

Bishop Alemany High School

# Parent-Student Handbook

2009-2010

*As a Catholic High School, Bishop Alemany is a community enriched by faith that develops intellectually prepared men and women who are committed to promoting a just and peaceful world as conscientious and morally courageous leaders in service to others.*

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**PRINCIPAL’S RIGHT TO AMEND THE HANDBOOK**

The Bishop Alemany High School Student/Parent Handbook contains information regarding school policies and procedures. The Principal is the final recourse and reserves the right to amend, with notice, any or all of the provisions contained in this handbook as necessary to provide for the safety and welfare of students, parents or employees, and/or to promote proper order in the operation of the school under the guidelines set forth in the Administrative Handbook of the Department of Catholic Schools, Roman Catholic Archdiocese of Los Angeles, which is the source of the material herein.

In addition, the Principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his discretion.

Parents will be notified through the parent newsletter, *“The Alemanian,”* and the school website of any changes in policy that occur during the school year.

## A MESSAGE FROM OUR PRINCIPAL

Dear Students and Parents:

Welcome to the 2009-2010 school year. I am very thankful to be a member of the Bishop Alemany High School community, having graduated from Alemany in 1983, and I look forward as we prepare for the exciting school year ahead.

You and your students are fortunate to have a great faculty and staff working hard each day for the academic success of your sons and daughters. We will make every effort to nurture your student's spiritual and personal growth during this important time of their life. My goal as principal is to support the Alemany "family" of students, parents and faculty in every possible way, so we may all reach our greatest potential.



This edition of the Parent/Student handbook contains valuable information for you regarding Bishop Alemany High School, and its many programs, activities, policies and procedures. Please read it carefully so you are aware of all that we have to offer you and your family.

We are thankful for the confidence you have placed in our faculty and staff by enrolling your sons and daughters with us. We look forward to building a strong partnership with you to offer the best possible experience for your students.

Sincerely,

Frank Ferry

Principal

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Dear Parents:

As Chaplain of Bishop Alemany High School together with Mr. Donald Levan who is the Director of Campus Ministry and Sheila Revere, our secretary, I would like to welcome you to a school which provides training to help your student become a leader in the community and the Church. Along with you we want the students not only to become intellectually accomplished but also to become conscientious leaders and courageous agents of peace and justice. We want them to be able to learn how to live, not just how to make a living. This means that we want to teach them to be people of faith who know how to live morally integrated lives. As a Catholic institution, we will be sharing the values given to us from Jesus that have been lived and developed for over twenty centuries.



Fr. Norm Supancheck

## SECTION I: THE SCHOOL SETTING

### Bishop Joseph Sadoc Alemany, O.P (1814 - 1888)

Joseph Alemany was born on July 13, 1814 in the small city of Vich in the heart of Spain's Catalan region. Entering the Order of St. Dominic, he was ordained a priest at Viterbo in Italy, March 27, 1847. In Rome, on June 30, 1850, Bishop Alemany was consecrated Bishop of Monterey in California and was transferred July 29, 1853 to the See of San Francisco as its first Archbishop.

California, having recently passed from Mexican to American rule and still containing a large Spanish population with Spanish customs and traditions, the appointment of Archbishop Alemany as the first bishop under the changed conditions was a providential measure. Ten years of missionary activity in Ohio, Kentucky, and Tennessee had enabled him to master the English language, which he spoke and wrote correctly and fluently. This familiarized Bishop Alemany with the customs and spirit of the Republic and imbued him with a love for the United States, which he carried with him to the grave.



Joseph Sadoc Alemany, OP

Born in Spain, educated in Rome, and a long resident of America, Bishop Alemany's experience and his command of several languages put him in touch and in sympathy with all the elements of his diocese. His humility and simplicity of manner, though by nature retiring, drew to him the hearts of all classes. In 1884 at the age of 70, the Archbishop resigned his See and returned to his native Spain. He died in Valencia on April 14th, 1888, a man deeply loved and respected in opposite corners of the world.

The name of Archbishop Alemany is written large in the history of the Catholic Church in California for he met and conquered the challenging problems of a most difficult pioneer period.

(Excerpts taken from A Biographical Sketch of Right Reverend Joseph Sadoc Alemany, by Rev. Francis J. Weber [available at Bishop Alemany High School's Sr. Theresa Eberst Library] and the Catholic Encyclopedia, Dominican University of California Library - on line)

## BISHOP ALEMANY HIGH SCHOOL HISTORY

### A Tradition of Excellence

Bishop Alemany High School was erected under the leadership of His Eminence James Francis Cardinal McIntyre in September 1956 with 465 students. Under the name of St. Ferdinand High School, it had been established as a parish high school for girls in 1947 at the San Fernando Mission. The school was staffed by the Sisters of Divine Providence until 1952 when the Sisters of St. Joseph of Carondelet were asked to assume the administration of the school.

In September of 1956, Cardinal James Francis McIntyre changed the status of St. Ferdinand High School by making it co-institutional. The school was named Bishop Alemany High School in honor of the Most Reverend Joseph Sadoc Alemany, O.P., second Bishop of California. Owned by the Archdiocese of Los Angeles, Bishop Alemany operated as a part of the Education and Welfare Corporation. Five priests of the Missionary Oblates of Mary Immaculate and one layman staffed the boys' department. Six sisters of St. Joseph of Carondelet and six lay teachers continued to instruct the girls.

In September of 1970, Alemany became a co-educational student body. A diocesan priest replaced the Missionary Oblates of Mary Immaculate as principal. The Sylmar earthquake in February 1971 severely damaged the chapel; but the school quickly resumed after repairs. In 1972 four Xaverian brothers joined the faculty. Currently, Alemany is staffed by Archdiocesan priests, a Sacred Heart priest, Xaverian brothers, and Sisters of Charity of the Blessed Virgin Mary, Congregation of the Holy Faith, The Poor Clare Missionary Sisters and eighty lay faculty.

During the 1980's, Alemany grew in numbers and stature. Academically, a full honors and Advanced Placement curriculum were added while maintaining strong college-preparatory and standard courses. A comprehensive retreat program enhanced the religious studies. Athletics grew to include twenty-two sports and the activities department provides various opportunities for student involvement.

On January 17, 1994, at 4:31 a.m., a powerful earthquake permanently altered the history of Alemany. The majority of the Rinaldi St. classrooms were destroyed, requiring the campus to move across the street to Our Lady Queen of Angels Junior Seminary. The Junior Seminary officially closed in the spring of 1995 and Alemany High School began a new chapter at its current site. The 1996-97 school year marked the start of a phase of building and renovation. A locker hall and an access road were added to the campus.

In 1998-99, the remodeling of the West/East building was completed to accommodate the growing student body. The Student Activity Center and Gymnasium was dedicated on June 10, 2001 and hosts not only Alemany athletics and activities, but also local diocesan school volleyball and basketball games and playoffs.

## **PHILOSOPHY**

In fulfillment of the Church's mission of Catholic education and in response to parental needs, Bishop Alemany High School exists to bring Jesus and the Gospel message into the formal educational experience of its students.

As a Catholic school of the Archdiocese of Los Angeles, Bishop Alemany recognizes that it shares in the Church's mission of evangelization of youth in today's pluralistic society and therefore strongly subscribes to the threefold purpose of Catholic schools articulated by the National Conference of Catholic Bishops (To Teach As Jesus Did, #14, #101):

- To proclaim the Gospel message, which offers a new vision of God, the world and humanity;
- To build a school community which responds to the dignity and worth of each member;
- To reach out in service to those in need through prayer and direct participation in the cause of social justice.

In accordance with these goals and in order to assist parents in fulfilling their primary responsibility for the education of their children, the school, by offering a traditional Catholic education of the whole person, addresses the spiritual, moral, intellectual, social, emotional and physical needs of every student.

Furthermore Bishop Alemany High School seeks to produce Catholic Christian young adult leaders who use their Catholic education and intellectual gifts to foster peace and justice in the world.

To take even small steps toward the implementation of this philosophy requires discipline on the part of all and sincere cooperation with the grace of God.

*Daily Mass is offered at 7:00 a.m. in the Queen of Angels Chapel for students and parents. Class Masses and class meetings are also held here.*

## **BISHOP ALEMANY HIGH SCHOOL MISSION STATEMENT**

As a Catholic High School, Bishop Alemany is a community enriched by faith that develops intellectually prepared men and women who are committed to promoting a just and peaceful world as conscientious and morally courageous leaders in service to others.

## **EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLR's)**

Rooted in the proud tradition of Catholic education, Bishop Alemany High School seeks to provide a diverse and comprehensive curriculum to prepare our students for future educational opportunities, for a responsible position in society and for a lifetime appreciation of learning. To this effect, the Graduate of Bishop Alemany High School will be:

### **I. Enriched by Faith, through:**

- A. Instruction in Catholic doctrine and practice.
- B. Liturgical and other acts of worship
- C. Experiences that nourish personal and community faith development.

### **II. Prepared Intellectually, following a program of studies that promotes:**

- A. Critical thinking skills
- B. Problem solving skills
- C. Written, verbal and non-verbal communication
- D. Core academic knowledge
- E. The functional use of technology

### **III. Committed to Promoting Justice and Peace, by advocating:**

- A. Key principles of human dignity.
- B. Respect for diversity.
- C. Social justice grounded in Church teachings.

### **IV. Characterized by Moral Courage and Conscientious Leadership, by manifesting:**

- A. Respect for self and others.
- B. Responsible citizenship.
- C. Personal and civic integrity.

### **V. Distinguished by Concern for Others as demonstrated by:**

- A. Christian Service.
- B. Preferential Options for the Poor.

**SECTION II: PARENT INFORMATION**  
**TUITION AND FEES 2009- 2010**

**Tuition**

First Student in a Family:	\$ 7,205	
Second Student in a Family	\$ 6,545	
Third and Fourth student in a Family	\$ 5,610	
Tuition for a 0 or 7 period	\$ 200	per semester class Payment due by the first class of the semester

**Registration Fee**

First Student in a Family:	\$ 500
Second Student in a Family	\$ 450
Third student in a Family	\$ 400
Fourth student in a Family	\$ 350

This fee is due and payable at registration in order to make a commitment to attend and secure a place. It is not refundable in the event the student does not attend Bishop Alemany or terminates attendance for any reason.

**Graduation Fee for Seniors only:                   \$ 175**

This fee is payable by October 26th, 2009. It helps to cover the costs associated with the Baccalaureate Mass and Commencement Exercises.

**Retreat Fee:** To be determined and charged at time of sign up.

Freshmen (Mandatory for all):	Approximately	\$30
Sophomores (Mandatory for all):	Approximately	\$30
Juniors:	Approximately	\$100
Seniors:	Approximately	\$200

*Scholarship money is available to any student who cannot afford a retreat fee. Contact the Campus Ministry Office for more information.*

**Summer School tuition and fees are not included in annual tuition and fees.**

**Advanced Placement (AP) Course Fee                   \$85.00 per test.**

These fees must be paid prior to December 1, 2009 to insure a place in the AP class during second semester

**Incidental Charges:**

- Parking Permit Fee:                   \$20.00

**Tuition Collection:**

- FACTS service Fee (see below)

The FACTS Tuition Management Company assists the school in managing the tuition collection program. A FACTS Tuition Payment information is available in the Tuition office.

Payment Plan Options	Service Fee
Direct Payment to Bishop Alemany High School. <b>Due July 2, 2009</b> the full amount of tuition for the 2009- 2010 school year.	None
Two automatic payments to FACTS Tuition Management	\$15.00 Annually per family
First Semester due <b>July 5, 2009</b>	
Second Semester due <b>December 5, 2009</b>	
Eleven automatic monthly payments to FACTS Tuition Management due <b>July 5, 2009 through May 5, 2010.</b>	\$38.00 Annually per family
Facts Tuition Management accepts automatic payments with a <b>MasterCard, Discover Card and American Express Cards</b>	\$38.00 Annually per family plus Monthly convenience fee

**Methods of Payment:**

FACTS payments can be made through checking or savings accounts or automatic payments with MasterCard, Discover Card or American Express.

Neither FACTS nor the school will have direct access to or any knowledge about the fund in any bank account. The bank makes the payment directly to FACTS on the day authorized. The process is similar to when a check is presented to the bank for payment. The person who receives a personal check has no knowledge of the bank account balance.

The FACTS Peace of Mind tuition protection program is an added OPTIONAL benefit offered to all families for a non-refundable, annual fee of \$12.00 per agreement. In the event of death, the plan covers the person paying tuition and the spouse of that person. The benefit is then paid directly to the school to cover the unpaid balance (except payments in arrears) and the coverage takes effect as soon as the FACTS payment agreement is processed and a confirmation letter has been sent to the family.

**Tuition in Arrears:**

If tuition is in arrears by one month, the parents will be contacted. At that time one of the following actions will be taken depending on the payment history:

- Full payment of the amount past due or
- A rescheduled FACTS program or
- Suspension of the student from school until payment is made or
- Termination of the student's enrollment at Bishop Alemany

Students are not allowed to take semester examinations if tuition is owed, fees or fines have not been paid or uniforms and equipment have not been returned.

Since the annual budget, the hiring of teachers, the purchase of supplies and materials and the fiscal operations of the school are based upon the numbers of students attending, if a student withdraws for any reason, any tuition or fees paid will be forfeit and not refunded.

## FINANCIAL ASSISTANCE

Bishop Alemany High School offers two options for financial assistance for needy and deserving families. Both require that a new application be made each year, even if a student is already receiving assistance.

- **Catholic Education Foundation Tuition Award.**

This is a direct grant based on financial need and meeting strict income guidelines. An application must be completed and submitted in January. Awardees are notified in June. An award is good for one year only.

- **Bishop Alemany High School Financial Assistance Award.**

The school's scholarship fund provides up to a maximum of one-half of tuition per student, based on family financial need, student scholarship, conduct and leadership. Recipients must maintain a 2.00 GPA on each report card and a satisfactory citizenship record. Failure to do so will cause the financial aid to be terminated immediately. **Applications must be made starting in January 2010 to [www.factstuitionaid.com](http://www.factstuitionaid.com).**

## FUNDRAISING

Catholic education is essentially private education, and as such, is very much dependent on outside support for its existence. In as much as public funds are not available to the Catholic school, other systems of support must be devised. Tuition alone does not cover the expense of the operation of the school. In fact, tuition only covers about two-thirds of the yearly expense of the operation of the school.

All Fundraisers must be pre-approved by the Fundraising Office whether held off or on campus. Please contact the Fundraising Office for additional information regarding the application process. Only fundraisers directly benefiting an Alemany organization, club or sport will be permitted on school grounds. No outside sales or fundraisers profiting individual students and/or outside organization will be permitted (i.e., Girl Scout cookie sales and other school fundraisers).

## BISHOP ALEMANY HIGH SCHOOL PARENT ASSOCIATION

The school is dependent on parental support in all areas of its operation. It is the parent who is the primary educator and the school is here to assist the parent in this responsibility. Parental involvement is, therefore, not only desirable, it is essential.

The Bishop Alemany High School Parent Association exists to support the Alemany Community consistent with the Mission Statement of the School and its curricular, co-curricular and spiritual programs by providing parents with service participation opportunities and to provide a forum for parent communication with the Administration.

The primary purposes are:

- to coordinate the Parent Service Program
- to oversee Chair positions and fundraising activities
- to provide opportunities for parents to give input on strategic planning and development
- to advise the school administration on the development and implementation of school policies
- to provide communication avenues for parental input

Membership becomes effective in this organization for parents or guardians, at the time of their student's enrollment at Bishop Alemany High School.

### General Meetings

The Parent Association Executive Board meets each month September through May. There are General Parent Association Membership meetings during the school year, which all parents are expected to attend. Parents should consult the school calendar for dates and times and the school website ([www.alemany.org](http://www.alemany.org)) for changes to the schedule of meetings.

## **Parent Service Program**

Bishop Alemany High School Parent Association's Parent Service Program requires families to contribute 15 hours of service per year to assist the school by serving in a variety of areas, including the Arts, Activities, Academic and Athletic programs of the school. A refundable deposit of \$150 is collected at registration from each family. This deposit is held in escrow until graduation. Families that complete the service program will have the \$150 deposit rolled over until the next year. The contribution of service hours is the preferred norm. However it is recognized that in the case of some families work, time, distance and other family obligations may make this contribution of service hours difficult or impossible.

Parents may therefore elect to contribute \$150 annually to the Parent Association.

Families who have not completed their service program at the end of the school year will need to again deposit \$150 at the start of the next school year.

At graduation, parents may request a non-transferable refund, prior to June 30th or may elect to donate it to the Bishop Alemany High School Endowment Fund.

Ways to acquire Service Hours are:

- Listed on the school website: [www.alemany.org](http://www.alemany.org)
- On the Parent Page of the “Alemanian” parent newsletter
- You may also request service hours by sending an e-mail to [parentservic@alemany.org](mailto:parentservic@alemany.org) or calling the Parent Association at (818) 365-3925 ext. 5237.
- Representatives of service projects may contact you.

Families are responsible for completing a Service Cards and having it signed by service event representatives. Once the fifteen (15) hours of parent service are completed, the service card must be turned in at the Administration Office.

## **WEB SITE**

Information may be found at the school web site, [www.alemany.org](http://www.alemany.org) Teachers post course descriptions and homework assignments on our website. Parents should access this site regularly so that they may be aware of class requirements and nightly homework.

## **PROCEDURES FOR CONTACTING TEACHERS**

In the event of problems in a particular teacher’s class, this simple process should be followed (in sequence):

- Contact the teacher first. A parent may call the office (818-365-3925 ext.5200) between the hours of 8:30 a.m. and 3:30 p.m. Alternatively, each teacher may be e-mailed. A directory is on the Alemany web site.
- If the teacher is unavailable at the time of a parent call, the teacher will return the call as soon as possible.
- If the problem persists, the Department Chairperson should be contacted in the same manner.
- A still unresolved problem should be referred to the Vice Principal.
- Finally, contact the Principal.

## BISHOP ALEMANY HIGH SCHOOL 2009-2010 UNIFORM CODE

Uniform is required on all school days, including field trips, unless otherwise authorized by the Administration. When in doubt, the student should wear the uniform.

There are several important reasons for the uniform code.

- The first is that dress represents values, both religious and cultural. Bishop Alemany, as a Catholic school, can not allow clothing and accessories that are counter to religious values of modesty, respect for others and self-respect.
- Cultural trends that come and go often embrace attitudes directly opposed to religious and cultural values held over the centuries by civilized people. For example, oversized, baggy clothing and shaved heads can indicate gang/crew affiliation. Neatness, cleanliness and simplicity are cultural values prized over generations.
- A second good reason is for practical purposes. Good dress produces good behavior and morale. Looking good enhances self-respect.
- A third reason is a social one. Bishop Alemany presents itself to the public as something special: a religious school with strong values. The proper dress of our students shows a little bit of whom we are to others.
- A fourth reason is that uniform provides for justice and equality for students of differing socio-economic status.

**All uniform clothing must be purchased through the Bishop Alemany Bookstore**

(818-361-6012) 0103mgr@fheg.follett.com :

Khaki shorts and pants are Dickies school uniforms and not regular Dickies clothing

Girls Uniform	Description	Boys Uniform	Description
<b>Skort</b>	Two-in-one skort - Class of, 2010, 2011 (with the exception of transfer students who may not wear the skort) only can wear the skort until they graduate, providing that the skort has not be altered.  Note: Class of 2012 and 2013 and transfer students may not wear skorts.	<b>Khaki Pants</b>	Twill pleated front pants in Khaki;  Pants must be worn fitted to the waist and tailored to the correct length, just touching the top of the shoe.  Undergarments must be covered at all times. Sagging pants are not acceptable. No pants with cell phone pockets.
<b>Khaki Pants</b>	Flat front twill pants Twill pleated front pants Stretch flat front twill pants  Pants must be worn fitted to the waist and tailored to the correct length, just touching the top of the shoe. No rolled or cuffed pants or pants with cell phone pockets.	<b>Khaki Shorts</b>	Twill walking shorts  Undergarments must be covered at all times. Shorts are to be worn fitted to the waist and should stop at the top of the knees. No shorts with cell phone pockets.
<b>Khaki Shorts</b>	Twill walking shorts Twill flat front shorts  Shorts must be worn fitted to the waist and no shorter than 4 inches above the knees, no rolled or cuffed shorts. No shorts with cell phone pockets		

**THE SCHOOL RESERVES THE RIGHT AT ANY TIME TO MAKE ADJUSTMENTS IN THE UNIFORM CODE.  
FINAL INTERPRETATION OF THE UNIFORM CODE RESTS SOLELY WITH THE SCHOOL  
ADMINISTRATION.**

## **STUDENTS ARE SUBJECT TO SUSPENSION AND SCHOOL DISCIPLINE FOR VIOLATIONS OF THE SCHOOL UNIFORM CODE.**

### **Unisex Items:**

#### **Shirts**

Short sleeve polo shirts purchased only from the Bishop Alemany Bookstore in white or cardinal with the Alemany logo. Short sleeve polo shirts are to be worn at all times! This includes under school sweatshirts and jackets.

Note: Only a plain white, black or light gray T-shirt, round necked sweatshirt or turtleneck may be worn under the uniform shirt.

Athletic team and approved club polo shirts may also be worn. Specific specialized Alemany approved tee-shirt days will be announced. All shirts are to be worn in accordance with the dress code. Shirts cannot be rolled up under the sleeves.

#### **Sweatshirts/Pullover Jackets/Sweaters**

Only approved Bishop Alemany sweatshirts, pullover jackets or sweaters worn over an Alemany polo are acceptable.

#### **Shoes**

Shoes are to cover the entire foot. No open toe/heel shoes are allowed. No sandals, flip-flops, slippers or clogs. No high-heels. Socks must be worn. Stockings must cover the foot. No footless tights or leggings. Solid colored tights in white, black or gray are allowed.

#### **Jackets**

The only acceptable jackets are school jackets sold in the Bishop Alemany Bookstore and solid color jackets that bear no wording or insignia.

#### **Restrictions**

1. Student uniform clothing must be the proper size. The midriff area must be completely covered.
2. Boys' hair must be neat and clean. Boys' hair is to be trimmed at the collar in the back, to the bottom of the ears on the sides and kept out of the face. Bald or shaved hairstyles are prohibited. Side burns may only extend to the bottom of the ear. Bizarre or exaggerated hairstyles prohibited. Moustaches are permitted.

Final determination of the appropriateness of any hairstyle or hair color rests with the Deans.

3. Girls' hair must be neat and free from spikes, bizarre hairstyles or bizarre coloring. Only natural colors are permitted; no two tone styles. The Deans may consider any "fad" hairstyle inappropriate.
4. No excessive jewelry, chains or exaggerated and or bizarre make-up. Wallet chains of any kind are not allowed. One stud earring or one hoop earring per ear is permitted for the boys. Earrings in the same manner of style as gauges, expanders, or spikes are not permitted. No tattoos are allowed.

**The ear is the only part of the body that may be pierced.**

5. Clothing must be in good condition and free from alterations, tears or excessive damage.

6. Only neutral colored contact lenses are allowed.
7. No hats of any type, bandanas, sweatbands, or scarves are to be worn on campus.
8. Sunglasses may not be worn in the classrooms.
9. The hoods on jackets and sweatshirt must not cover the head when the student is in class.

**Students who are scheduled to receive an award at a public formal event, such as Senior Awards Night, must follow Special Occasion Dress Code to receive the award.**

### **Student Dress Code for Special Occasions**

*School uniforms are worn daily except on designated Special Occasion Dress days.*

#### **Boys:**

Dress shirt and tie.

Dress pants/corduroys and dress shoes OR school shoes. NO denim.

#### **Girls:**

Dresses and skirts can be no shorter than four inches above the knee; slits cannot be shorter than four inches above the knee. Dressed-up pant outfits. No sleeveless attire. Midriff area must be completely covered. NO denim.

Dress shoes or school shoes and no open-toed or open-heeled shoes.

### **Alternative Dress Code Days**

**Casual Dress** – Clothing should be appropriate for school and of a modest nature.

*Alternative Dress Code is to be worn by students ONLY when authorized by the Administration.*

#### **All Students:**

- Shirts, sweaters, sweatshirts and blouses should be without any inappropriate emblems or lettering. Girl's tops should be appropriate and of a modest nature.
- Pants and walking shorts may be worn. Shorts and skirts must be no higher than 4 inches above the knee. Jeans may be worn as long as they are free from rips, holes or tears.
- All shoes must be close-toed and close-heeled.
- No tank tops or spaghetti straps or tube tops are allowed.
- Clothing must fit properly.

### **School Activities**

The uniform code for school functions and activities requires that students be cleanly and properly dressed. The nature of the activity dictates the type of dress that is appropriate. At no time is any bizarre, immodest or oversized type of apparel permitted.

### **DANCE DRESS CODE**

#### **All Students/All Formal/Semi-Formal Dances**

1. Sneakers or tennis shoes may not be worn.

2. Baseball caps may not be worn.
3. Purses containing valuable items may not be left unattended.
4. Anyone with questions about the suitability of an outfit or whether a particular item meets dance dress code requirements should see the Deans.
5. Students inappropriately dressed will not be allowed in the dance. (A call will be placed to parents informing them of the situation and the parents will be invited to bring clothing that meets requirements.)

**Prom**

**Girls:**

1. Dresses are to be formal or semi-formal.
2. Skirts and dresses may not be higher than 4 inches above the knee (even if tights or leggings are worn). If the dress has a slit, the slit cannot be higher than 4 inches above the knee.
3. Dresses are not to have bare midriffs or be skin tight. They should not ride up as you dance.
4. Backless dresses may not be cut below the natural waistline.
5. All necklines must be modest-NO PLUNGING NECKLINES! Dresses may have spaghetti straps, halter type tops, or be strapless as long as they meet the neckline requirement.
6. Dresses that are laced together in the front cannot reveal bare skin under the lacing.
7. Dresses with sheer panels or cut outs are not allowed.

**Boys:**

1. Tuxedos or dress suits are required.
2. Tuxedos and suits cannot have any logo or design other than normal material patterns, i.e. stripes or plaids.
3. No “zoot suit” canes or chains are allowed.
4. Pants cannot be too big or sagging.
5. Dress shoes are required.
6. Shirts must be worn the entire dance. Anyone removing his shirt will be referred to the Deans for disciplinary action.
7. Generally speaking, hats are not allowed. However, if the hat is part of the formal attire, check with the deans BEFORE the event to see if it is appropriate to wear to prom.

**The deans are the final arbiters on all issues related to the dance dress code.**

**CALIFORNIA STATE LAW** forbids the wearing on school grounds, or at school activities, of sweaters or jackets with emblems or names of clubs or teams other than recognized Bishop Alemany organizations.

**The Deans reserve the right to request any student to change attire, to regulate against certain fashions, and to confiscate any objectionable items when they deem necessary. The final interpretation of the appropriateness of any clothing or accessories, hairstyle or color rests with the Administration.**

**DROP-OFF AND PICKUP**

All students must be dropped off and picked up in the designated areas ON CAMPUS.

- Students must never be dropped off or picked up anywhere off campus, including San Fernando Mission Blvd., Noble Ave., Alexander St., Sharp Ave., etc.
- When entering the school using Rinaldi St., parents may drop off and pick-up students in the designated drop-off area.
- Parents or guardians are expected to follow the signs and the directions of the traffic staff.
- Students may NOT be dropped off or picked up in the west faculty parking lot, in the circle drive or in front of the Administration building.
- Students must not be dropped off or picked up on San Fernando Mission Blvd. in the no stopping areas in front of the student parking lot or the VIP Company’s driveway west of the entrance. Violation of this rule will result in the student being penalized with a 1-hour detention. In addition, VIP may report violators to Traffic Enforcement.

The school recommends that parents arrive at least 15 minutes before the start of school to help minimize delays and avoid tardies for the student.

Students should not be dropped before 6:45 a.m. and must be picked up by 5:00 p.m. unless they are under the direct supervision of a teacher or coach. No supervision is provided outside of those times.

Alemany faculty and staff chaperones will supervise students for up to a half-hour of the completion of an event, e.g. a dance, a game, a banquet, etc., in which they were attending or participating. It is expected that parents will pick up their student(s) during that time and no later. Parents may be charged the cost of supervision if they fail to pickup their student(s) within that time frame.

### **PARENT COOPERATION**

Parents/guardians are required to cooperate fully with the school in all of its policies, rules and regulations. By enrolling their student at Bishop Alemany High School, parents have chosen to entrust their child to the care of professionals who have the student's best interest as a primary concern.

The education of a student is a partnership between the parents or guardians and the school. Just as the parent has the right to withdraw a child if desired, the school administration has the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

California State Law states that it is a misdemeanor for any person, parent or guardian to upbraid, insult, or verbally abuse any member of the school administration, faculty, or staff in the performance of their duties on or off school premises.

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

The students' interest in receiving a quality, morally based education can 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/guardians to withdraw their children.

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

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

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/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/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.
- These expectations for students and parents/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 OR DISORDER 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 their 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 or guardian or other family member who insults or abuses any school personnel risks their 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/attitudes of parents; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parent/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. The regulations governing recommended transfer would then be applicable.

## **SECTION III: ACADEMICS**

Bishop Alemany High School's curriculum is comprehensive in nature, providing courses for the student who will attend a 4-year university, a community college, or who will complete formal schooling at the time of high school graduation.

### **ACADEMIC REQUIREMENTS FOR GRADUATION**

A student earns one-half unit for the successful completion of a 1-semester course that meets a minimum of 240 minutes a week for 18 weeks.

Over the course of four years the student must have a total of 24 units of credit to qualify for graduation and receive a diploma from Bishop Alemany High School.

Credit is awarded for each course, when the student has met the minimum standards established by the school for academic achievement and regular attendance. To receive credit a student must pass the course, with a D- or better and have no more than 12 days absence within a semester.

Courses should be taken at Bishop Alemany. Exceptions may be granted by the Dean of Studies for transfer students and those who must make up D or F grades. Students must have the prior permission of the Dean of Studies to take courses off campus otherwise such credit may not be accepted towards graduation.

**The following courses are required for graduation:**

#### **A. Religion - 8 semesters required.**

- A student must schedule a religion course every semester he/she is in attendance at Bishop Alemany. During the first three years there are mandatory religion courses at each grade level. There are elective offerings in senior year

#### **B. English - 8 semesters required.**

- A student must schedule an English course every semester whether or not he/she has the required number of English credits. Additional courses may be taken as electives.
- Students planning to attend the University of California or California State Universities must choose English courses from the approved university list.

**C. Social Studies - 6 semesters required.**

- Each student must take Global History or AP World History; U.S. History or AP U.S. History; one semester of Government or AP Government and one semester of Economics or AP Economics.

**D. Mathematics - 6 semesters required.**

- Courses will be determined by the Admissions Committee and department chair for incoming students

**E. Science - 4 semesters required.**

- Two semesters of a Physical Science and two semesters of a Biological Science

**F. Physical Education - 2 semesters required.**

**G. Health – 1 semester required.**

**H. Foreign Language - 4 semesters required.**

- Students who receive a D in Spanish I should retake the course or an equivalent in summer school to be eligible to enroll in Spanish II the following year.
- Must be the same language

**I. Computer Science - 1 semester required.**

**J. Arts - 2 semesters required.**

- Courses needed to meet university requirements should be selected from the approved list.

**K. Electives – 6 semesters required.**

The course requirements at Bishop Alemany give the student the opportunity to pursue any number of alternatives after graduation.

**Advanced Placement Courses**

Students are recommended for admission to Advanced Placement courses by the department. All students who register for AP courses are required to take the AP examination in those courses in May. Students should register for only four AP Courses that will require the taking of only four AP exams. Payment for AP tests should be made prior to December 1, 2009.

**Early graduation is not allowed at Bishop Alemany High School.**

**Academic Advancement for 2009-2010 School Year**

**To enter into 10th grade standing,** a student must have 6 units.

**To enter into 11th grade standing,** a student must have 12 units, at least 6 of which are earned in 10th grade.

**To enter into 12th grade standing,** a student must have 18 units, at least 12 of which are earned in the 10th and 11th grades.

**SCHEDULES**

Students are to carefully schedule their classes at registration in consultation with their counselor. It is understood that there will be no schedule changes except in the following situation:

- Student may request a schedule change during Schedule Conflict Resolution days. The change will be granted at the discretion of the Dean of Studies for a legitimate reason and only if there is room in a class.

No student requests for schedule changes will be accepted after the first week of school each semester.

**Note: Scheduling changes requests will not be honored on the basis of students requesting particular teachers or teachers requesting particular students.**

## HOMEWORK

On the average, students should anticipate a total of two (2) to three (3) hours of homework to be assigned each day. Honor students studying the more demanding advanced placement courses can expect an additional hour of home study.

Students, however, must accept the fact that frequently they will have assignments that may take more than these suggested times. It is understood that even when no written or reading assignments are given, the student should spend a reasonable amount of time re-reading class notes, and preparing for the next day's lesson. If a student is absent from school, homework assignments must be made up. This is the sole responsibility of the student.

In cases of hospitalization or prolonged, serious illness (of five (5) school days or more), a parent must call the Studies Office Registrar to have homework provided for the student. At least 24 hours notice must be given to allow the teachers time to provide an assignment. Direct contact with the teachers through e-mail is encouraged for assignments not posted on the Alemany website.

**All teachers post homework assignments on-line at [www.alemany.org](http://www.alemany.org). Parents should access this service to be familiar with class assignments.**

## TUTORING

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. The school may assist the parents in identifying tutoring resources.

**Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.**

The school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must 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 day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

## EXAMINATION POLICY

Examinations are given twice per semester, at the quarter and at the end as shown in the annual school calendar. Students are not allowed to take quarter or semester examinations if tuition is owed, fees or fines have not been paid or uniforms and equipment have not been returned. Students who are eligible will be issued an examination pass that must be shown to the teacher before they may be given an examination.

The Studies Office will administer make-up exams necessitated by illness or examination conflict ONLY. Students who miss an exam due to illness must produce a note from their doctor explaining the nature of the illness in order to be eligible to make up the missed exam. Students who miss an exam for any reason other than examination conflict or illness (as verified by a note from their doctor) will receive an "F" for this test and will not be eligible for any semester grade higher than a "C" in the course whose final exam was not taken.

Final Exams are given in all courses, including AP courses where, in the second semester, AP exams have been taken.

**Tuition and fees must be current for students to take final examinations. A student who misses a final exam because she or he is not cleared by the Tuition Office will not be allowed to make up that exam.**

## GRADING AND GRADE POINT AVERAGE (GPA)

The following percentage scale and criteria are used to determine the semester grade for a course:

<p style="text-align: center;"><b><u>A - 90-100%</u></b></p> <p>Active participant            Produces Superior quality work            Completes all assignments            Demonstrates initiative, resourcefulness            Superior test scores            Excellent attendance and conduct</p>	<p style="text-align: center;"><b><u>C - 70-79%</u></b></p> <p>Occasional participant            Produces average quality work            Meets requirements for completing assignments            Average test scores            Satisfactory attendance and conduct</p>
<p style="text-align: center;"><b><u>B - 80-89%</u></b></p> <p>Frequent participant            Produces above average quality work            Completes all assignments            Demonstrates interest            Above average test scores            Very good attendance and conduct</p>	<p style="text-align: center;"><b><u>D - 60-69%</u></b></p> <p>Rarely participates unless called upon            Produces work of poor quality            Does not complete all assignments            Low test scores            Poor attendance and/or conduct</p>
<p style="text-align: center;"><b><u>F - Below 60%</u></b></p> <p>Does not participate unless called upon            Produces work of very poor quality            Shows little or no effort            Does not meet minimum requirements for assignments            Very low test scores            Unsatisfactory attendance and/or conduct</p>	

Generally, a student's grade point average (GPA) is computed at the end of a quarter or semester, using the following scale:

**A = 4 points, B = 3, C = 2, D = 1, F = 0**

Example:

Religion	A	4 points
English	B	3
Spanish	B	3
History	C	2
Algebra	A	4
Ceramics	B	3

Total Points    19 ÷ 6 classes = 3.17 GPA

Courses such as P.E and T.A. are not used to compute the academic GPA but are included in calculating the GPA for eligibility to participate in activities and athletics.

Students may attend Bishop Alemany's summer school to improve their GPA, but a course that they have taken during the school year may only be retaken for a grade and not for credit.

The University of California encourages students to take more demanding advanced courses. In those courses certified and approved by the University of California as offered at an honors and Advanced Placement levels the grades in up to four units taken in the last three years of high school will be weighted on the scale

A = 5 points, B = 4, C = 3

Students should be aware that each college re-computes a student's GPA according to its own standards and criteria for admissions. Consequently, a student's academic GPA will vary from college to college and may differ from Bishop Alemany's GPA.

At the teacher's discretion, students who are in danger of failing may be required, at any time, to attend tutoring sessions.

### **REPORT CARDS**

Four report cards will be issued during the school year (1st quarter, 1st semester, 3rd quarter & 2nd semester). At the first and third quarter the school hosts a Report Card Night where parents may collect the report card and have the opportunity to meet with their student's teachers for a brief time. Semester report cards are mailed home after the first and second semester and will also be available on line.

Progress reports are issued mid quarter as listed in the annual school calendar. The quarter report card is also a report of progress and does not contain final grades in a course.

- The grade each student receives for any course of study is determined by the teacher of the course and is final. By law, only the teacher of the course may change a grade.
- Semester grades are those that appear on the student transcript and count for semester credit towards graduation.

### **ACADEMIC HONORS AND RECOGNITION**

#### **Bishop Alemany Honor Roll Qualifications**

Membership is automatic when the following requirements are met:

1. Overall GPA 3.00 or higher (P.E. and T.A. grades are not applied to this G.P.A)
2. No D's or F's are acceptable.
3. Good conduct/citizenship.

#### **Academic Awards**

A Bishop Alemany award for academic achievement is awarded to the top senior in each subject area at the annual Awards Assembly.

The senior with the highest cumulative GPA will receive a Bishop Alemany plaque at the annual Awards Assembly.

#### **Valedictorian and Salutatorian**

The valedictorian and salutatorian for the graduation exercises will be the student with the highest and second highest GPA respectively, over the 4 year period at Bishop Alemany High School.

### **HONOR SOCIETIES**

#### **California Scholarship Federation**

Full membership is available to all juniors and seniors and second semester sophomores who must apply at the beginning of their junior year.

#### **California Scholarship Federation Requirements:**

1. Eligible students must apply **EACH** semester. Annual dues - \$5.00
2. A minimum of 10 CSF points is required.  
(A = 3 pts., AP/Honors B = 2 pts., B = 1 point)
3. Four of the points **MUST** be from List I. (List I includes English, Foreign Language, Algebra and higher math, History/Economics/Government and most Science courses.)
4. Three of the points **MAY** be from List I or List II. (List II includes Journalism, Earth Science, Psychology, Sociology, Religion and Computer Programming.)
5. Three remaining points **MAY** be from List I, II, or III. PE, TA. Pass/fail or repeated course grades are not acceptable.

6. Any D or F disqualifies a student for the entire semester.

### **National Honor Society**

A five-member panel awards NHS membership. Students must apply and are made eligible for selection by demonstrating the following:

1. Scholarship - GPA of 3.0
2. Character - the highest standards of honesty and reliability, etc.
3. Leadership - resourcefulness in proposing new problems, applying principles, and making suggestions, etc.
4. Service - participation in outside activity and rendering any requested service to the school, etc.

Students will be inducted at the beginning of the Junior or Senior years. Annual Dues - \$5.00.

### **ACADEMIC INTEGRITY POLICY**

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

Therefore students must not:

- copy work from another student or assist another student with copying;
- cheat on an exam or quiz;
- aid other students during an exam without expressed permission from the teacher;
- use any unauthorized aid on exams or assignments;
- use, purchase, or plagiarize the work of any other person with or without the expressed permission of the owner of the work.

*Violations of this policy make a student liable to disciplinary action. See SECTION IV.*

### **ACADEMIC ELIGIBILITY**

Students must maintain a grade point average of 2.0 to participate in activities and athletics. Eligibility will be based on the previous quarter's performance.

- If a student falls below a 2.0 GPA in any quarter, he/she is automatically put on probation for the next quarter.
- If at the end of the next quarter the student's grades are still below 2.0 GPA, the student is declared ineligible for the entire quarter.
- **NO APPEALS WILL BE ACCEPTED!**
- Ineligibility begins on the day that progress reports are distributed. The student will remain ineligible for the entire quarter.
- A student who is declared ineligible at the end of the fourth quarter may be placed on probation and have his/her eligibility reinstated for the fall quarter if the student attends Bishop Alemany's summer school program and raises his/her fourth quarter GPA to at least a 2.0. (Bishop Alemany's academic summer school courses will be averaged with the student's fourth quarter classes.)
- Enrollment in certain classes may be limited by the academic standing of a student.

The rules of eligibility pertain to participation in all athletic contests and to the following student activities: Student Government, Drama Production, Cheerleaders, Color Guard, Clubs and any other activities so designated by the Administration.

### **EXCESSIVE ABSENCE**

To receive credit in any course of study, a student must pass the class and be in attendance at school with no more than twelve absences from any class within a semester.

A student who misses more than eight class sessions in a semester, for a particular course, is considered to be excessively absent. Parents and students will be notified in writing after the student reaches the eighth absence to any course(s).

- **Loss of Credit:** When a student is absent for any reason whatsoever beyond the 12th session in any class, credit for the course(s) is automatically withheld. Students should be aware that arriving 20 minutes late to a class period may constitute an absence.
- **Appeals to reinstate credit:** The Academic Council will hear appeals from students and their parents to reinstate credit which has been withheld due to excessive absences. The student strengthens his or her appeal if a parent or doctor note was submitted after each absence to verify the legitimate nature of the absence. If the absences were in the judgment of the Academic Council truly of a legitimate nature, the Council reserves the right, with the approval of the Principal, to reinstate or deny credit. If credit is denied, the student is required to withdraw from Bishop Alemany. If the student is a senior in second semester, the diploma will be withheld until all necessary credits are made up.
- **Special Circumstances:** The Studies Office is to be notified in regard to serious illness or accidents so that appropriate adjustments can be made. In cases of hospitalization or prolonged serious illness (of five (5) school days or more), a parent must call the Studies Office to have homework provided for the student. At least 24 hours notice must be given to allow the teachers time to provide an assignment.

Please note that 12 absences in any class per semester is quite liberal and allows for illnesses that might occur.

If the student abuses the 12-session allotment and then develops a legitimate illness that causes the student to go over the 12-session limit in any course, the Academic Council will not look favorably on any appeal.

### **ACADEMIC PROBATION**

The Dean of Studies may place a student on Academic Probation if their performance places them in danger of academic dismissal. Parents are notified and must meet with the student's counselor to plan a strategy for success.

- Students who receive 2 failures on their progress reports at the end of the quarter are placed on academic probation and must attend tutoring sessions after school.
- Students who receive 2 failures at the semester are placed on academic probation for the remainder of the school year, and are required to make these courses up in summer school before being readmitted to Bishop Alemany the following fall.

### **ACADEMIC DISMISSAL**

If a student fails 3 or more courses during the school year, the student and the parents must meet with the Assistant Principal for Studies and the Head Counselor. The student may be required to withdraw from Bishop Alemany High School or an agreement listing specific conditions for continued matriculation may be signed.

Students required to withdraw from Bishop Alemany for academic reasons (only) may apply for readmission, pending on space availability, when the following conditions are satisfied:

- 1) All missing credit be made up (courses to be chosen from the subject areas of English, Social Studies, Foreign Language, Math or Science).

- 2) For first semester failures, students must attend another high school for a minimum of one **FULL** semester and submit a record
- Satisfactory attendance.
  - A minimum grade point average of 2.0
  - A positive letter of recommendation from the school attended.
  - A positive recommendation from the Bishop Alemany Dean of Discipline.

Students who are readmitted will be placed on academic probation for one semester.

### **WITHDRAWAL OF STUDENTS**

Arrangements for a student to withdraw/transfer from Bishop Alemany are made in the Registrar's Office. The parent(s)/guardian must accompany the student when withdrawing or transferring from the school to sign the various forms. The school grants full credit for all work a student accomplished up to the time of transfer.

### **SUMMER SCHOOL**

#### **Session:**

All classes meet four days a week for six weeks, except for the Reading/Study Skills Program and SAT Prep class, which meet for four weeks.

#### **Registration:**

Early registration takes place in May in the Summer school office. The registration form and tuition payment may be mailed to the Summer School Office until one week before summer school begins. A designated day, noted in the school calendar, is set aside for final regular registration. Parents need not accompany their students for registration. Tuition for summer school must be paid in full at this time and a Summer School Agreement form signed by a parent must be turned in. There may be a late registration day set by the Director of Summer School. All summer school tuition must be paid in full in order to take final exams in summer classes. If the exam is not taken, a grade of Incomplete will be given.

All Summer School information and forms may be accessed at [alemany.org](http://alemany.org)

#### **Attendance:**

Students who are absent more than three days from any class will not be considered as having fulfilled their summer school requirement. Every three tardies to the same class will be treated as a day's absence from that class.

#### **Dress Code:**

The Summer School Dress Code is the same as for the regular school year.

#### **Code of Conduct:**

All students must follow the Code of Conduct that applies during the regular school year. Any behavior that interferes with the educational process or manifests contempt for school authorities or peers will not be tolerated. Immediate dismissal from summer school will result from any of the following:

- use or possession of drugs, alcohol, tobacco, fireworks or firecrackers on or near the campus;
- any acts of vandalism; fighting;
- any acts of theft, cheating or serious disrespect.

### **SUMMER SCHOOL CREDIT POLICY**

A student who fails a required course for a semester must make up that course in Bishop Alemany's summer school in order to be readmitted in the fall. If the failed course is not offered in summer school, the student must pass an elective course in Bishop Alemany's summer school to make up the missing credit and then repeat the required course the following year. A student who fails an elective course at the semester must make up the missing credit by passing elective courses in Bishop Alemany's summer school. Students making up College preparatory classes must take College preparatory classes in Summer School.

Students who fail to make up credit in Bishop Alemany's Summer School due to non-attendance or dismissal (attendance or discipline), will not be accepted back to Bishop Alemany for the fall semester.

## **COURSES TAKEN AT OTHER SCHOOLS**

Student must obtain written permission from the Studies Office prior to taking any course at another school, including community college. Courses taken at another school, without prior written permission, will not be included in the student's cumulative record.

**An official sealed transcript** from another accredited school must be submitted to the Studies Office for credit consideration. Once credit is awarded for a course, that course may not be repeated for additional credit.

## **SCHOOL RECORDS**

The parents of a student and the student him/herself, if over 18, have the right to inspect and review the student's permanent record file. Third parties may not review student records without permission of the parents of the student, unless the student is 18 and can grant his/her own permission. No portion of the record can be released without prior, written consent of the parent or the student where the student has reached the age of 18 or is in an institution of higher learning. However, teachers and administrators in the school attended by the student who establish an "a legitimate interest" may gain access to student information without parental permission. These guidelines are in accord with the Family Educational Rights and Privacy Act of 1974.

### **Transcripts:**

Transcripts of high school grades are obtained from the Registrar's Office. Students may obtain and fill out the required form in the Counseling Office. A \$2.00 fee will be charged for regular processing and \$8.00 for a rush request (less than 24 hours).

## **EXCURSIONS AND FIELD TRIPS**

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. The Assistant Principal for Studies is responsible for giving approval.

Parents are required to complete a Parent Permission form well in advance of the event. Students attending a field trip must be approved by the Studies Office.

There must be adequate supervision and school rules of conduct will be maintained. Proposed trips outside of a 100 mile radius of the school must take into consideration the ability of parents to incur associated costs, the financial impact on other school fundraising activities and the class work that will be missed.

Proposed overnight trips must have a clear educational purpose and require additional insurance from the Archdiocese. The principal is required to obtain approval from the Regional Supervisor prior to any overnight field trips. The Archdiocesan field trip form must be used for all field trips and excursions and all completed forms must be retained until the end of the school year.

State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. Student emergency information must be immediately available to the supervisor and at least one adult chaperone shall be in possession of a cell phone. A snakebite kit must be included in any areas where there may be venomous snakes.

## **ELECTRONIC COMMUNICATIONS POLICY**

### **1. Systems, Devices and Materials**

- a. **Electronic communications systems** include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers, intranets, the Internet/World Wide Web 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, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment.
  - c. **Electronic communications materials** include, but are not limited to, DVDs, CDs, laser discs, 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, e-mails, text messages, instant messages, 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 whether in a parish, school, or archdiocesan department or office;
  - b. All electronic communications devices and materials taken from parish, school or archdiocesan office for use at home or on the road;
  - c. All personal devices and materials brought from home and used on parish, school or archdiocesan premises during regular business hours;
  - d. All personal devices and materials, regardless of location, that are used in such a manner that the parish, school or archdiocese may be implicated in their use.
  - e. All users of electronic communications systems, devices and materials, including, but not limited to, students, employees, staff, contractors, volunteers, clergy and religious, and their families.
3. **Ownership and Control of Communications**
- a. All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices and materials are to be used primarily to conduct official parish, school or archdiocesan business, not personal business.
  - b. With permission from the pastor, principal or other person in charge, 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. Parish, school and archdiocesan systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, 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 pastor, principal or other person in charge at the parish, school or archdiocesan department.
  - d. Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography or materials that are otherwise harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are “ON.”
  - e. 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 parish or school.
  - f. All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the parish, school or archdiocesan department.
  - g. Parishes, schools and the archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

#### 4. Guidelines for E-mail correspondence and other electronic communications

- a. All users of parish, school or archdiocesan communications systems and devices should use care in creating e-mail, text, instant or voice mail messages. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of e-mail and text messages are the same as other written documentation and cannot be considered private or confidential.
- b. E-mail 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" and the like on intranets or the Internet or the World Wide Web **must be approved** by the principal or other person in charge 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.

#### 5. Prohibited Practices:

Users of school electronic communication systems, devices or materials **and** users of personal devices and materials on school premises, during normal business hours or under circumstances when the school may become implicated in the use, may not:

- a. Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.
- b. Post or distribute personal contact 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 contact information includes names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLS) of social networking sites or blogs.
- c. Post or distribute communications 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.
- d. Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents' approval and the presence of a parent at any meeting.
- e. Engage in pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- f. Post chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.
- g. Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.
- h. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment;
- i. Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal or other person in charge.
- j. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files.
- k. Give unauthorized persons access to parish, school or archdiocesan 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).

- l. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible person.
- m. Introduce a virus, attempt to breach system security or tamper with a system.
- n. Alter, without authorization, a start up screen or the desktop, or install applications that will subvert these functions.
- o. Allow any minor to access the Internet on school communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- p. 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.

**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 school activities, or other appropriate disciplinary action.

**SECTION IV – SCHOOL DISCIPLINE**

In order to become the *"...intellectually prepared men and women who are committed to promoting a just and peaceful world as conscientious and morally courageous leaders in service to others"* described in the school Mission Statement, the Bishop Alemany student must adhere to a code of conduct designed to encourage behavior that leads to achieving those ideals.

**GUIDING PRINCIPLES FOR SCHOOL DISCIPLINE**

- **A student must learn to exercise self-discipline.**
- **A student must strive to make good choices and take personal responsibility for her or his behavior.**
- **The school will make discipline decisions based on the common good of the whole school community as well as the individual.**
- **The school will be consistent in applying the discipline process, while considering individual circumstances.**
- **The school reserves the right to implement discipline procedures off campus outside of school hours, where student actions are determined to have harmed the good reputation of the school.**
- **Parents must recognize that the School acts in place of the parents when dealing with student conduct.**
- **Parents must recognize that by enrolling their student at Bishop Alemany, they have agreed to comply with and help enforce all school rules and regulations.**

**DEFINITION OF DISCIPLINE TERMS**

**Teacher's detention:**

- This is a detention assigned by the student's teacher for a classroom infraction. It is to be served with the teacher in his/her room for the amount of time and on the day specified by the teacher. State law allows a teacher to detain a student for up to 60 minutes after school without notification.

**Teacher's Referral**

- A teacher may write up a formal referral to the dean when a student's misconduct is serious enough for a dean's intervention.
- A copy of the formal complaint and action taken will be sent home via mail. The teacher and/or dean may also contact the parent sooner as the situation necessitates.

**Saturday detention:**

- All detentions assigned by the Deans, will be served on Saturday mornings for up to three hours.

- Students assigned to Saturday detention will pay \$5.00 on arrival. The supervising teacher will collect and deposit at the Business office.
- At least one day's notice will be given to the student.
- A student who wishes to discuss the detention must see the appropriate Dean before the assigned detention.
- A student that owes detention money and or detentions hours may not be allowed to attend prom, grad night or take part in other graduation activities.
- **Students must serve detention when scheduled.** Work, athletics, etc., are unexcused and looked upon as failing to report to an assigned detention. (Note: A parent may submit a request **in writing** if there is a family conflict. The Saturday detention may be re-scheduled for another Saturday with no penalty to the student **once per semester**)
- If a student fails to report to detention the penalty hours will be doubled.
- Students assigned Saturday Detention are to report to the L-wing unless otherwise noted.
- Students must wear Alternative Dress or school uniform as specified in this handbook.
- Students should bring appropriate study materials, i.e. books, assignments and use detention time to complete academic assignments.
- Students must be present before their designated time in order to check in promptly.
- All school rules apply during detention.
- Failure to comply with any of these rules will constitute a "No Show" and the detention time will be doubled.

### **Suspension**

There are two types of suspension:

- In-house, where a student is suspended from classes because of a disciplinary infraction or noncompliance with school rules or while a disciplinary situation is investigated by the Dean(s). The student remains in the Dean's office up to a full day or until parents are contacted and come to the school to pick the student up and remove him/her from campus.
- Out-of-school, for a period of time necessary to evaluate the situation and to arrange for a Discipline Board hearing with the student, her or his parents and the Dean(s).

**Archdiocesan policy states that time missed during a suspension is considered excused absence.**

### **Disciplinary Probation**

Disciplinary Probation is reserved for continued violations or serious violations of school rules as listed on pages 29-30 and is a formal notice and warning to a student and her or his parents.

Probation stipulations are usually as follows:

- The period of probation lasts for no less than five weeks, but may be adjusted at the discretion of a dean or an administrator.
- The student will serve two hours detention each Saturday during the period of probation.
- Other stipulations may be placed on the student as warranted by the situation and determined by the Dean and specified in an agreement signed by all parties.
- During this period the student is expected to show marked improvement in behavior. Any further violation of school rules or disciplinary policies or the terms of probation makes the student eligible for strict probation or dismissal.

### **Strict Probation**

Strict probation is reserved for a major violation of school rules as listed on pages 31-35 and is a formal notice and warning to a student and her or his parents.

- The period of strict probation lasts no less than ten weeks, but may be adjusted at the discretion of a dean, administrator or the Discipline Board.
- The student will serve a minimum of two hours of detention each Saturday during the period of strict probation.
- The student and parents must have a conference with the dean and sign an agreement stipulating the period and terms of the Strict Probation.
- During the period of Strict Probation:
- There is no participation in or attendance of any extracurricular activities.
- The student must arrive at the beginning of the school day and depart immediately at the end of the school day.
- Any violation of school rules or disciplinary policies or the terms of strict probation during the time of probation may result in immediate dismissal.
- In certain situations a student will be placed on a Behavior Contract that stipulates specific behavioral expectations and conditions that must be complied with for continued enrollment. Any violation of such stipulations will result in immediate dismissal without Discipline Board review.

Other stipulations may be placed on the student as determined by the dean acting for the good of the school as well as the individual, and as warranted by the situation.

**With all due consideration, disciplinary actions are determined by the professional judgment of the Deans, Administration or Discipline Board and dealt with on a case by case basis**

### **Disciplinary Review**

Student disciplinary records are reviewed each semester. If a student has a poor record and there has been no improvement in behavior, appropriate action will be taken in the subsequent semester. Such action could be probation, strict probation, denial of re-registration in March or dismissal, depending upon the particular situation.

### **Dismissal**

A student's attendance at Bishop Alemany will be terminated under two circumstances:

- If, after exhausting the steps of the discipline procedure there is no improvement in a student's behavior, as determined by the deans, the Discipline Board may recommend to the principal that the student be dismissed. Parents will be offered the opportunity to withdraw the student.
- If a student commits a serious violation of school rules the Discipline Board may recommend to the principal that the student be dismissed.

**Students who have been dismissed or required to withdraw may be ineligible for re-admission. Neither are they allowed to attend school curricular or co-curricular events, or be on campus except as described under DANCES.**

## **AGENTS OF SCHOOL DISCIPLINE**

### **Classroom Teachers:**

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

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

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

***Teachers are never permitted to simply send a student to the office.***

**All Faculty and Staff:**

All administrators, teachers, classified staff (office, maintenance, custodial, gardening and cooking staff) and coaches are responsible for reporting violations of school rules to the Deans of Discipline.

**Deans of Discipline:**

The Deans of Discipline are responsible for the general discipline and Christian conduct of student body outside of the classroom. Each dean is responsible for a particular grade level, but will deal with any situation that may arise.

**Discipline Board**

The Discipline Board serves to recommend to the Principal the best course of action when a student faces the possibility of Dismissal.

- The Board is composed of five faculty members, two appointed by the Principal, two elected by the faculty, one faculty member appointed by the Student Council and a designated Administrator, who chairs.
- The Dean(s) present information concerning the discipline violation and the student discipline record.
- Only the student and parents or guardians may be present. They may speak to the Board and offer mitigating information. No legal or other representation is allowed.
- The Board then meets in closed session to determine whether to recommend strict probation or dismissal to the Principal.
- The Principal's decision is then communicated to the parents or guardians in writing.

**The Principal reserves the right to refer extraordinary discipline matters to the Discipline Board.**

**PROCEDURES FOR INFRACTIONS OF SCHOOL DISCIPLINE**

The Deans implement the discipline policies and procedures of the school.

**Steps of Increasing Severity for School Infractions:**

**Step One:**

For one or more infractions of school discipline

**Detention** - A Minimum of one hour of Saturday detention.

**Step Two:**

When infractions result in assignment of 5 hours of detention.

**Conference with the Student and Notice to Parents.**

The Dean advises the student in terms of what the student can do to remedy the situation. The counseling may include a warning, a delineation of possible future consequences, the requirement of specific actions on the part of the student, etc. The Dean will notify parents by phone, email or in a face-to-face conference, and document in writing on discipline record.

In certain situations, the Dean may determine that the best approach is to have a student meet in session with her or his teachers and counselor.

**Step Three:**

- a. When infractions result in assignment of 10 or more hours of detention, or
- b. A serious violation of school rules:

**Disciplinary Probation.**

- During this period the student is expected to show marked improvement in behavior. Any violation of school rules or disciplinary policies or the terms of probation makes the student eligible for Strict Probation or possible Dismissal.
- Parent Conference/Notification

**Step Four:**

- a. When infractions result in assignment of 15 or more hours of detention, or
- b. A serious violation of school rules:

**Strict Probation.**

- During this period the student is expected to show marked improvement in behavior. Any violation of school rules or disciplinary policies or the terms of strict probation makes the student eligible for possible Dismissal or Discipline Board.
- Parent Conference/Notification

**Step Five:**

- a. Further infractions of violations following Strict Probation, or
- b. A major violation of school rules that carries the possibility of Dismissal:

**Discipline Board Hearing.**

- The Student and Parents must meet with the Discipline Board. The student is suspended from school until a meeting is arranged.

The Discipline Board will recommend to the Principal one of the following two options:

- **Pre-dismissal Strict Probation/Behavioral Contract** This is another term of Strict Probation. If, after this step, there is a further single violation, the student is dismissed by the Principal.
- **Dismissal**

**Additional:**

- Depending on the severity of an infraction, disciplinary action may skip steps.
- This process is cumulative for the whole school year.
- Assignment to a particular step is at the discretion of the Dean based on the frequency and severity of violations.
- Infractions at end of year carry over to the following year. Juniors-to-be-Seniors need to be aware that their privileges and graduation may be in jeopardy if they violate rules at the end of the year.

**The Deans may recommend to the Principal that a student not be permitted to return at the end of a school year based on her or his discipline record**

**INFRACTIONS OF SCHOOL RULES**

**Classroom Infractions:**

These are dealt with by the individual teacher.

- Minor classroom disturbance, such as being out of an assigned seat, excessive talking, impertinence (rudeness), grooming, etc.
- Failure to follow classroom procedural rules set by the teacher.
- Failure to do homework or class work.
- Failure to have necessary books and materials in class.
- Failure to remove sunglasses.
- Failure to remove hood or head covering in class

- Food or drink in the classroom.
- Sleeping or other non-attentiveness in class.
- Gum Chewing
- Tardy to class. The teacher enters the tardy on the attendance report. The student is automatically assigned one hour detention for the following Saturday for each tardy.

### **School Infractions and Consequences for Violations:**

These must be reported to and dealt with by the Deans. The school authorities acting in the place of the parents or guardians (*in loco parentis*) reserve the right to question students regarding infractions without the parents or guardians present. If the infraction is serious the parents or guardians will be contacted in a timely manner.

#### **1. Riding a skateboard, roller blades or bicycle on school grounds.**

- Simple correction or warning plus confiscation of the items, to be returned to parents only.

#### **2. Using a cell phone, tape or CD player, TV, pager, digital camera, mp3 player or Ipod, or other such electronic devices during school hours (8 a.m. until end of school day) on campus.**

- Cell phones and other devices may not be seen or heard during school hours  
The item will be confiscated and may only be picked up by a parent or guardian. The student will be assigned a one-hour Saturday detention for each infraction.
- **All confiscated cell phones and digital cameras are subject to search by the Administration.**
- Students are discouraged from bringing laptop computers to school

***Bishop Alemany High School is not responsible for theft of or damage to personal property, including textbooks and any kind of electronic device.***

#### **3. Posting or distributing unauthorized flyers or suchlike materials.**

- Phone call to parents and detention.

#### **4. Possessing or using matches or lighters on school grounds.**

- Action will be taken according to the circumstances. This will include confiscation of the items and possible detention, probation, parent conference and/or dismissal.

#### **5. Using faculty restrooms.**

- 1st violation – 1-hour detention.
- 2nd violation – 2-hour detention.

#### **6. Tardy to School or a Class.**

- 1-hour Saturday detention beginning with the first tardy.
- Parents must write a note to the appropriate Dean if there is a legitimate excuse for the tardiness. In such a case the detention is removed but the tardy remains on the student attendance record.

#### **7. Out of Dress Code.**

- Students out of Dress Code are assigned a minimum of 1 hour of detention for each infraction. The student must be in dress code or be subject to suspension until the requirements of dress code are met.
- Clothing/items confiscated by the school must be picked up by a parent or guardian.
- All hair on the entire top of the head must be at least one quarter of an inch (1/4 inch).  
1st violation – Step Three Probation and detention  
2nd violation - Strict probation  
3rd violation - Recommendation for dismissal
- Boys' hair length, any bizarre colors or frosted tips will result in:  
1st violation – Step Three Probation and detention, suspension until hair is corrected  
2nd violation – Strict Probation

3rd violation – Recommendation for dismissal

**8. Parking out of bounds.**

Students must park in the student parking lot on San Fernando Mission Blvd. **only**. No other parking is allowed unless assigned by Administration. Violation – vehicle may be towed, \$25 fine and detention

- Continual violations – parking permit revoked and probation.

**9. Loitering.**

- 1st and subsequent violations – Steps of increasing severity

**10. Failure to report to an assigned detention.**

- 1st violation – Time in detention doubled
- 2nd violation – Step Three Probation (detention will be made up as part of probation.)
- \* Suspension from all activities (games, dances, etc) if excessive detention hours are owed

**11. Defacing school property.**

- 1st violation – Step Three Probation and a minimum fine of \$100.

Depending on severity of the violation, the students may be required to make complete restitution of all costs incurred by the school and/or be subject to dismissal.

**12. Gambling on campus.**

- 1st violation – Step Three: Probation
- 2nd violation – Strict probation
- 3rd violation – Recommendation for dismissal

**13 Possession or use of a laser pointer**

Possession or Use:

- 1st violation – Step Three: Probation
- 2nd violation – Strict probation
- 3rd violation – Recommendation for dismissal.

**14. Violation of Academic Integrity Policy**

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

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

- The teacher will confiscate the material from both parties involved.
- Both students will receive a zero for the assignment.
- The teacher will write up an academic integrity report and turn in materials and report to the appropriate disciplinary dean.

1st offense: one hour Saturday detention

2nd offense: two hours on each of the two consecutive Saturdays

3rd offense: Step Three Probation

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

- The teacher will confiscate any material
- Student will receive a zero on the exam or quiz.
- The teacher will contact the parent.
- The teacher will write up an academic integrity report and turn in materials and report to the appropriate disciplinary dean.

1st offense: Step Three Probation

2nd offense: Step Four Strict Probation

3rd offense: Discipline Board regardless of the number of semesters between the 1st and 3rd incident

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

- The teacher will confiscate any necessary material
- Student will receive a zero on the assignment.
- The teacher will contact the parent.
- The teacher will write up an academic integrity report and turn it in with the materials to the appropriate disciplinary dean.

1st offense: Step Four: Strict Probation

2nd offense: The student will appear before the Discipline Board regardless of the number of semesters from the 1st to the 2nd incident; the Studies office will denote plagiarism on the official school transcript of the student

Note: The Bishop Alemany High School Academic Integrity Policy will view violations on a case-by-case review, with disciplinary consequences up to and including expulsion with a permanent note on the student's transcript

**If a student has a combination of violations of academic integrity for an academic year, the student may appear before the Discipline Board and face dismissal from Bishop Alemany High School.**

#### **15. Unauthorized absence from class or Leaving campus without permission (Partial Truancy)**

- 1st violation – Step Three: Probation
- 2nd violation – Strict probation
- 3rd violation – recommendation for dismissal

#### **16. Truancy**

Truancy is defined as absence from school with neither school nor parent consent.

- 1st violation – Step Four: strict probation
- 2nd violation – Recommendation for dismissal.

**Students who are truant are to receive an "F" in their classes for that day and are not allowed to make up any assignments.**

#### **17. Possessing or using tobacco products on campus.**

- 1st violation – Step Four: strict probation
- 2nd violation – Recommendation for dismissal

#### **18. Possession or use of drugs or alcohol**

Where students seek help for a drug or alcohol related problem from administration or faculty, the school may work with families and support the student as they deal with the problem.

- Any violation – Discipline Board: subject to dismissal.

#### **19. Fighting on or off campus at any time or encouraging a fight.**

- Any violation – Discipline Board: subject to immediate dismissal

#### **20. Unauthorized Internet Web Sites.**

It is unacceptable to use the Bishop Alemany High School name, initials, logos or pictures of staff, students, the school 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.

Any violation – Discipline Board: subject to dismissal.

***Students who have committed a serious violation of rules will be suspended from school and placed on strict probation. In each case, the Administration reserves the right to invoke a more severe penalty up to and including requiring counseling or expulsion if it judges that the nature of the action or the circumstances warrant it.***

**While all on-campus rules and regulations are to be observed on campus and within the vicinity of the campus, a student is a Bishop Alemany student at all times. Any student who engages in conduct, whether inside or outside of the school, that is detrimental to the reputation of the school, may be disciplined by school officials.**

### **INFRACTIONS THAT ARE GROUNDS FOR DISMISSAL (TERMINATION OF ENROLLMENT)**

1. A pattern of disruptive behavior in the classroom
2. A pattern of defiance or non-compliance with school rules.
3. Violation of terms of probation or strict probation.
4. A major violation of school rules that may result in immediate dismissal, including but not limited to:
  - a. Destroying or defacing school property; vandalism on school grounds, including tampering with locks or locked doors, computer hacking and pranks of any kind.
  - b. Disrespect or extreme impertinence towards any faculty or staff member or anything that manifests contempt for school authority.
  - c. Serious misconduct in speech, writing or action including cheating or dishonesty and forging school or legal documents.
  - d. Being in possession of, under the influence of or using drugs or alcohol on campus, in the immediate vicinity of the campus, at school activities or at school functions. Being in possession of drug paraphernalia. The appropriate authorities will be contacted
  - e. Selling or giving drugs, drug paraphernalia or alcohol to another member of the Bishop Alemany student body. The appropriate authorities will be contacted
  - f. Theft of any school or personal property.
  - g. Setting a fire. Tampering with fire alarms or fire extinguishing equipment.
  - h. Scandalous, illegal or immoral conduct on or off campus at any time while the student is enrolled in the school.
  - i. Fighting, encouraging a fight on or off campus at any time.
  - j. Assault, extortion, threatening behavior or endangering the well being of any person (for example, setting off a firecracker, throwing objects in class or on campus, possession of flammable or explosive materials.)
  - k. Bring any kind of weapon onto campus or to a school function. The appropriate authorities will be contacted.
  - l. Harassment, including verbal, physical or written intimidation; including, but not limited to, using electronic communications to victimize, degrade or libel other persons; using ethnic slurs; name calling; prejudicial behavior; employing actions that victimize and make life miserable for other persons.
  - m. Gang or crew involvement, including any behavior, dress, mannerism or action interpreted by the Administration to signify gang or crew affiliation, for example, the wearing of gang colors, the writing of gang graffiti; association with known gang members, dance crews, party crews, etc.
  - n. Association with any person or group that poses any kind of threat to Bishop Alemany High School or its students.
  - o. Graffiti: possession of any object (for example books, notebooks, clothing, etc.) that is marked with tags or graffiti or possession of items used to produce graffiti (for example, spray paint can, markers, etc.)
  - p. Hazing or any act that injures, degrades or disgraces a fellow student or person attending the school.

- q. Establishing, maintaining, participating in or posting on unauthorized Internet web sites.

**In addition to the above criteria, the Administration reserves the right to dismiss a student from Bishop Alemany High School for what it considers due cause.**

## SCHOOL SEARCHES

Students' legitimate expectations of privacy in 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 conducts a search of a student's person or personal effects, an adult witness should be present. 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/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/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 a law or school rule is being or has been violated. The student's parents should be notified of any such search.

An alert from 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/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.

## DISMISSAL PROCEDURES

1. The incident is reported to the Dean.
2. The student is suspended while the matter is investigated and a meeting is arranged.
3. The Discipline Board meets with parents and the student.
4. After hearing from parents and the Deans, the Discipline Board makes a recommendation to the principal.

Possible recommendations include:

- Strict Probation
- Strict Probation with Student Behavior Contract
- Immediate Dismissal

5. The Principal renders a decision.
6. If a student is asked to withdraw from school and the parents fail to withdraw the student, the principal may exercise his or her prerogative to expel the student.

## SECTION V: ATTENDANCE POLICIES

Students attending Bishop Alemany are subject to the State Laws on Compulsory Full Time Education. The school is obliged to enforce these laws. Parents are likewise obliged by California State Laws to ensure that their student is in attendance at school when it is in session.

**THE SCHOOL DAY BEGINS AT 8:00 A.M. EACH DAY, MONDAY THROUGH FRIDAY**

### ABSENCE

- Absence is defined as non-attendance at classes when school is in session. Parents do not have the right to excuse their student from attending except for a legitimate reason.
- The following reasons constitute a legitimate or excused absence from school:
  1. Valid Illness. A parent may be requested to provide medical verification. Medical verification is required for an absence of more than three (3) consecutive days
  2. Attendance at funeral services for family members.
  3. Quarantine directed by a County or City Health Official.
  4. An emergency or special set of circumstances judged as sufficient cause by school authorities. The principal should be notified of the circumstances immediately.
- Unexcused Absences: All other absences taken with permission of the parents, but not that of the school. This includes family vacations, trips, etc. Such absence counts towards excessive absence.
- Truancy: (See truancy policy), absence from school with neither school nor parental knowledge and/or consent.
- Excessive Absence: A student who misses more than eight class sessions in a semester, for a particular course, is considered to be excessively absent. This student is in danger of losing academic credit for the course(s) in which the absences occurred. Parents and students will be notified in writing after the student reaches the eighth absence to any course(s).
- Special Circumstances: The Studies Office is to be notified in regard to serious illness or accidents so that appropriate arrangements can be made.

#### **Absence Procedures:**

- Parents must notify the Attendance Office before 8:00 am if a student will be absent.
- When the student returns to school after an absence, he or she must turn in a written note signed by the parent or guardian explaining the reason for absence to the Attendance Office. The Attendance Clerk will then issue a readmit slip to the student.
- Students will be readmitted to class upon presentation of the readmit slip. Each teacher will sign the slip. Upon completion, the slip will be returned to the Attendance Office.
- Students who fail to bring a written excuse will be sent to the Dean's Office.
- If a note has been forged or falsified the student will be reported to the appropriate Dean who will assess the proper consequence up to and including dismissal if it is a case of truancy.
- Students who must leave school during the school day must obtain an off-campus permit from the Attendance Office. Any student who misses more than two (2) periods on a regular day will be counted absent for the day. Any student who misses more than one period on a block day will be counted absent for the day.

- Participation in School Activities and Athletics: Students who wish to participate in any school activity of any kind on a particular day must be in school at least 4 full periods (or 2 full block schedule periods). If the game or activity is on a Saturday or Sunday, this obligation must be fulfilled on the previous Friday.

### **Tardiness Policies:**

Tardiness is defined as arriving in any class after the bell for the start of class has rung.

### **First Block of the Day:**

- Students who are tardy to the first class of the day must go to the Attendance Office to obtain a tardy slip before attending their first class.

### **Classroom:**

- Tardiness to any class is a school infraction. It may be excused only when it is the result of a counseling or other appointment with a school official and the student presents the teacher with a note from that person.
- A student who is tardy to any class must attend detention. There are no exceptions allowed, including but not limited to athletics, clubs or medical appointments.

### **Off-Campus Permits:**

- It is strongly recommended that medical or dental appointments be scheduled when school is not in session.
- Written verification of the appointment is required from the doctor's office noting the time and length of the appointment.
- Permission to leave school before the time of dismissal requires a written request with a daytime phone number from the parent or guardian which is presented to the Attendance Office before the first period of the day. The request must state the reason. The office will then verify the note and issue an off-campus permit.
- Guidelines for Student Releasing Student with an Off-campus Permit
- For the safety and well-being of the student when she or he is issued an off-campus permit, (i.e., doctor/dentist appointment, family business, sent home because of illness, etc.) she or he must wait in the Administration Office for a parent/guardian pick-up at the appointed time.
- The student will be released **ONLY** after the parent/guardian has produced proper picture identification.
- The student will not be released to any other person.
- In cases which a written explanation of a foreseen absence has been received by the school and the student has been issued an off-campus permit in advance, the student must report to the Attendance Office upon return to obtain a readmit slip before returning to class.
- Time absent from school with off-campus permits will be charged as equivalent absences.

### **Illness During The School Day**

- Students who become ill during the day outside of class must report to the Administration Office immediately.
- During class time, students must obtain written teacher permission to report to the Administration Office.
- A student may **never** independently call the parents and tell them to come and pick her or him up during the school day.
- If the student should leave school without the necessary written permission (off-campus pass), the student is liable to school discipline.

### **Corridor Passes**

A student who receives permission from a teacher to leave class during the class period must obtain a Hall Pass from that teacher, unless they are going to the library, in which case, they should get a library pass. Students out of class without a written pass will be considered truant.

## **RELEASE OF STUDENTS**

Students may not leave the campus for any reason at any time during the school day unless they have parent and school permission. All legal regulations and insurance requirements must be met. Students may not have off-campus lunch privileges.

## SECTION VI: ADMISSIONS

Bishop Alemany High School's strong comprehensive curriculum enables the school to welcome students whose academic abilities differ greatly by providing courses on all levels. Thus, it prepares every student for a number of post-secondary educational and career choices. Alemany also emphasizes competence in using computer systems and technology.

Staff, parents, students, state mandates, college entrance requirements, archdiocesan directives and financial restrictions determine the academic program. Tuition costs are moderate in order to provide for Catholic families within as broad a range of incomes as possible.

Financial aid is available for practicing Catholic families. The immediate community that Alemany serves in the northeast San Fernando Valley encompasses a variety of neighborhoods, ranging from low-income areas to those which are quite affluent.

Alemany strives to educate every student for responsible community living. To this end and to assist students in reaching their full potential, the school provides counseling and guidance in the areas of personal needs, academic goals and career awareness.

Non-Catholic students and parents are respected for their individual beliefs and are expected to cooperate in the educational goals of Alemany. They bring an ecumenical perspective, which enriches the school as a Catholic Christian community.

The total school program is designed to assist parents in fulfilling their primary responsibility for the education of their children. To take even small steps toward the implementation of this philosophy requires discipline on the part of all and sincere cooperation with the grace of God.

### **School as a Community**

Whenever people associate with other people in a public setting, such as school, they assume responsibility for conducting themselves in a manner that respects the dignity of others. They are expected to eliminate from their behavior those elements that display hostility or reveal a lack of concern for promoting what is desirable in human life. Members of a Catholic school community are challenged to express in their behavior a genuine love and concern for each other that flows from their faith in Jesus. Each member's own personal behavior should reflect a willingness to grow and mature as a contributing member of the community.

### **School as a Facility**

Since a school is also a facility that young people use to pursue their education each member of the school community is responsible for the use and care of the school plant. The situation demands that everyone respect the buildings and the property so that the school will be attractive in appearance and useful for the good of all who attend.

### **School as an Institution**

The administration of the school is charged with the responsibility of assuring conduct in accord with its stated policies and those of the Archdiocese. By the act of registering to attend Bishop Alemany, students and their parents indicate their agreement to abide by and support the policies and rules of the school.

## NON-DISCRIMINATION POLICIES

Bishop Alemany High School in the Archdiocese of Los Angeles, mindful of its mission to be a witness to the love of Christ for all, admits students of all race, color and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. Bishop Alemany High School of the Archdiocese of Los Angeles does not discriminate on the basis of race, color, disability, sex or national and/or ethnic origin in the administration of educational policies, scholarship programs and athletic and other school administered programs although certain athletic leagues and other programs may limit participation.

While Bishop Alemany High School does not discriminate against student 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 a 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.

## INCLUSION

As a Catholic school, every attempt is made to serve students whose parents desire a Catholic education. Although a full range of services may not be available to every student, Bishop Alemany High School will strive to include students with varied learning needs. All educators in Catholic schools follow “Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)”. Parents or guardians who feel that their student may need a minor adjustment to enable him or her to participate in the general education curriculum of Bishop Alemany should talk to the student’s teacher and principal to implement the STEP or MAP process. Parents or guardians who need a structure for resolution of complaints arising out of a student’s disability may request the “Disability Discrimination Complaint Review Process” from the principal.

For additional information, please contact Juanita Chauvin in our Office of Academic Support Services. Her direct line is 818-837-5278, or she can be reached by calling our main phone number, 818-365-3925, ext. 5278.

## ADMISSIONS

Admission to the ninth grade at Bishop Alemany High School is based on the results of a Placement Test, a satisfactory transcript of grades and conduct from the prior school, teacher recommendations, and a discerned ability to benefit from the total education program offered at Bishop Alemany. Final decisions on acceptance rest with the Admissions Committee of Bishop Alemany High School.

- Students may apply for admission to the 9th and 10th grades. Normally, transfers into the 11th or 12th grade are accepted only if the student is coming from another Catholic school or is newly moved into the area. Other students applying for the 11th or 12th grade will be evaluated on an individual basis. Practicing Catholics always receive preference in admission.
- Students are not permitted to repeat a grade level.
- Incoming students who miss the regularly scheduled Placement Test in January will be charged a late Application Fee, which includes a make-up exam scheduled in the spring.
- Foreign students applying for admission to Bishop Alemany High School must demonstrate proficiency in the English language through a written and oral exam. Students not able to demonstrate English proficiency will be recommended by the school to take an E.S.L. program off campus. Students may re-apply to Alemany once they have learned the English language. Students will again be tested for English proficiency.
- Admission to the school will normally only be considered at semester breaks.
- Transfer students must have the following number of units:  
(½ unit = 1 semester class = 5 public school credits)

For 10th grade -	first semester -	6 units
	second semester -	9 units
For 11th grade -	first semester -	12 units
	second semester -	15 units
For 12th grade -	first semester -	18 units
	second semester -	21 units

- Students transferring from public school may apply for a waiver of ½ unit per semester of religion.

Transfer students and late applicants will be conditionally accepted pending receipt of final official transcripts from the school(s) last attended. If the student’s transcript indicates one or more failing or incomplete grades, that student will be required to immediately withdraw from Bishop Alemany High School.

***The Admissions Committee reserves the right to grant exceptions in extraordinary circumstances.***

### Criteria for admission to the 9th grade:

- Satisfactory scores on the Placement Examination administered at Bishop Alemany in January of the 8th grade year.
- Satisfactory completion of the 8th grade. Students with any failures in the 8th grade are disqualified.
- Positive recommendation from 8th grade teacher and/or principal.

- Transcript of 7<sup>th</sup> grade and first semester grades in the 8th grade.
- Students who do not return a transcript and letter of recommendation to Bishop Alemany by the specified date will be disqualified for admission.

**Criteria for admission to the 10th grade:**

- Satisfactory scores on the Placement Examination administered at Bishop Alemany.
- 60 public school credits or the equivalent from 9th grade. (Students transferring from non-Catholic schools may apply for a waiver of the religion credit. Students with any failures in the 9th grade are disqualified.)
- 8.5 reading grade level or enrollment in a reading class.
- Positive recommendation from 9th grade counselor or principal.
- Transcript of first semester grades in 9th grade.
- Students who do not return a transcript and letter of recommendation to Bishop Alemany by the date specified will be disqualified for admission.

**Late Applicants for all grade levels:**

- Late applicants will be accepted on the basis of space availability and according to the stated criteria for admissions.
- Ordinarily late applications are reviewed after registration in March and at the conclusion of summer school.
- Late applicants maybe interviewed prior to acceptance for admission.
- If limitations of space prevent qualified applicants from being accepted, priority is given to Catholics and to students who have been in Catholic School.

**CIF Statement**

Bishop Alemany High School follows all CIF SS constitution and Bylaws California Interscholastic Federation State Bylaw 214C14:

1. Bishop Alemany is a Catholic (co-educational) high school whose philosophy and mission is based on the call of the United States Catholic Bishops, "To Teach As Jesus Did".
2. Bishop Alemany accepts students on a space available basis.
3. Bishop Alemany charges tuition for its educational services.
4. Bishop Alemany has admissions requirements pertaining to academic standards and behavior.

**SECTION VII: CATHOLICITY**  
**Campus Ministry Center Program**

The work of the Campus Ministry Center is the recognized heart of Bishop Alemany High School. Its responsibility is to promote and nourish the Catholic identity of the school community and property. **As Catholics, we:**

- view the human person as a child of God, full of possibility, deserving of life and love, and worthy of forgiveness. As such, we are a pro-life community.
- understand the world to be the vessel of God's grace. In Jesus, God has been revealed in human nature and in the tangible materials of the Church's sacraments God touches us. Together, we are called to embrace God living in and around us. As such we are a sacramental Church.
- are centered in the belief that Jesus Christ gave His body and blood for the redemption of our humanity. We celebrate the Eucharist to remember and celebrate God's gift. We embrace the call of Jesus to become his body in the world today. As such we are a Eucharistic community.
- we promote the values of family over individualism, generosity over possession, and life over death.
- are rooted in the history and traditions of the Roman Catholic Church. We accept the authority of the Church's teaching office.
- approach faith with reason, loving a God who is knowable and rational.

- welcome people (students, staff, parents, etc.) of all faiths, backgrounds, and experiences to consciously and enthusiastically journey towards God with us.

**The Catholic Ministry Center endeavors to achieve the following goals:**

- To provide opportunities for members of the school family to deepen their understanding and commitment to Jesus.
- Assist the principal in developing a community of faith
- To assist the Religion Department and Christian Service office in providing a comprehensive approach to living the Gospel message.
- To help foster the total personal and spiritual growth of each person at Bishop Alemany High School, regardless of religious affiliation.

**To achieve these goals the Campus Ministry offers a number of services, for example:**

- Liturgy is offered daily at 7:00 am in the Our Lady of the Angels chapel.
- School liturgies are celebrated each month during the school day to commemorate significant feasts and seasons. Consult the school calendar for more information.
- The Sacrament of Reconciliation is celebrated for all students during the seasons of Advent and Lent. This sacrament is available for any student at any time with the Campus Ministry Center chaplains.
- The Campus Ministry Center staff offers the opportunity for counseling and spiritual direction to students and staff.
- Students are given the opportunity to participate in a number of informative and participative programs intended to encourage spiritual growth and participation in Church life.
- Training and opportunities in Liturgical ministries is offered to students and staff.
- Adult education programs are offered for personal enrichment and updating.
- Retreats are offered for all segments of the Bishop Alemany family: all grade levels, faculty and staff and families. For students:

**The Freshmen and the Sophomores attend** a one-day off-campus retreat. Both the Freshmen and Sophomore retreats celebrate themes of community and spiritual growth. They allow for small group discussion, personal reflection, and communal prayer.

**The Junior retreat** is a three-day and two-night retreat held at Saint Andrew’s Abbey in Valeremo, CA. The theme, Discipleship, provides students with the opportunity to develop their understanding of God’s call.

**The Senior Kairos retreat** is a four-day, three-night, retreat held at Saint Mary’s retreat Center in Santa Barbara, CA. Kairos (“the Lord’s time”) enables the Seniors to focus on their relationship with God, with themselves, and with family and friends. It fosters the values of Christian living as the students work to build a true faith community.

## **HONOR POLICY**

In order to develop a sense of Christian morality and live the mission of the school, all students, staff and faculty of Bishop Alemany High School are expected to demonstrate in daily living, on and off campus, those moral virtues encompassed in the Gospel of Jesus Christ. In order to facilitate this commitment, the Bishop Alemany community recognizes that this campus-wide honor policy is desirable. We believe that students have a duty to be truthful and just. Therefore:

- All students at Bishop Alemany, as members of a Christian community, are expected to conduct themselves courteously in their relations with teachers, staff members, visitors and each other. This applies not only during school hours and on school grounds, but also at all school activities, such as athletic contests and dances.
- Students should always conduct themselves in speech, manner and dress that reflect a commitment to Christian morality and Christian charity on or off campus at all times.
- Students are to refrain from vulgar, obscene, suggestive, or insulting expressions, overt demonstrations of disapproval and all other behavior disruptive to the classroom situation.
- Students are not to argue about tests, grades and punishments during class, but rather see the teacher after class or at the end of the school day in order to resolve such difficulties in a respectful manner.
- Students are not allowed to use stylized graffiti writing on any assignments or tests. No credit will be given for any assignment of test written in this fashion.

- Students are also required to treat school property with respect by not defacing it in any way and by making proper use of waste containers
- Cheating, dishonesty and falsification of records are included under “immoral conduct.”
  - A student submitting work for credit under his/her name must have personally completed the work. (Using unauthorized materials or advanced information is not being truthful).
  - A student taking a quiz or test must follow the individual teacher’s instructions.
  - A student’s communication and interaction with others must be honest and considerate.

## **SECTION VIII: GENERAL POLICIES, RULES AND REGULATIONS**

### **ABORTION POLICY**

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 abortion.

Abortion which disregards innocent human life is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school, and the 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. Moreover, given the already existing network of prenatal programs and pregnancy counseling available in the Archdiocese of Los Angeles, there is no acceptable reason why any student should be coerced into having 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 or 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 son or daughter of that parent or guardian to be dismissed from school.

In cases where abortion has become public knowledge, dismissal from the school will be automatic. This also applies to a student who assists another student in obtaining an abortion.

### **ADULTS INTERACTING WITH MINORS AT SCHOOL ACTIVITIES OR EVENTS**

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 school locations. **Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the 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 (e.g., 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 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 school events in their homes with minors must have the permission of the 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 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 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 these requirements.

### **AIDS POLICY**

Infection with AIDS in and of itself is not a reason to exclude students from Bishop Alemany High School. However, alternate educational and catechetical arrangements may be made for infected students whose behavior has been shown to be a danger to others.

HIV/AIDS is not spread by casual, everyday contact. Therefore, barring special circumstances, students who are infected with HIV/AIDS will be admitted to Bishop Alemany High School. Usually, these students are entitled to all rights and services accorded to other students. Decisions about any changes in the educational program of a student who is infected with HIV/AIDS shall be made on a case-by-case basis. Each situation will be analyzed and responded to as required by its particular facts. Any decision will take into account Christian concern and compassion, community health and well being and individual privacy and needs.

### **ASSEMBLIES**

Assemblies are a part of the school program. Therefore, students are required to observe the same rules of conduct as apply throughout the school day

### **AUTOMOBILES**

Students who drive to school are required to register for a parking permit and park in the student parking lots. Students are never permitted to park on nearby streets. There will be a \$20 fee for student parking permits. The fee is due when the form is returned.

Students driving on campus are restricted to the following areas: student parking lot, stacking area and the access road behind the lunch area. Students driving in unauthorized areas are subject to detention and may have their parking permits revoked.

Students **are not** to loiter in the parking lots either before or after school, nor are they to go there at all during the school day, except with permission from the Deans. Students are to observe the 5 mph speed limit on school grounds, as well as the posted speed limits on the streets adjoining school property.

The student parking gate at San Fernando Mission Blvd. will be open until 8:30 am (a half-hour after school starts). The gate will re-open a half-hour before school ends and be closed once again a half-hour after the end of school. The Rinaldi St. entrance will be open during school hours. When exiting the student parking lot, students should always turn right onto San Fernando Mission Blvd. **NO LEFT TURN IS ALLOWED.**

**Bishop Alemany High School assumes no liability of any kind for automobiles parked on campus.**

### **CANINE CONTRABAND DETECTION PROGRAM**

Bishop Alemany High School is committed to providing its students, faculty and staff with a learning environment and workplace free of drugs, alcohol, and weapons as well as the violence that often accompanies such things. To this end, Bishop Alemany High School contracts the services of INTERQUEST, a private non-police affiliated company that utilizes canines trained in the detection of the following odors:

1. Illegal Drugs (marijuana, heroin, cocaine, opium, etc.)
2. Over-the-Counter and Prescription Drugs (aspirin, muscle relaxants, etc)
3. Alcoholic Beverages (beer, wine, liquor, etc.)
4. Gunpowder (fireworks, ammunition, firearms, etc.) Residual Odor (where one of the above was previously present)  
*(Please refer to the Appendix for a full description of the program)*

### **CELL PHONES**

Cell phones may not be seen or heard on campus during the school day. This means a cell phone may not be used for communication or any other purpose, including but not limited to, as a camera, a calculator, a timepiece or to send text messages in class or out.

If a student violates this rule, the cell phone will be confiscated and may only be picked up by a parent or guardian. Additionally, the student may be assigned a one-hour Saturday detention. All confiscated cell phones are subject to search by Administration. Repeated cell phone violations may result in probation or strict probation.

### **COMPLAINT REVIEW PROCESS FOR PARENTS AND STUDENTS**

Please refer to the Appendix

### **CONFIDENTIALITY AND PRIVACY**

#### *Privacy and Access to Records*

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

#### *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 Information*

"Directory 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/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.

### **CONTROVERSIAL ISSUES**

Those topics or issues of a religious, moral, social-political or scientific nature concerning which there are definite but differing opinions among recognized theologians, moralists, social scientists, and scientists are considered to be controversial.

Bishop Alemany High School is already committed to the teachings of the church in matters of faith and morals, and is not free to accept or reject these teachings. However, with issues which are not in violation of those principles, teachers will handle controversial issues in a manner suited to the range of knowledge, maturity and competence of the students and will deal with conflict issues as impartially and as objectively as possible. Parents, who have concerns about the handling of such issues, should discuss those concerns with the teacher.

### **CLOSED CAMPUS POLICY**

To preserve the academic environment and security Bishop Alemany High School is a closed campus. Only Bishop Alemany students are permitted on the school grounds before, during or after school hours. No person may enter the campus unless authorized by school authorities. Visitors must present themselves at the Administration Office during the school day and obtain a Visitor Pass.

### **CROSSWALKS**

For safety purposes, students must obey the traffic signals at Rinaldi Street while crossing to the athletic fields.

### **DANCES**

All dances are male-female date dances and for Bishop Alemany High School students only, unless otherwise announced. If guests are allowed, Guest Passes are issued by the Deans. The Alemany student is responsible for the good conduct of their guest. The policy regarding guests who have withdrawn or been dismissed from Bishop Alemany may be found below.

Dances are normally scheduled from 7:00pm to 11:00 pm. Students must be present from a half-hour after the starting time of the dance until a half-hour before the ending time. Prom is an exception to this rule since students must arrive and leave on school-provided transportation.

After a careful analysis of problems associated with underage students utilizing limousine services, Bishop Alemany High School joins many other high schools in the area in prohibiting the use of limousines and other chauffer driven vehicles at all Bishop Alemany High School dances and events. Any such vehicles will not be allowed on campus. Students who arrive in such vehicles will be turned away at the gate and forfeit any kind of refund.

In addition, limousines or other chauffer-driven vehicles may not pick up students after the Prom.

If any student is suspected of being under the influence of drugs or alcohol by any school faculty or staff member they may be subject to a sobriety test. In addition, parents will be called to take the student home.

Any student absent from school on the day of a dance or social event may not attend the event.

Freshmen are not permitted to attend Prom. If any student owes detention money or detention hours, they may not be allowed to attend any dance, including, but not limited to homecoming, winter formal and prom.

### **Former Students**

Any student who has been asked to withdraw or expelled from Bishop Alemany High School may not attend any extra curricular functions that are sponsored by Bishop Alemany or take place on Bishop Alemany's campus. The events that the former student may not attend include, but are not limited to, dances, athletic events, concerts, or theater productions. Nine (9) months from the time a student is asked to withdraw or is expelled from Bishop Alemany High School that student may petition for permission to attend extra curricular activities sponsored by Bishop Alemany or that are on Bishop Alemany's campus. Any request by a former student to attend a specific event must be made at least one month prior to the scheduled event. The petition must include:

- A signed type-written letter from the former student requesting permission to attend activities sponsored by Bishop Alemany High School. The letter should include the reasons the former student believes that he or she should be allowed to attend these activities, how the former student's behavior has changed sufficiently to warrant this permission, and what type of behavior the student will guarantee if given permission.
- Two letters of recommendation. If the former student is currently attending another high school, then one of the letters must be from a dean or counselor from the student's current school. The letter must address the student's discipline record at the current school. The other letter (or both letters if the former student is not currently enrolled in another high school) must be from adults who are not members of the former student's immediate family. The letters should describe the adult's relationship with the former student and comment on the former student's current behavior and character.
- An interview. Bishop Alemany will assign a Committee including an administrator and a dean to meet in person with the student.

After all the requirements of the petition are submitted the student will be notified of the decision of the school in writing within two (2) weeks of the interview. This decision will be final and not subject to any further discussion.

If permission is granted to attend the petitioned event, the student will fill out any contract for the event (if applicable) and abide by further Bishop Alemany High School policy.

Normally the only former students who will be given permission to attend Bishop Alemany sponsored activities will be those who were not on strict probation prior to the request to withdraw or expulsion and did not have a significant negative discipline record while a student at Bishop Alemany.

**A SAMPLE BISHOP ALEMANY DANCE CONTRACT IS IN THE APPENDIX TO THIS BOOK**

## **DRUG AND ALCOHOL POLICY**

Students who seek help for a drug or alcohol related problem from the Administration or faculty will be given support and guidance to defeat the problem. Bishop Alemany will work with families to free a student from substance abuse. This would include required counseling. However, students who do not seek prior help and are guilty of the use, possession or distribution of drugs or alcohol will be liable to immediate expulsion.

Bishop Alemany considers substance abuse an extremely serious moral and personal problem. This rule will be strictly enforced. The Bishop Alemany Administration may require a test for illegal substance any time it suspects a student may be involved in drugs or other illegal substances. These tests will be performed at the parent's expense. Tests may also be administered at school if the school administration deems that there are sufficient grounds. Parents who allow substance abuse at parties or the like in their homes are advised that Bishop Alemany deprecates this practice vehemently.

### **Use**

Use implies that a student is reasonably known to have taken or to be under the influence of illegal substances while under the jurisdiction of school authorities. This includes such actions as: smoking marijuana, using steroids, taking drugs, drinking alcohol, etc.

### **Possession**

Possession of drugs or alcohol implies that a student has on his/her person, or within his/her personal property, or has under his/her control, any drugs or alcohol (including marijuana) on campus, in the immediate vicinity of the campus, at school activities, or school functions.

### **Distribution**

Distribution of drugs or alcohol implies the transfer of such substance to another person, with or without the exchange of money or other valuables.

### **Penalties**

Students determined to be distributors of drugs or alcohol, as defined above, shall be subject to dismissal from school. In cases of drug possession and/or distribution, the police will be consulted. Students in possession of drug paraphernalia will be suspended and subject to dismissal.

### **Student Searches**

Bishop Alemany must be able to provide a safe and healthy school environment for all students. Therefore, a student who refuses to submit to a reasonable search by an appropriate Dean of their person, book bags, vehicles, and any other belongings will be presumed to be in possession of contraband and will be subject to dismissal from Bishop Alemany. The Dean will notify the student's parent after any search.

## **DESIGNATED AREAS**

**The following rules are to be observed in the designated areas:**

### **a. Classrooms**

Students are to be in classrooms and seated at their desks when the tardy bell rings. No food, drinks or gum chewing are allowed in classrooms or corridors. Classroom furniture is to be kept in good condition. Students are not to be in any classrooms without proper supervision.

### **b. Hallways/Stairways/Balconies**

Unnecessary noise, rough housing, running and/or loitering are strictly prohibited. Students may not sit or walk on balcony walls. Students are not to be in any hallways without proper supervision. Use of the elevators is strictly prohibited.

### **c. Lunch Area**

Students must remain in the lunch area during the entire lunch period. Orderly conduct is expected here at all times. The vending machines are for use during lunch and nutrition times only. They are not to be used between classes. All food and drinks are to remain in the lunch area.

**d. Assemblies**

Assemblies are a part of the school program. Therefore, students are required to observe the same rules of conduct as apply throughout the school day.

**e. Gymnasium**

No student is to be in the gym or locker room either during or after school hours, unless under the actual supervision of a designated faculty member. This applies especially during lunch periods.

**ESTABLISHING WHO HAS CUSTODY**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal’s office. The school will not be held responsible for failing to honor arrangements that have not been made known.

**EMANCIPATED OR EIGHTEEN YEAR OLD STUDENTS**

All school regulations apply to students who are emancipated or eighteen years of age as long as they are enrolled in the school. Bishop Alemany High School will continue to report to the parents concerning grades and discipline. In addition, Bishop Alemany High School will require parental certification of absences and off-campus requests. Students may not write their own notes to excuse absence.

**EMERGENCY PROCEDURES**

Bishop Alemany High School has developed extensive procedures for emergency response needs. Drills are scheduled throughout the school year. Emergency maps and procedures are posted in each classroom. Students are to follow the directions of the teacher.

In the event that an emergency situation arises during the school day, students will be kept on campus in the practice field areas supervised by faculty under the direction of the Deans and Administration.

- Students will be released to parents or guardians only, upon presentation of ID.
- Students who drive themselves or a carpool must have parent permission on file to be allowed to leave campus.
- In the event that school communications are down, the school will post information with KCBS and KCAL television stations and KFWB 980 and KNX 1070 radio stations.

**GIFT DELIVERIES**

Bishop Alemany does not accept deliveries of gifts for students, e.g., balloons, flowers, etc.

**GRADUATION**

Graduation is a Senior Class activity and consists of two parts:

- A Baccalaureate Mass giving thanks and praise to God
- Commencement Exercises at which each student is recognized and their diploma is issued.

Graduation is a privilege and not a right and is reserved for those seniors who have met all academic, financial and disciplinary criteria and obligations established by the school. Parents and friends are most welcome to attend graduation activities, but are to be mindful of the appropriate dignity of the occasion.

**HARASSMENT, BULLYING AND HAZING POLICY**

Bishop Alemany High School 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/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.

**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.

**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 Bishop Alemany High School 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.

## **STUDENT THREATS**

All student threats 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 principal, or a teacher. The principal should notify the police immediately. The Department of Catholic Schools should also be notified.

The student who has made the threat should be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat should 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.

The decision to re-admit a student who has made a threat should be made by the principal 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.

### **INTERNET USAGE POLICY**

(See Electronic Communications Policy Page 27)

It is unacceptable to use the Bishop Alemany High School name, initials, logos or pictures of staff, students, the school or school activities with anything that is degrading, lewd, threatening or violent. Deliberately establishing, maintaining, participating in or posting on unauthorized Internet web sites or anywhere else, may result in serious disciplinary action from forfeiture of usage privileges up to and including expulsion.

Unacceptable uses of school or home computers include, but are not limited to:

- Sending, displaying or downloading offensive messages or pictures;
- Using obscene language;
- Harassing, insulting or threatening others;
- Violating copyright laws;
- Using another person's log-on and/or password;
- Trespassing in other's folder, work or files;
- Revealing another's personal phone number, name or address.

### **WIRELESS LAPTOP PORTAL AGREEMENT**

(See Electronic Communications Policy Page 27)

This network is provided as a service to the students of Bishop Alemany High School to aid in their studies and to further their development as morally courageous agents of peace and justice. Students are reminded to use campus computer resources responsibly and to respect the terms of the Computer Network Use Agreement. All Bishop Alemany High School policies regarding responsible behavior and the use of technology will be upheld while connected to this network.

Students are reminded that data on this network is not encrypted and publicly viewable. All activity on the Bishop Alemany Wireless Network is logged including uniquely identifiable computer information. Abuse of this system will result in the revocation of access privileges in addition to possible disciplinary action.

Neither Bishop Alemany High School nor any agent of Bishop Alemany High School assumes responsibility for student laptops or other wireless devices attached to this network. Any damages, physical or virtual in nature which may occur to wireless devices connected to the network will not be the responsibility of Bishop Alemany High School or of its agents. Bishop Alemany High School promises to maintain the Bishop Alemany Wireless Network to the best of its ability, though no guarantees are made on consideration to availability of quality of service.

These terms are subject to change without notice.

***Parents and students are required to sign a Computer Network User Agreement.***

### **LOCKERS**

(See Searches Page 39)

Lockers may be used before school, during nutrition, the first and last ten minutes of lunch and after school only.

- Bishop Alemany assumes no responsibility for loss of any personal property due to theft or damage.
- All students must purchase and use an official Bishop Alemany lock from the Bishop Alemany bookstore. All unauthorized locks will be cut off.
- Students may only use their assigned locker and are responsible for keeping them in good condition. Bishop Alemany reserves the right to search lockers at any time. Students are responsible for all items found in their lockers.

- Students are also responsible for following all other locker rules posted in classrooms, locker halls, etc.
- The same rules apply to the use of PE lockers, which are for PE materials only and **not** to be used for storing books or other classroom equipment

**Locker Search:**

All lockers are subject to search by school authorities at any time without notice. It is the proper function of school authorities to inspect lockers and to prevent their use for unauthorized or illegal purposes. Students are responsible for anything found in their assigned locker.

**LOST OR STOLEN PROPERTY**

The school is not responsible for lost or stolen property. Students are not to bring property of value to school including but not limited to, cell phones, iPods, laptops, and musical instruments.

**MARRIED STUDENT POLICY**

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, any student who marries may not be allowed to attend an archdiocesan/parish secondary school. The principal is expected to confer with the Regional Supervisor before making any final decision.

**NON-SPONSORED STUDENT TRIPS**

Parents should be warned that there are several companies that arrange field trips that are not sponsored or supervised by Bishop Alemany High School. Parents are encouraged **NOT TO** send their students on any of these excursions. We want to make it very clear that Bishop Alemany is not responsible for your child’s safety or conduct should your student participate in one of these activities. In addition, Bishop Alemany is **NOT** financially responsible for any monies lost.

**OFF-LIMITS AREAS**

The following areas are off-limits to students without proper authorization:

- Swimming pool area,
- The area behind the west building bordering the Cemetery,
- The Chapel,
- The San Fernando Mission,
- The dining hall,
- The cemetery,
- The orange groves and any construction areas.

**POST PROM**

Students who attend the annual Prom must attend the Post Prom party until 5:00 am.

**POSTING SIGNS**

The Director of Student Government must approve any signs before they may be posted.

**PREGNANT STUDENT POLICY**

Students involved with a pregnancy have changed their lives and also some of their obligations and priorities. The prospective parents must take on new responsibilities and act accordingly. The school will respond with a required program of counseling based on the circumstances of each case. There will be no discrimination in the manner in which young men and women are considered in the issue of pregnancy.

Every effort will be made to assist the pregnant student to complete her education, generally through a referral to St. Anne’s Maternity Home or similar program through Catholic Social Services. The time at which the student leaves the school will be

determined after the parties have considered the needs of the student and the common good of the school. Any pregnant student attending school must have a doctor's medical approval on file at the school.

A new mother can return to classes only after meeting with the Principal and any other parties deemed necessary. The students will be treated with respect in a spirit of forgiveness and reconciliation by the school community. This does not imply support for immoral activity but is rather a recognition of reconciliation.

### **PUBLIC AFFECTION POLICY**

Bishop Alemany High School supports healthy boy-girl relationships in so far as they yield emotional, psychological and social growth in all students. **Excessive displays of affection will not be accepted on campus since they fall short of these goals.** Those students who engage in this behavior become liable to Step Two disciplinary action.

### **STUDENT NO LONGER LIVING WITH PARENTS OR GUARDIANS**

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 not living in the home of a parent or guardian may not be allowed to attend an archdiocesan/parish secondary school. The principal is expected to confer with the Regional Supervisor before making any final decision.

### **STUDENTS ON CAMPUS**

No student will be allowed on campus after 5:00 p.m. unless involved in a faculty-moderated activity as a participant or spectator. Coaches and moderators are not to allow an activity to extend beyond 6:30 p.m. without direct approval from the Principal. Students who trespass on campus will be subject to dismissal.

### **SWIMMING POOL**

Students wearing swimsuits must remain in the pool area. When leaving the pool area, students must be appropriately dressed. This applies to all students, including athletic team members.

### **VISITORS**

Students are not allowed to bring visitors, e.g. Non-Bishop Alemany students, on campus during the school day, unless written permission has been obtained from a Dean of Discipline one day in advance. The appropriate paperwork showing parent consent must be submitted. Permission will rarely be granted and only for reasons deemed worthy by the Administration.

## SECTION IX: STUDENT SERVICES

### SR. THERESA EBERST LIBRARY MEDIA CENTER

The Library Media Center was founded to promote literacy in all its expressions, to encourage life-long learning, to ensure the individual right to freedom of information, and to advance knowledge to an ever-growing body of information both online and in print.

The Library Media Center seeks to promote and increase student achievement by:

- providing access to current resources and the latest information technology
- enhancing student competency with information skills
- introducing students to telecommunications as a means of information retrieval.

#### Use of the Media Center

**Hours:** Monday, Tuesday and Friday                      6:45 – 3:00  
Wednesday and Thursday                                      6:45 – 2:00

Tutoring is generally available after school Monday – Thursday until 5:00

#### General Procedures and Guidelines

- Students must have their Bishop Alemany identification in order to use the computers or check out materials.
- Students may renew books as often as they wish, provided no one has made a request for the item. **Exception:** Summer reading and AP books may not be renewed.
- Fees are charged for overdue materials in the amount of \$0.25 per school day
- Borrowers are responsible for returning materials on time and in good condition. Charges for a lost or damaged item will depend on the replacement cost and not necessarily the “cover price.” Borrowers may not provide replacement copies for lost or damaged items.
- Students are responsible for following the Internet User Agreement while utilizing the computers.

#### The Library Media Center Website

The Library Media Center Website can be accessed through the Bishop Alemany Website or directly through:  
<http://library.alemanyhs.org/>.

### TEXTBOOKS

The list of textbooks used in the courses of instruction is available in the Bishop Alemany Bookstore.

### STUDENT ACCIDENT INSURANCE

The Student Accident Insurance Program is provided for all registered students attending Bishop Alemany High School. This program is secondary to the family's insurance and assists only with medical expenses incurred because of accidental bodily injury sustained by a student while attending Alemany, while traveling to or from school, or while participating in a solely school sponsored and supervised activity.

### BEREAVEMENT

In the unfortunate loss of a loved one, there are services available through Bishop Alemany that may help families through a difficult time. Whether through prayer, counseling, assistance with funeral plans, or other support, there is a bereavement team made up of several faculty and staff members who are trained and available to offer assistance. Contact the Campus Ministry Office or the school Chaplain.

### HEALTH OFFICE

Bishop Alemany provides a Health Office located next to the Administration Office. A student who becomes ill during the school day must go to the Administration Office and a member of the staff will contact parents or guardians. The school does not provide treatment of any kind.

At no time should the student contact their parent or guardian for pickup during the school day.

In the event of any accident on campus or during a school-sponsored event a written report, including date and time, will be made and filed with the Associate Bookkeeper.

### **Student Medication Policy**

State law does not permit students to carry ANY medication with them on school campus without first notifying the school. Students bringing ANY TYPE of medication to school must obtain a Request for Medication form from the Administration Office. This form must be signed and submitted to the office by the parent indicating the frequency that the medication should be taken. It is important to understand that several over-the-counter and prescription medications are detectable by the school's contraband canines. To minimize the possibility of an unnecessary "alert" parents and students are urged to comply with this medication policy.

### **Non-Prescription Medication**

Students bringing any type of non-prescription medication, including any pain relievers or cold medicine to campus, must obtain a Request for Medication form from the Administration Office. This form must be signed and submitted to the office by the parent indicating the frequency that the medication should be taken. Once the form has been submitted, the student will be allowed to carry the non-prescription medication on their person while on campus and be responsible for taking the proper dosages at the proper times.

### **Prescription Medication**

All prescription medication must be provided in the original package and kept in the Administration Office where a school employee designated by the principal will allow the student to take the medication. Students must be ultimately responsible for knowing when and how much medication to take. Bishop Alemany is NOT responsible for administering proper dosages at proper times to students.

### **Asthma Inhalers**

The policy regarding asthma inhalers is the same as non-prescription medication. Students who have a prescription to use an asthma inhaler will be permitted to carry it on their person after submitting the proper parent permission form to the Administration Office. The student will be personally responsible for taking the proper dosages at the proper times.

## **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.

Work Permit applications may be obtained from the school or from a public school. To obtain a permit, students must present their applications at a public school in their attendance area. Work Permits will be processed within 24 hours after receiving application.

## **SECTION X: STUDENT GOVERNMENT AND ACTIVITIES**

### **STUDENT GOVERNMENT AND ACTIVITIES**

#### **Objective**

To develop skillful student leaders:

- by sponsoring a program of student government which included curriculum designed to teach effective leadership skills;
- by providing leadership opportunities within the four grade levels;
- by providing for leadership within student clubs, on teams, and in various projects.

## **STUDENT GOVERNMENT**

The student government at Bishop Alemany is comprised of two groups: Executive Student Body Officers and Commissioners and Class Officers. Each has their own responsibilities, however they also work together, thus forming the Associated Student Body (ASB).

The ASB Officers and Commissioners promote school related student activities. Class officers promote the interests, activities, spirit and financial well being of their own class.

### **The Associate Student Body (ASB)**

It is the intended purpose of the ASB to involve the students of Bishop Alemany in its day-to-day governance. The general student population is represented by the ASB composed of executive student body officers and class officers. This group is designed to act as a liaison between the Administration and the Bishop Alemany student, to assist the Administration in furthering the school's Mission Statement and to be a continuing source of constructive input in coordinating student activities.

#### ***Executive Student Body Officers***

Current school year Freshmen, Sophomore, and Juniors elect the ASB President, Vice-President, Secretary and Treasurer. The newly elected ASB Officers then appoint the following commissions from a large applicant field: Social Commissioners, Community Service Commissioners, Spirit Commissioners, Publicity Commissioners, Audio/Visual Commissioners, Student Affairs Commissioners, Historian Commissioners, Student Government Operations Commissioner and a Parliamentarian.

#### ***Class Officers***

Each class elects its own President, Vice President, Treasurer and Secretary.

#### ***Eligibility For Elections***

Students interested in seeking candidacy for an executive ASB Office or a Class Office must meet the eligibility requirements as defined for current elections. Students on academic or disciplinary probation are not eligible to hold ASB or Class Office.

## **ACTIVITIES AND ORGANIZATIONS**

### **Academic Decathlon**

Bishop Alemany High School Academic Decathlon teams have a proud tradition of success in Regional and State competition. The team puts in many extra hours of study and practice in addition to their regular classwork obligations.

### **Assemblies and Rallies**

These are a part of the regularly scheduled curriculum and exist to inform students in a given area or to promote school spirit.

### **Cheerleaders**

Another active group on campus is the Bishop Alemany Cheerleaders. Their purpose is to promote and maintain spirit among the students and to develop a tradition of loyalty. Cheerleaders perform at football and basketball games, paint spirit banners and participate in pep rallies. Bishop Alemany Cheerleaders also have a competition squad. A group of off-campus judges select Cheerleaders annually.

### **Dance Team**

The Dance Team was started and 2007- 2008 and continues to grow in 2009-2010.

### **Intramural Sports**

The lunchtime inter-mural sports program started in 2007 and was so successful that it will continue bigger and bolder in 2009-2010.

**Mock Trial**

Students are trained in courtroom presentation and procedures and participate in competition against other school in a set court case.

**Speech and Debate**

Bishop Alemany speech and debate members participate in numerous interscholastic debates and speech contests. Speech and Debate offers the student the opportunity to learn the process of effective reasoning, communication, research, and argumentation skills, which are mandatory in any career.

**Student Publications**

Student publications at Bishop Alemany include the student newspaper, the Yearbook, and the Literary Magazine. Each publication is governed and operated by student editors overseen by their respective moderator. Through participation in the publications program, students gain valuable writing, editing, and design experience; learn to work cooperatively as members of a staff; and develop a personal dedication to excellence through a shared commitment to producing a product of the highest quality.

**Theatre**

The Theatre Department is an active and vibrant part of the Bishop Alemany community. The Theatre Department produces 5 major productions a year. These productions offer a variety of entertainment including One Act Plays, Comedies, and the annual Spring Musical.

## CLUBS

Clubs are organized to provide the students with an opportunity to share similar interests with other students, inform and educate the students in a variety of subjects and provide service to the school community.

**Establishment of New Clubs**

As prescribed for the current school year, students may establish student clubs, which respond to the interests of the students. Club Charter week, which occurs each fall, is the time when students may obtain the appropriate paperwork to begin a new club. Applications are available in the Student Government Office. Applications will be reviewed by the Administration and the final decision regarding the formation of new clubs rests with their professional judgment.

## CLOSE UP, WASHINGTON, D.C.

Bishop Alemany High School has participated in the Close Up Trip to Washington, D.C. for many years. This trip is more than just a field trip. Students experience a week-long study visit of our nation's capitol, where they have the opportunity to experience government and the political process firsthand.

**Who Can Participate:**

Students in grades 11 and 12 are eligible to participate. Furthermore, since students who participate in any school trip act as ambassadors of Bishop Alemany High School, there are certain disciplinary guidelines regarding this very special trip:

- any student who has been on STRICT PROBATION within the last twelve months may NOT be eligible to attend Close Up.
- should a student be placed on strict probation after money has been paid that student will NOT be allowed to go on the trip, and Bishop Alemany High School is NOT responsible for any loss of money.

**What To Do:**

The exact cost of the trip is announced by Close Up in September. Students need to carefully listen to P.A. announcements during school to hear about important Close Up meetings. Parents should try to attend the Close Up Information meeting on the evening of Back-To-School Night in early September.

## SECTION XI: ATHLETICS

(This section is a summary of the complete Athletic Code, which is printed separately.)

### ATHLETIC DEPARTMENT PHILOSOPHY

Participation in athletics at Bishop Alemany High School is considered a uniquely valuable experience for every young person, and all are encouraged to participate in one of the many competitive sports offered during their high school years.

Participating in athletics at Bishop Alemany High School is a privilege that is earned. Student/Athletes are expected to appreciate the opportunities provided by high school athletics. We believe that the development of skills and attitudes, which result from athletic participation, are of special importance in our society today. A balance must be achieved and maintained between the desire for personal success and the accomplishments of the team.

### PHYSICAL EXAMINATION

As many students as possible are encouraged to participate in the athletic program. All athletes are required to have a physical exam before they can try out for a sport, as mandated by CIF. Physicals completed during the previous school year are not valid the following school year. Parents are encouraged to have their child's physical administered during the summer prior to the beginning of the school.

Check the website for all necessary forms for participation.

### CIF-SS/CAA

Bishop Alemany High School is a member of the California Interscholastic Federation, Southern Section (CIF-SS). As a Catholic high school, Alemany is also a member of the Catholic Athletic Association (CAA).

### ATHLETIC TEAMS AND SEASONS

*Fall: Late August to mid-November*

<p><b>Football - Boys</b> Varsity JV Frosh</p>	<p><b>Cross Country - Boys/Girls</b> Varsity - Jr. Varsity</p>	<p><b>Tennis - Girls</b> Varsity - Jr. Varsity</p> <p><b>Golf - Girls</b> Varsity</p>	<p><b>Water Polo - Boys</b> Varsity - Jr. Varsity</p>	<p><b>Volleyball - Girls</b> Varsity - Jr. Varsity Freshman</p>
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*Winter: Mid-November to February*

<p><b>Basketball - Boys/Girls</b> Varsity - Jr. Varsity – Frosh</p>	<p><b>Soccer - Boys/Girls</b> Varsity - Jr. Varsity</p>	<p><b>Water Polo - Girls</b> Varsity - Jr. Varsity</p>	<p><b>Wrestling</b> Varsity -Jr. Varsity</p>
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*Spring: February to June*

<p><b>Baseball</b> Varsity - Jr. Varsity</p> <p><b>Softball</b> Varsity - Jr. Varsity</p>	<p><b>Golf - Boys</b> Varsity</p>	<p><b>Swimming - Boys/Girls</b> Varsity - Jr. Varsity</p> <p><b>Track - Boys/Girls</b> Varsity - Jr. Varsity Frosh/Soph</p>	<p><b>Volleyball - Boys</b> Varsity - Jr. Varsity Frosh</p>
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## **Pursuing Victory with Honor**

Bishop Alemany High School is a pilot school for the Josephson Foundation program recently adopted by the Mission League

### **CODE OF CONDUCT**

A Bishop Alemany High School athlete in competition is expected to follow certain principles:

1. Never use profanity or illegal tactics.
2. Be gracious in defeat and modest in victory.
3. Always congratulate the opponent.
4. When speaking to an official, always speak in a tone of respect and only to clarify a rule.
5. Violations of good behavior will result in removal from the team for a specified period of time.
6. Bishop Alemany High School adheres to CIF policy with regards to ejections/removals from athletic contests.
  - a. The first offense will result in a one game suspension.
  - b. The second offense in the season will result in a two game suspension.
  - c. The third offense (in the same season) will require the student athlete to sit out the remainder of that season of competition
7. Any athlete who is involved in a fight for any reason may be suspended for one game. Should this happen a second time, the athlete may be suspended for one year to the day and not receive a letter or any post-season awards.
8. Any student found guilty of striking an official will be barred from athletic competition at Bishop Alemany High School during the remainder of his or her athletic eligibility. This would constitute grounds for expulsion from school.
9. Any player found using any form of chewing tobacco at practice or during a game will be automatically suspended for one game.

### **HAZING**

Bishop Alemany is committed to providing an environment that is free from any type of harassment. The school will treat any and all allegations of harassment seriously. Harassment, including verbal physical or written intimidation, degrading of a person, ethnic slurs, name calling, prejudicial behavior, employing actions to victimize and make life miserable for other persons, and team initiation tactics will never be tolerated. Such actions call for serious disciplinary follow up from the school.

Bishop Alemany athletes will meet the grooming regulations required by the school. The Athletic Director will determine if a person meets the standard. Failure to do so will result in the athlete's ineligibility to participate in games or practices until the requirements are met. Permission to wear a game day shirt may be granted if approved by the Athletic Director.

### **GENERAL ATHLETIC POLICIES**

1. Bishop Alemany High School provides secondary insurance coverage for physical injury for all students automatically. Injuries incurred in athletic participation are included in this coverage for all sports except tackle football. Before a student can participate in football, he must either buy the extended coverage from the school's insurance carriers or supply evidence of other coverage for the minimum amount and have his parents sign the waiver form.
2. A student who receives a GPA of less than 2.0 in any two consecutive quarters is ineligible to participate in interscholastic athletics for the time specified in the school regulations.
3. Students absent from school may not participate in a game or a practice on the day he or she is absent. Absence is defined as failure to report to school by 10:30 A.M., and attend all scheduled classes until 2:00 P.M. Students absent from school on Friday may not compete in a game on the following day, unless they present written permission from their parents to do so prior to the game. The same rule applies when the student is absent on the day before a school holiday and the game is played on the holiday.
4. If an athlete drops a sport, he or she forfeits all awards for that sport. No athlete who drops a sport after the first scheduled game (not scrimmage) will be allowed to participate in another sport during the season or portion of the same season except with mutual consent of both Head Coaches involved. This also holds true if the student is removed from the team because of disciplinary actions.
5. The athlete is financially responsible for all equipment checked out to him or her. All equipment issued must be returned or paid for before the athlete can receive his or her awards, or begins another sport. Replacement costs will be based on the current market value. An athlete may not take final exams until restitution is made.

6. Uniforms and related equipment will be used only during scheduled practice and games of that sport. They may not be worn at any other time unless permission to do so is obtained from the Coach and Athletic Director, or as the approved day-of-game apparel.

### LETTERING

Letters are awarded according to school, league and CIF rules and regulations. All coaches reserve the right to deny anyone a Letter who is in violation of any rules, even though the athlete qualifies in every other way. . Any players who suffer an injury, which prevents them from continuing to participate, can receive a Letter if they have met the Lettering requirements; or if at the time of the injury, the coach felt that they would have met the requirement had the injury not occurred. The following are Lettering requirements for individual sports:

- **Football:** A candidate must play in at least one quarter more than one half the total quarters played by the team.
- **Basketball:** A candidate must play in at least one quarter more than one half the total quarters played by the team.
- **Volleyball:** A candidate must appear in 50% of the matches.
- **Soccer:** A candidate must appear in 50% of the matches.
- **Baseball & Softball:** A player must appear in 50% of all scheduled innings. Base coaches are the same as playing. Pitchers must appear in 30 innings (boys), or 10 innings (girls).
- **Water Polo:** A candidate must appear in 50% of the matches.
- **Wrestling:** A person must earn 20 points or place in the league tournament.
- **Tennis:** A player must earn 20 points in match competition or place in the top three at the league finals.
- **Track:** A person must earn 20 points in dual or individual meet competition or place in the top five at the league meets. A Letter will also be given to anyone who sets a school, league or CIF record.
- **Swimming:** A person must earn 20 points in competition or place in the top five at the league meet. A letter will also be awarded to anyone who sets a school, league, or CIF record.
- **Golf:** A golfer must participate in at least one half of the matches during the course of a season and place in the top five in one.
- **Cross Country:** A runner must earn 20 points in competition or place in the top five at the league meet.

**The Athletic Directors, acting in conjunction with the Head Varsity Coaches, reserve the right to award a letter to an athlete who does not meet the requirements but is judged to be deserving.**

### ATHLETIC AWARDS

The Bishop Alemany Scholar-Athlete Award is determined at the conclusion of the school year. The athletic department, that is Athletic Director, Assistant Athletic Directors and Head Varsity Coaches, will select one male and one female 12th grade student-athlete who have demonstrated excellence in the classroom as well as the athletic arena.

The athletic director, in conjunction with the assistant athletic directors and the registrar's office, will compile lists of students possessing the highest grade point averages and athletes who have achieved the highest individual honors in the senior class, from which the selection shall be made.

The hierarchy of individual honors:

*All American*

*All State*

*All Southern section*

*All CIF (awarded by division)*

*League MVP*

*All League First Team*

*All League Second Team*

### CARE AND USE OF UNIFORMS AND EQUIPMENT

Please remember the following guidelines:

1. Athletic equipment is loaned to team members by the Athletic Department.

2. Athletes are responsible for equipment and uniforms issued to them. Lost items must be paid for by the athlete.
3. Team uniforms are not to be used or worn at home or away from school unless on a team trip.
4. All uniforms will be washed by the athlete before each contest.
5. All uniforms will be turned in on time at the end of the season. Late returns will be charged a late fee.

## RESPONSIBILITY OF STUDENTS AND PARENTS

Quoted from the Catholic Athletic Association Gold Book

### A. ATHLETES:

1. **Serve as a positive example by exercising self-control and good sportspersonship.** Players are encouraged to shake hands with players on the opposing team at the conclusion of a game.
2. Accept both victory and defeat with pride and compassion.
3. Accept seriously the responsibility and privilege of representing your school community.

### B. CHEERLEADERS/PEP ORGANIZATIONS

1. Always be positive. Never be negative. Base your crowd control plan on this rule.
2. Choose the appropriate cheers at the right time, **insuring that cheering is positive** and does not inflame or incite rooting sections and spectators.
3. Adhere to all CAA and CIF regulations on the use of noisemakers and musical instruments at athletic events.
4. Skits at pep rallies should be positive. Build the skits around your team, not the team at the other school. Never belittle, degrade or put down the other school in a skit. Posters, banners, etc., used at rallies and games must follow the same guidelines. Do not use provocative words such as “kill”, “bury”, and “cripple”.
5. **Cheers must always be of a positive nature. Provocative, vulgar, and obscene language or gestures must never be used.**
6. Do not use cheers, which use the other school’s name, colors, symbols, mascots, coaches or players names.
7. **Do not use cheers, which are aimed at game officials. Boing is not an expression of good sportspersonship.**
8. Work cooperatively with the other school’s team and cheerleading squad.
9. In a confined environment such as a gym, special guidelines must be followed. At basketball and volleyball games do not use noisemakers, bells, horns, etc.

N.B.:

The host school may have a pep band of not more than 12 players. This band may play before the game, during time-out, intermissions, and after the game. Electronic amplification is prohibited. The visiting school is not permitted to bring its pep band.

Do not conduct cheers at the same time as the visiting cheerleading squad. Discourage all cheering, whistling, foot-stomping, or other activities designed to deliberately distract a player about to shoot a free-throw pointing and shouting “YOU! YOU! YOU!”

### C. STUDENT SUPPORTERS AND SPECTATORS

1. Use announcements and posters to promote school spirit and good sportspersonship at events. Signs and posters are the responsibility of cheerleaders/pep squad organizations and therefore must be approved by the appropriate adult at the school.
2. Promote pre-game interest and activity so that the athletic program is shared by all, not just athletes. Give positive support at all rallies.
3. Be a good host or guest in relationship to the other school. Treat them as you would wish to be treated. Be respectful during the playing of the national anthem, pre-game ceremonies, half-time activities, and the singing of the Alma Mater.
4. Follow the directions of cheerleaders and security personnel. **Stay away from the visiting school’s rooting section and avoid any provocative activity. Students involved in unauthorized activity at athletic events will be subject to disciplinary action.**

5. Stay away from the other school's campus and vicinity prior to and after athletic events (except on official school business). Any vandalism or destruction of another school's property will be subject to the student to severe disciplinary action.
6. Stay out of playing areas until athletic event is completed.

**D. PARENTS**

1. **Insist that your sons and daughters adhere to the high standards of good sportsmanship on or off the playing field, as athletes or spectators.**
2. Support the school athletic program through participation in booster clubs, security programs, and by attendance at athletic events.
3. **Set a good example by your behavior at athletic events, whether your daughter or son is a player or a spectator.**

## **SECTION XII COUNSELING AND GUIDANCE**

### **COUNSELING DEPARTMENT**

**Philosophy**

The Counseling Department builds its goals on the belief that the needs of the whole person must be served. The department believes that it must offer students the opportunity to develop an awareness of their responsibilities to God, to themselves, to the school community and to the community at large.

Throughout their years at Bishop Alemany, students collaborate with the Counseling Department in the planning of their academic programs. Counselors, working with the Studies Office, faculty and parents, assist students in evaluating their ability and guide them to pursue a course of studies that best suits their potential and future life goals. Where necessary, remediation and enrichment are encouraged. Standardized tests administered regularly according to national and local schedules, are recommended to students as part of this evaluation and guidance process.

Each student has an appointed counselor who will contact him/her at various times each semester to discuss academic progress, to motivate the student to reach his/her highest potential, to offer encouragement and any help which is needed. Students are free to request appointments with their designated counselors or with another counselor at any time.

All Counselors may assist students in the areas of academic, college, career and personal counseling.

**College Career Center**

The College Career Center provides the latest in college and career information, and is open daily for use by the students.

**Testing**

Necessary information and applications for the following tests are available to students who attend Bishop Alemany:

**Preliminary Scholastic Assessment (PSAT)**

This test is designed as a preparation for the SAT test, and is also the qualifying exam for the National Merit Scholarship Program. Any sophomore or junior planning to attend college should take this exam.

**Scholastic Assessment Test (SAT Reasoning Test)**

This is a 3-part test on critical reading, mathematical abilities, and writing skills that the student has developed in high school. It is the basis of admission to most 4-year colleges and universities. Any senior planning to go to a 4-year college should take the SAT Reasoning Test by November of his or her senior year. Juniors are encouraged to take the SAT Reasoning Test in the spring of their junior year. Dates for this test are available in the College Career Center, the school calendar in the Student Handbook and in the various bulletins distributed to students and parents throughout the year.

**College Board Achievement Tests (SAT Subject Tests)**

This is a series of tests that assess what has been learned in a particular subject area. This test must be taken by any senior

planning to attend a University of California (UC). A few other colleges also require this test. See the calendar for deadlines.

### American College Testing Program (ACT)

The ACT, like the SAT Reasoning Test, is a college entrance test. Every senior should check the test requirements of the college he or she chooses. Some students opt to take both SAT Reasoning Test and ACT. See the Parent Student Handbook Calendar for dates.

### Armed Services Vocational Aptitude Battery (ASVAB)

This test offers an evaluation of the abilities of a person in many different areas. The results of this test are most helpful in deciding a career. This test is offered free to all seniors and juniors, whether or not they are considering a military career. See the Parent Student Handbook Calendar for dates.

### IOWA TEST OF EDUCATIONAL DEVELOPMENT

Administered to all students. See annual school calendar for this year's dates.

**Sub-tests:** Vocabulary, Reading Comprehension, Language: Revising Written Materials, Spelling, Mathematics: Concepts and Problem-solving, Computation, Analysis of Social Studies Materials, Analysis of Science Materials, Sources of Information

## NOTICE OF EXAMINATIONS AND TEST DATES

**Bishop Alemany High School Code: 052-898**

*This school code is required for PSAT, SAT Reasoning Test, SAT Subject Tests and other college tests, college admissions, scholarship applications and other applications.*

### SAT Reasoning Test and SAT Subject Tests 2009-2010

Online registration is at [www.collegeboard.com](http://www.collegeboard.com)

Test	Fees
SAT	\$45
SAT Subject Tests™ Basic registration fee	\$20
Language Tests with Listening (add to basic reg. fee)	add \$20
All other SAT Subject Tests (add per test to basic reg. fee)	add \$9

2009-10 Test Dates	Test	Regular Registration Deadline (postmark/submit by)
October 10, 2009	SAT & Subject Tests	September 9, 2009
November 7, 2009	SAT & Subject Tests	October 1, 2009
December 5, 2009	SAT & Subject Tests	October 30, 2009
January 23, 2010	SAT & Subject Tests	December 15, 2009
March 13, 2010	SAT only	February 4, 2010
May 1, 2010	SAT & Subject Tests	March 25, 2010
June 5, 2010	SAT & Subject Tests	April 29, 2010

### ACT Assessment Test 2009-2010

Online registration is at [www.act.org](http://www.act.org)

**Basic registration fee (per test option)**

<b>ACT (No Writing)</b>	<b>\$32.00</b>
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Includes reports for you, your high school (if you authorize reporting), and up to four college choices (if valid codes are provided when you register).

<b><u>ACT Plus Writing</u></b>	<b>\$47.00</b>
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Includes reports for you, your high school (if you authorize reporting), and up to four college choices (if valid codes are provided when you register). The \$15.00 Writing Test fee is refundable, on written request if you are absent on test day or switch to the ACT (No Writing) before you begin testing.

Test Date	Registration Deadline	<i>(Late Fee Required)</i>
September 12, 2009*	August 7, 2009	August 8 – 21, 2009
October 24, 2009	September 18, 2009	September 19 – October 2, 2009
December 12, 2009	November 6, 2009	November 7 – 20, 2009
February 6, 2010**	January 5, 2010	January 6 – 15, 2010
April 10, 2010	March 5, 2010	March 6 – 19, 2010
June 12, 2010	May 7, 2010	May 8 – 21, 2010

**COLLEGE ADMISSION INFORMATION**

The following subject requirements are those for University of California, California State Universities and most four-year colleges. In addition to these subject requirements, a student must be a graduate of an accredited high school (Bishop Alemany High School is a WASC accredited high school), must have maintained a good scholastic record and taken College Board Exams. It is suggested that each student check additional subject requirements for certain majors and other requirements in the catalog of the college of his/her choice.

**IMPORTANT: To satisfy entrance requirements, colleges will not accept any course in which a grade of “D” or “F” was earned.**

**A. UNIVERSITY OF CALIFORNIA – UC (See website [www.ucop.edu](http://www.ucop.edu))**

A student must meet the minimum requirement described below to be eligible for freshman admission to the University of California. The following specified courses are the minimum units needed in approved high school work in academic or college preparatory courses:

**SUBJECT REQUIREMENT**

A student applying for admission to the University of California must have completed a minimum of 15 units of approved high school work in academic or college preparatory courses as specified and listed below:

**SPECIFIED "A-G" COURSE REQUIREMENTS**

- a. **History** – 4 semesters  
2 semesters of U.S. History, U.S. Government AND 1 year of college prep World/Global History
- b. **English** – 8 semesters  
Courses must be chosen from those that are certified by the University of California

- c. **Mathematics** – 6 semesters required, 8 recommended  
For example: Algebra I, Geometry, Algebra II, etc.
- d. **Lab Science** – 4 semesters required, 6 recommended  
2 semesters of Biology and 2 semesters of Chemistry or Physics
- e. **Foreign Language** – 4 semesters required, 6 recommended  
2 years of the same college-prep foreign language
- f. **Visual and Performing Arts** – 2 semesters required  
Courses must be chosen from those certified by the University of California
- g. **College Preparatory Electives** – 2 semesters required.  
One year, in addition to those required in “a-g” above chosen from the following areas:  
History, social science, English, advanced math, laboratory science and language, other than English.  
Please note that a second year of visual and performing art does not fulfill this requirement.

### **SCHOLARSHIP REQUIREMENT**

The Scholarship requirement defines the grade point average (GPA) students must attain in the "a-g" subjects and the SAT Reasoning Test and SAT Subject Test or ACT test (with Writing Section) scores to be eligible for admission to the University.

Important - "D" and "F" grades in the "a-g" courses must be repeated. Grades for repeated courses in which the student initially earned a grade of "C" or better will not be used.

### **B. CALIFORNIA STATE UNIVERSITY – CSU (See website [www.csumentor.edu](http://www.csumentor.edu))**

A student intending to enroll in a state college (i.e., Long Beach State, San Diego State, C.S.U.N., etc.) must be a graduate of a California high school, have a grade point average and total score on the Scholastic Aptitude Test (SAT) which places him among the upper 1/3 of California high school graduates. Students must have completed a minimum of 15 units of high school work during grades 9 through 12. Specific course requirements are listed below.

- a. **Social Science** – 2 semesters Includes one year of U.S. History and 1 semester of U.S. Government
- b. **English** – 8 semesters Must be approved college prep courses
- c. **Mathematics** – 6 semesters Algebra I, Geometry, and Algebra II, etc.
- d. **Laboratory Science** – 4 semesters One year biological and one year physical (Biology and Chemistry, for example)
- e. **Foreign Language** – 4 semesters 2 years of the same language
- f. **Visual and Performing Arts** – 2 semesters Must be approved college prep courses
- g. **Electives** – 2 semesters Must be approved college prep courses

### **ELIGIBILITY**

The grade point average and test score (SAT/ACT) must meet the minimum eligibility index.

### **CERTIFIED COURSES FOR ADMISSION TO UC/CSU**

It is important to note that the University of California certifies a number of courses offered at Bishop Alemany as acceptable for admission to the university. These courses are considered demanding and rigorous both in content and grading to serve as a good basis for prediction of success in college. Students must select courses at Bishop Alemany only from the approved list to meet requirements for admission to any University of California or California State University campus. Courses not appearing on this certified list are NOT acceptable for admission.

**Note:** Underlined courses are certified by the University of California as honors level or advanced placement and receive extra honors credit. (A=5; B=4; C=3).

Certified courses are:

**HISTORY** – U.S. History, AP U.S. History, U.S. Government, AP U.S. Government, 20th Century U.S. History, Global History, AP European History, World History.

**ENGLISH** - Honors English 9, English 9, American Literature, Honors American Literature, English Literature, Honors English Literature, Understanding Literature, World Literature, College Composition, AP English, Art/Cultures/Literature, English Composition.

**MATHEMATICS** - Algebra I, Honors Algebra I, Geometry, Honors Geometry, Honors Algebra II, Algebra II, Trigonometry A/B, Trigonometry & Math Analysis, Advanced Topics, AP Calculus.

**LABORATORY SCIENCE** - Biology, Accelerated Biology, AP Biology, Chemistry, Honors Chemistry, AP Chemistry, Honors Physics, Physics, AP Physics, Anatomy/ Physiology.

**FOREIGN LANGUAGE** - French I, French II, French III, French IV, Spanish I, Accelerated Spanish I, Spanish for Bilingual Students I, Spanish II, Accelerated Spanish II, Spanish for Bilingual Students II, Spanish III, Spanish Bilingual III, AP Spanish Language, AP Spanish Literature.

**VISUAL AND PERFORMING ARTS** - Allied Art, Art and Artist, Ceramics A/B, Dance A/B, Schola Cantorum, Theater A/B, Advanced Art I A/B, Digital Video Production, Studio Art A/B. Pending Courses: Band, Orchestra, Adv. Choir

**ELECTIVES** - Economics, Psychology, AP Economics, Earth Science, Comparative Religion, Humanities, Introduction To Western Philosophy, Rhetoric & Composition, Creative Writing, Forensics: Argumentation and Debate. Pending Courses: Sports Medicine, Sociology, Law & Society

- Earth Science/Sports Medicine are not considered a laboratory course by the university, but are counted as a College Prep Course.

### **C. PRIVATE UNIVERSITIES**

Subject requirements for freshman admission are often very similar to the University of California and California State University. Since there are differences, students should check the catalog of the college of his/her choice.

### **D. COMMUNITY COLLEGE**

A student intending to enroll in any community college (i.e., Pierce, Valley, College of the Canyons, Mission, etc.) must have completed the required course of study as prescribed by his/her high school and have received a high school diploma. If a student does not receive a diploma, he/she may attend a community college if he/she is 18 years of age or older and can present evidence of being able to pursue successfully, and to profit from the proposed course of study.

### **E. NCAA ACADEMIC ELIGIBILITY**

#### **Division I General Requirements:**

Student-athletes entering collegiate institutions must graduate from high school and earn a minimum grade-point average of 2.00 (on a 4.00 scale) in a core curriculum of at least 16 academic courses which includes four years of English, two years of mathematics (comprised of Algebra I or higher), two years of social science, two years of science, and one additional year of English, mathematics, or science. In addition, student-athletes must complete another four years of English, math, science, social science, foreign language, or non-doctrinal religion.

## **SECTION XIII: APPENDIX**

### **CONSTITUTION OF THE BISHOP ALEMANY HIGH SCHOOL PARENT ASSOCIATION**

#### **VISION STATEMENT**

The Bishop Alemany High School Parent Association exists to support the Alemany Community consistent with the Mission Statement of the School and its curricular, co-curricular and spiritual programs by providing parents with service participation opportunities, a social organization and an avenue for parent communication with the Administration.

#### **ARTICLE I**

##### **Name**

The name of this organization shall be the Bishop Alemany High School Parent Association.

#### **ARTICLE II**

##### **Purpose**

The primary purposes are:

- To coordinate the Parent Service Program
- To oversee Chair support and fundraising activities
- To provide communication avenues for parental input on matters of concern
- To provide liaison with the Bishop Alemany School Council through the President of the Parent Association.

#### **ARTICLE III**

##### **Membership**

Membership is available to all parents whose child(ren) is(are) currently attending Bishop Alemany High School and becomes effective at the time of enrollment.

#### **ARTICLE IV**

##### **Parent Association Executive Board**

- Section 1      The Principal of Bishop Alemany High School works in cooperation with the Parent Association Executive Board and shall oversee and have final approval of all proceedings.
- Section 2      The School Principal shall appoint a member of Faculty as Advisor to the Parent Association Executive Board
- Section 3      The Parent Association Executive Board consists of:
- a.      President
  - b.      Vice President
  - c.      Secretary
  - d.      Treasurer
  - e.      Counseling Support Chair
  - f.      Parent Activities Chair
  - g.      Arts Chair
  - h.      Athletics Chair
  - i.      Parent Service Program Chair
  - j.      Faculty Advisor
  - k.      Principal
- Section 4      Term of Office

Each Executive Board member shall serve a term of office of one year, June 1<sup>st</sup> through May 31<sup>st</sup>, with a maximum of two years consecutively.

- Section 5      Voting  
Decisions on all matters shall be the out come of a consensus. A simple majority of votes, one per member present, shall affirm the decision.
- Section 6      Quorum  
The Executive Board members present shall constitute a quorum.
- Section 7      Participation:  
All members of the Executive Board are expected to be present at some of the events put on by the Parent Association and the school, such as Back to School Night, New Parent Orientation, Freshman Registration day, Open House, Casino Night, Golf Tournament and Post Prom.

## **ARTICLE V**

### **Parent Association Executive Board Member Appointment**

- Section 1      Eligibility for Office  
a.    Positions on the Executive Board are open to all members of the Parent Association.  
b.    If more than one person wishes to take a position they may share in the position.
- Section 2      If a position becomes available during the school year due to a resignation or vacancy, the position will be filled through the recommendation of the President of the Parent Association with the approval of the Principal.
- Section 3      Any person who wishes to be a member of the Executive Board for the following year shall submit their name to the Secretary before the March meeting of the Leadership Team.
- Section 4      At the March meeting, the members shall draw up a list of assignments and persons who wish to either continue in their position and/or those who wish to apply for vacant positions.
- Section 5      Where more than one person wishes to be considered for an Executive Board position of President, Vice President, Secretary or Treasurer, or when there is only one person running for the office their names shall be placed on an election ballot.

Executive Board positions of President, Vice President, Secretary or Treasurer are to be voted upon by ballots, approved by the Principal, sent to Parents and guardians in the April issue of the ‘Alemanian’, available in hard-copy in the Administration Office and on the Bishop Alemany website.

## **ARTICLE VI**

### **Removal From Office**

- Section 1      The School Principal may remove a Executive Board member from office for any just reason. The School Principal will appoint a new member on the recommendation of the Parent Association President.

## **ARTICLE VII**

### **Duties**

- Section 1      The responsibilities of the President shall include but not be restricted to:
- a.    Presiding at all meetings of the Executive Board, general meetings of the Parent Association and at special meetings;
  - b.    Approving the volunteer committee heads;
  - c.    Being the representative for the Bishop Alemany community to the school Administration;

- d. Approving fundraisers proposed by the Executive Board committees;
- e. Developing a budget and approving requests for expenditures.

- Section 2. The responsibilities of the Vice President shall include but not be restricted to:
- a. Performing the duties of an absent President;
  - b. Performing such duties as assigned by the President;
  - c. Arranging for annual elections and forming a Nomination Committee consisting of 2-3 current Board members and general Parent Association members. Committee members should not be running for a current Executive Board position.
- Section 3 The responsibilities of the Secretary shall include but not be restricted to:
- a. Taking and publishing minutes of meetings;
  - b. Notifying the members of all meetings, publishing an agenda and taking attendance;
  - c. Ensuring parents' awareness, interest and involvement in school functions through e-mail, telephone and printed materials;
  - d. Assisting the Chair for Parent Service Program.
  - e. Submitting monthly publications to church bulletins, the Alemanian and the Alumni newsletter.
- Section 4 The responsibilities of the Treasurer shall include but not be restricted to:
- a. Coordinating accounts of all receipts and disbursements of the Association with each Event Chair and/or a Committee Treasurer and the school bookkeeper.
  - b. Reporting receipts, disbursements and balance to the Executive Board and to the general membership at regularly scheduled meetings.
- Section 5 The responsibilities of the Parent Service Program Chair shall include but not be restricted to:
- a. Overseeing the Parent Mandatory Service Hours Program; keeping accurate records of each family's service program fulfillment;
  - b. Notifying the general membership of their standings on a quarterly basis;
  - c. Obtaining volunteer needs, and submitting volunteer lists for those needs
- Section 6 The responsibilities of the Counseling Support Chair shall include but not be restricted to:
- a. Coordinating parent volunteers to support and facilitate activities run by the Counseling department and other academically orientated activities;
  - b. Reporting the schedule of events to the Executive Board at monthly meetings and requesting participation as needed.
- Section 7 The responsibilities of the Parent Activities Chair shall include but not be restricted to:
- a. Working with and supporting committee chairs to plan and implement Parent Association fundraisers such as Communion Breakfasts, Casino Night and Golf Tournament to raise funds for Post Prom and other activities;
  - b. Creating committees to run activities such as the Teacher Appreciation Luncheon and recognizing teacher birthdays;
  - c. Helping organize parent volunteers for such activities;
  - d. Reporting to the Executive Board at monthly meetings.
- Section 8 The responsibilities of the Arts Chair shall include but not be restricted to:
- a. Coordinating parent volunteers to support the Visual Arts, Drama, Band, Schola, and Dance programs of the school and to effect approved fundraisers each year to help support them;
  - b. Reporting to the Executive Board at monthly meetings.
- Section 9 The responsibilities of the Athletics Chair shall include but not be restricted to:
- a. Coordinating parent volunteers to support the Athletic programs of the school;
  - b. Reporting to the Executive Board at monthly meetings.

## ARTICLE VIII

### **Parent Association Meetings**

Section 1 The Parent Association Executive Board shall meet on the first Wednesday of the month, September through May unless otherwise noted. All Executive Board members must be present. All Association members are invited. Members should consult the school calendar and website for dates and times.

Section 2 The meetings are intended to:

- Plan and coordinate the work of the Association committees
- Coordinate the Bishop Alemany Parent Service Program
- Develop an annual budget and approve requests for expenditures for the Association
- Approve fundraisers proposed by the Chair Committees
- Represent the interests of the Alemany Community to the School Administration
- Discuss parent concerns. Parent must submit their concern in writing one (1) week before the meeting to the President of the Parent Association.

Section 3 The Parent Association will have General Meetings for all members. These meetings shall provide occasional religious programs, programs of interest and information.

The General Meetings are also to inform parents on the status of the Association, current activities of the school, and to give updates on School Administration information.

During these meetings parents will be allowed to voice their opinions in a courteous and professional manner.

The outcome of the meetings will be posted in the following Alemanian.

### **ARTICLE IX** **Standing and Ad-Hoc Committees**

Section 1 There shall be such special Ad-Hoc Committees set up as needed by the Executive Board members.

### **ARTICLE X** **Procedures**

Common sense and cooperation shall be the basis of authority for all parliamentary procedures.

### **ARTICLE XI** **Amendments**

Amendments to this Constitution require a simple majority vote of the Executive Board members of the Parent Association and the approval of the Principal. All revisions hereafter must be submitted on a yearly basis to be reviewed and approved by August of said year.

### **ARTICLE XII** **Effective Date**

This Constitution shall go into effect on July 1<sup>st</sup>, 2007. Upon adoption, any previous Constitution shall be null and void.

## **CANINE CONTRABAND DETECTION PROGRAM**

### **The Program**

Bishop Alemany uses these detection canines to check odors from student lockers, vehicles, book bags and Bishop Alemany common areas. At no time do the canines check individual persons. An INTERQUEST "handler" and canine are escorted around campus by a Bishop Alemany Administrator, usually a Dean of Discipline. In the event of a canine "alert" (the term

used when a canine detects the scent of a substance they are trained to detect), the handler will advise the Dean of the location of the alert and the following steps are then followed:

### **Lockers**

The Dean will open the locker and the Dean and handler will conduct a thorough search of the locker and all its contents. Depending on the circumstances, the student assigned to the locker will be summoned to the Dean's Office where the appropriate Dean will conduct a reasonable and limited search of the student's person.

### **Book Bag**

The Dean and handler will conduct a thorough search of the book bag and all its contents. Depending on the circumstances, the student will then be escorted to the Dean's Office where a reasonable and limited search of the student's person will be conducted by the appropriate Dean.

### **Automobiles**

The Dean will summon the owner of the vehicle and, with the handler, will conduct a thorough search of the vehicle and all its contents. Depending on the circumstances, the student will be escorted to the Dean's office where a reasonable and limited search of the student's person will be conducted by the appropriate Dean.

A student who refuses to submit to any of the previously mentioned searches will be presumed to be in possession of contraband and will be subject to dismissal from Bishop Alemany.

In the event of an "alert", the appropriate search will be conducted. Then the Dean will do any necessary investigation and then notify the student's parent. Depending on the nature of the contraband, police may be notified and appropriate school discipline will be rendered - possible dismissal from Bishop Alemany.

Each time a canine alert occurs, the handler will complete an "Incident Maintenance Report" detailing the items detected, the location of the alert and a list of any items retained.

## **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 during 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 frankly 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 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 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.

## **SEXUAL MISCONDUCT POLICY OF THE ARCHDIOCESE OF LOS ANGELES**

A ministerial relationship is one in which a person is receiving pastoral care from a church leader. Whenever a person begins a relationship with any person in his or her capacity as a church official or leader, a ministerial relationship is created.

This applies to:

- Clergy (bishops, priest and deacons)
- Members of religious communities (priests, brothers, sisters)
- Lay ministers, lay pastoral associates, youth ministers and liturgical ministers
- Spiritual directors and pastoral counselors
- School personnel
- Seminary faculty, staff and administrators
- Religious education teachers, church camp counselors, choir directors, coaches etc.

### **The Nature of Sexual Misconduct:**

Sexual misconduct is a general term that includes sexual harassment, sexual exploitation and sexual abuses.

### **Sexual Abuse arising from the Ministerial relationship:**

While ministry is never about sexual contact, sexualized contact or sexualized behavior may arise within a ministerial relationship. In our Catholic faith this is never acceptable in a pastoral relationship with a parishioner, employee, student, spiritual director, counseling client or anyone who has sought the church's ministry.

### **Sexual harassment:**

Please refer to the section above on this topic.

### **Sexual exploitation:**

Sexual exploitation is the sexual contact between a church leader and a person who is receiving pastoral care from the church leader.

### **Sexual Abuse:**

Sexual abuse is sexual contact between a church leader and a minor or "vulnerable adult" as defined by law.

### **Physical Contact:**

Either sexual exploitation or sexual abuse can include physical contact from the church leader such as:

- Sexual touching or other intrusive touching (i.e. tickling, wrestling or other physical contact.) that causes uneasiness or discomfort to the one touched;
- Inappropriate gifts (such as lingerie);
- A prolonged hug when a brief hug is customary;
- Kissing on the lips when a kiss on the cheek would be appropriate;
- Showing sexually suggestive objects or pornography;
- Sexual intercourse, anal or oral sex.

### **Verbal Behavior:**

Sexual exploitation and sexual abuse can also include verbal behavior such as:

- Innuendo or sexual talk;
- Suggestive comments;
- Tales of sexual exploits, experiences or conflicts;

- Making sexual propositions

**Factors that might lead to Sexual Misconduct in a Ministerial Setting:**

It is a common dynamic in ministry for some to feel attracted to those in church leadership positions or to feel flattered by his or her attention. This never excuses any form of sexual misconduct. Clergy or other church leaders who engage in any form of sexual misconduct are violating the ministerial relationship, misusing their authority and power and are taking advantage of the vulnerability of those seeking spiritual guidance.

Because of the respect and even reverence with which many people seek help from the church’s ministries there is an imbalance of power and hence a vulnerability inherent in the ministerial relationship. In these circumstances there is an absence of meaningful consent to any sexual activity even if the person is an adult. This imbalance of power makes it never “o.k.” It is the responsibility of the church leader to maintain appropriate emotional and sexual boundaries with those with whom they work and serve.

**Impact of Ministerial Sexual Misconduct on its Victims:**

Victims of ministerial sexual misconduct frequently feel deep shame or self-condemnation. They may fear not being believed or fear being blamed by church officials or members. Many times they may not even realize that the way they were treated was abusive. Sadly, victims can experience a crisis of faith and even leave the church altogether.

**Response to Complaints of Sexual Misconduct:**

How Complaints or Allegations of Sexual Misconduct are handled by the Archdiocese of Los Angeles:

The Archbishop treats all complaints of sexual misconduct seriously and deals with such allegations in a prompt, confidential and thorough manner with compassion and consideration for all those involved.

- A complaint against an Archdiocesan priest or deacon, Catholic school personnel, or other Archdiocesan employee may be initiated in writing or by telephoning the Assistance Ministry Coordinator at 800-355-2545.
- Complaints against religious order priests, men or women religious are made to their own religious superior. The Archdiocesan Ministry Coordinator is able to assist directing such a complaint to the proper authority.
- Complaints against parish employees or volunteers may be directed to the pastor or associate pastor of the parish in question.

**Complaints Lodged against a Member of the Clergy (Bishops, Priests and Deacons):**

When a member of the clergy is accused, a team (including the Assistance Ministry Coordinator, the Vicar for Clergy and a special fact-finder known as an Auditor) responds promptly to the complaint. In dealing with these the Archdiocese will:

- Make every effort to act in a way that protects people from being harmed, including relieving an accused priest or deacon from ministerial duties if there is sufficient evidence to support the allegations;
- Comply with all civil reporting mandates governing sexual abuse;
- Strive impartially to determine the facts and circumstances as accurately as possible;
- Offer victims and their families assistance in obtaining psychological counseling and spiritual directions;
- Deal as openly as possible with members of the parish community while respecting the privacy of the individuals involved and in accordance with church law governing such situations.

**Preventing Sexual Misconduct:**

**What is being done to prevent Sexual Misconduct in the Church:**

Every effort is made to assure that all persons ministering in the Archdiocese are aware of and will abide by the policies prohibiting sexual harassment, exploitation or abuse and of the procedures for dealing with incidents of sexual misconduct.

School personnel are screened for their ability to work safely with children, are provided information to help recognize and deal with issues of child sexual abuse and are offered guidance and instruction on appropriate professional conduct with students.

All seminarians and candidates for the diaconate go through an extensive evaluation and psychological assessment before entering formation. After ordination priests and deacons receive ongoing training in maintaining the integrity of the ministerial relationship.

Every person has the right to be respected and treated with dignity befitting a child of God. Every person has the right to have appropriate boundaries respected. Every person has the right to challenge any behavior or comment that is offensive or inappropriate. It is the responsibility of everyone to protect that safety of children, families, women and men and to promote healing where there is injury with firm justice and mercy toward all.

### **The Cyber Tipline at the Center for Missing and Exploited Children**

The Cyber Tipline at the Center for Missing and Exploited Children is funded by the U. S. Congress and is the recommended method for reporting the sexual exploitation of children (under the age of 18) over the Internet. Since the Child Services departments in most states are not equipped to deal with the sexual exploitation of children through electronic media, the Cyber Tipline is a reporting structure that delivers the information directly to the FBI's electronic division for tracking for tracking and prosecution. It is not required for E-Rate, however, it is recommended that all schools publish the information to employees and parents. This site is used to report the following types of crimes:

- Possession, manufacture and distribution of child pornography
- Online enticement of children for sexual acts
- Child prostitution
- Child-sex tourism
- Child sexual molestation (not in the family)
- Unsolicited obscene material sent to a child
- Misleading domain name

The address of the Cyber Tipline is <http://www.missingkids.com>.

**Bishop Alemany High School**

As a Catholic High School, is a community enriched by faith that develops intellectually prepared men and women who are committed to promoting a just and peaceful world as conscientious and morally courageous leaders in service to others.

**Dance Contract 2009-2010**

**\*\* EACH INDIVIDUAL BISHOP ALEMANY STUDENT IS REQUIRED TO HAVE HIS/HER OWN COMPLETED CONTRACT. THIS CONTRACT IS VALID FOR ALL SCHOOL DANCES DURING THE 2008-09 SCHOOL YEAR WITH THE EXCEPTION OF PROM \*\***

Please read the following guidelines and sign, acknowledging your agreement.

- I understand that this contract is valid only for BAHS students. Guests of BAHS students must complete a Guest Contract which is available at the ASB Office. I will be alcohol and drug free when I arrive at the dance and remain so.
- I understand that if my date or I are suspected to be under the influence of alcohol or drugs, by any school faculty or staff member, my date or I may be subject to a sobriety and/or Breathalyzer test. In addition, our parents will be called to take us home.
- I understand that this dance is a school-sponsored event and I am therefore subject to the disciplinary guidelines of the Bishop Alemany Parent Student Handbook. I understand that if my date causes any disciplinary disturbance at the dance, my parents will be called to remove us from the dance.
- I understand that freak dancing is not allowed. I understand if I am freak dancing, or if my date is freak dancing, I/we am/are subject to disciplinary action.
- I understand that any student who has been asked to withdraw from BAHS any for disciplinary reasons may not be on campus at any time.
- After careful analysis of problems associated with underage students utilizing limousine services, BAHS joins many other area high schools in prohibiting the use of limousines and other chauffer driven vehicles at all BAHS dances and events. Any such vehicle will not be allowed on campus. Students who arrive in any such vehicle will be turned away at the gate and forfeit any type of refund.
- I understand that I am required to arrive at the dance no later than 45 minutes after the start of any dance to be admitted. After that time I will forfeit my right to enter the dance and receive any type of refund.
- I understand that I may not leave until 30 minutes before the end of the dance.
- I further understand that I am required to bring my current BAHS I.D. to this event. If my date is a BAHS student, he/she is also required to bring their I.D. (temporary I.D.s are available from your dean).
- I understand that if my date is not an BAHS student they are required to bring their current school I.D. or a valid California State I.D.
- Additionally, I understand that students who falsify or submit falsified contracts are subject to dismissal from Bishop Alemany.
- By signing below I agree to all of the above stated terms and recognize that I am responsible for my actions and the actions of my date.

**STUDENT**

Student's Name (PRINT) \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Student's Signature \_\_\_\_\_

**PARENT OR LEGAL GUARDIAN OF STUDENT**

Out of concern for my child's safety and the safety of all concerned, I promise not to provide any alcoholic beverages before or after the dance. Further, I understand that if my student or his/her date causes any disciplinary disturbance I will be called to remove them from the dance.

Parent/Guardian's Name (PRINT) \_\_\_\_\_

Signature \_\_\_\_\_

Parent/Guardian's Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Emergency Name (PRINT) \_\_\_\_\_ Emergency Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

# Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes

*This section to be completed by Bishop Alemany High School*

Bishop Alemany High School

Class/Activity:

The School 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 School 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:

## **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

If you do not submit a written complaint to the Principal of the School within the 15 day period it will be considered untimely.

3. 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 ten (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:

1. You explain your complaint, present relevant documentation, and answer questions the reviewer(s) may have.
2. 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.
3. The reviewer(s) will encourage the parties to reconcile their differences and come to a mutual agreement on some or all issues.
4. 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.

HOW TO REQUEST A MINOR ADJUSTMENT PURSUANT TO SECTION 504 OF THE REHABILITATION ACT OF 1973

If you feel that your disabled child needs a minor adjustment to enable him/her to participate in the general education curriculum of the School, please talk to your child's teacher and/or the Principal of the School. Be prepared to submit medical documentation to verify both your child's disability and the nature and extent of the requested minor adjustment.

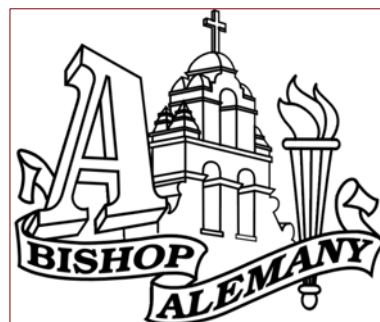
## 2009-2010 Bell Schedules

### BELL SCHEDULE

Block	MONDAY (Cardinal)	TUESDAY (Cardinal)	Blk	WEDNESDAY (Gold)	Blk	THURSDAY (Gold)	Blk	FRIDAY (Gold)
0	7:00-7:48	7:00-7:48	0	7:00-7:48	0	7:00-7:48	0	7:00-7:48
Mentors	8:00-8:23							
1	8:30-9:20	8:00-9:00	1	8:00-9:36	2	8:00-9:36	1	8:00-8:53
2	9:27-10:17	9:07-10:01					2	9:00-9:46
			B	9:36-9:51	B	9:36-9:51	3	9:53-10:39
Break	10:17-10:32	10:01-10:16					B	10:39-10:56
			3	9:58-11:28	4	9:58-11:28		
3	10:39-11:29	10:23-11:17					4	11:03-11:49
4	11:36-12:26	11:24-12:18	L	11:28-11:58	L	11:28-11:58	5	11:56-12:42
							6	12:49-1:35
Lunch	12:26-12:56	12:18-12:48	5	12:05-1:35	6	12:05-1:35		
5	1:03-1:53	12:55-1:49						
6	2:00-2:50	1:56-2:50						
7	3:00-4:00	3:00-4:00		3:00-4:00		3:00-4:00		

Every Cardinal Day dismisses at 2:50 pm. Every Gold Day dismisses at 1:35.  
Check the Calendar for those Wednesdays and Thursdays that have 2:50 dismissal.

Hail to cardinal and gold, our colors!  
Loyal students we.  
True to God and to each other,  
Firm in loyalty.  
Ever working, ever striving,  
Always brave to be.  
Now all hail to Alemany,  
Alma Mater thee.



*The Official School Seal of  
Bishop Alemany High School*

*The Chapel Bell Tower symbolizes the  
foundation on Christian Principles.  
The torch symbolizes Leadership in  
Academic Achievement.  
The Monogram "A" symbolizes the tradition  
of Athletic and Activity Accomplishments.*