expect students to come to class fully prepared. The occasion should be extremely rare when a student would have to borrow materials. It is lacking in good citizenship to bother others for materials she should have brought on her own.

Correction fluid (i.e. "Liquid Paper"/"White-Out") and Sharpies/permanent markers are not allowed on campus and will be confiscated. Acceptable alternatives include "Dry-line/Correct-it Roller" and water based markers.

### **CLASS RINGS**

The Junior Class has the opportunity to purchase Class Rings during May of their Sophomore Year. Class Rings are received at a special Mass in October of the Junior Year. To be considered a HFHSCP Class Ring, our school logo and graduation year must be on the ring. Jostens is currently the company licensed to manufacture the HFHSCP logo. Jostens manufactures the rings and offers many different ring options for our students; the representative comes to our campus. Payment plans with Jostens and students/parents/guardians are arranged at the time of order. As with any HFHSCP item that bears the school logo, personalization must be based on the student's legal name only; the student may **not** personalize the HFHSCP Class Ring with a nickname or moniker.

## **COUNSELING/GUIDANCE**

The Holy Family High School College Preparatory Guidance Department, in collaboration with the administration, faculty, and staff, and with the cooperation of parents/guardians, endeavors to help the student take increasing responsibility and steps towards self-discovery, self-development, and self-management to give her the self-confidence and self-direction needed to become a responsible member and contributor to society. The Guidance Department, as an integral part of the school organization, strives to assist the student in understanding and appreciating her own interests, characteristics, and abilities. HFHSCP strives to help our students make wise choices among a wide variety of educational, social, and vocational opportunities. We guide our students in making wholesome personal, emotional, and spiritual adjustments. We provide training for our students to acquire good study techniques and work habits. We provide an atmosphere where students can cultivate an increasing knowledge and understanding of the dynamics of her mind and its effects on her total interpersonal development.

The HFHSCP Guidance Department offers services to students and families in the following areas: college counseling, personal/social counseling, academic counseling, peer & instructor-led tutoring, parenting education classes, standardized testing coordination, financial aid and scholarship coordination for college, career counseling, career day coordination, and long-term psychological counseling referral coordination. Further descriptions of these services are available in the Guidance Office in Parish Hall.

The mission and purpose of Holy Family High School College Preparatory is education. Schools do not assume the responsibilities appropriated to the family and society. The role of the school is distinct from the role of other agencies, both Church-sponsored and community-sponsored, which provide for mental and physical health and welfare.

Teachers are not certified as counselors and should refer anything brought to their attention to the appropriate counselor on campus.

### **PERSONAL/SOCIAL COUNSELING**

Schools will not take responsibility for psychological counseling and/or therapy as they are not insured to cover liabilities in these areas. Counseling, however, may include education concerning resources available through Catholic Social Services. Parents and students may also be encouraged to consult other agencies.

All personal counseling services provided at the school site must be approved by the Department of Catholic Schools.

### **ACADEMIC COUNSELING**

Students and parents receive information about curriculum and are counseled in selecting classes each year. Parents must provide a written consent for final course selections made by their daughters. When making course selections, parents and students should consider the student's personal, academic, and career goals. Students experiencing academic difficulties can obtain additional help and may be directed to tutors or special programs that can assist them in their studies. Students also participate in standardized testing programs. The results of the testing are both a gauge of the student's academic progress from year to year as well as a guide toward their academic planning for the future.

### **COLLEGE COUNSELING**

College counseling is designed to provide students and parents with information about application procedures, college entrance examination tests, scholarships, and financial aid. College and university catalogs are available to all students. Students are encouraged to apply to those institutions which best meet their future academic needs. Schools also sponsor events such as college nights and college visits so that students can meet representatives of colleges and universities and learn about the programs each provides. *Naviance* is a tool all seniors will utilize in the college application process.



## CAREER COUNSELING

Schools provide opportunities for students to explore various career options and to discover their potential, limitations, interests, and aptitudes. Career counseling directs students toward appropriate career clusters.

Holy Family High School College Preparatory is equipped with a career information center and provides a yearly career day during which students meet representatives of different professions.

## DISCIPLINE

### DISCIPLINARY POLICY

Holy Family High School's discipline program is based on the Catholic Church's restorative approach to justice. It begins with the premise that each student is capable and responsible for self-discipline and making responsible, positive choices. This attempts to promote genuine growth and to encourage the self-discipline and self-direction of the student in facing the challenges of life. Punishment is designed to be corrective and redemptive and to promote personal development, self-discipline and acceptance of legitimately constituted authority based on the Catholic Christian values.

The goal is to assist the student in understanding that every decision or choice made in regard to personal conduct, not just while a member of the Holy Family Catholic Community but throughout life, will result in some consequences. Hopefully, students will realize that considerable thought must be given to decisions made on their own, as well as with others.

Holy Family High School maintains certain regulations that have been prescribed by state law. Other regulations are established by the administration and faculty on the basis of Catholic Christian values.

### POLICIES AND PROCEDURES

#### *Introduction*

All administrators, teachers, classified staff, and coaches serve as agents of discipline and are responsible for reporting any violations of the disciplinary code.

#### *Progressive Scale*

Most disciplinary matters will follow a progressive scale. A progressive scale allows students the opportunity to reflect on their behavior and learn from their mistakes. Repeat offenders (any combination of violations) will "progress" through the scale. Serious misconduct will not necessarily follow the progressive scale but will be determined by the severity of the situation. **The Director of Discipline reserves the right to waive and or deviate from any/all disciplinary regulations for just cause at his/her discretion and in keeping with the Catholic values and philosophy of Holy Family High School.**

Progressive Discipline (from lowest to highest):

- Verbal Warning
- Director of Discipline's Detention
- Director of Discipline's Saturday Detention/Parent Meeting
- Probation Contract/Parent Meeting
- Discipline Board Meeting
- Withdrawal from School

#### *Verbal Warning*

Students who commit minor infractions, at the discretion of the teacher, may receive a verbal warning explaining the possible consequences of repeated violations of school policy.

### ***Director of Discipline's Detention/ Director of Discipline's Saturday Detention***

Students who commit minor infractions or fail to modify their behavior after a verbal warning will receive a Director of Discipline's Detention, which will consist of beautification service to the school. Employment schedules, activities, athletics, and/or the lack of transportation may not interfere with a student serving detention. Detention must be served within one week of the infraction. Students that commit major infractions, or that obtain more than 3 Director of Discipline's detentions in any particular category must serve a Director of Discipline's Saturday Detention. Director of Discipline's Saturday detentions will be held monthly and will consist of beautification service to the school. Employment schedules, activities, athletics, and/or the lack of transportation may not interfere with a student serving detention. Detention must be served within one week of the infraction.

### ***Disciplinary Probation and Probation Contracts***

Students who commit serious misconduct or are classified as repeat offenders (three detentions in any category, or combinations of violations) and who continue to fail to modify their behavior may be placed on Disciplinary Probation for a period of time determined by the Director of Discipline. A parent(s) conference will be required. Students who are on Disciplinary Probation must enter a Probation Contract, working towards an improvement in their behavior. Tenets of this contract may include, but are not limited to:

- working a determined amount of hours towards the beautification of the school
- weekly Director of Discipline's Detentions
- exclusion from participation in any extra-curricular activity including (but not limited to) athletics, dances, spirit weeks, club events, concerts, theater productions, etc.

### ***Suspensions***

Depending on the severity of the situation and regardless of where the student falls on the Progressive Disciplinary Scale, students may be sent home to serve a suspension for a period of time determined by the Director of Discipline. When a student is suspended, her parents are notified, and arrangements are made for a conference. A conference with the Director of Discipline, parents, and student is mandatory before the suspension may be lifted. Only the Principal may suspend a student. Suspensions cannot be appealed. If a student receives two suspensions in one academic year, she is liable for dismissal from the school.

### ***Board of Discipline/Withdrawals***

Students who commit serious misconduct or are classified as repeat offenders (any combination of violations) and who continue to fail to modify their behavior may be asked to withdraw from school. A student and her parent(s)/guardians(s) may request to convene a Board of Discipline prior to withdrawing. The Board is made up of the following:

- Administrator Designee (Chairperson)
- Director of Discipline (School Advocate)
- Faculty Member (Student Advocate-selected by student)
- Director of Counseling

The Board will meet with the student and her parents/guardians, review the appeal and make a recommendation to the Principal.

Attorneys may not be present at a Board of Discipline.

The Principal will review the recommendations made by the Board and will make the final decision in all disciplinary matters, including appeals.

### ***Disciplinary Procedures for Violations***

- after 3 Director of Discipline's detentions, a student will receive a Saturday Detention (upon the fourth detention)
- after 6 Director of Discipline's detentions or a failure to attend a Saturday Detention (unless pre-arranged with the Director of Discipline) students will be placed on Disciplinary Probation without further notice

- Violation of the terms of Disciplinary Probation or a serious violation of school rules will result in a hearing before the Board of Discipline

### ***Violations***

While every attempt has been made to list all possible violations of the school's disciplinary policy, this list is non-inclusive and may be altered by the Director of Discipline in keeping with the best practices and philosophy of Holy Family High School. **The administrator reserves the right to waive and/or deviate from any/all disciplinary regulations for just cause at his/her discretion.** Violations of school policy include but are not limited to any of the following:

#### ***Minor Violations***

Students with minor violations are subject to one to two detentions, at the discretion of the administration.

- Unexcused Absences
- Being in the hallway without a classroom pass
- Disruptive, disorderly, disrespectful or rude conduct
- Dress code violations
- Failure to comply with directions by a teacher, administrator, classified staff member, or coach
- Failure to comply with class rules
- Gum chewing
- Loitering in unauthorized areas
- Not prepared for class (includes not having books or other materials)
- Personal Displays of Affection including intimate physical contact, immodest dress, and sexual language (first warning)
- Tardiness
- Tardiness on a liturgy day
- Throwing objects
- Unauthorized use or possession of electronic devices
- Unauthorized use of messaging services/message boards, games, or unapproved websites
- Other- at the discretion of the administration

#### ***Major Violations***

Students who commit major violations carry a penalty of any of the following: three or more detentions, a Saturday detention, and/or Disciplinary probation, at the discretion of the administration.

- Copying
- Dishonest, disrespectful, or any other type of behavior relating to a student's integrity.
- Excessive absenteeism
- Excessive tardies
- Failure to serve a detention or any other staff directed meeting
- Failure to comply with probation contract
- Falsifying school records, progress reports, or report cards
- Forging of anyone's signature
- Gang-like activity including writings, tagging/graffiti, verbal or physical expression.
- Harassment including sexual, verbal, mental or any other form.
- Intimidation in any form
- Insubordination or willful defiance of authority
- Personal Displays of Affection including intimate physical contact, immodest dress, and sexual language (second warning)
- Plagiarism or any form of cheating. (first warning)
- Photographing or video recording on campus without the permission of a teacher for academic purposes or in support of a school program
- Profanity or other vulgar speech

- Repeated violations of school rules and procedures
- Repeated class disturbances
- Repeated dress code violations
- Repeated unauthorized use of electronic devices and/or internet
- Setting off the fire alarm
- Threatening behavior
- Truancy
- Unauthorized exit from classroom or school property-“cutting”, “ditching”, or any other form
- Unauthorized use or possession of iPad/electronic devices (2<sup>nd</sup> violation)
- Vandalism; property damage
- Verbal abuse of a teacher
- Other- at the discretion of the administration

### ***Severe Violations***

Students who commit a severe violation are subject to any of the following consequences: immediate disciplinary probation, a meeting with a Board of Discipline, suspension, and/or expulsion at the discretion of the administration.

- Abortion
- Absence of 15 days per semester without a doctor’s explanation
- Abuse of school personnel
- Assault/battery
- Bullying and Cyber-Bullying including any threats however perceived, libelous or slanderous expression and ALL postings to social media sites that represent Holy Family High School in a negative light
- Criminal Misconduct-includes drug, tobacco or alcohol use, theft, assault, vandalism, threats, weapons, and all other violations of criminal law
- Conduct at school or elsewhere which would reflect adversely on Holy Family High School or which is detrimental to the good reputation of the school
- Continued willful defiance, disobedience, or disrespect
- Damaging or defacing school property
- Demonstrations, i.e. encouragement/participation in illegal or unauthorized demonstrations
- Gang membership or affiliation
- Gambling in any form.
- Hazing- any act that injures, degrades, or tends to injure, degrade, or disgrace a fellow student or person attending the school) [Archdiocesan Handbook, p. 14]
- Injury or harm to persons or property, or threat of injury or harm through verbal, electronic, or graphic means
- Inappropriate displays of affection on campus or within two blocks of school and Holy Family Catholic Community (regardless of student being in uniform or not)
- Inappropriate sexual behavior on campus or at school sponsored events (i.e. intimate physical contact, immodest dress, and sexually demoralizing language)
- Fighting
- Marriage of a Student
- Offensive, foul, or racist language and/or behaviors
- Plagiarism or any form of cheating (second warning)
- Possession, circulation, or distribution of any advertisement, invitation, bulletin, literature, or other publication NOT approved by Holy Family High School College Preparatory on campus or at a related event
- Possession, selling, or use of tobacco
- Possession, selling, or use of alcohol
- Possession, selling, or use of drugs
- Possession, selling, or use of weapons
- Robbery
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Tampering with fire/alarm or school equipment

- Theft
- Threatening or intimidating a student, faculty/staff, or administrator through verbal, physical, implied, or written means at any time
- Truancy
- Unauthorized use or possession of electronic devices (3 or more violations)
- Vandalism; property damage
- Violations of any Federal, State, County or Civil Law.
- Other-at discretion of the administration

Other violations may also be cause for withdrawal or dismissal [Archdiocesan Handbook]. These may occur while the student is on school grounds, or while she is going or coming from school, or while she is participating in any school sponsored events or activity.

### ***Classroom Discipline and Rules***

Teachers formulate their own individual rules and consequences. The following classroom rules are always included as part of them:

- No gum chewing, food, or drink (except for water in a clear container) are allowed in the classroom
- Students are to come to class prepared (books, pens, paper, homework)
- Students are to show respect for others and their property
- The class is dismissed by the teacher, and not the bell
- The student is to be on time for class
- Students are to remain quiet during announcements
- Students are to be in uniform during class
- Students are to follow classroom procedures set by the teacher

Teachers must document at least one attempt to correct the student's behavior before referring to the Director of Discipline. Students who are repeatedly in violation of a teacher's classroom rules are referred to the Director of Discipline for further disciplinary action.

## **DRESS CODE**

### ***Introduction***

Holy Family High School believes that a student's personal appearance has an impact on her attitude, as well as behavior, and, therefore, the learning process. The school uniform is worn, according to the guidelines, while on campus and while in the outside community. The complete uniform is worn with pride. This includes during break, lunch, and anytime that the student is in the school building. Students must be in full uniform attire upon entering campus. Uniform components may not be stored/kept in school lockers to "change" into upon coming into the building.

All students are required to purchase a school uniform. Each student must have a blazer, uniform pants, white oxford cloth blouse, socks/hose, and white leather tennis shoes. Uniforms may only be purchased at:

Dennis Uniforms  
2640 San Fernando Road  
Los Angeles, Ca 90065  
Phone: 323-441-0168  
[www.dennisuniform.com](http://www.dennisuniform.com)  
School Code: LA00CM

Students who are not in proper uniform attire at the beginning of the first block will be sent to the Director of Discipline's office to remedy their uniform components to meet the guidelines. This may include, but is not limited to, removing non-uniform items, calling a parent/guardian to supply proper attire for the school day, or changing out attire for approved components. All dress code violations are subject to disciplinary consequences. See Discipline Policy for additional information.

The Dress Code is designed to assist students in making decisions about appropriate dress and personal responsibility. Respect for both the individual and the school is manifested by an attitude of “dressing up” for school. Students assume responsibility for all components of their uniform; names should be written inside of blazers, sweaters, etc. Students are required to secure their belongings in their assigned locker in order to insure the safety of the items. The school is not responsible for lost or stolen items.

**ALL ITEMS WITH HFHSCP LOGO (including school uniforms, athletic uniforms, sweatshirts, t-shirts, shorts, bags, etc.) MAY NOT be personalized in any way without authorization from school administration.**

*Uniform Guidelines-Daily Uniform (Must be purchased through Dennis Uniforms)*

*Required:*

1. **Pants:** solid Khaki anchor twill, feminine cut, good condition, non-frayed bottoms; may not oversized or too tight.
2. **Blouse:** White oxford cloth blouses are required and must be buttoned properly; no over-size or tight-fitting blouses may be worn.
3. **Blazer:** Navy with HFHSCP patch; required for formal attire and will be used for all four years.
4. **Senior Sweater (Seniors ONLY):** White cardigan sweater with purple and gold HF patch and graduation year on sleeve.
5. **Shoes:** White shoes only; subtle colored logos (Nike, etc.) are allowed; no words (Nike, etc.) may appear. Shoes must have laces that tie.
6. **Socks/Tights:** Solid and Visible White, Navy, Forest Green socks or Solid Flesh, Navy, Black, Forest Green tights.

*Optional:*

1. **Skirt:** Blackwatch plaid, which is a blue/black/green plaid; all skirts are to be of moderate length, meaning they may not reach more than three inches above the knee.
2. **Shorts:** Same plaid as the skirt; no rolling of the cuffs.
3. **Sweaters:** V-neck pullover, V-neck vest, cardigan or zippered hoody style in Navy; only sweaters with the HFHSCP logo may be worn.
4. **Ties;** Blackwatch plaid.
5. **Sweatshirts:** Grey hooded or crew-neck HFHSCP sweatshirt purchased through the bookstore or Grey hooded or crew-neck sweatshirt purchased as part of a student’s Athletic Spirit Pack.
6. **Polo Shirts:** White, feminine cut with the HFHSCP logo; polos are not acceptable formal wear attire.

*Uniform Guidelines-Formal Mass Wednesdays and any other Formal Day*

In addition to the daily uniform requirement (see above section), students must also wear their school blazer on formal Wednesdays and any other Formal Day. Seniors may wear their Senior Sweaters.

*Uniform Guidelines-General Appearance*

The school promotes the value of the “natural look” and does not want the student to direct attention to herself through extremes.

Students MAY NOT have:

- Hair styles that are of extreme color, including two-tone, multicolored, unnatural, and excessive highlighting.
- Hats or head coverings
- Jewelry that includes any of the following: more than two earrings, necklaces, or rings, more than one bracelet, any earring that is larger than the size of a quarter, any earlobe stretching implement (including gages), or any jewelry that is offensive.
- Make-up that is excessive.
- Nails that protrude more than ¼ inch.
- Nail polish that is extreme in color, or offensive.
- Piercings (other than ear) on any body part; covered piercings DO NOT satisfy the dress code. Gages or earlobe-stretching implements are not permitted.

- Visible undergarments
- Writing of any sort on their body including tattoos, pen/pencil marks

#### *Uniform Guidelines-Gael Gear*

Gael Gear Day is a fundraising event. Students may purchase \$1.00 hand stamps on the day of the event.

Jeans and HFHSCP shirts must be worn to participate in Gael Gear Day.

Students MAY NOT wear jeans that are:

- Low rise, too tight, too short, too revealing, or not in good taste.
- Ripped, scuffed, oversized, extreme, sloppy, or dirty.

Tops worn on Gael Gear Day should include any spirit wear that includes the official HFHSCP logo.

#### *Uniform Guidelines-Dance Attire and Formal Dance Attire*

For dances deemed non-formal, students shall follow the regular Non-uniform day policy (see below).

For Formal Dances, students are expected to dress modestly and appropriately. Guests of HFHSCP students are also expected to follow the below guidelines:

For Formal Dances, Female Students and Guests MAY wear:

- Dresses that have spaghetti straps or sleeveless dresses.
- Sandals that have a back strap.
- Formal attire that is modest in nature.

For Formal Dances, Female Students and Guests MAY NOT wear:

- Strapless, backless or low-cut dresses
- Flip-flops, athletic shoes or any type of shoe not deemed formal.
- Dresses that are shorter than 3 inches above the knee.
- Extreme hairstyles (color, highlighting, etc.)
- Excessive make-up.
- More than two earrings.
- Anything deemed by administration as inappropriate for a formal dance setting.

For Formal Dances, Male Guests MUST wear:

- A Tie and Jacket.
- Appropriate formal shoes.

For Formal Dances, Male Guest MAY NOT wear:

- Shorts of any kind.
- Flip-flops, athletic shoes or any type of shoe not deemed formal.
- Polo shirts, turtlenecks.
- Denim, corduroy or other clothing not deemed formal.
- Clothing that is too baggy, loose or inappropriate.
- More than two earrings in each ear.
- Any jewelry that is deemed inappropriate (studded or pierced tongues, face, body; stretching implements).
- Sunglasses
- Visible tattoos
- Anything deemed by administration as inappropriate for a formal dance setting.

#### *Uniform Guidelines-Non-Uniform Days (Halloween, Spirit Days, other Non-Uniform Days)*

On selected days, students MAY dress in accordance with the specified theme, all the while keeping in mind sound judgment with respect to the philosophy of Holy Family High School.

Students MAY NOT wear:

- Attire with offensive logos (eg alcohol, tobacco, satanic symbols, or sexual innuendos)
- Bike or knit shorts, stretch pants, beach wear, pajama pants, or sweat pants
- Colored undergarments
- Costumes that are obstructive, offensive (sexual, cross-dress, racist, stereotypical, staff impersonation), contain weapons of any sort, or are gruesome or violent.
- Form fitting or clinging attire
- Masks that obstruct their vision.
- Oversized or baggie attire
- Pants/jeans with holes, tears, or frayed edges
- Revealing clothing (Tank tops, crop tops, halter tops, strapless, off the shoulder, sheer, low-cut, or spaghetti strap shirts) or any shirt/top which does not provide coverage of the cleavage, midriff, and lower back at all times
- Sandals or any shoes with an open toe or open back
- Shorts, skirts, or dresses more than 3 inches above the top of the knee cap, including mini-skirts or mini dresses

#### *Uniform Guidelines-Varsity and Junior Varsity Attire*

Team members may change into their athletic uniform at lunch. Team members may wear their sport-team uniforms to class after lunch only.

#### *Physical Education Attire*

The Physical Education classes wear specified uniforms consisting of shorts, tops, socks, and tennis shoes.

#### *School Dance Attire*

Students are expected to dress modestly and in a manner befitting the Catholic Christian values of Holy Family High School College Preparatory. The Administration reserves the right to deem discretion over any outfit chosen by a Holy Family High School Gael or her male escort during the event. Please refer to the *Non-Uniform Days* policy for acceptable dance attire clothing items.

#### *School Event Attire*

Holy Family High School College Preparatory students are expected to know what to wear at school events. Students are expected to make mature and responsible decisions regarding dress and behavior at all social, athletic and other school events, keeping in mind Holy Family High School College Preparatory's high standard of modesty and Catholic Christian values in one's personal appearance. Holy Family High School College Preparatory students are expected to follow handbook guidelines for general appearance and non-uniform days when attending school events and dances.

#### *Special Mass Celebrations*

For Special Mass Events, such as **Ring Day**, Rosary Prayer Service, Mission Mass, May Crowning Mass, and others noted by the Administration, students are expected to be in **Formal Uniform**. The attire should consist of uniform components in good repair; if the skirt is worn, it must be at the appropriate length and not rolled at the waist or altered in any other way.

#### *Varsity/Junior Varsity Attire*

Team members change into their uniform for away games at lunch. Team members may wear their sport-team uniforms to class after lunch only.

#### *Semi-Formal Dance/Prom Attire*

Students are expected to dress modestly and appropriately. Administration reserves the right to deem discretion over any outfit chosen by a HFHSCP Gael or her male escort during the event. **No student will be permitted to attend Semi-Formal/Prom unless ALL student accounts are current.**



Dress Code for these events is based on modesty, neatness, cleanliness, good taste, and safety, as well as the expectation of students dressing in a manner that is respectful to the Catholic Christian values of the school. These events are semi-formal/formal only. *\*Students must attend school the entire day, or the day prior to the event if it occurs on a non scheduled school day, to attend the event.*

Semi-Formal and Prom are **semi-formal/formal only**; therefore:

- Gentlemen must wear a tie and suit jacket/sports coat.
- Shoes must be worn throughout the event; students who do not comply will be asked to leave the event, and additional disciplinary action will follow.
- *California State Educational Code* forbids the wearing of sweaters, jackets, or sweatshirts with emblems or names of clubs other than those of the school organization's [Holy Family] on school grounds or at school activities.
- Students/Guests dressed inappropriately for the event will be denied access **without a refund**, and be asked to call their parents/guardians and leave the event. A uniform violation will be issued to the student.

*The Director of Discipline and the Administration reserve the right to determine whether a style of hair, accessories, jewelry, bags, purses, or style of dress is appropriate and keeping with the philosophy and Catholic values of Holy Family High School College Preparatory.*

***Females may wear:***

- Sandals that have a back strap;
- Dresses that have spaghetti straps or sleeveless dresses;
- Flowing dressy pant ensembles;
- Formal attire that is modest in nature.

***Females may NOT wear:***

- Strapless dresses; no student will be allowed to gain entrance to the event in a strapless dress even if a wrap or shawl/shrug is worn with it;
- Backless or low-cut dresses-front or back;
- Flip-flops, Chucks/Converse, tennis shoes, athletic shoes, or slippers at any time during the event;
- Slides or shoes without a back strap;
- Slits/splits in dresses higher than 3" above the knee;
- Dresses that are shorter than 3" above the knee;
- Dresses that are of a style that reveal any bare skin on the back, or sides, lower than the "natural" bra line.
- Extreme color or fad hairstyles, including, but not limited to, two-tone, multicolored and excessive highlighting;
- Excessive make-up;
- More than two earrings in each ear (no larger or longer than a quarter);
- Any jewelry or adornments that appear to be gang related or promote a "gangster style";
- Jewelry/adornments/accessories of any kind with skeletons, skulls or pentagrams on them;
- "Goth" style dresses or formal ensembles;
- Any jewelry or adornments that appear to be "Goth" related or promote the "Goth" style
- Earlobe-stretching implements;
- Rings or studs on any part of the face or body, including the tongue;
- Bellybutton rings or studs;
- Any visible tattoo;
- Sunglasses/shades during the event;
- Writing on hands, arms, legs or face with pen, marker or make-up;

- Anything specifically defined by the administration as not allowed.

***Guests who are male may wear:***

- Suits, tuxedos, or sports jackets with slacks (sweaters, of any kind, are not appropriate; jackets must be worn);
- Dress shirts with a tie (a tie ***must*** be worn with a dress shirt);
- Mandarin collared shirts with accessory button;
- Dress loafers or typical dress shoe that ties.

***Guests who are male may NOT wear:***

- Shorts of any kind;
- Flip-flops, Chucks/Converse, tennis/athletic shoes of any kind, or slippers at any time during the event;
- Backless shoes of any type or style;
- Sandals;
- Studded or chained belts of any kind;
- Polo shirts/turtleneck shirts;
- “Zootsuit” style or “gangster” style suits or tuxes;
- Any jewelry or adornments that appear to be gang related or promote the “gangster style”;
- “Goth” style suits or tuxes;
- Any jewelry or adornments that appear to be “Goth” related or promote the “Goth” style
- Leather jackets/denim jackets/bomber or Letterman jackets;
- Corduroy, denim or work pants;
- Clothing that is too baggy, loose or inappropriate for the event.
- Extreme color or fad hairstyles, including, but not limited to, two-tone, multicolored & excessive highlighting;
- Excessive make-up;
- More than two earrings in each ear (no larger or longer than a quarter);
- Earlobe-stretching implements;
- Rings or studs on any part of the face or body, including the tongue;
- Bellybutton rings or studs;
- Jewelry/adornments/accessories of any kind with skeletons, skulls or pentagrams on them;
- Any visible tattoo;
- Sunglasses/shades during the event;
- Writing on hands, arms, legs or face with pen, marker or make-up;
- Anything specifically defined by the administration as not appropriate.

**The Director of Discipline and the Administration reserves the right to determine whether a style of dress, hair, accessories, bags, and other dress code components is appropriate and keeping with the philosophy of Holy Family High School.**

## **UNIFORM VIOLATIONS**

Students of Holy Family High School College Preparatory are allowed **two** uniform violations per year with only written notification. Students are given written notice that must be signed by the parent/guardian and returned to the school.

Skirts are considered optional attire; therefore, students choosing to wear the skirt must insure that they are in compliance with the skirt length standard. Students failing to comply with the skirt length upon the third notification of a length violation, will lose the privilege to wear the uniform skirt. The student must wear the required uniform pant instead.

Upon the third violation, a fine of \$5.00 will be billed to the student account, and every violation thereafter for the remainder of the school year. Students will also face placement on a Referral Contract. Failure to comply with the penalty period will result in a Disciplinary Contract.

Students wearing non-uniform footwear, sweatshirts, sweaters, and jackets that do not have the Holy Family High School College Preparatory Logos will have to surrender the item in question to the Director of Discipline for parental pick-up. Items that are not picked up at the end of each quarter will be donated to Catholic Charities.

## **GRAFFITI**

All penalties, as related to willful defacing of school property, pertain to graffiti. Penalties include monetary and/or service restitution, as well as possible expulsion.

## **TARDINESS**

Tardiness is disruptive to the normal school schedule and routine. When a student enters a classroom late, attention is taken away from the lesson, the teacher, and the other students.

The school day begins with a 5-minute warning bell that is a signal for students to move promptly to the first block. Students not in the classroom or specified area when the second bell rings are tardy; therefore, she may not enter the classroom without a tardy pass signed by the office. Any student arriving later than forty-five minutes past the scheduled school day will not be allowed to attend school without the parent/guardian walking the student to the main office and signing the daily register. Students tardy to blocks during the school day must also report to the office for a pass.

It is the belief of Holy Family High School College Preparatory that it is the parent/guardian's responsibility to see that their student(s) arrives at school prior to the first bell. Circumstances such as the MTA bus, car problems, car pool problems, etc. are not the school's responsibility and are considered to be unexcused tardies.

### ***The tardy policy is as follows:***

Tardy Passes must be purchased from the office for **\$5.00** each. Students will not be allowed to go to class without purchasing the pass. Parents may pre-purchase the tardy passes from the office at the beginning of the school year if so desired. Tardy Passes must be purchased from the office for unexcused tardies during the scheduled school day as well. Excessive tardiness to classes during the scheduled school day will result in the lowering of the student's grade in the class. Students who have incurred 4 or more tardies per quarter will be given a written notification of excessive tardiness along with an assignment of service hours to the school community. Tardy assessments are done monthly by the Director of Discipline. Continued tardiness could result in Disciplinary Probation or grounds for withdrawal from Holy Family High School College Preparatory.

### ***Mass Tardy Policy***

"The Eucharist is the source and summit of the Christian life" (The Catechism of the Catholic Church 1324).

At the heart of the Catholic faith is the Eucharist. At Holy Family High School College Preparatory, we strive to build faith-filled leaders. Part of this process is participation in the holiest of Sacraments, the Eucharist. We are very fortunate to attend Mass on most **Wednesdays at 8:00 a.m.** as a school community.

The students also have the opportunity to be involved in the Mass as band or choir members, altar servers, ushers, lectors, and Extraordinary Minister of Holy Communion. Each student at Holy Family High School College Preparatory receives the chance to express and share her faith in a community.

Every student is expected to be on time and wear the formal uniform to Mass. Students who are not in attendance, or are tardy, will receive the disciplinary consequence of a referral. We ask that doctor's appointments or other non-emergency events be scheduled before or after school.

## **FINES**

All fines are billed directly to the student's account through the Business Office. Fines will be given for the following:

1. Overdue books from the school library (\$1.00 per late day).
2. Chewing gum ANYWHERE, ANYTIME on campus (\$5.00).
3. Eating or drinking in the building if not authorized by the Principal or a Class/Club Moderator (\$5.00).
4. 3<sup>rd</sup> Uniform Violation and each uniform violation thereafter (\$5.00).
5. First, second or third violations of operational cell phone or other electronic equipment during the scheduled school day (\$10.00, \$20.00 or \$35.00). All confiscated electronic devices must be picked up with-in 48 hours by the parent or guardian. The school will not be responsible for confiscated items resulting from student's failure to adhere to school policy.
6. Storage of items in an unassigned locker (\$10.00).
7. Change of schedule at student's request (\$15.00).
8. Drop off in front of school, on Lomita Avenue, between 8:00-8:20 am (\$5.00).
9. Pick up in front of school, on Lomita Avenue, between 3:05-3:20 pm (\$5.00).
10. Late arrival to school or class during the day (\$5.00).

## **CONFISCATION OF STUDENT PROPERTY**

Teachers of Holy Family High School College Preparatory have the right to confiscate notes, assignments for other classes, and other papers of the student if such items are interfering with the learning process in the classroom. Electronic devices of any form will be confiscated and handed over to the Director of Discipline, as these items must be stored in the student's locker. These items must be picked up by the student's parent/guardian within 48 hours.

Teachers of Holy Family High School College Preparatory may confiscate books or magazines and/or other material from a student if a student is using them in such a manner that is impeding their learning process or the learning process of other students.

Anything which may be interpreted as claiming "gang" or "clique" involvement is not permissible and will be confiscated and given to the Director of Discipline for further disciplinary action. It is under the discretion of the Director of Discipline as to whether or not the item will be returned to the student's parents/guardians.

## **STUDENT THREATS**

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal should notify the police and the Department of Catholic Schools immediately.

The student who has made the threat (including but not limited to: verbal, written, electronic, graphic, via internet source, text message, video clip, photographic image, drawn image, etc.) should be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, should be notified immediately.

The student who has made the threat shall be suspended until the investigation by the police and school has been completed and at that time may face other disciplinary sanctions, up to and including removal from school. Any decision to re-admit a student who has made a threat should be made by the principal and pastor on a case-by-case basis. Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. These actions may result in suspension or removal of a student from school.

This policy shall be communicated clearly to faculty, staff, volunteers, parents or guardians and students.

## **ELECTRONIC DEVICES AND POLICIES**

Cellular phones, pagers, radios, walkman, portable stereos, I-pods, games, digital cameras (*see Cameras for photo-pass information*), camcorders, laser pointers, and other intrusive electronic devices are not permitted to be *operational* on campus during the school day. Non-operational means “**off**,” not silent or vibrate, but non-functioning, and must be stored in each student’s assigned locker only. The school is not responsible for items which are taken from school lockers that are left unlocked, or if a student has shared her lock combo with her peers.

Any such device found in an operational mode during the school day will be confiscated and turned in to the Director of Discipline. The device will be returned only after a parent/guardian or other related adult has been notified, and a \$10.00 fine and detention notice given to the student.

If the device is found in operational mode a second time, the student will be given a 1-hour assignment of “Service to Holy Family Catholic Community” and a \$20.00 fine will be billed to the student’s account through the Business Office.

On any additional offense of this nature a parent/guardian conference will be held and the student will be placed on a Referral Contract, as well as issued a \$35.00 fine through the Business Office. The device must be picked up within 48 hours by the Parent or Guardian.

During the school day, phone messages to students must come through the school office. Likewise, students must make phone calls to their parents from the office only during school hours.

Students may use laptop computers or iPads with teacher supervision in a classroom or lab setting only during the scheduled school day. Laptop computers will be subject to the same electronic devices rules during the scheduled school day outside of the classroom or lab setting.

### *iPads*

Holy Family High School College Preparatory recognizes the value of technology in the modern world as an integral tool in both communication and learning. The individual use of iPads in the classroom empowers students to actively participate in their own education; promoting critical thinking, resource sharing, scholarship, research, and collaboration. Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies, and in accordance with the Archdiocese of Los Angeles’ handbook. Members of Holy Family High School will use all iPads, along with all other electronic communication and computing devices, in a responsible, ethical, and legal manner at all times. Students may use their iPads before school, at break, lunch, or after school. Students may not take photographs or make video recordings with their iPads on campus without the permission of a teacher for academic purposes or in support of a school program. iPads must be turned off during class time, unless otherwise authorized by an administrator, teacher, or staff member. Unauthorized use of iPads during class time, including (but not limited to) the use of message boards/messaging services, games, or other websites not approved by the teacher will result in disciplinary consequences as directed by the progressive scale, including the confiscation of the iPad and a retrieval fee.

### *Other Electronic Devices*

Students are permitted to use cellular phones or other electronic devices during lunch time only. During the rest of the school day, they are NOT permitted to be operational. Non-operational means “off”, not silent or vibrate, but non-functioning, and must be stored in each student’s assigned locker only. The school is not responsible for items which are taken from school lockers that are left unlocked, or if a student has shared her lock combination with her peers. Please also note that digital cameras and camcorders must have photo-pass information complete in order to be used on campus.

Any such device found in an operational mode during class when not authorized will be confiscated and turned into the Director of Discipline. Repeated unauthorized use of these devices will result in disciplinary consequences, as demonstrated by the progressive scale.

### *Unauthorized Use of Electronic Devices/iPad Consequences*

1<sup>st</sup> violation: Electronic device/iPad is taken from the student and given to the Director of Discipline. Student is given a detention. Electronic device/iPad may be retrieved by the student and only after paying a \$10 release fee.

2<sup>nd</sup> violation: Electronic device/iPad is taken from the student and given to the Director of Discipline. Student is given a detention. Electronic device/iPad may be retrieved by the student and only after paying a \$10 fee.

3<sup>rd</sup> violation: Electronic device/iPad is taken from the student and given to the Director of Discipline. Parent/guardian will be notified of the event. Electronic device/iPad may be retrieved by the parent/guardian and only after paying a \$10 fee.

4<sup>th</sup> violation: Electronic device/iPad is taken from the student and given to the Director of Discipline. Student is placed on Disciplinary Probation and must meet with the Director of Discipline. Electronic device/iPad may be retrieved at the Disciplinary Probation meeting.

5<sup>th</sup> violation: Electronic device/iPad is taken from the student and given to the Director of Discipline. Student is placed on Disciplinary Probation and must meet with the Board of Discipline. Electronic device/iPad may be retrieved at the Board of Discipline meeting. Possible consequences include (but are not limited to) suspension, withdrawal, or dismissal from Holy Family High School College Preparatory.

**Note: All confiscated electronic devices/iPads are subject to search by the Administration**

Those students who violate any of the rules regarding electronic devices may forfeit their privileges of using them at school or even bringing them to school

*Search and Seizure*

See section titled "School's Right to Conduct Searches".

**EMANCIPATED OR EIGHTEEN YEAR OLD STUDENTS**

All school regulations apply to students who are emancipates or eighteen years of age, as long as they are enrolled in the school. (*Archdiocesan Administrative Handbook XIII 11.7 verbatim*)

**EMERGENCY INFORMATION**

Every student must have a completely filled out emergency card, earthquake card, and immunization record filed in the secretary's office. Failure to comply will result in suspension from school until the documents are completed and turned in. The emergency card must contain a current telephone number and address and must be signed by the parent/guardian. Students must notify the office regarding changes in the information.

***Emergency Information Cards***

Each school has on file, and readily available, family emergency cards, which are current and complete. These are filled out by parents/guardians at the time of registration. The cards contain the following information:

1. Name, current address, and current home phone number of the student;
2. Business address and telephone number of parent/guardian;
3. Parents'/guardians' wishes pertaining to the treatment of their daughter in case of illness, accident, or earthquake;
4. Name of the family physician with office address and telephone number;
5. Medicines to which the student is allergic; and,
6. The nature of special illnesses or attacks to which the student is susceptible, as well as emergency measures, including medication, to be applied in case of occurrence.

A *Physician Authorization Form* must be on file in the office for all medications (including over-the-counter) to be taken by students. **Any and all medicine must be kept in the office with written instructions.**

A school administrator may NOT sign a medical release in the absence of a parent or guardian.

### ***Emergency Procedures***

Only minor and basic first aid may be administered. No medicine of any kind, **including aspirin**, may be given to students without written permission from parents/guardians. All injuries resulting from an accident on campus or while traveling to or from school should be reported to the office immediately. A written report, including statements from witnesses, should be filed.

### ***Fire/Fire Drill***

Instructions are posted in each classroom, which direct the student how to exit the building in case of fire. Students and faculty members should be familiar with the instructions for each of the classrooms. The fire warning is a series of short rings of the school bell. Students should exit immediately to the assigned areas in complete silence. When the “all clear” bell rings, students should return to the classroom in silence.

### ***Earthquake/Earthquake Drill***

In case of an earthquake, students are to “drop.” This means that they should kneel down under the desks, put their heads down, hold a leg of the desk, and cover their faces. At the conclusion of an actual tremor, everyone is to remain calm and stay in the classroom until administrative directions are given. Outside of the classroom, students should follow the “drop, duck, and cover” procedures.

### ***Lockdown/Lockdown Drill***

In case of the need to lockdown the campus for safety reasons, code red will be broadcast via the public address system of HFHSCP. Students are to remain quiet and calm. Students may not be dismissed from the classroom until the school is released from lockdown via a code “green” broadcast over the public address system of HFHSCP. Administration will insure that outer doors and classrooms are locked, blinds are closed and calm is maintained. Parents/Guardians who come to the campus during a lockdown/lockdown drill will not be allowed to enter the campus until the lockdown/lockdown drill is lifted. Parents/Guardians are not allowed to drop students off nor pick students up during a lockdown/lockdown drill. Holy Family High School College Preparatory always complies with the requests of the Glendale Police; therefore, questions or concerns about a lockdown situation should be referred directly to Glendale Police.

## **EXTRA-CURRICULAR ACTIVITIES**

Extracurricular activities such as, but not limited to, sporting competitions/games, dances, Prom or Winter Formal, field trips, talent shows, drama and VPA performances, club meetings and school-sponsored activities require the student to be in attendance for the entire school day. Students who are absent the day of the scheduled extracurricular event are not allowed to attend, nor are they entitled to a refund for the cost of the ticket if applicable. If the extracurricular event, such as a sports tournament, field trip, club activity, prom or semi-formal event takes place on a non scheduled school day, (i.e. holiday, weekend, pupil free day, etc.) the student must be in attendance for the entire school day directly preceding the extracurricular event.

## **DANCES**

School dances are school-sponsored activities; therefore, all school regulations are applicable. School dances may be held on Fridays or Saturdays or pre-holiday nights between the hours of 7:30 p.m. to 10:30 p.m. The rules governing dances are as follows:

1. Dances are under the general supervision of the Director of Activities, and under the immediate supervision of the moderator of the class or club sponsoring the dance. The moderator or officer of the class or club sponsoring the dance must have an activities form listing the names of the chaperones, a DJ contract, and a noise notification contract from the City of Glendale on file with the Director of Activities ONE WEEK prior to the event.
2. No dance may be held without at least 5 faculty chaperones, or 1 per 20 students, and provision for set-up and clean-up by the class or club sponsoring the dance.

3. Students will be admitted to the dance upon presentation of the ASB ID card. Students will not be admitted without their ASB card.
4. Holy Family High School College Preparatory dances are open to all Catholic High School students with proper school ID. Guests who attend public school must have permission from the Director of Activities to attend the dance by filling out an application for a Guest Pass. Applications must be submitted ONE WEEK prior to the event. Signed guest passes must accompany a high school ID for entrance to the dance.
5. Holy Family High School College Preparatory dances are closed dances. There are no “In and Out” privileges. Once students arrive at the dance, they must remain until ½ hour before the dance ends.
6. Bags and purses will be searched, and students will be “wanded” for security purposes. Students must surrender ID to the entrance table until the conclusion of the dance.
7. Students are expected to behave and dress in a respectful manner fitting the Catholic values and philosophy of Holy Family High School College Preparatory.
8. All students are expected to dance appropriately with respect for themselves and their partners. (No suggestive dancing.)
9. Final interpretation of appropriate dance is at the discretion of the chaperones. Students will be given one warning and on the next offense will be asked to leave the dance and be given a written referral to the Director of Discipline.

### ***Special Event Dances***

For any Semi-Formal student body dance (7:30 p.m. to 11:00 p.m.) and the Junior/Senior Prom (7:30 p.m. to 11:30 p.m.), doors close at 8:00 p.m. and will not reopen until one half hour prior to the conclusion of the dance. Each Holy Family High School College Preparatory student is permitted one male escort, who is between 14 and 20, and she will be held responsible for the conduct of her escort. Holy Family High School College Preparatory students must acquire a guest pass from the appropriate officer prior to these two dances. Each escort, regardless of age or school status, must fill out a Guest Pass prior to the event. (See *School Dance Attire* section for details on Dress Code for dances.)

## **STUDENT GOVERNMENT**

Holy Family High School College Preparatory Student Council consists of the five ASB (Associated Student Body) officers plus the presidents and treasurers of the classes and clubs.

ASB Core Officers and Student Council members must serve as examples of exemplary students of HFHSCP in compliance with dress code, citizenship, and all other student handbook regulations. Students will be removed from office for disciplinary probation or, if they have more than three unexcused absences, from Student Council meetings. Any member of Student Council who receives one or more Fail's for any quarter grade will be placed on Academic Probation for the next quarter. If she receives a second Fail in the same subject, the student will be asked to resign from the Student Council office she holds. (This supercedes the GPA students are required to maintain in order to hold a Student Council office.)

The classroom rules of tardiness, attendance, and participation apply to Student Council meetings.

Holy Family High School College Preparatory Student Council coordinates and initiates student activities. The goals of student government are to include:

- developing the students' understanding of the philosophy, goals and objectives of the high school;
- encouraging the students to become active members of the high school community, which offers various opportunities of personal interaction with peers, staff, and parents/guardians; and,
- assisting students in developing leadership and organizational skills in planning and sponsoring events and activities.

Student Body Identification Cards will be issued by the ASB at the beginning of the school year. If the card is lost, a replacement must be purchased for \$10.00. Every student must have a valid Student Body Identification Card. (For further information, please see the Holy Family High School College Preparatory ASB Constitution.)

## **ELECTIONS**

Elections of student body, class, and club officers ordinarily take place during the first three weeks of May and are under the direct supervision of the Director of Activities. All Associated Student Body and Class/Club Offices must



have a fully appointed slate to run the election. Students may not be appointed to an office by a moderator. Offices that do not have enough student participation to run an election will hold an open post election during the first week of the next school year. If there are not slated candidates (minimum of 2 in each office) in the open post election, the ASB/Class/Club will be required to divide the work of the non-filled position among the elected officers for the school year.

Students may not use stickers, labels or “post-it” style notes on lockers or persons as part of their campaign materials. Only posters may be placed on inside walls with special tape that can be purchased from the business office. Stickers, labels, “post-its”, or self-adhesive posters may never be placed on lockers, walls, doors or bulletin boards throughout the campus of Holy Family High School College Preparatory. No student may hold more than one major office (a major office is one that occupies a seat on ASB Student Council) of authority or responsibility during the same year, whether this office is by election or appointment. Should such a situation occur, the student will be asked to relinquish one office. [See the Holy Family High School College Preparatory ASB Constitution.]

## **FIELD TRIP AND EXCURSION POLICY**

Permission **in writing** must be obtained from a parent or guardian before a student can participate in a field trip. Participation in any field trip is a privilege, not a right. A student’s conduct and academic standing determine participation. Students must meet the required financial obligation established by the field trip teacher in order to participate in the trip. Students who do not attend a mandatory educational field trip, regardless of reason, will be required to complete an assignment on their own to gain the knowledge and first hand information that are stated as the educational goals and objectives of the field trip. The field trip teacher, together with the administration, will establish attire for the field trip. Acceptable guidelines for field trip attire, other than the uniform, may be found in the Dress Code section of the Holy Family High School College Preparatory Handbook. 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.

The curriculum may incorporate excursions and field trips. They must be educational in nature and related to the curriculum and content of the course of study.

Overnight field trips must have clear educational purpose and requires 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 following is based upon the Archdiocesan Administrative Handbook:

The field trip policies listed below apply to class trips, school group trips (e.g. choir, academic decathlon) and trips for school sport teams.

Schools may plan field trips for one or more days including overnight field trips. Schools, at their option, may decide not to offer overnight field trips. All field trips, whether day or overnight, must comply with the following requirements:

- Prior permission of the principal
- Preparation, follow-up and specific educational goals for students
- Signed and dated Student and Youth Activity Permission Form and Medical Authorization and Permission Form from parents (the annual or the trip form, as appropriate). See Student and Youth Activity Permission Form and Chapter VIII, Health and Safety and Medical Authorization and Permission Form
- All Permission and Authorization Forms must be in the possession of the supervising adult during the trip
- All participants should have appropriate identification and travel documents
- All Archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable
- For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by students

- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. 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 snake bite kit must be included in any area where there may be poisonous snakes
- Any particular student medications (*Archdiocesan Administrative Handbook XII 3.1 verbatim*)

## CO-CURRICULAR ACTIVITIES

Holy Family High School College Preparatory seeks to develop the total person. The school seeks to accomplish this by providing activities outside the academic sphere. Such activities include sports (cross country, swimming, track and field, volleyball, basketball, softball, and soccer). Tryout dates and schedules are available from the Athletic Director's office.

Clubs/organizations (Ambassadors, Art, ASB, Book Club, Campus Ministry, CSF, Drama, Dance, GAA, Key Club, Pure Love, Purple and Gold Service Club, Science, Yearbook, and any new approved club) have set meeting times and locations with a faculty moderator. A listing of this information is located on the ASB page on the school's website and in the office of the Activities Director.

All co-curricular and athletic events are to be properly supervised. An administrator or designee is to be present at all athletic events and/or school activities and is the person responsible for the overall supervision of coaches, moderators, parents, students, and visitors. The administration must provide direction and a list of responsibilities for all staff and parents in the supervision of athletic and social events.

The scheduling of practices, rehearsals, and events themselves are not to interfere with other obligations of the students (i.e. family, homework, etc.). Events that require students to be away from their homes overnight are discouraged.

## STUDENT PUBLICATIONS

Student publications are an important element in the instructional program and contribute directly to the school goals. The principal is the publisher and has the legal responsibility for the newspaper, yearbook, web site and all other publications. Any publication must observe copyright laws.

The principal appoints a moderator who exercises necessary control over material submitted for publication. The moderator should review all material. *Archdiocesan Handbook VII-3*

Additionally, the moderator should:

- establish a clear understanding of the purpose of the publication and of the limitations on the authority of the editor;
- establish the principle that topics are to be treated in a way that is respectful of the rights and feelings of others, is in good taste and is constructive;
- establish the principle that material must comply with Catholic teaching;
- caution students to avoid personal attacks;
- require students to check facts carefully before publishing a story.

## STUDENT AMBASSADORS

Holy Family High School College Preparatory encourages student leadership in the form of Ambassadorship. Student Ambassadors assist the Admissions team and serve as Ambassadors to the Holy Family Catholic Community and surrounding communities.

Ambassadors must apply for the position at the beginning of each school year. The applicants are then interviewed for their public speaking abilities, demeanor, manners and willingness to serve the school as positive role models of the philosophy and Catholic Christian values of Holy Family High School College Preparatory.

Ambassadors must maintain a 2.5 GPA, be free from Disciplinary Probation and be willing to commit a minimum of 30 hours of service to the program. Each Ambassador is expected to sign and uphold the scheduled dates on their contract.

Ambassadors must own and wear the blackwatch plaid skirt, green Ambassadors tie, white overblouse, HFHSCP blazer, tights or knee socks, and a pair of loafers with a heel no higher than 2" to wear to evening visits, Open House and other events as requested by the Administration.

Ambassadors who serve the minimum 30 hours will be recognized for their service to Holy Family High School College Preparatory at the Honors Assembly, which is held at the beginning of each new school year and of the school year for graduating seniors.

## **FINANCES**

### **FINANCIAL AID**

Financial Aid is provided in the form of scholarships and grants. HFHSCP provides scholarships to students based on academic merit, both at the time of initial enrollment and, if qualified throughout her tenure at the school. Academic merit scholarships are based on maintaining a certain cumulative grade point average and must be renewed each year. HFHSCP provides monetary grants to students based on financial need both at the time of initial enrollment and throughout their tenure at the school. Financial need grants are based on the economic hardship experienced by a family and must be renewed each year.

Students initially qualify for academic merit scholarships during the 9<sup>th</sup> grade enrollment process. Academic merit scholarships are funded through a variety of resources, including the HFHSCP Endowment Fund, the HFHSCP Alumnae Scholarship Program, and the Monsignor Arthur Lirette Fund, to name a few. Academic merit scholarships must be renewed each year. Applications are available through contacting the Financial Aid Coordinator in the Business Office.

Parents/Guardians who are experiencing economic hardship are encouraged to apply for financial need grants through the Archdiocese's Catholic Education Foundation (CEF) grant application program. Parents/Guardians are encouraged to submit completed CEF applications and supporting documentation **each January/February** for the following school year. Based on HFHSCP recommendations, approximately 30 registered students receive \$1,500 - \$2,000 in tuition grants, based on demonstrated and documented financial need. CEF financial need grants must be renewed each year. Additional financial need grants utilizing the CEF application are funded by the HFHSCP Endowment Fund, the Doheny Foundation, the Hannon Foundation, Alumnae Phone-a-thon, and several personal donations, and must be renewed each year. CEF applications are available through contacting the Financial Aid Coordinator in the Business Office.

### **FINANCIAL OBLIGATIONS**

Tuition and fees are determined by the operating budget of the school. Timely billing and collection of these monies are necessary components of sound school management. As parents/guardians of HFHSCP students, you have signed a legally binding financial contract stipulating that you agree to the payments, time frame, and all general financial obligations set forth in this contract. A late fee of \$25.00 is added automatically on the 11<sup>th</sup> day of the month to students' accounts if monthly payments are not remitted by the 10<sup>th</sup> day. Partial payments of tuition will also incur a late fee of \$25.00 each month,

Financial obligations must be met, in full, for each school quarter. Failure to meet financial obligations by the end of each quarter will result in the student not being able to return to HFHSCP for the next quarter.

Financial obligations must be met, in full, for each semester. Failure to meet financial obligations by the end of each semester will result in the student not being able to take her semester examinations, obtain official transcripts, and/or return for the following semester.

Financial obligations must be paid in full for the entire school year. Failure to meet financial obligations for the entire school year will result in the student not being able to take her final semester examinations, participate in any and all year-end activities, including graduation activities for senior students, and not being allowed to return to HFHSCP for the following year. Parents/Guardians who choose to ignore their contractual financial obligations at the end of the school year will have their accounts turned over to an Archdiocesan-approved collection agency.

Financial obligations must be paid in cash, bank-issued cashier's check, money order, or credit card (with a 3% fee added onto the balance) only two weeks prior to the 1<sup>st</sup> semester examinations and two weeks prior to the 2<sup>nd</sup> semester examinations (Senior 2<sup>nd</sup> Semester examinations occur earlier). Please consult the calendar in this handbook for exact dates.

Financial obligations are not waived if a student's family is receiving financial aid assistance. Financial aid assistance is available for qualified families and it is the responsibility of the parents/guardians of each student to secure such assistance, especially if it is needed to meet financial obligations. Annual renewal of financial aid is the responsibility of the parents/guardians who anticipate difficulty in meeting their financial obligations. (See the **Financial Aid** section for more information.)

## **PARENT/GUARDIAN-STUDENT FINANCIAL CONTRACT**

Parents/Guardians agree to meet all payments of tuition and fees by the method of payment as indicated on the signed Financial Contract. If not paid as scheduled, the student will not be allowed to attend classes or to take semester exams, and she may be asked to withdraw. (See **Financial Obligations** section.)

The Registration Fee is a required and non-refundable fee of \$450 (\$850 for International Students). The Registration Fee for new students is due and payable on the designated Freshmen Registration Day each year in March. Returning students must re-register each year. The re-registration date for the 2014-2015 school year was March 10 - 12, 2014. Registration fees are for the counseling, selection, scheduling, and tracking of students' classes and schedules each year. Students registering after March 12, 2014 must pay a late registration fee penalty of \$50 or a total of \$500 for registration.

The Activity Fee is a required and non-refundable expense that is due and payable in full by all students on June 2, 2014. The Activity Fee varies per grade and it covers off-campus class activities and retreats. The Activity Fee for the 2014-2015 school year for students in Grade 9 is \$240.00. The Activity Fee for the 2014-2015 school year for students in Grade 10 is \$240.00. The Activity Fee for the 2014-2015 school year for students in Grade 11 is \$380.00. The Activity Fee for the 2014-2015 school year for students in Grade 12 is \$680.00, due to their Kairos retreat and graduation expenses.

The Book Rental/Purchases/Class Fee is a required and non-fundable deposit for the books the student will rent and purchase for the school year, as well as for classroom materials the student will be required to have in each class. The book deposit of \$350.00 is due and payable by July 1<sup>st</sup>, 2014. Should the total cost of the student's book rentals, book purchases, and/or class fees exceed the \$350 book deposit, a statement for the balance due will be issued with the November 2013 tuition statement. All rental books must be maintained in good condition. Parents/Guardians will be responsible for the replacement cost of all lost or mishandled rental books.

The Participation Fee per student is a required and non-refundable fee. The Participation Fee for the 2014-2015 school year is \$600. The Participation Fee offsets the cost of various student services offered throughout the year, such as the Parent/Guardian Handbook, the Student Handbook/Agenda, ASB ID and pictures, assemblies, earthquake materials, locker rental, office processing fees, yearbook, annual fund pledge, and annual fundraising raffle tickets. This fee is due August 1<sup>st</sup>, 2014. However, for your convenience, it may be divided into 10 or 11 monthly payments to match the tuition plan.

Base tuition for the 2014-2015 school year is \$8,200 for six classes. Base tuition and participation fees may be paid in full by August 1, 2014 with a 3% discount provided off the base tuition only. Base tuition and fees may be paid in monthly installments based on choices made on the Parent/Guardian-Student Financial Contract. All student accounts on a monthly plan must be signed up with FACTs Tuition Management and will have their tuition automatically debited

from the bank account or charged to a credit card on a predetermined date on a monthly basis. FACTs charges a \$30 nonsufficient fund fee and any accounts not paid by the 10<sup>th</sup> of the month will be charged an additional \$25.00 late fee on the 11<sup>th</sup> day of the month.

Base tuition and participation fees are the only fees that are paid through FACTs. All other fees (i.e., book fees, sports fees, etc.) will be paid directly to the school. The returned check charge is \$50.00 and credit card payments must include a 3% service charge (minimum \$3.00).

Each family is obligated to render 20 hours of service per school year. (Please see the **Parent/Guardian Service Hours** section for additional information)

## **PARENT/GUARDIAN SERVICE HOURS**

All parents/guardians of registered HFHSCP students must serve 20 service hours per year. Parent/Guardian Service Hour fees are required and non-refundable. There is a standard procedure to ensure that all the hard work and effort is properly accounted for.

For the 2014-2015 school year, Parents/Guardians will receive a bound and numbered 20 piece coupon booklet. Each perforated coupon will represent one service hour. Each numbered coupon has a representative value of one (1) service hour. Each numbered coupon has a pseudo-monetary value of 15 billable dollars. Parents/Guardians must submit one service hour coupon for one service hour worked. Service hours can be redeemed in one-hour increments only. A single Parent/Guardian may have one other adult member from his or her immediate family (i.e. mother, father, sister, brother, aunt, uncle, etc.) help him or her with service hour completion, as a spouse would. Children are not allowed to assist parents/guardians with the completion of their service hours. When a service hour(s) is completed, parents/guardians must submit the completed and signed coupon or multiple coupons to the business manager. **PARENTS/GUARDIANS MUST OBTAIN A RECEIPT, SIMILAR TO IF THEY WERE RECEIVING A RECEIPT FOR A CASH PAYMENT.** Service hour coupons will be credited to your account with the attached receipt every month, so please track hours on your monthly statements.

All parents/guardians must serve their twenty (20) service hours between December 1, 2014 and April 30, 2015. A Parent/Guardian Service Opportunity Guide will be made available at the mandatory September Parent/Guardian Meeting. You will be contacted regarding your requested service hour opportunities. Not all service hour requests can be honored. In order to be equitable to all parents/guardians seeking to fulfill their service hour requirements, parents/guardians can only earn a maximum of up to 4 service hours, per person, per event; and/or earn a maximum of 8 service hours for both parents/guardians. Parents/Guardians must take responsibility for completing their hours by calling to inquire about service hour opportunities in order to meet their own quotas. All Parents/Guardians, regardless of what function they served, must submit complete and signed service coupon(s) for each hour served to the business manager. Submitting receipts for credit towards hours completed can be done when paying your monthly tuition amounts. All parents/guardians must keep the receipt(s) for any and all coupons submitted for service hour(s) rendered. This receipt is the only proof that the office has received your signed and completed service hour coupon(s).

Parents/Guardians who do not meet the ten (10) required Fall service hours **AND** have not submitted their complete and signed coupons by the absolute deadline on **December 1, 2014** will be billed for any and all hours not submitted at \$15 per un-served service hour up to a maximum of \$150 or ten (10) service hours. Parents/Guardians who do not meet the Spring ten (10) required service hours **AND** have not submitted their complete and signed coupons by the absolute deadline on **April 30, 2015** will be billed for any and all hours not submitted at \$15 per un-served service hour up to a maximum of \$150 or ten (10) service hours. These charges will appear on the December 1, 2014 and May 1, 2015 respective billing statements.

Any parents/guardians who indicated on their financial contract that they wish to waive all service hours will be billed \$150 on their December 2014 statement and \$150 on their May 2015 statement. Parents/Guardians who register students after the 1<sup>st</sup> quarter will be responsible for serving and/or paying for 15 hours. Parents/Guardians who withdraw students before the end of the school year will be responsible for serving/paying the full 20 service hour requirement. Parents/Guardians who lose or misplace their coupon books must pay a \$35 replacement cost for a new coupon booklet, or \$15 per coupon lost. Please contact the HFHSCP Business Manager with any questions.

## **FUNERALS**

When a death occurs in a family, the school should be immediately notified so that the faculty and students can include the family in their prayers. Announcements may be made over the P.A. for family members and prayers said for their souls, if the student or faculty member requests. Students wishing to attend funerals must present a written note from their parents/guardians one day before the funeral. Students may work with Campus Ministry to prepare prayer services for specific intentions, particularly memorials.

## **GANGS/CREWS: MEMBERSHIP/INVOLVEMENT**

Membership, active involvement or affiliation in a gang/crew or group that is responsible for coercive or violent activity is grounds for expulsion.

## **HEALTH**

Special arrangements can be made concerning absences due to long-term illness. A student who has been absent from school because of a reported communicable disease must have a permit issued by the public health department, a physician, or a nurse before she is readmitted to school.

In accordance with new California Department of Public Health guidelines, all students attending Holy Family High School College Preparatory must submit a record of a TDAP booster given after the age of 10 prior to beginning school on August 15, 2014.

## **SUBSTANCE ABUSE POLICY**

Holy Family High School College Preparatory has a zero tolerance policy with regards to substance abuse and abides by the laws of the United States of America and the State of California. The school does not condone illegal conduct and will pursue the penalties of such occurrences completely. It is necessary for parents, students, and faculty to have, along with the articulation of the School's policy regarding alcohol, cigarettes, and drugs, an understanding of that policy.

Any student showing evidence of having consumed, or being in the possession of drugs, cigarettes, and/or alcoholic beverages at any time while under the authority of Holy Family High School College Preparatory is subject to dismissal.

*"Showing evidence of"*...includes any behavior observed by an adult, which might be indicative of the use of alcohol and/or drugs.

*"In the possession of"*...includes participation in the use of, or being in the presence of the use or storage of alcohol, cigarettes and/or drugs. This includes the presence of alcohol and/or drugs in automobiles, parking lot areas, adjacent neighborhoods, surrounding areas, classrooms, or elsewhere on campus.

*"Drugs"*...includes all that is commonly understood in the context of the term drug: narcotics, cocaine, hallucinogens, amphetamines, barbiturates, marijuana, federally controlled substances, etc.

*"While under the authority of Holy Family High School College Preparatory"*...means any time when a student is on the school campus for whatever reason or in the immediate neighborhood, and whenever she is attending, participating in, or being transported to or from a *School-Sponsored* function. (Dances, plays, social events, retreats, and athletic events held at and/or sponsored by other schools are considered School-Sponsored functions.)

Violators are subject to severe disciplinary action, including dismissal and the laws of the State of California.

Realizing the seriousness of the problem of alcohol, cigarette, and drug use/misuse, Holy Family High School College Preparatory will make every effort to assist students. Strict confidentiality will be observed in providing this assistance, and every effort will be made to enable students who are actively seeking help for themselves to continue their Catholic education at Holy Family High School College Preparatory.

Holy Family High School College Preparatory, when confronted with observations and/or evidence of alcohol/drug use by a student, will require an alcohol/drug assessment by a school-approved facility.

Parents/guardians will be notified when students are required to undergo an alcohol/drug assessment and the financial cost for this is the parent/guardian's responsibility. Continued enrollment is contingent upon the student's completing the assessment and recommended follow up care.

The possession, use or distribution of any quantity of illegal drugs, drug paraphernalia, alcohol or cigarettes is not permissible on school premises, school-use vehicles, or at off-site school sponsored events/activities. Violators are subject to severe school discipline, including dismissal, and the laws of the State of California.

The following is based upon the *Archdiocesan Administrative Handbook*:

### **Alcohol, Narcotics, or Other Controlled Substances**

#### ***Guidelines Related to Possession and Use***

In the development of school policy, the following apply:

- All school policies must comply with state and federal law which prohibit the use, sale or delivery of alcohol to persons under 21 or of controlled substances to persons of any age, without a prescription
- The school attitude and policy should be clear and not permissive
- The school should consult law enforcement agencies when an alcoholic or controlled substance violation occurs or comes to the attention of the school with each case to be judged individually
- School policy is to be enforced

Students are to be encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol or controlled substance-related problems that are not publicly known in the school or community. School personnel should acquaint themselves with referrals for alcohol and controlled substance abuse so that help can be offered to parents and students.

If a student is known to be dealing in controlled substances or providing alcohol on or off campus, or if a student is convicted in court for drug sale, possession or use, the student may be asked to withdraw from the school, or may be expelled.

#### ***Procedures in the Case of Suspected Possession or Use***

In cases of suspected use of alcohol or controlled substances on campus, school administrators should follow certain procedures. They should:

- Evaluate observable symptoms
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances
- Interview the student in the presence of an adult witness
- Request the student's cooperation in conducting a search of his or her person and possessions (search may include the student's locker and other locations on the school grounds, the student's car where it is suspected that controlled or other harmful substances may be hidden)
- Determine the need for medical attention; in cases which require emergency medical treatment, contact the parents and follow the instructions on the emergency card
- Recommend examination by a physician
- Provide information to parent or guardian regarding the availability of public or private resource agencies for rehabilitation

In cases where sale or possession is verified, school administrators follow these procedures:

- Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the student from whom it was confiscated, as well as the signature of the person(s) who confiscated it.

- Consult with police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of substance abuse or significant delinquent behavior, the police may determine that no further involvement by a law enforcement agency is necessary.
- When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken.
- If an arrest is made and the student is removed from school, a representative of the law enforcement agency notifies the parent or guardian prior to the time that the student would normally return home from school. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student should be arranged in a timely manner. (*Archdiocesan Administrative Handbook XIII 8.5 a & b verbatim*)

## ***HIV/AIDS***

Infection with the HIV virus in and of itself should not be a reason to exclude anyone from any Catholic elementary or secondary school, religious education program or institution of higher learning. However, alternate educational and catechetical arrangements may be made for students with the HIV virus whose behavior has been shown to be a danger to others.

If a student's behavior poses a danger to others, or there is a secondary infection that constitutes a medically recognized risk of transmission in the school setting, the Principal shall consult with the physician, public health official, infected student's parents or guardians, and Pastor.

## **PREGNANCY**

Catholic moral teaching stresses the body as the temple of the Holy Spirit, and sexual activity is only to be fully expressed within the loving and permanent commitment of the sacrament of marriage. Premarital sexual activity is contrary to these values.

If, however, a student does become pregnant, the school community seeks to offer her support and guidance. The school will take action that is most conducive to her welfare and her educational needs. If the student desires to return to school after the birth of the child, the school will facilitate her enrollment. The school may place conditions upon her re-entry.

## ***Abortion***

The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings, the reverence and respect owed to each person, including those conceived and not yet born, and the morally indefensible procurement of an abortion.

Abortion disregards innocent human life and is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school, and values that ought to permeate Catholic education (*Gaudium et spes*, 51; *Code of Canon Law*, 1398).

Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion, or influence or coerce another person to have an abortion. Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school. Furthermore, if any student's parent/guardian coerces and/or assists in the procurement of an abortion for his or her daughter or any other student, this action is also cause for the daughter of that parent/guardian to be dismissed from school.

## **LIBRARY HOURS AND SERVICES**

The Holy Family High School College Preparatory library is available to students when accompanied by faculty from 7:30 – 7:50 a.m. and 2:30 – 5:30 p.m., Monday through Friday. All library policies as distributed and posted in the library must be followed.

Computers with Internet access are available for student research. A printing fee is charged at \$0.25 per page.



## **LOCKERS**

Lockers and locks are property of Holy Family High School College Preparatory and are assigned to students for their use at the beginning of each school year.

Students may not share, trade, touch or open any locker that is not assigned to them. Students will be fined \$10.00 for storage of items in a locker other than the one originally assigned at the beginning of the school year. The good condition of the locker is the responsibility of the student. Lockers should not be painted, drawn in or written on. Lockers should be kept clean and free from graffiti at all times. The student is responsible for any financial debt the school incurs to fix or repaint the locker while she is assigned the locker.

The school is not responsible for lost or stolen articles. Each year every student is assigned a new locker and combination lock. For the convenience of the individual, and as protection for her personal property and books, she should take care to guard the combination of her locker. **LOCKERS SHOULD BE KEPT LOCKED AT ALL TIMES.** Students with unlocked lockers will receive a written warning the first time and be placed on a Referral Contract if left unlocked again.

Lockers may be opened by the administration when deemed necessary. Students do not own their lockers; they are only made available to the student. Students must use the school-assigned locks only and are not to trade locks or lockers.

Students may go to lockers before school, at the beginning and end of break and lunch period, during passing periods and after school. If a student needs to go to her locker during class time, she **MUST** first obtain a pass from her instructor. Students who do not follow these locker rules and procedures will lose the privilege of having a locker.

Students may not place decorations, campaign materials or stickers on the outside of the locker at any time or for any reasons. Only notes from the Main Office may be posted on student lockers. Decorations inside the student locker must be in keeping with the Catholic values of Holy Family High School College Preparatory; therefore, pictures/drawing or text of a sexual nature, gang affiliation, violence, disrespect for the human condition, skulls, skeletons, pentagrams, devils, or anything deemed by the Administration to be in direct conflict with the philosophy or principles of the Holy Family Catholic Community are not allowed to be in lockers at any time.

## **LOST AND FOUND**

Students should never leave personal items unattended inside or outside. Students are responsible for all personal belongings, including books, uniform components, currency and electronic devices at all times. All articles lost or found on campus will be taken to the Main Office. Lost articles may be claimed during the lunch period or after school. Articles not claimed by the end of the quarter will be given to charity. Students will be required to participate in campus beautification in order to retrieve items from lost and found. The school is not responsible for items left unattended or items which are turned in to the lost and found.

## **LUNCH PROGRAM**

Holy Family High School College Preparatory offers *Lunch Items*, which may be purchased on a daily basis. The menu is subject to substitutions or change without notice. There are no "I owe you's" available at the student store.

## **MARRIED STUDENTS**

Central to the philosophy of archdiocesan/parish secondary schools is the belief that parents are the primary educators of their children. In support of this, the school and the parents work in close collaboration in all aspects of the student's educational process. Since a married student is in effect no longer accountable to a parent or guardian, the relationship between the school and the parent is compromised. Therefore, a secondary school may preclude a student who marries from attending school. The Principal is expected to confer with the Regional Supervisor before making any final decision. (*Archdiocesan Administrative Handbook XIII 11.5 verbatim*)

## **MEETINGS**

Student-run meetings for clubs, classes, or other school-based activities must be supervised by a Holy Family High School College Preparatory faculty or staff member.

Holy Family High School College Preparatory employs an open-door policy for faculty-student meetings. These types of meetings should occur with the classroom or office door open and/or with an additional faculty or staff member present, within hearing range, or acutely aware that a student and faculty or staff member are meeting.

Meetings where a student indicates a disconcerting personal/social problem must be immediately referred to the Guidance Department or other available administrator.

## **NEIGHBORHOOD**

The immediate neighborhood of Holy Family High School College Preparatory is understood to be the area bordered by the following streets: Colorado Boulevard to the north, Chestnut Avenue to the south, Glendale Boulevard to the east, and Brand Boulevard to the west.

## **NON-DISCRIMINATION POLICIES**

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

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

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs. (*Archdiocesan Administrative Handbook XIII 1.4 verbatim*)

### ***Documentation of Non-discrimination***

The Internal Revenue Service requires non-public schools to maintain a nondiscriminatory policy with respect to students in order to be recognized as tax exempt. Schools must demonstrate the existence of this policy by annually publishing the Archdiocesan School Student Non-Discrimination Policy in Section 1.4 above.

For parish schools, the pastor should publish the nondiscriminatory policy statement in the parish bulletin. The school should retain a copy of this issue of the parish bulletin in the school file. The statement of nondiscrimination should be published each year in the Staff Handbook, Parent/Student Handbook and also in the admissions materials. All schools should submit documentation to the Department of Catholic Schools evidencing publication of this policy. (*Archdiocesan Administrative Handbook XIII 1.5 verbatim*)

## **DISABILITY DISCRIMINATION COMPLAINT AND REVIEW PROCESS FOR STUDENTS AND THEIR PARENTS OR GUARDIANS**

Section 504 of the Rehabilitation Act of 1973 is a Federal statute that prohibits discrimination on the basis of disability. The purpose of this Complaint and Review Process is to provide a structure for bringing about resolution and reconciliation when disagreements arise between a school family and the school arising out of a student's physical or mental impairment or disability.

Everyone involved in the Complaint and Review Process is to be free from restraint, coercion, discrimination or retaliation in any form. You should use the Complaint and Review Process when issues arise at the School relating to your child's disability that have a significant impact on your child and you have been unable to reach a resolution with your child's teachers or other members of the School staff.

**INITIAL COMPLAINT PROCESS:**

1. If you have a complaint or disagreement regarding your child's disability, you should first try to resolve your complaint by discussing it promptly with the person(s) directly involved.
2. If you cannot reach a resolution or you are not comfortable with discussing the issue with the person(s) directly involved, you may bring the matter to the Principal of the School, in writing, within 15 days of the event which is the subject of your complaint. You should also send your complaint to the Archdiocesan Compliance Officer, who is charged with monitoring such complaints at:  
Archdiocesan Compliance Officer  
Department of Catholic Schools  
3424 Wilshire Blvd.  
Los Angeles, CA 90010
3. If you do not submit a written complaint to the Principal of the School within the 15 day period it will be considered untimely.

The Principal will conduct an investigation as promptly as possible. The scope and nature of the investigation will depend on the nature of the issue presented. The goal is to achieve a just resolution and reconciliation with everyone concerned. The parties are advised to maintain confidentiality. The Principal will advise you in writing of the outcome of the investigation and his or her decision within 20 days of submission of your written complaint.

**REVIEW LEVEL:**

1. If you disagree with the decision of the Principal, you may appeal the decision in writing to the next level for review. The request for review must be submitted within 10 days of the Principal's written decision or it will be considered untimely. The request for review must be sent to the Supervisor at the Department of Catholic Schools assigned to this School. The Supervisor can be reached at: (213) 637-7313. The School Supervisor, with the assistance of the Archdiocesan Compliance Officer, will conduct the review of your complaint.
2. The School Supervisor will set the date, time and location for the review and will facilitate the review process. Your review may be conducted by a single person or by a representative committee, including the Archdiocesan Compliance Officer, as the case warrants. All persons involved in the complaint may select someone to help in preparations for the review, to attend the hearing, and to provide support during the process. No attorneys are allowed to appear at or participate in the hearing. The hearing will be set within 10 to 15 days after receipt of your request for review, giving consideration to the schedules of all persons involved.
3. At the Review Hearing:
  - a) You explain your complaint, present relevant documentation, and answer questions the reviewer(s) may have.
  - b) The reviewer(s) interview(s) other parties involved in the case, giving each an opportunity to respond to the complaint and present relevant facts and documentation.
  - c) The reviewer(s) will encourage the parties to reconcile their differences and come to a mutual agreement on some or all issues.
  - d) If the complaint cannot be resolved at the review hearing, the reviewer(s) will prepare a final, binding decision, which will be communicated to all parties, in writing, within 10 days of the hearing.

Your participation in this Complaint and Review Process does not prevent you from making a complaint to an applicable government agency. For complaints about discrimination, you can go to:

U.S. Department of Agriculture, Office of Assistant Secretary for Civil Rights  
[http://www.ascr.usda.gov/complaint\\_filing.html](http://www.ascr.usda.gov/complaint_filing.html)

The addresses of the government offices closest to you can be found in the front of your telephone book.  
(*Archdiocesan Administrative Handbook verbatim*)

## **PARENT/GUARDIAN BOARD**

Holy Family High School College Preparatory's Parent Board consists of volunteer parents of current students. Their primary purpose is to assist in planning fund-raising events to raise money for the scholarship fund. The Parent Board meets regularly, and all are welcome.

## **RIGHTS OF NON-CUSTODIAL PARENTS/GUARDIANS**

The person who has custody of the student at the time of initial registration will be regarded as the custodial parent/guardian until the school is informed otherwise. If the non-custodial parent/guardian may not legally see the child, it is the obligation of the custodial parent/guardian to provide the school with legal documentation.

## **SAFETY AND SECURITY**

### **CLOSED CAMPUS**

To preserve the academic environment and school security, Archdiocesan/Parish high schools are designated as "closed campuses." Visitors must sign in at the school office and receive and wear a visitor's badge while on campus. No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office if they are seeking information or have business to conduct with the school. Students may not have off-campus lunch privileges nor may students invite friends, relatives or other persons to have lunch on campus with them at any time during the school year.

### **CAMPUS VISITORS**

Holy Family High School College Preparatory has a closed campus. Visitors are not permitted in the school building or on campus without authorization from the administration. **ALL GUESTS MUST SIGN IN AT THE MAIN OFFICE AND RECEIVE A VISITOR'S BADGE.** Students may bring only female guests from eighth through eleventh grades to school with advance permission from the administration (at least two days before bringing a visitor on campus).

All eighth grade visitors must be scheduled with the Admissions Office prior to a visit. A two-day notice is requested.

Students may not encourage visitors to come to the campus at lunchtime, receive food, clothing, or money from friends or family members, nor engage in conversation with them on the grounds or adjacent sidewalk or street without authorization. Infractions may result in referral to the Director of Discipline for further disciplinary action. Visitors to the campus must follow our Non-uniform Dress Days policy. Students are never granted permission to leave campus for lunch with any visitor.

Parents/guardians have the obligation to inform the school if there are custodial problems within the family and provide documentation to be kept on file.

### **CAMERAS**

Cameras, including cell phone-cameras and camcorders, are not allowed on campus for personal use before, during or after school. Only Yearbook Staff, with proper photo passes, may utilize photography or videotaping on campus at any time. Failure to comply will result in placement on a referral contract. All electronic devices must be used appropriately for class.

Photography of any kind, even with a photo pass, is strictly prohibited in the restroom facilities and locker rooms of Holy Family High School College Preparatory.

Students may obtain special numbered photo passes from the Director of Discipline for special class/club/sporting events or curricular assignments on or off campus, by signing the following agreement/release:

*I, \_\_\_\_\_, grade \_\_\_, am a student at Holy Family High School College Preparatory and would like to utilize my camera on campus on \_\_\_\_\_, for the purpose of taking pictures for my personal memories only.*

*I will not post the pictures on "My Space", "Facebook" or any other website. I will not use the pictures in any real or digitalized manner that will directly go against the Citizenship Code or the Catholic values of the Holy Family Catholic Community. I will not sell or license any other person to use the pictures I have taken for my own personal use in any way, shape or form.*

*I understand that if I fail to comply with these requirements as stated in this release, I could face being asked to withdraw from Holy Family High School College Preparatory and/or face legal action as deemed necessary by the Administration of Holy Family High School College Preparatory and local law enforcement.*

## **CARS**

Ordinarily, a student may not park her car on campus. She may never go to her car during school hours without permission from the Principal, Vice Principal, Director of Discipline, or Main Office. There are some spaces in the parking lot available for student parking by permission only. Each driver shall register her car, together with the names of her riders, in the office of the Director of Discipline. Parking permits issued by the Dean of students are to be returned to the Dean at the end of the school year. Any pass that is not returned by the date stipulated on the parking contract (signed by the driver and her parents) will incur a \$25.00 replacement fee.

## **DELIVERIES**

**Holy Family High School College Preparatory is a closed campus during school hours; therefore, deliveries of any kind will not be accepted nor given to students during school hours (7:50 a.m. - 2:35 p.m.).** This includes, but is not limited to, food items, clothing items, textbooks, backpacks, flowers and/or balloons. The student must bring lunch to school before classes begin. Students are NOT allowed to receive items (food, money, clothing) from anyone through the gate or over the wall of the school.

## **ELECTRONIC COMMUNICATIONS POLICY**

All information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, parish, the seminary, a cemetery, or other archdiocesan department or operating unit ("Location") is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards and procedures designed for users. All users must adhere to these policies, standards and procedures for the complete system to remain viable.

These policies, standards and procedures apply to all users of technology, whether adult, child or youth, whether they are paid or volunteer staff, clergy or members of religious orders, in the Archdiocese or in any Location.

These policies, standards, and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

### **1. Definitions**

- a) Electronic communications systems include, but are not limited to, electronic mail, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, stand-alone or networked computers, intranets, the Internet and any other communications systems that may be created in the future.

- b) Electronic communications devices include, but are not limited to, regular and mobile telephones (cell phones, smart phones, walkie-talkies), facsimile machines, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods®, media players, Blackberries®, Android Devices, Tablet Computers, and other wireless equipment that may be created in the future.
- c) Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, USB drives, portable hard drives, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, data stored and/or retrieved on a cloud network and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

## **2. Electronic Communications Systems, Devices and Materials and Users Covered**

- a) All electronic communications systems, devices and materials in the schools, parishes, the seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the "Premises")
- b) All electronic communications devices and materials taken from the Premises for use at home or on the road
- c) All personal devices and materials brought from home and used on Premises during regular business hours
- d) All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use
- e) All users of electronic communications systems, devices and materials, including, but not limited to, volunteers, clergy and religious, students, employees, staff or contractors associated with the Archdiocese and/or the Location

## **3. Ownership and Control of Communications**

- a) All systems, devices and materials located on archdiocesan premises, and all work performed on them, are property of Location and/or the Archdiocese. These systems, devices and materials are to be used primarily to conduct official Location and/or Archdiocese business, not personal business.
- b) With permission from the person in charge of the parish (i.e., pastor, priest administrator or parish life director), principal or other person in charge of the Location, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.
- c) The Archdiocese and the Locations, as applicable, reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

## **4. Guidelines for Email Correspondence and Other Electronic Communications**

- a) All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- b) Email and other electronic communications are not necessarily secure.
- c) As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d) Postings to "All Employees," "All Parents," "All Seminarians," "All Parishioners" and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
- e) Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
- f) Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must

be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.

- g) User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
- h) All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
- i) Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are "ON" and functioning.
- j) Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.
- k) All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
- l) Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location's information systems, a detailed disaster recovery plan may need to be developed.
- m) Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- n) Information systems hardware should be secured against unauthorized physical access.

## **5. Prohibited Practices**

Users of Archdiocese and Location electronic communication systems, devices or materials and users of personal devices and materials on the Premises under circumstances when the Archdiocese and/or the Location may become implicated in the use may not:

- a) Violate any federal, state or local laws or regulations.
- b) Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
- c) Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
- d) Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- e) Engage in improper fraternizing or socializing between adults and minors.
- f) Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- g) Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
- h) Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- i) Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.

- j) Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See Archdiocese of Los Angeles Copyright and Video Screening Policy.
- k) Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- l) Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- m) Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- n) Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- o) Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- p) Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- q) Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
- r) Access or manipulate services, networks or hardware without express authority.

## **6. Consequences of Violations of Electronic Communications Policy**

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, expulsion from school, canonical review, referral to law enforcement and other appropriate disciplinary action. *(Archdiocesan Administrative Handbook X 4.1 verbatim)*

## **INTERNET USE**

### ***Computer and Internet Rules, Code of Ethics, and Technology Use Agreement***

As computer users, students, parents/guardians, and faculty agree to follow the rules and code of ethics in all work with computers while attending Holy Family High School College Preparatory:

1. The user recognizes that all computer users have the same right to use the equipment; therefore, the student will not use the computer resources for non-academic purposes and will not waste or take supplies such as paper, printer ink cartridges, and diskettes that are provided by the school. When in the lab, the user will talk softly and work in ways that will not disturb other users. Students will keep the computer area clean and not eat or drink in the computer labs.
2. The user recognizes that copyright laws protect software, and will, therefore, not make unauthorized copies of software, nor give, lend, or sell copies of software to others. The user understands that he or she is not allowed to bring software applications, games, or CD ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. The user recognizes that the work of all users is valuable, and, therefore, will protect the privacy of others by not trying to learn their password. The user will not copy, change, read, or use files from another user without prior permission from that user. The user will not attempt to gain unauthorized access to system programs or computer equipment, nor use computer systems to disturb or harass other computer users or use inappropriate language in any communication.
4. The user will honor Holy Family High School College Preparatory procedures for the storage of information and is expected to save files on their own disk or CD. The user understands that, given prior notice, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.



5. Each user who receives Internet access through an account will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with educational objectives of the school. Those using network or computing resources must comply with the appropriate rules for that network or resource.
6. As a user of a network, no one will use e-mail, bulletin boards, or chat lines for personal use, nor will the user reveal personal information, home address or phone number or those of other students, teachers, or staff members.
7. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
8. Parents/guardians must realize that although the school has prevented any user from having access to “adult” web sites, their student may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of beliefs that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.
9. The use of the computer is considered a privilege, not a right. Inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for all/any damage caused by a student or any other user. The system administrator will deem what is inappropriate use, and that decision is final. The system administrator may close a user’s account at any time, due to inappropriate use. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user privileges. Violations of the Rules and Code of Ethics described above will be dealt with seriously. Violators are subject to loss of computer privileges and other disciplinary action outlined in the school handbook.

A copy of the Computer Access Release Form is to be kept on file. By signing the release form, the parents/guardians and students agree to the policies contained in this handbook and hold the legal entities harmless in any abuse situations.

### ***Unauthorized Student Internet Web Sites***

It is unacceptable to use the Holy Family High School College Preparatory name, initials, and logo, or pictures of staff, students, the school building/facilities, or school activities with anything that is degrading, lewd, threatening or violent.

Deliberate publication on the Internet or anywhere else may result in serious disciplinary action including expulsion.

### ***Home Use of Internet Sites (including Social Media)***

The guidelines of the Archdiocese of Los Angeles clearly state that students may not have Social Media accounts under or in the name that they are registered in as a Catholic school student. Parents/Guardians should be aware that if your children have a profile on one of these social networking sites, the information they post is on the World Wide Web for anyone to see. Students frequently share personal information including pictures of themselves and others, what school they attend, where they live or work, and when and where they will be participating in athletic or social events, exposing themselves to potential danger.

The Archdiocese of Los Angeles encourages parents/guardians to monitor student use of internet sites and postings, as well as to close down student Social Media accounts due to the many postings that are profane, demeaning or of a sexually explicit nature; because these messages are recorded in the public domain, they pose a potential threat to all users. They can reflect poorly on the character of the user and any organization to which the user belongs, including the school and Church.

## **RELEASE OF STUDENTS**

Students may not leave the campus for any reason during school hours unless they have their parent/guardian’s permission to leave campus during school time. Students who drive themselves to school and wish to leave early must have a clearly written document from their parent/guardian acknowledging that the student needs to leave campus early and will be driving themselves from campus with their express permission. Students who need to leave campus early by public transportation must have a clearly written document from their parent/guardian acknowledging that the

student needs to leave campus early and will be using public transportation with their express permission. Permission can also be done by fax or phone. The responsible administrator must be certain that all legal regulations and insurance requirements have been met.

Student may not have off-campus lunch privileges.

## **RELEASE OF MINOR TO PEACE OFFICER**

During the school day, peace officers have the right to interview students who are suspects or witnesses. School officials may not unnecessarily hinder the release of a student to a peace officer. School officials are not liable for release of pupils for legitimate law enforcement purposes provided students taken from school grounds are provided with proper care.

Before a student is taken into police custody and removed from the school during school hours, the school will attempt to inform the student's parents/guardians. The school will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of the police officer(s).

## **SCHOOL'S RIGHT TO CONDUCT SEARCHES**

Holy Family High School College Preparatory is committed to providing students and employees with a safe environment in which to learn and work, one that is free from illicit drugs, alcohol, and weapons. All persons are responsible for the security of any vehicle, locker, desk, bag, backpack, purse, or other personal possession brought into the school neighborhood, onto school property, or to school-sponsored activities at any site. To ensure that the neighborhood and campus remain safe, searches for illicit items are conducted by necessity without warrants.

The following is based upon the *Archdiocesan Administrative Handbook*:

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal (or their designee) conducts a search of a student's person or personal effects, an adult witness should be present. Strip searches may only be conducted by law enforcement and may not be conducted by a school official.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his or her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing, and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing, or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

In the event that any items belonging to a student are confiscated, the principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found. (*Archdiocesan Administrative Handbook XIII 7.5 verbatim*)

## **STUDENTS ON CAMPUS AFTER SCHOOL**

No student may remain on campus after 5:30 p.m. unless involved in a faculty- or staff-moderated activity. Students who cannot be picked up by 5:30 p.m. should make special arrangements with the administration. Parents/guardians will be called to make other arrangements if students who are not involved with a supervised activity repeatedly stay on campus later than 5:30 p.m. Parent accounts will be charged \$10.00 per hour or part of an hour after 5:30 p.m. each day their daughter remains late. Students remaining on campus past 2:35 p.m. must be in the library or under the direct supervision of a teacher or a coach. Students are not permitted to leave the library to go outside and eat, nor are students allowed to eat in the library. Students have from 2:35 until 3:15 pm to eat prior to the campus sweep to insure that the students are under direct supervision.

Once a student leaves campus, that student may not return to the campus to wait for pick-up. Students are encouraged to leave campus as soon as possible and not loiter on the school grounds or in the surrounding neighborhood.

## **USE OF SCHOOL GROUNDS AND FACILITIES**

Permission to use the campus or buildings must be obtained from the Principal. Any group not connected with the school needs permission from the Parish Administration and will be charged a fee for the use of the facility. These groups must also provide their own security, insurance, and clean up.

## **SCHOOL PRIDE**

A clean campus should be a hallmark of Holy Family High School College Preparatory. Each student is expected to do her part in keeping the campus and school buildings clean and in good condition, as well as demonstrating courtesy and appropriate Catholic values-based conduct and decorum at all times.

Any organization or group not connected with the high school needs the permission of the Pastor and/or the Principal for the use of the facilities and is responsible for clean-up and securing the facility.

Lunches must be kept in lockers until lunchtime. Food and drink, with the exception of water, may not be consumed on the sport court at any time during the school year. Papers and refuse must be deposited in the containers provided. Recycling bins are provided and use is encouraged. School property/equipment is to be returned to its proper place.

## **SENIOR ACTIVITIES**

Participation in Senior Activities is a privilege and not a right. Seniors must be in good standing financially, academically and behaviorally to take part in events planned specifically for the Senior Class.

**Lunch Release:** Seniors are released for lunch 5 minutes prior to the standard lunch dismissal bell at the discretion of the classroom teacher only. Seniors are to move quickly and quietly through the hallways to their lockers and lunch as to not disrupt the rest of the student body in the remainder of the instructional minutes before lunch.

**Kairos Picture:** Kairos group pictures will be taken in formal uniform components to commemorate the groups in the year book in the early spring on the patio area of Holy Family Catholic Community.

**Prom:** This event is a ticketed event; seniors will be given priority in purchase for the event. Seniors may bring a guest, provided the Guest Pass is completed and returned to the Director of Activities a minimum of 72 hours prior to the event. No Guest Passes for the prom will be accepted on the day of the event. A student's guest must be between the ages of 15-20 years of age. Guests over 21 years of age will be granted permission based on a "case by case" basis only, with the approval of the student's parent/guardian and the Director of Discipline. Dress Code for this Formal Event will be strictly enforced. Complete Dress Code details can be found on pages 39-40 under *Winter Formal/Prom Attire*. Students who do not comply with the stated Dress Code will not be granted access to the event, will have their parent/guardian contacted, and will not be given a refund.

**Grad Nite:** This event is usually held on Thursday during Graduation Week at Disneyland/California Adventure. Disneyland/California Adventure rules, regulations, and Dress Codes are strictly enforced for this event. Only seniors in good standing at HFHSCP may purchase tickets for the event during the time arranged for sales by the Director of Activities and the Senior Moderators. Students must arrive at and return from this event via school provided transportation; private vehicles are strictly prohibited by Disneyland policy for this event.

**Class Day:** This event is held during Graduation Week in the High School Auditorium. Dress Code for this event is Academic Dress (consisting of the gown, worn with the uniform underneath, and white, bone, beige, tan, dim gold or silver footwear) for the senior class and regular uniform attire for the underclassmen. This event is NOT open to outside guests, or parents/guardians. This event is for the senior class to tell the story of their journey at HFHSCP to the student body, teachers and staff of HFHSCP only.

**Honors Assembly:** This event is held during Graduation Week with the Honors Assembly taking place at Holy Family Catholic Church. Dress Code is Academic Dress (consisting of the cap and gown, worn with light colored clothing underneath and white, bone, beige, tan, dim gold or silver footwear). Seniors are encouraged to invite parents/guardians and special guests to this non-ticketed event. Seating in the Church is on a first-come, first-seated basis; seating is reserved on the "old" side for the seniors.

**Baccalaureate Mass:** This event is held during Graduation Week to celebrate the culmination of four years of a Catholic Education and to celebrate the future with prayer, blessings and song. Dress Code for the evening is comprised of Academic Dress (consisting of the cap and gown, worn with light colored clothing underneath and white, bone, beige, tan, dim gold or silver footwear), and HFHSCP Academic Honors or Cords are worn as well. Seniors are encouraged to invite parents/guardians and special guests to this non-ticketed event. Seating is on a first-come, first-seated basis. Seating is reserved in the "old" side of the Church for the Senior Class, Faculty and Board of Regents.

**Graduation:** This event is held at the end of Graduation Week at 7:00 p.m. in Holy Family Catholic Church. Dress Code for the event is comprised of Academic Dress (consisting of the cap and gown, worn with light colored clothing underneath and white, bone, beige, tan, dim gold or silver footwear), and HFHSCP Academic Honors or Cords are worn as well. This is a **ticketed** event; each senior receives a certain number of tickets. Only guests with tickets will be allowed to enter into Holy Family Catholic Church 30 minutes prior to the Graduation ceremony itself. Doors will be closed at the beginning of the procession of Graduates and will not reopen until the final blessing of graduates is completed by the Pastor of Holy Family Catholic Community. Noise makers, air horns and balloons are not allowed in the church.

## **STUDENT INSURANCE**

The Student Accident Insurance Program is provided for all students in archdiocesan/parish secondary schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school, or while participating in solely school-sponsored and supervised activity. Additional insurance is required for all students participating in any level of football, and for any student participating in an overnight field trip or student activity.

## **STUDENT STORE/KITCHEN**

Holy Family High School College Preparatory offers snacks for break and lunch daily. The student store is located in the kitchen, on the bottom floor. No backpacks or bags are allowed in the student store. Only students making purchases should enter the student store.

## **STUDENTS NO LONGER LIVING WITH THEIR PARENTS**

Central to the philosophy of archdiocesan/parish secondary schools is the belief that parents are the primary educators of their children. In support of this, the school and the parents work in close collaboration in all aspects of the student's educational process. A student who is legally emancipated, (other than students who have been in a foster home or guardian arrangement) and are not living in the home of a parent or guardian may be precluded from continuing to attend an archdiocesan/parish secondary school. The Principal is expected to confer with the Regional Supervisor before making any final decision. (*Archdiocesan Administrative Handbook XIII 1.4 verbatim*)

## **SUMMER SCHOOL**

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

Only semester courses which meet for 120 minutes per day for a full six weeks (or any variance in scheduling equal to the ratio of 120 minutes per day for six weeks, a total of 60 instructional hours) may be equated with five (5) academic credits. Year long courses meet for four hours per day for six (6) weeks (a total of 120 instructional hours).

Courses designed to improve a student's academic skills do not qualify for academic credit. Such courses are those required for admission of entering freshmen for additional skill development, most commonly in math and language arts. Courses for continuing students, either to review previously learned material, to guarantee mastery, or to qualify for continuation in a sequence based course area, do not qualify for academic credit.

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

Academic credit cannot be earned twice for the same subject matter even though a second grade is issued based on repeating the course for review or to gain a higher level of mastery to qualify for continuation in a specific subject area. Both grades are recorded on the transcript; GPA is computed using the higher grade.

## **TECHNOLOGY LAB/BVM LIBRARY**

The technology lab/BVM Library is available for student use from 7:50 a.m. – 2:35 p.m. under the direct supervision of a faculty member. The computers are available for work on school related projects only.

## **TELEPHONE**

No student will be called out of class for a phone message. Emergency messages may be given to the school receptionist.

If a student must use a phone other than during break or lunch, she must obtain permission from the office. A teacher should not allow a student to leave a class to use a phone UNLESS IT IS A REAL EMERGENCY.

## **TRAFFIC**

Students of Holy Family High School College Preparatory being dropped off or picked up are responsible for having their drivers use the parking lot correctly.

Parents/guardians should drop off or pick up students in the large west parking lot, near the high school, and then exit by 7:45 a.m. before school or by 2:45 p.m. after school. Students dropped off or picked up in front of the school on Lomita Avenue will face a penalty fine of \$5.00 billed to the student account.

The parking lot is closed to traffic and parking between 7:45 a.m. and 2:20 p.m. Parents/guardians **MUST NOT BLOCK TRAFFIC** while waiting for students. The police **DO** give tickets for this on a regular basis. Students entering or exiting cars that are double-parked will be referred to the Director of Discipline for disciplinary action.

The area in front of school on Lomita Avenue is not to be used for drop off or pick up; double parking and blocking traffic will not be tolerated. Blocking/parking in the driveway is not allowed and will be enforced by Glendale Civic Law. For safety reasons, students are always to wait inside the schoolyard and are never allowed to lounge or loiter on either side of Lomita Avenue. Failure to comply will result in disciplinary action.

## **TRANSPORTATION**

Any student using public transportation to or from school must respect the rights of other passengers and be aware that they reflect the Catholic Christian standards of Holy Family High School College Preparatory at all times.

If private cars are used for field trips and sporting events, the driver must be an adult who is at least 21 years of age, with a valid driver's license and current insurance with a minimum coverage of \$100,000/\$300,000, a copy of which is to be kept on file in the office. For all field trips, student passengers must have the written permission of their parents/guardians. Student transportation insurance is applicable only under the above conditions.

## **AMENDMENTS**

**The Principal, in consultation with the appropriate parties including the Pastor, reserves the right to amend school policy as circumstances warrant with prompt notification made to parents and students of any such amendments.**

Revised 30-June-11

## **ADDENDUM I**

### **HARASSMENT POLICY FOR STUDENTS IN CATHOLIC SCHOOLS – ARCHDIOCESE OF LOS ANGELES**

#### ***Harassment, Bullying and Hazing Policy***

Holy Family High School College Preparatory is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents or guardians, and students.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

**Harassment** occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person
- Physical harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement
- Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures
- Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

**Bullying** is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students also may be involved in cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages
- Posting inappropriate pictures or messages about others in blogs or on web sites

- Using someone else's user name to spread rumors or lies about someone

**Hazing** is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

## **RESPONSIBILITIES OF THE SCHOOL**

It is the responsibility of Holy Family High School College Preparatory to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

## **RESPONSIBILITIES OF THE STUDENT**

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying, or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.
- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible. (*Archdiocesan Administrative Handbook XIII 10 – 10.1 verbatim*)

### ***Complaint Filing and Investigation Procedures***

The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the principal, or to a teacher who will report it to the principal, or to the Regional Supervisor if the principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another same sex administrator if she prefers to do so.
2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the principal, in consultation with the Regional Supervisor, and, in the case of a parish school, with the pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, content and seriousness of the harassment and may result in actions up to and including immediate termination.
5. If the complaint is against a non-employee or non-student, such as a parent/guardian, parishioner, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem.



## **ADDENDUM II**

### **COMPLAINT REVIEW PROCESS FOR ARCHDIOCESAN AND PARISH SCHOOL PARENTS/ GUARDIANS AND STUDENTS – ARCHDIOCESE OF LOS ANGELES**

#### **PARENT/STUDENT COMPLAINT REVIEW PROCESS**

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination or reprisal in any form.

##### ***School Level***

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).
- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem, the principal or pastor will respond to the person bringing the complaint.

##### ***Department of Catholic Schools Level***

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the Regional Supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.
- (*Archdiocesan Administrative Handbook XIII 11.9 a & b verbatim*)

## **ADDENDUM III**

### **ZERO TOLERANCE POLICY**

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

Under the "Zero Tolerance Policy" of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a minor under the age of 18:

May not have any paid or volunteer assignment in any "ministry" in the archdiocese, and

May not volunteer in any "non-ministerial" activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy. As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy." (*Archdiocesan Administrative Handbook XIII 5.3 verbatim*)

## **GUIDELINES AND ACKNOWLEDGEMENT FORMS FOR ADULTS INTERACTING WITH MINORS - ARCHDIOCESE OF LOS ANGELES/GLOBAL ARCHDIOCESE**

### ***Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events (Global Archdiocesan)***

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. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. **Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.**

- 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 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.
- 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.
- 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 parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (i.e. notes, email 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.
- 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 staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/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 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.
- 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.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- 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(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements. *(Archdiocesan Administrative Handbook XIII 5.4 verbatim)*

**SAMPLE OF REQUIRED SIGNATURE FORM**  
***SIGNATURE COPIES WILL BE PROVIDED***



**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 accountable to follow all policies contained in ministry Handbooks.** 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. 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. *(Archdiocesan Administrative Handbook XIII 5.4 verbatim)*

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

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Name (please print legibly): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **ADDENDUM IV**

### **CODE OF CONDUCT FOR JUNIOR HIGH AND HIGH SCHOOL YOUTH WORKING OR VOLUNTEERING WITH CHILDREN OR YOUTH**

All Junior High and High School Students should recognize that while they are engaged in service or activities involving children or youth they are role models who are called to treat each child with respect and care.

- Student leaders, workers and volunteers are required to observe all rules and regulations established by their school and by the school or agency they are serving
- Student workers and volunteers may not associate or be present with children or be party to activities where civil law and/or school rules are violated
- Caution is to be observed in all interactions with children including verbal, written and electronic communications
- Games or sports activities with children should be engaged in only in the presence of adults, or in a place openly accessible and visible to adults
- While in a room with children present, the door should remain open, or there should be visibility through door windows
- Topics or vocabulary which could not comfortably be used in the presence of parents or the school principal should not be used with children
- Gifts or mementos should never be given to individual children unless authorized by the principal
- Student workers and volunteers must respect the physical boundaries of children. Children must never be touched punitively, nor should they be touched in any way that could be construed as inappropriately affectionate
- Student workers and volunteers must sign the Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth. See Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth. (*Archdiocesan Administrative Handbook XIII 5.5 verbatim*)

## ADDENDUM V

### **FORM FOR PARENT/GUARDIAN'S AUTHORIZATION TO USE CHILD'S IMAGE, NAME, VOICE, AND/OR WORK FOR NON-COMMERCIAL PURPOSES - ARCHDIOCESE OF LOS ANGELES**

#### **PARENT'S AUTHORIZATION TO USE CHILD'S IMAGE, NAME, VOICE AND/OR WORK FOR NON-COMMERCIAL PURPOSES**

#### **SAMPLE OF REQUIRED SIGNATURE FORM SIGNATURE COPIES WILL BE PROVIDED**

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***This section to be completed by Archdiocese/School/Parish***

Archdiocese/School/Parish:

Class/Activity:

The Archdiocese/School/Parish intends to use your child's image, name, voice and/or work for the following non-commercial purposes (describe class/activity, date(s) if applicable):

The following person(s)/entity not connected to the Archdiocese/School/Parish will be involved in the class/activity:

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***This section to be completed by Parent/Legal Guardian:***

I, \_\_\_\_\_ (name), am the parent or legal guardian of \_\_\_\_\_ (child's name), a minor. I hereby authorize the Archdiocese/School/Parish to use the following personal information about my child:

**Please initial the applicable boxes**

Image/visual likeness:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	Voice:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no
Name:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	Work:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no

I understand and agree that my child's image, name, voice and/or work (the "Personal Information") will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the "Materials").

The Archdiocese/School/Parish may use the Personal Information at its sole discretion, with or without my child's name or with a fictitious name, and with accurate or fictitious biographical material. The Archdiocese/School/Parish will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. While the Archdiocese/School/Parish will take care to maintain the particular intents and purposes of the photographs or electronic recordings, editing may be necessary to obtain the best results. I release and discharge the Archdiocese/School/Parish and its employees and agents from any liability that may arise out of the making or editing of the photographs or electronic recordings, including, but not limited to, distortion, blurring, alteration, optical or auditory illusion or use in composite form.

In exchange for the Archdiocese/School/Parish's giving my child an opportunity to participate in the class/activity, I hereby agree that neither I, nor my child, will receive monetary compensation, royalties or credit for use of the photographs or electronic recordings by the Archdiocese/School/Parish. I understand and agree that the Archdiocese/School/Parish shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Archdiocese/School/Parish intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.

I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Archdiocese/School/Parish and its employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.

I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to the Archdiocese/School/Parish. However, my new authorization will not have the effect of revoking this Authorization, and the Archdiocese/School/Parish will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

I represent that I have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.

Signature:

Date:

Print Name:

Relationship to Child:

Address:

Telephone:

Name of Child:

Age:

## ADDENDUM VI

### SAMPLE OF REQUIRED SIGNATURE FORM *SIGNATURE COPIES WILL BE PROVIDED*



**Holy Family High School**  
**College Preparatory**  
400 East Lomita Avenue  
Glendale, CA 91205  
818.241.3178



**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Activity:**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Description of Activity:**

**Mode of Transportation:**

**Teacher/Adult Leader:**

**Attire:**

I request that my daughter be permitted to participate in the above activities. My child has no medical condition that would render it inappropriate for her to participate in this activity. I have returned the Health and Medical Release form to HFHSCP. I agree to direct my child to cooperate and conform to directions and instructions of the parish, school, or Archdiocesan personnel responsible for this activity.

As a condition of participating in this activity, I hereby release and discharge The Roman Catholic Archbishop of Los Angeles, a corporation sole, Archdiocese of Los Angeles Education and Welfare Corporation and HFHSCP and Holy Family Catholic Community, their respective employees and any parent/volunteer chaperone, from any and all claims for personal injuries, wrongful death or property damage that my daughter may suffer as a result of participation in the activity described above, whether or not such injuries or damage are caused by the negligence (active or passive) of the Archdiocese, the parish, the school or their employees or chaperones.

Should it be necessary for my daughter to have medical treatment while participating in this trip, I hereby give the responsible personnel or chaperones permission to use their judgment in obtaining medical service, and I give permission to the physician selected by the school personnel or chaperone to render medical treatment deemed necessary and appropriate by the physician. I agree to relieve the school and other participating adults from any liability in connection with this request.

I understand that the insurance benefits through the school or parish, if any, may have limited application, and that I am entirely responsible for the cost of all medical treatment provided to my child. I agree to indemnify and hold HFHSCP harmless from the cost of any medical treatment and related expense and cost incurred.

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Work Phone Number

*Person to Notify in case of Emergency if Parent/Guardian is unavailable:*

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

## **ADDENDUM VII**

### **THE CONSTITUTION OF THE ASSOCIATED STUDENT BODY OF HOLY FAMILY HIGH SCHOOL COLLEGE PREPARATORY**

#### ***Preamble***

In order that we may establish a system of order, provide for a scholastic standard, efficiently govern student body interests, and represent the voice and concerns of the student body, we, the students of Holy Family High School College Preparatory, do form this Association and establish this Constitution.

#### ***Article I: Name***

This organization shall be called the Associated Student Body (ASB) of Holy Family High School College Preparatory in Glendale, California.

#### ***Article II: Membership of Student Body Association***

All registered students shall be members of the ASB and shall possess the privileges of electing officers and representatives for the Student Council, and expressing opinions in the Student Council and ASB forums, provided such membership shall not have been forfeited by misconduct or non-possession of their student body card.

#### ***Article III: Purpose and Objectives***

The purposes and goals of this organization shall be to develop positive attitudes and practice good citizenship, promote harmonious relations throughout the entire school, improve school morale, assist in the management of the school, provide a forum for student expression, provide orderly direction of school activities, advocate school clubs and other organizations, instill high principles of Christian womanhood, and promote the general welfare of the school in order to create a true functioning community.

#### ***Article IV: Form of Organization***

The ASB shall consist of Class Divisions, Club Divisions, and the ASB officers.

#### ***Article V: Members of the ASB***

- A. Five elected ASB officers
- B. The elected President and Treasurer of each Class Division
- C. The elected President and Treasurer of each Club Division

#### ***Article VI: Officers of the ASB***

- A. The officers of the ASB shall be:
  - 1. A President to be elected from the Senior Class Division
  - 2. A Vice-President to be elected from the Senior Class Division
  - 3. A Secretary to be elected from the Junior Class Division
  - 4. A Treasurer to be elected from the Sophomore Class Division
  - 5. A Historian to be elected from the Senior Class Division
- B. Eligibility of candidates for core ASB elective offices:
  - 1. A 3.0 grade point average
  - 2. Approval of the Director of Activities
  - 3. Approval of the Director of Discipline
- C. Term of Office:

The elected officers of the ASB shall hold office for two semesters only, but may be reelected to a higher office in succeeding years.
- D. Elections shall be held during the fourth quarter of the school year.

#### E. Method of Election:

Those desiring to seek an ASB office must first obtain a petition for nomination from the Director of Activities. This petition must be signed by her advisor and by four other faculty members who are teaching her at that time. Next, she must obtain a Student Body petition to be signed by members of the student body. The petition must be signed only during specified times, and the number of necessary signatures shall be determined each year by the Director of Activities.

1. A Student Body member may sign only one petition for each office. Any petition with duplicate signatures or an insufficient number of signatures will cause the disqualification of the candidate.
2. A Student Body member may vote, after presenting her student body card during the specified time. Members of all Class Divisions shall have equal votes in electing ASB officers.
3. Votes shall be counted by the current ASB officers, if they are not seeking reelection to a higher office, on the same day the votes are cast under the supervision of the Director of Activities.
5. In the case where a candidate does not have an opponent, the office is opened for election the following school year and voting will take place during Freshman Election Week.
6. In case of 3 or more candidates for one office, a primary election shall be held.

#### F. Succession of Office:

1. In the event of the resignation or removal from office of the President of the ASB, the office shall pass to the Vice-President.
2. A Vice-President must then be elected by the Student Body.
3. In the event of the resignation or removal of the Secretary or Treasurer of the ASB, the Student Body shall reelect a new officer.

#### G. Removal from Office:

##### 1. Method of Removal:

An ASB officer may be removed from office after three unexcused absences from ASB meetings, failure to carry out her duties as an officer, failure to represent her group properly and fairly, or for any other actions which are detrimental to the welfare and best interests of the school. A two-thirds vote of the entire membership of the ASB shall be necessary to remove anyone from office. Such action must have the approval of the Director of Activities.

##### 2. Vacancies

If an ASB officer resigns or is removed from office, an elected alternate shall take her place. In case this should occur, the ASB shall see to it that the vacancy is filled immediately, except in the case of the President, in which case the Vice-President automatically becomes the President, and a new Vice-President shall be elected by members of that division.

### ***Article VII: Duties of the ASB Officers***

#### A. President

1. The President is the school leader and shall be concerned with the welfare and honor of the school.
2. She shall represent the student body at all times in social and business affairs.
3. She shall call special meetings of the ASB.
4. She shall preside at assembly meetings, meetings of the ASB, Student Body forums, and at special assemblies.
5. She shall have the general responsibility of all activities pertaining to the Student Body.
6. She shall have the power to appoint the committees she deems necessary at certain times.

#### B. Vice-President

1. The Vice-President shall be ready at all times to act as President in the absence of the President.
2. She shall be the school's co-leader and shall also be concerned with the welfare and honor of the school.
3. She shall share in the general responsibility of all activities pertaining to the Student Body.
4. She shall be in charge of raising and lowering the flags daily if weather permits.

#### C. Secretary

1. The Secretary shall keep the minutes of the ASB meetings and shall be responsible for their duplication and distribution whenever it is deemed necessary.
2. She shall attend to and keep a record of all written correspondence.
3. She shall record the attendance at all ASB meetings.



D. Treasurer

1. The Treasurer shall be responsible for the collection and disbursement of all Student Body funds and shall keep an accurate record of said funds.
2. She shall maintain a record of the class, club, and student council fundraisers as well as assist other treasurers in counting and submitting all monies to the Business Office.
3. She shall make a weekly report to the Student Council and shall render a full statement of the finance at Student Body forums.
4. She shall be responsible for the distribution of the Student Identification Cards.

E. Historian

1. The Historian shall maintain an accurate record of all Student Body and ASB activities and events.
2. These records shall consist of both written and visual material.
3. She shall be responsible for all Student Council publicity.
4. She shall create the year-in-review video.

***Article VIII: Division Organization***

A. Each Class Division shall be organized as a unit with the following officers:

1. President
2. Vice-President
3. Secretary
1. Treasurer
2. Activities/Spirit Commissioner

B. Each Club Division shall be organized as a unit with the following officers:

1. President
2. Vice-President
3. Secretary
4. Treasurer (or a combined Secretary/Treasurer)

C. The eligibility of each of these officers shall be determined by the moderators of the corresponding Divisions.

D. Term of Office: See Article VI, C.

E. Method of Election: See Art. VI, E.

F. Succession of Office: See Art. VI, F.

G. Removal of Office: See Art. VI, G.

H. No girl may hold more than one office of authority or responsibility during the same school year, whether this office be by appointment or election. Should such a situation occur, the student shall be obliged to relinquish one office.

***Article IX: Duties of Officers of Divisions***

A. President

1. The Division President shall conduct the mandatory meetings of her Division.
2. She shall have an active voice as a member of ASB, and she shall be required to attend all ASB meetings.
3. She shall be generally responsible for the activities of her Division.

B. Vice-President

1. The Division Vice-President shall act as Division President in the absence of the Division President.
2. She shall assist the Division President in the duties of her office.

C. Secretary

1. The Division Secretary shall keep the minutes of the regular Division meetings.

2. She shall conduct the necessary correspondence of that Division.

**D. Treasurer**

1. The Division Treasurer shall be responsible for the collection of any necessary funds of that Division.
2. She shall be responsible for the receipts and the expenditures of the Division.
3. She shall have an active voice as a member of ASB and she shall be required to attend all ASB meetings.

**E. Activities/Spirit Commissioner**

1. She shall be responsible for the Division bulletin board.
2. She shall promote Class Division Spirit.

***Article X: Student Body Associated Forums***

A regular meeting of the Associated Student Body shall be held twice a year at the call of the ASB President, in order to give all members of the Associated Student Body the opportunity to voice their opinions, to be informed, and to aid in the promotion of a unified Christian community.

***Article XI: Powers of the Principal***

- A. The Principal shall be an “ex-officio” member of the Student Council and shall have veto power on all actions taken by the Student Council.
- B. She/He shall further have the power of recall over the officers in the Student Council.
- C. The Director of Activities, when appointed by the Principal, shall have the same powers as the Principal.

***Article XII: Powers of the Division Moderator***

The Division Moderator appointed by the Principal shall be an “ex-officio” member of the Division and has veto power on all actions taken by that Division.

***Article XIII: Student Body Cards***

- A. The Student Body Cards shall be issued by the Student Council Treasurer at the beginning of the school year. The initial fee shall be determined each year.
- B. If the card is lost, a second one may be purchased for a \$10 fee.

***Article XIV: Amendments***

- A. An amendment to this Constitution may be added by a two-thirds vote of the Student Council, followed by the submission of the amendment to the Student Body.
- B. If the amendment receives the approval of the majority of the Student Body, it becomes a part of the Constitution after approval by the Principal and the Director of Activities.

***Article XV: Student Council Meetings***

- A. A mandatory Student Council meeting shall be held weekly on a designated day. It is mandatory for all members to attend. Formal excused absences are at the discretion of the Director of Activities.
- B. Special sessions may be called by the ASB President.
- C. Student Council meetings are open for all members of the Student Body.
- D. Each Student Council meeting shall be outlined by an agenda.
- E. A quorum of 2/3 members must be present to transact business officially.



**Holy Family High School College Preparatory**  
**Parent/Guardian/Student Policies Agreement Form**

*(Please print except where signatures are required.)*

**ACCEPTANCE OF PARENT/GUARDIAN/STUDENT HANDBOOK**

Our family has received and read the Holy Family High School College Preparatory Parent/Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed, and we agree to follow the policies and procedures as may be added or amended.

We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Print Student Name(s) and grade(s):

Student's First Name \_\_\_\_\_ Student's Last Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's First Name \_\_\_\_\_ Student's Last Name \_\_\_\_\_ Grade \_\_\_\_\_

Father's/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this signed form promptly to the School Office.  
This form will be placed in the student's permanent files.

Name \_\_\_\_\_

Grade \_\_\_\_\_

Date	Block	Pass Usage Location	Leaving Time	Return Time	Teacher's Signature

Name \_\_\_\_\_

Grade \_\_\_\_\_

Date	Block	Pass Usage Location	Leaving Time	Return Time	Teacher’s Signature

Name \_\_\_\_\_

Grade \_\_\_\_\_

Date	Block	Pass Usage Location	Leaving Time	Return Time	Teacher's Signature

