PARENT-STUDENT HANDBOOK 2008-2009

4000 LA COLINA ROAD, SANTA BARBARA, CALIFORNIA 93110-1496

TELEPHONE 805/967-1266 FAX 805/964-3178

WWW.BISHOPDIEGO.ORG

BELL SCHEDULE FOR 2008 - 2009
BISHOP GARCIA DIEGO HIGH SCHOOL
Seven-Period School Day

REGULAR BELL (50 minute periods)

7:45	Warning bell
7:50 - 8:40	Period 1
8:45 - 9:40	Period 2
9:40 - 9:55	Break
10:00 - 10:50	Period 3
10:55 - 11:45	Period 4
11:50 - 12:40	Period A
12:28	**Mass**
12:40 - 1:10	Lunch
1:15 - 2:05	Period B
2:10 - 3:00	Period C

MASS BELL (37 minute periods)

7:45	Warning bell
7:50 - 8:27	Period 1
8:32 - 9:21	Period 2
9:21 - 9:36	Break
9:41 - 10:18	Period 3
10:23 - 11:00	Period 4
11:05 - 12:24	**Mass**
12:24 - 12:54	Lunch
12:59 - 1:36	Period A
1:41 - 2:18	Period B
2:23 - 3:00	Period C

EXTENDED LUNCH BELL (45 minute periods)

7:45	Warning bell
7:50 - 8:35	Period 1
8:40 - 9:30	Period 2
9:30 - 9:45	Break
9:50 - 10:35	Period 3
10:40 - 11:25	Period 4
11:30 - 12:15	Period A
12:03	**Mass**
12:15 - 1:20	**Extended lunch**
1:25 - 2:10	Period B
2:15 - 3:00	Period C

CARDINAL STANDARD PROGRAM BELL (43 minute periods)

7:45	Warning bell
7:50 - 8:33	Period 1
8:38 - 9:21	Period 2
9:21 – 9:36	**Break**
9:41-10:24	Period 3
10:29-11:12	Period 4
11:17-12:07	**CSP Class**
12:07-12:37	Lunch
12:42 - 1:26	Period A
1:31 - 2:14	Period B
2:19 - 3:00	Period C

ASSEMBLY BELL (45 minute periods)

7:45	Warning bell
7:50 - 8:35	Period 1
8:40 - 9:30	Period 2
9:30 - 9:45	Break
9:50 - 10:35	Period 3
10:40 - 11:25	Period 4
11:30 - 12:15	Period A
12:03	**Mass**
12:15 - 12:45	Lunch
12:50 - 1:35	Period B
1:40 - 2:25	Period C
2:30 - 3:00	**Assembly**

MINIMUM DAY BELL (30 minute periods)

7:45	Warning bell
7:50 - 8:20	Period 1
8:25 - 9:00	Period 2
9:05 - 9:35	Period 3
9:35 - 9:50	Break
9:55 - 10:25	Period 4
10:30 - 11:00	Period A
11:05 -11:35	Period B
11:40 - 12:10	Period C
12:10	**Dismissal**

Dear Students and Parents,

Be known to all who enter here that Christ is the reason for this school. The unseen but ever-present teacher in its classes, the model of its faculty, and the inspiration of it students to achieve their God-given potential. The administration, faculty, and support-staff, extend an enthusiastic welcome to all new and returning students and their families. Throughout this next year, as we journey in our knowledge, love, and service of God, let us strive to live as a true Christian family here at Bishop Garcia Diego High School. From the first day you step on campus this year until the last, get involved in your school community – **Catch the Cardinal Spirit!**

When we all try to build on our fine traditions and live up to the high standards that are recognized in our school, God will bless our efforts. Working together we can achieve excellence in all aspects of our school life. Drop one less piece of paper or bottle on the grounds. Pick up some litter and honor our benefactors who have gifted us with many campus improvements. Be nice to one more person. Do one more assignment. Say hello to someone you don't know. Pay someone a compliment. Say thanks to someone who did something for you. Learn something new in class every day. Show respect for yourself and for others **- Be Proud Cardinals!**

Remember that you have a loving and caring faculty who have your best interests at heart; a counseling staff who is available to help support you personally and academically; a Campus Ministry team to walk with you in your faith commitment; a devoted office and maintenance staff who work tirelessly to keep us all organized and running smoothly; an Administrative Council that only wants the best for you and for the entire school community, now and in the future. Let us be a part of your life, sharing in your achievements and struggles, while you are at Bishop Garcia Diego High School.

Bishop Garcia Diego High School will always be part of your life when you leave here. Take pride in it now. Catch the spirit of what makes the ***Home of the Cardinals*** such a special place to be. Help make it a better place, day by day, through the way you conduct yourself. Our school is a community where people offer strength and support to each other. We are a community that offers growth to everyone, a good place to learn, to work, to be.

This Parent-Student Handbook is designed to communicate our general school policies. We request that each parent/guardian and student familiarize themselves with its contents to better understand our school goals and policies. Additions or amendments to this handbook will be published in the monthly newsletter. Please be certain to sign and return the acknowledgement form, inserted in the front of this handbook, to the office by August 28 to be eligible to attend the first school dance on August 29.

My office door is open to you. Please come in and say hello, pick up a piece of candy, and share a smile or some concern. Have a great year! May God bless you.

Shalom,

Fr. Tom C.J.

Rev. Thomas J. Elewaut, C.J.
Principal

ADMINISTRATIVE COUNCIL

(805) 967-1266

Room, Department, Extension

Ms. Amanda Combs.....201, Dean of Activities/Librarian/English, 109
Fr. Thomas J. Elewaut, C.J. ..... 208, Principal/Theology, 103
Dr. Paul Harrington.....201, Vice-Principal/Dean of Studies/Mathematics, 115
Mr. Dan Peeters ..... Dean of Athletics/Physical Education, 113
Mr. Ray Vazquez ..... Dean of Students/Physical Education/Health, 111

FACULTY

Mrs. Patty Aijian.....MPR, Leaders For Life
Mr. Lawrence Basoco ..... 212, World Language, 212
Mr. Matt Capritto.....211, Social Studies, 211
Mr. Tom Crawford, Esq.....201, Social Studies, 201
Mr. Richard Danduran .....MPR, Leaders For Life
Mrs. Loly Dehlin*..... 206, World Language, 206
Mr. Carlos Estrada* .....213, Social Studies, 213
Mrs. Lucy Fahrbach* .....309, Theology, 221
Mr. Michael Fay.....310, Mathematics, 222
Mr. Timothy Flanagan .....207, English, 207
Dr. Randall Hahn .....301, Science, 215
Mrs. Natlee Hapeman .....312, Mathematics, 224
Ms. Joy Hoffar .....209, English, 209
Mrs. Kara Hornbuckle ..... 208, Jr./Sr./College Counselor, Guidance, Study Hall, 120
Dr. Sean Kelly*.....304, Science, 217
Ms. Jordana Lawrence ..... 208, Theater Arts/Drama, 208
Mr. Matthew Najera.....308, Theology, 220
Ms. Lynette Patters .....107, English, Academic Counselor, 107
Dr. Joseph Reiken* .....311, Mathematics, 223
Mrs. Leah Sodusta* .....306-307, Fine Arts, 219
Mr. Benjamin Sprayregen..... 107, World Language, 107
Dr. June Szabo-Kifer .....210, Resource Specialist, 210
Ms. Beverly Van Wingerden ..... 402, Music, 226
Mr. "B" Williams.....210, Resource Mentor, 210
Ms. Linda Williams* .....203, English, Theology, 203
Mrs. Jennifer Winnewisser ..... 208, Campus Ministry, Theology, 108
Sr. Helen Wolkerstorfer, B.V.M. ..... 204, Personal Counseling, 116
Mr. Daniel Yokubaitis .....401: BDTV, 202: Computer Technologies, Yearbook, 225

* Department Chairperson

ADMINISTRATIVE AND SUPPORT PERSONNEL

Ms. Linda Baron .....Institutional Advancement Director, 119
Mrs. Debra Herrera .....Admissions, Public Relations Director, 118
Mrs. Barbara Love .....Advancement Administrative Assistant, 228
Mrs. Cynthia McCarthy ..... Attendance Secretary/Registrar, 112
Mrs. Patsy Medel .....Food Service Director, 205
Mr. Michael Mullen..... Maintenance Director, 117
Mr. Jose Naranjo.....Maintenance Assistant, 117
Ms. Stacey Carr..... Alumni Relations, Special Events/Auction Director, 105
Sr. Theresa Reis, S.N.D. ..... Development Director, 106
Mr. Chuck Roberts.....Business Manager, 114
Ms. Carolyn Taylor.....Office Manager, 102
Mrs. Rosanna Valdez.....Maintenance Assistant, 117
Fr. Alfred Verstreken, C.J .....Information Technology Support, 104

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SCHOOL OFFICE HOURS ..... Main Office/Library: 7:30 am -4:00 pm

Main Line: (805) 967-1266 FAX: (805) 964-3178

SAT/ACT SCHOOL CODE: **053-245** Web site: www.bishopdiego.org

PEOPLE TO KNOW

BOARD OF TRUSTEES:

John Gherini, Esq., Chairperson ..... Governance Committee, Strategic Planning Committee
Ralph Iannelli, Vice-Chairperson ..... Governance Committee, Development Committee
Carla O'Neill, Treasurer ..... Finance Committee
Peter DaRos, Secretary ..... Governance Committee, Building and Grounds Committee
Patricia Aijian ..... Mission Effectiveness Committee
David Borgatello ..... Alumni Committee
Rusty Fairly ..... Mission Effectiveness Committee
Maria Fazio, R.N. ..... Audit Committee, Technology Committee
Peter Georgi ..... Alumni Committee
Sr. Angela Hallahan, C.H.F. ..... Mission Effectiveness Committee
Rev. Msgr. Michael Jennett ..... Mission effectiveness Committee
Raymond Michaud ..... Alumni committee
Lynette Patters ..... Faculty Representative, Mission Effectiveness Committee
Dr. Nicholas Vitalari ..... Strategic Planning Committee
B. Williams ..... Mission Effectiveness Committee

PARENT ADVISORY BOARD

Co-Presidents ..... Mary Kohler and Connie Heller
Vice President ..... Ed Carr
Secretary ..... Ashley Snyder
Treasurer ..... Andrea Carr
Hospitality ..... Robin Palmquist

Parent Representatives:

Senior Class ..... Jill Escamilla, Carolyn Geiger, Lucy Kohansamad, Lisa Schlesselmann
Junior Class ..... Jeanne Bortolazzo, Tami Robitaille, Dolores Soto, Robin Torrellas
Sophomore Class ..... Deborah Cooney, Alicia Jimenez, Valerie Mandrell, Vivian Rodriguez, Maria Rogers
Freshmen Class ..... Nancy Garcia, Leona Gonzalez, Renee Ransom, Judy Ricker, Melinda Williams

CARDINAL CLUB

President ..... Jim Slaught
Vice President ..... Tim Mathis
Secretary ..... Mary Kohler
Treasurer ..... Patricia Fling
Public Relations.. .....
Sports Representative Coordinator ..... Jerry Czuleger

ASSOCIATED STUDENT BODY COUNCIL

Senior Class: Heather Aijian, Bernadette Bascom, Patrick Burgess, Nicole Kohansamad, Lauren Sener, Brad Waples
Junior Class ..... Veronica Manzo, Sheena Martinez, John McLafferty
Sophomore Class ..... Allison Breuer, Annette Gonzalez, Christopher Helkey, Jeffrey Mandrell
Freshmen Class .....

CLASS MODERATORS

Senior Class Moderator..... Mrs. Williams
Junior Class Moderator.....Mr. Flanagan
Sophomore Class Moderator.....Ms. Hoffar
Freshmen Class Moderator .....Mr. Najera

CLUB MODERATORS

Art Club ..... Mrs. Sodusta
ASB.....Ms Combs
Book of the Month Club .....Ms. Combs
California Scholastic Federation (CSF) ..... Ms. Patters
Future Educators of America (FEA).....Dr. Reiken
Jewish Heritage Club .....Mrs. Patters
Kids For Christ Club (KFC) .....Mr. Najera
Movie Club .....Ms. Hoffar
National Honors Society (NHS) ..... Dr. Paul Harrington
Photography Club .....Sr. Helen Wolkerstorfer
Young Republicans.....Mr. Najera

Organizational Chart Here

CARDINAL STANDARDS

Expected School-wide Learning Results

Students who graduate from Bishop Garcia Diego High School will be able to demonstrate:

FAITH- use personal reflection to further experience your faith and respond to the challenge of realizing your God-given potential.

SERVICE- take responsibility for improving the quality of life for self and others through Christian service and by assuming productive roles as members of family, church, occupation, civic and global communities.

THOUGHT- employ knowledge related to curriculum content to analyze and evaluate significant and complex problems.

EXPRESSION- use oral, written, artistic, and technological forms of expression to convey ideas effectively and to cultivate positive personal and professional relationships.

SELF-RELIANCE- develop self-reliance, independence and moral strength; establish and pursue positive personal and educational goals.

ACTION- participate in recreational, artistic, political and/or cultural activities to enhance physical and emotional health and enjoyment throughout life.

Mission Statement

Bishop Garcia Diego High School is an independent Catholic co-educational secondary school that welcomes students of all faiths and provides them with the spiritual, personal, and intellectual knowledge to meet the enduring challenge of realizing their God-given potential in a multi-cultural society.

Approved 1997
Modified: June 2003, June 2005

Philosophy Statement

Bishop Garcia Diego High School promotes a Christian environment open to students of all faiths. The school empowers young men and women, educated in Catholic beliefs, to implement the Gospel message in today's diverse society. With service as a primary tenet, students are called to foster concern for others and are challenged to cultivate the leadership skills necessary to serve humankind and become mature, well-balanced adults.

Bishop recognizes that parents are the primary educators of their children. School personnel work with them toward the common goal of preparing the students to assume their multiple roles as members of a family, church, and profession. A rigorous college preparatory curriculum and co-curricular activities are the means of attaining this goal.

The school's philosophy is implemented by a community composed of the Board of Trustees, Administrative Council, Faculty, Support Staff, Students, Parents and Alumni, and is expressed through the Cardinal Standards: Faith, Service, Thought, Expression, Self-Reliance, and Action.

Approved 2006
Modified September2007

GENERAL INFORMATION

Purpose of the Parent-Student Handbook:

The Bishop Garcia Diego High School, Inc. Parent/Student Handbook strives to communicate all general school policies so that both parents and students can become familiar with our mission and policies. When not specifically stated in this handbook, the Administrative Handbook establishes policies to be implemented and adhered to at Bishop Garcia Diego High School. The Parent-Student Handbook is the contract between the school, the parents, and students. Parents/guardians share responsibility for their child's understanding of the school's mission/philosophy and policies. At the beginning of the school year, parents and students are to sign a statement indicating that they have read and discussed this Handbook and that they agree to support its provisions. The administration retains the right to make changes to the Handbook during the course of the school year and communicate changes in the monthly school newsletter. It is the responsibility of the family to be aware of any changes that may take place.

At the time that the student receives the family's copy of the Parent/Student Handbook an Agreement Form is sent home with the student. A signed copy of the Agreement Form is to be returned to the school before the first school dance or the student will not be privileged to continue enrollment at BGDHS. This Handbook is also available at www.bishopdiego.org

School History:

Francisco Garcia Diego y Moreno, the first Bishop of both Californias, was born in Jalisco, Mexico, in 1785. Educated in Mexico, he was ordained a Franciscan priest in 1808. In 1840 a separate California diocese was created, and Francisco Garcia Diego was appointed its Bishop. San Diego was to be the seat of episcopal government. In 1842, Garcia Diego moved the seat to Santa Barbara and established his residence at Mission Santa Barbara. Bishop Garcia Diego died four years later on April 30, 1846, just one month before California was taken over by the United States. He is buried in the sanctuary of Mission Santa Barbara.

Named Santa Barbara Catholic High School, the school first opened in 1932 and was located on Micheltorena Street adjacent Our Lady of Sorrows Parish. Initially administrated by the Jesuit Fathers and the Sisters of Blessed Virgin Mary (BVM), the original campus is now home to Notre Dame Elementary School. In 1959 the Archdiocese of Los Angeles assumed governance and moved the school to its present site, and re-named the school in honor of Bishop Garcia Diego, California's first Bishop. In 2005 the school transitioned from an Archdiocesan to an independent, private Catholic high school governed by a local Board of Trustees. A $4+ million extensive construction and school-plant improvements occurred in 2006-2007 which included a practice gymnasium, new restrooms, and locker rooms in the main gymnasium, reconstructed back parking lot entrance, main gymnasium upgrades, courtyard campus park, digital technology for BDTV and new computers in the instructional computer lab.

Several school facilities are dedicated in honor of those who have made an impact on the educational opportunities at Bishop Garcia Diego High School. In gratitude we dedicate:

- The Eva Jane MacDonald Memorial Field
- The Pier Gherini Video Production Lab (1990)
- The Roberto Najera and Dane Erik Schmitt Memorial Weight Room (1992 and remodeled in 2008)
- The Frances Ward Doolan Patio
- The BGDHS Veterans Memorial Flag Pole (1999)
- The William P. and Carol Foley Computer Technology Lab (2003)

Accreditation:

Bishop García Diego High School is fully accredited by the **Western Catholic Educational Association** and the **Western Association of Schools and Colleges**. The current six-year term of accreditation is through June 30, 2014. The school has received six-year accreditation terms in 2008, 2002, 1996, 1990, 1984 and 1978. In February 2008, the Board of Directors of the **California Association of Independent School (CAIS)** accepted Bishop García Diego High School into provisional membership.

Board of Trustees:

Bishop Garcia Diego High School is an independent, private Catholic high school governed by a Board of Trustees. The Board sets major policies and direction for the school. The Board ensures the general fiduciary responsibility of the school and employs the school Principal. The day-to-day operation of the school is delegated to the school Principal and the school Administrative Council. Bishop García Diego High School, Inc. is a 501(c)(3) religious non-profit corporation. The Board of Trustees meets monthly.

Spirit, Colors, and Mascot:

School spirit is loyalty to a student's school. A loyal student supports her or his school and does the utmost to keep the character, academic and co-curricular standards of the school at their highest possible level. Students of Bishop Garcia Diego High School should care for and support their school community. The school colors are **red and white**, and our mascot is the ***Cardinal***.

Crest/Coat of Arms:

The actual coat of arms of Bishop Francisco Garcia Diego y Moreno is a single shield with our Lady of Refuge and three ranks of tassels indicative of the Office of the Bishop. The school crest was designed in 1959 and incorporates four significant symbols associated with the school. The school crest/coat of arms is displayed on formal school documents, including the school diploma.

The four quadrants of the shield symbolize:

1. Our Lady of Refuge (from the Crest of Bishop Garcia Diego y Moreno. He promulgated California under the protection of our Lady of Refuge. Each California Mission displays an icon of our Lady of Refuge.), lower right.
2. The California Bear representing the State, upper right.
3. Three angels representing the Archdiocese of Los Angeles, upper left.
4. The Sisters of Charity of the Blessed Virgin Mary (taught at Santa Barbara Catholic High and Bishop García Diego High School.

School Ring:

The school ring is designed by Jostens and requires a red or white or clear stone and the school approved insignia. Following the Junior Class retreat, a Ring Mass is celebrated to recognize the Junior Class members as upper class students who then take on a higher leadership role among the student body.

While the school ring is blessed and distributed at this Mass, all junior students receive recognition at the Junior Ring Mass regardless of receiving a ring. An option to the school ring is a family heirloom ring passed down from generation to generation with at least a two generation existing history or an alumni parent school ring. Only rings meeting this criteria are blessed and distributed at the Junior Ring Mass. Students and parents/guardians are advised to purchase rings modestly priced ($160-$200) since most students wear this ring only while in high school.

Alma Mater:

All hail to thee dear Bishop
For united we will stand
We always will be loyal
And extend a helping hand

Our prayers are always with you
And with guidance from above
Though we win or lose we're with you
For it's Bishop High we love.

PARENT PARTICIPATION

Parents are the primary educators of their children and they entrust their child(ren) to Bishop Garcia Diego High School to assist with the formal secondary education. Parents are expected to uphold the values and goals of the school. **Parents are expected to attend Class and General Parent meetings as well as Back-To-School Night.** Parents are requested to discuss their concerns with school personnel most closely associated with the concern before seeking intervention with school administrators.

Parents are always welcome to attend any school event or activity during the school day or co-curricular event or activity in the afternoon, evening, or weekend. This includes, but not limited to, liturgies, guest speakers, performances, or student assemblies.

Parent Advisory Board:

The Parent Advisory Board consists of parent representatives, elected by parents/guardians, who meet monthly to assist in various school activities, (i.e. class level and school wide student activities, Cardinal Event and gala auction, parent social events, etc.) and to apprise the school's administration of concerns and issues which directly affect parents and students. Additional responsibilities include providing support and funds for a variety of activities in the school's programs. Meetings are open to all parents, are scheduled on the school calendar and listed in the monthly newsletter. The Board also holds two general parent meetings a year and the "Back-to-School" meeting with teachers in early fall. *(Regarding Parent Service Hours, See "Finances" in this Handbook.* ***See the school calendar for specific dates: www.bishopdiego.org)***

Cardinal Club:

The Cardinal Club is a service organization of parents/guardians whose primary purpose is to assist the Athletic Director for sports co-curricular activities, raise funds for the athletic program, and support the educational programs of the school. The members of the Club elect their officers. The Cardinal Club provides services such as gate sales, concessions, transportation, the Cardinal Event and other fundraising activities. Meetings are held monthly. *(See the school calendar for specific dates: www.bishopdiego.org)*

Parent Permission for the Publication of Student Work/Pictures:

From time-to-time the school may wish to publish examples of student projects, photographs of students, and other work in various media not limited to but including local newspapers, organizations, and on Internet accessible World Wide Web servers. Student projects, photographs, and other work posted on the Internet or local media will only include the student's first name.

Parents specifically acknowledge that such publications are not private and can be reviewed, copied, downloaded and transmitted by anyone with access to local media or the Internet and that the school has no control over this. Parents do hereby waive, release, and forever discharge any and all claims, demands or causes of action against Bishop Garcia Diego High School, Inc. and its faculty, support staff, employees, agents, contractors and any other person, organization or entity assisting them in connection with the posting or publishing of information in the media or the web site for damages or injury in any way related to, connected to or arising from the publishing or posting of information on the school's

Internet web site or local media or the use of that information and from the publishing or posting of information on the school's Internet web site or the use of that information and expressly assume the risk of any injury or damage resulting from said posting or publishing of information on the web site or the local media.

Parents further understand and agree that this authorization remains in effect until such time as it is withdrawn and delivered in writing to the school Principal. Parents understand that if they change their mind relating to this authorization, that they will submit another authorization form to the school Principal.

Parent Service Hours:
Parents may elect to fulfill their 20 hours of service to the school by becoming active in either the Cardinal Club or the Parent Advisory Board. It is important to remember that attendance at regular meetings is not considered part of the 20-hour parent volunteer commitment. All parents are to become involved in the service hours given to assist the school in providing services. This service sets an example for the students and is a part of the Enrollment Agreement. Parents/guardians may wish to pay an annual fee in lieu of service. Chairpersons of events coordinate all service hours. Parents/guardians are encouraged to use the form available in the newsletter and at the front office to report service hours to avoid billing. *(For information see the monthly newsletter)*

Parent Assistance and Student Self-Reliance:
The school community desires to help each student achieve his or her God-given potential. Accepting responsibility for one's self is a major lesson in life. Did you forget your lunch or leave an assignment at home? To help every student accept and take responsibility for themselves, the school will accept lunches or school materials in the front office, but the student will not be paged or called to the office to pick up these items. Students are to come to the front office and check the hallway counter should they believe that there is something for them. Parents, please help your child mature from elementary to high school standards of personal responsibility. Parents/guardians, bringing lunches or assignments or other materials for the student should be kept to a minimum and for grave oversight by the student.

Closed Campus and Visitors:
To preserve the academic environment and school security, the school is designated a "closed campus." No person may enter the campus unless specifically authorized by the school administration. Visitors must present themselves at the school office if they are seeking information or have business to conduct with the school.

The safety and well-being of our students is one of the highest concerns of the administration, faculty and staff of Bishop Garcia Diego High School. All visitors, that is, anyone other than staff and presently enrolled students and their parents/guardians, are to report to the Main Office for a Visitor's Pass and nametag. When picking up students in the school parking lot drivers are requested to wait at their cars.

Parent(s)/Guardian(s) and Their Actions:
Under normal circumstances a student is not to be deprived of a BGDHS education on grounds relating to the actions/attitudes of parents or guardians. However, it is recognized that a situation could arise in which the uncooperative or disruptive attitude of a parent/guardian might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible.

ADMISSIONS:

Non-Discrimination Policy:
Bishop Garcia Diego High School, Inc., mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, disability, sex or national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school.

The school does not discriminate on the basis of race, color, disability, sex or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs or athletic and other school administered programs.

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

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 counselor 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. (Pursuant to section 504, Rehabilitation Act of 1973.)

Likewise, this secondary school does not discriminate against any applicant for employment on the basis of gender, age, disability, race, color and national and/or ethnic origin.

Admission Criteria:
Students are admitted to Bishop Garcia Diego High School on the basis of their academic record, performance on the placement exam for 9th grade, and recommendations from previous schools, and the student's willingness to abide by the school's philosophy, rules, regulations, and standards. Students entering 9th grade must have graduated from 8th grade. Students are normally admitted at the beginning of a semester. All admission inquiries are facilitated by the Director of Admissions.

Entrance Requirements:
1. placement exam above the 30th percentile, *
2. essay (written during Placement Exam),
3. seventh and eighth grade report cards review,
4. 2.0 GPA with no "F" semester grade marks in the 8th grade (on a 2.0 = C- scale),
5. satisfactory Citizenship and Work Habits marks in the 8th grade ("U's" are unacceptable and "N's" will be evaluated),
6. satisfactory seventh and eighth grade school attendance,
7. interview with feeder school personnel at the discretion of BGDHS.

Priority for admission of incoming freshman students:
1. sibling of current student or alumni,
2. children of alumni,
3. Catholic students from Catholic feeder schools,
4. practicing (documented) Catholics from other feeder schools, **
5. other faith students from Catholic feeder schools,
6. other faith students from other Christian feeder schools,
7. other faith students from other schools.

*For children of alumni, siblings of alumni, or present students who test between the 20th and 10th percentile, to be eligible to enroll for the Freshman year, BGDHS requires attendance at BGDHS Summer School taking two academic classes (English and math) and passing with a "C" or higher with no behavioral concerns. These students will be placed on a contract for the Freshman year requiring no "D" or "F" semester grades and no "N" or "U" marks.

**Documentation will require registered enrollment in a Catholic Religious Education program for both 7th and 8th grades. BGDHS will contact parishes for this information.

8th grade students who do not achieve grade appropriate level (8.0) will be required to take English and/or math in Summer School at BGDHS as a condition of enrollment.

Junior/Senior transfer students: Junior transfer students will be evaluated on their ability to meet BGDHS graduation requirements over four semesters. A compelling case must be documented since the student is enrolling as an upper classman. Senior students are admitted only if the family is relocating to our school attendance area, continuing Catholic secondary education, and meeting BGDHS graduation requirements.

Bishop Shadow Program:
A half-day, one-on-one, Shadow Program offers informative visits where guests are able to meet our teachers, visit with our students, observe classes and tour the campus. The Bishop Shadow Program is generally is offered on regular school days beginning at 7:50 am and ending by 1:10 pm (depending on the daily schedule). Prospective students are paired with a Bishop Ambassador who will welcome our guest, share their own Bishop experience, and host our guest during their visit. At least 72 hours advance notice to the Director of Admissions for the visit is requested. Prior to the visit, both the student and his/her parent/guardian meet with the Director of Admissions. For further information please contact Mrs. Debra Herrera at 967-1266, ext. 118.

ACADEMIC POLICIES

A description of course offerings and requirements may be found in the Bishop García Diego High School Curriculum Guide available at www.BishopDiego.org . The following are policies which been developed to ensure that the school learning environment is positive and supportive for each student.

Academic Requirements for Graduation:

Religion	4 years
English	4 years
Mathematics	4 years (min. Algebra 2)
Social Studies	3 years
Science	2 years
Language	2 years
Fine Arts	1 year
Physical Education	1 year
Technology	1 semester
Health	1 semester
Other classes	6 semesters total

Cardinal Standard Portfolio

Total units required: 24 units
Minimum GPA required for continued enrollment: 2.0

Graduation from Bishop García Diego High School is a privilege. This includes participation in the graduation ceremony. The administration retains the right to refuse graduation or participation in any graduation ceremonies. Any student who has been unable to successfully complete classes required for graduation will be kept from participation in graduation and activities associated with graduation. Student participation in graduation may also be withheld for violations of the school's discipline policy. A student who is refused participation will receive his/her diploma upon successful completion of the needed classes or discipline requirements.

University of California (UC) and California State University (CSU):
Students who meet the Bishop García Diego High School graduation requirements with a score of C or above in all classes, will also meet the minimum subject requirements for both public university systems in California. Eligibility depends on grade point average in six required subject areas in combination with the Scholastic Achievement Test (SAT-I) or the ACT. The UC system also requires the SAT-II and a personal statement.

Seniors: Cal Grants
Unless notified in writing by January 15th, the Guidance and Counseling Department at Bishop Garcia Diego High School will automatically file the GPA and Social Security Numbers (SSN) with the California Student Aid Commission (CSAC) for all seniors who have filed their SSN with the attendance secretary.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, the Family Educational Rights and Privacy Act (FERPA) allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Service Requirement:
As a faith-based school, our educational mission is to teach students to respond to their baptismal calling which includes the "giving of one's self" to others. The philosophy of BGDHS incorporates this concept and requires all students, regardless of creed, to perform 100 hours of service over four years as a graduation requirement. Each year a minimum of 25 hours of service is expected which must be completed by May 1 of each school year. A student may perform no more than 25 hours of service on campus over the four years; at least 75 hours must be completed with an approved outside organization. All students must receive prior approval of service assignments and report their hours on the required form signed by the person responsible for supervision of the service. Service Hour Forms must be turned in within 30 days of completion of the hours. A roster of approved organizations is available from the Campus Minister. Parents are not permitted to supervise student service hours. Service done during the summer may apply for the following year's service requirement. For Seniors, in order to participate in special year-end activities, all required service hours must be completed by May 1. Underclass students

need to complete their annual service hours before being advanced to the next grade level and attend classes in the Fall.

Academic Grading:

Grading Scale

Grade	%	*GPA Value*
A	93-100	4.0
A-	90-92	4.0
B+	87-89	3.0
B	83-86	3.0
B-	80-82	3.0
C+	77-79	2.0
C	73-76	2.0
C-	70-72	2.0
D+	67-69	1.0
D	63-66	1.0
D-	60-62	1.0
F	59-below	0.0

Honors and AP classes receive one extra GPA point if C grade or higher is earned.
Example: A = 5.0; B = 4.0; C = 3.0. There is no weighted credit for D grades.

Honor Roll

Principal's Honor Roll:	GPA 3.75+
Dean of Studies Honor Roll:	GPA 3.50-3.74
Merit Honor Roll:	GPA 3.0-3.49

Grade Reporting:

Grades are assigned on the basis of the student's academic achievement and include a final exam score weighted between 10% and 20% of the overall grade. Final grades for each semester are recorded by the teacher and archived on the student's transcript. Semester grades are the only permanent record grades. Report cards are mailed home at the end of each semester, and progress reports are given to students to take home at the end of the 1st and 3rd quarters (quarters are divided into approximately nine-week periods). Teachers are required to post grades on Edline every two weeks while school is in session. These are intended as progress reports - final grades are not posted this way. Grades may be accessed at www.edline.net by entering a pass code which is provided to parents and students by the school. It is the responsibility of parents and students to access current grade and course information online.

Teachers will give a written statement of their course expectations and grading policies to each student during the first week of instruction. The policy statement will include the method of determining grades.

Cardinal Standard Program (CSP):

The Cardinal Standards Program is a four year vertical process that begins freshman year with an introduction, explanation, and exploration of six school standards for achievement (Faith, Expression, Action, Service, Thought and Self-Reliance). These standards are the school's Expected Schoolwide Learning Results (ESLR) and are integral to the school's philosophy. The Program culminates senior year with a written reflection of growth over four years in these six areas. The broader purpose of the CSP is to help Bishop students become reflective, life-long learners consistent with the Philosophy of the school. Bishop Garcia Diego High School assesses student achievement of the Cardinal Standards at the end of the senior year by evaluating their

written reflections and through a brief interview process. Students must receive a passing grade from two of the three faculty reviewers in order to meet graduation requirements and participate in senior year-end activities.

Valedictorian and Salutatorian:
Each year the Valedictorian and Salutatorian are chosen from among graduating seniors. The administration will choose as Valedictorian the student with the highest grade point average based on Bishop García Diego High School subject requirements, including Physical Education (PE), Health and Technology, but not including sports. The Salutatorian is the student with the second highest grade point average based on the same requirements. In the case of a tie for these two positions the administration may choose to have co-valedictorians and/or co-salutatorians. Since the Valedictorian and Salutatorian represent the school and their graduating class, they should represent well the mission and philosophy of the school. GPA's are determined at the conclusion of the Fall (7th) semester of the Senior year.

Grade Integrity:
The teacher of the course determines the grade each student receives for any course of study. Except in the cases of clerical or mechanical error, fraud, bad faith, or incompetence, the determination of the teacher's grade is final (California Education Code 49066). Any requests for grade explanation or clarification must be brought to the attention of the administration within five working days following the issuance of report cards. No teacher may be asked to change a semester grade once it has been given without the approval of the Principal.

Academic Dismissal:
A student who receives three "F" grade marks in any academic semester will be required to withdraw from Bishop García Diego High School. In addition, any student who earns below 2.0 grade point average for two consecutive semesters, or three semesters total, will also be required to withdraw. Any student who receives an "F" grade mark and does not make up the grade in summer school may not be eligible to return the following year. If the course is not offered at BGDHS, arrangements must be made with the counselor before the student returns the following semester. In mathematics or language, a student may be required to repeat a year of study if so recommended by the department chair and approved by the Principal.

Deficiencies:
A semester grade of "F" means no credit was earned in that class. Any student who has earned a semester grade of "F" in a required course must make up that grade before returning to school the following September. "F" grades are not removed from transcripts even when courses have been repeated. The new grade will also appear on the transcript.

Academic Probation and Ineligibility:
A student must maintain a 2.0 Grade Point Average (GPA) or better to be eligible to participate in any co-curricular activity (includes athletics, clubs, ASB/Class Officer position, dances, plays, etc.) and maintain financial grant aid if warranted. Eligibility is evaluated at the end of each quarter. A student who earns below a 2.0 GPA at any quarter grade period is placed on probation until the end of the next quarter. However, the student is still eligible for co-curricular activities effective the Monday following grade publication.

Students become ineligible if a 2.0 is not earned in two consecutive grading quarters. The student remains ineligible until the student achieves a 2.0 at the next quarter grading period. Students below 2.0 with two "F" grades at any quarter evaluation are immediately ineligible, without probation. Students

who are ineligible for co-curricular activities may petition the Administrative Council to be eligible to practice.

Advanced Placement Enrollment:
Enrollment in Advanced Placement (AP) classes requires:

- teacher recommendation to the Dean of Studies;
- commitment to prepare for and take the AP National Exam;
- remit payment for the AP exam prior to the add/drop class date in the Fall/1st semester of the A.P. course;
- weighted or extra GPA points for the class are contingent on taking the A.P. national exam;
- Students may leave campus following the official end time of the A.P. exam if the school receives a written request from the parent/guardian in advance and on file in the Attendance Office.

Exchange Students:
Bishop Garcia Diego High School welcomes Exchange Students from our global community. Exchange Students are required to follow all school policies and procedures. Their host parent/guardian acts on their behalf in the school parent/guardian relationship. Exchange Students will generally be limited to a one-year enrollment and should have completed their regular course of study in their home country and so join our Senior class for a cultural experience. Exchange Students normally will not be eligible for a BGDHS diploma. A Certificate of Attendance will be awarded to the Exchange Student at the completion of the one-year enrollment. Exchange Students who depart BGDHS before the end of the semester and completion of final exams will not be awarded academic credit for the semester.

Classroom Behavior:
The classroom atmosphere and school environment must be conducive to student learning. Each teacher has her/his own standards and these are to be explained to students during the first week of classes. The following are minimum standards for classroom behavior:

- students should treat each other and the teacher with dignity and respect,
- students should enter the classroom in an orderly fashion and be seated in their desks when the bell rings. Any student not in their seat is considered tardy,
- students should bring proper materials to class each day. The teacher may allow a student to go to their lockers for books or materials, but this will be considered a tardy,
- students should never leave the class without permission from the teacher; if a student has a medical or physical condition that requires her/him to leave the classroom frequently, a notice from the doctor is to be on file in the Attendance Office,
- students should treat the property of the teacher, other students and the school with respect,
- students are not to have food or drink in class,
- the teacher, not the bell, dismisses student from class.

Teachers have the authority to assign detention and/or remove a student from class for failure to maintain behavior consistent with student learning, or for consistent failure (three consecutive days) to bring materials. Teachers will detain students up to 10 minutes on the day of an infraction if they choose to do so. Longer detentions will require advanced notification of at least 24 hours. If for any reason one or more students by their behavior do not allow others in the class to learn, then the teacher will refer those students to the Dean of Students.

Assignments:
There is a uniform manuscript policy which requires that all assignments include student name, date, period and name of assignment in the top right hand corner. All assignments must be written legibly in

blue or black ink (or pencil if specifically requested), and be in good condition (no torn edges, etc). The teacher will deduct points if this policy is not adhered to.

Late work:
Teachers will decline credit for any late work. Teachers may allow a 24-hour make up assignment for a maximum of 50% given for work completed. Work that is two or more days late may not receive credit. Major term papers will be graded a grade point lower for each day the assignment is late. Students who experience printer problems for computer generated assignments must email the teacher the assignment and provide the work on disk at the time that the assignment is due, or credit will be withheld. School personnel email address is first name initial and last name @BishopDiego.org and also can also be found on the school website: www.BishopDiego.org

Students who are absent because of sports or other school sponsored activities should always check with their teachers before leaving campus to determine homework and other work missed while absent. A student who fails to do so will not be awarded credit for late homework, nor can they make up tests or quizzes.

Students who have an **excused absence** must arrange to make up tests or quizzes within 48 hours of their return, or they will receive no credit. Homework is due upon return to school. Excused absence class work is also due within 48 hours of return to school. Students who receive an "unexcused" absence may not receive credit for homework or class work and must arrange with the teacher to make up any major test or project within 48 hours of their return to school.

Homework:
A minimum of two hours of daily homework, done outside of class time, should be devoted to written and study assignments. Even when no written assignment is given, the student is expected to spend a reasonable amount of time re-reading the day's lesson, studying and reviewing class notes, and preparing for the next day's classes. Critical thinking skills, retention, integration and application of acquired and learned knowledge require practice, practice, and practice.

Citizenship:
Report cards distributed at the end of each quarter may include citizenship/behavior comments as well as academic comments. Any student who receives comments indicating that their behavior has interfered with the teaching and learning in the classroom will be referred to the Dean of Students for disciplinary action.

Controversial Issues:
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.

With regard to controversial issues the Principal will:

- provide that the most competent instruction possible be given in an atmosphere of freedom and mutual respect;
- emphasize that significant issues be studied at the maturity and understanding level of the learners;
- establish guidelines for the evaluation and selection of resource materials and of guest speakers.

Library:
Library hours are 7:30 am to 4:00 pm. Books are borrowed for 21 days. They may be renewed for another 21 days provided no one has placed a reserve on them. General reference books, such as encyclopedias and dictionaries, are to be used in the library only. Only the instructor may borrow special reference books, set

aside by an instructor for a project. All books and magazines borrowed from the library must be properly checked out. Lost books must be paid for. Fines for overdue library materials are 10 cents per day, per item. Students in arrears at exam time may be refused permission to take exams until they are cleared with the library. Food and drink are not allowed in the library. Bookbags, backpacks, large purses, etc., are subject to search by the librarian. Computers are available for student use. A photocopy machine is available for student use at 10 cents per copy.

Field Research Program (FRP) and Field Trips:
Periodically, the curriculum incorporates excursions and field trips. These activities will be educational in nature and related to the curriculum and content of the course of study. The school off-campus activity form will be used for all field trips, excursions or any off-campus activity other than scheduled athletic contests. The dress code for any school travel is delineated in the "Dress Code" section of this Handbook.

Each teacher/supervisor will establish definite guidelines and systematic procedures for such trips. The school will ensure that students have adequate supervision on trips. Every attempt will be made to provide experiences for students that are not overly costly nor which might take away from valuable class time on campus. Generally, overnight field trips (except for retreats) will be avoided.

While on field trips all Bishop Garcia Diego students are to be respectful and dignified. Students are to follow directions of supervisory personnel or parent volunteers, stay with their group at all times, and keep the faculty member in charge informed regarding problems. Student misbehavior will not be tolerated on the bus or during the activity. Any major violation or defiance of supervisory personnel will result in the parent picking up the student and driving the student home from the activity.

During the spring semester students engage on a 2-day Field Research Program excursion. The Field Research Program is designed to augment the cultural and educational objectives of the instructional program. Students tour local and one-day distant sites accompanied by their teachers and other chaperones. All school policies are in effect during field trip travel. Students who demonstrate questionable discipline may be requested to not participate in the second day travel. In such cases a school administrator will confirm the travel ineligibility with the appropriate parent/guardian. Students who are absent from the Field Research Program must provide a physician's written excuse or receive an unexcused absence. The school will not provide any on campus supervision to a student while his/her class in on FRP. The parent/guardian will assume full responsibility for the student during said field trip absence.

Schedule Changes:
Any student or parent wishing a change in class schedule must do the following:

- write the note stating the name of the student and reason for the schedule change,
- suggest a class to take its place, and a request for an appointment with the Academic Counselor with possible times/days for appointment, if necessary,
- turn in the note to the main office no more than two weeks into the new semester.

After five weeks from the start of the semester, a student request to drop a class will be recorded as "withdrawal fail (WF)", except in cases where the counselor or teacher requests a change, or where a student moves from one section to another section of the same course.

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

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

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

In cases of legal separation and/or divorce, California State Law gives only the custodial parent the right to:

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

The non-custodial parent has all the other rights of a parent. It is the responsibility of the custodial parent to notify the school regarding custody issues affecting a son or daughter enrolled at Bishop Garcia Diego High School.

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

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

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

Commercial enterprises are not authorized to receive lists of names and addresses of students. Occasionally, the school may support a program worthy of parent/student interest. The school does not sell or disclose the names or addresses of the students or their parents. However, the school may mail

such material on behalf of and financed by the commercial enterprise. In such a case, it is then the prerogative of the parent/student to further engage communication with the commercial enterprise.

Withdrawal from School:
Parents who intend to withdraw their student during the school year are reminded to review the obligations outlined in the signed Enrollment Agreement form completed during admission and registration. In addition, a parent conference is required with the Academic Counselor to discuss the transfer and its potential implications regarding credits. The parent needs to obtain a Withdrawal Form from the Principal, and until all signatures are obtained, the withdrawal is not considered final, and transcripts will not be forwarded to the next school. The Associated Student Body Card must be surrendered to the Principal at the time of withdrawal. Also, all financial obligations must be met before the process can be completed. A private school to decline to give the student his or her diploma or report card or to refuse to send transcripts to a college or employer until the pupil's financial obligations are met (Education Code 48904). The school will notify the parent or guardian that the student's grades, transcript, or diploma are to be withheld.

When a student transfers to another school a record of the date of transfer will be entered on the permanent record card as well as on the student's attendance record.

Official transcripts are not given to students or parents. Unofficial transcripts are provided to parents upon request, unless the parent is deficient in tuition or any other obligation owed to the school.

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

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

Copies of Transcripts:
Upon request the school provide, free of charge, three official or unofficial transcripts. A Transcript Request Form must be submitted for approval for each request. All requests must be accompanied with a stamped and addressed envelope to the recipient. Every transcript in excess of three will carry a charge of $5.00.

ASSOCIATED STUDENT BODY (ASB) and STUDENT SERVICES

Co-curricular Activities:
BGDHS offers appropriate co-curricular activities that respond to student needs and interests and which supplement the formal instructional program. The primary reasons for co-curricular activities are to:
- develop student responsibility,
- develop decision-making skills,
- develop commitment to community and social responsibility, and
- apply the teachings of the Catholic Church to human relationships, as well as those skills and attitudes that characterize Christian living.

The Principal is responsible for assigning faculty moderators for co-curricular activities. All activities and projects connected with co-curricular activities are to be approved by the appropriate Dean and the Principal and are scheduled by the Administrative Council during the yearly or monthly calendar meeting.

Co-curricular activities and interscholastic athletic events are designed not as an adjunct to the school program but as an essential part of the educational goals of the secondary school. These programs are evaluated in light of the goals and objectives of BGDHS.

The administration provides opportunities for parents/guardians, staff, and students to work together in permeating activities and athletics with Gospel values.

Moderators and coaches are expected to:

- promote such religious experience as prayer, retreats, and Christian service,
- address the counseling needs of the students,
- develop the peer influence of the students as a means of evangelization.

School personnel will supervise all co-curricular and athletic events. An administrator or his designee will be present at all athletic events and is the person responsible for the overall supervision of coaches, moderators, parents, students and visitors.

The administration will provide direction and a list of responsibilities for staff and parents/guardians in the supervision of athletic and social events. Every reasonable attempt is made to schedule practices, rehearsals, and events so that they do not interfere with other obligations of the students, i.e., family, homework. The school actively discourages events and activities that require students to be away from their homes overnight.

Student Government:

Bishop Garcia Diego High School has a student government in which students are given the freedom and responsibility to initiate and to coordinate activities. The goals of student government include:

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

Student Government Officers:

Each student is a member of the BGDHS Associated Student Body (ASB). The student government group of this organization includes class officers elected by their peers in April. They assume office at the start of the following school year. Commissioners may be appointed by the Dean of Activities as needed from year to year. Working with the Dean of Activities and Class Moderators, Student Council is responsible for generating school spirit and organizing a variety of social functions, fundraisers, assemblies, and dances. Student Council meets Monday, Wednesday, and Friday as an elective class. The ASB Constitution and By-Laws are available from the Dean of Activities and are also available on the school website.

Class Officers:

Each class elects its officers in April (Freshmen in December). Candidates run for a position on Student Council, not for a specific office. Once elected, Class Officers nominate one another for President, Vice-President, Secretary, and Treasurer. Then umber of Senior Class Officer positions is dependent upon

student interest, allowing for healthy competition. Incoming freshman may request placement in the Student Council Leadership class. This does not guarantee, however, a position as an elected officer. Class representatives are expected to work with their Class Moderator and maintain their class budget.

Clubs and Activities:
A strong, varied program of student activities is vital to the educational development of a well-rounded individual. Bishop students are encouraged to become active members of the school community through participation in a variety of clubs and activities. Each club and activity, in order to be officially recognized, must file with the Dean of Activities its goals and purposes prior to the Club Fair in September. All clubs must file quarterly reports with the Dean of Activities outlining their projects and active club membership. All clubs must adhere to the directives of their moderators and the Dean of Activities.

Homecoming Court Criteria

Eligibility to serve on the Homecoming Court includes:

- 2.0+ grade point average,
- a minimum of 75 accrued service hours,
- participation in at least one co-curricular activity,
- clearance from Dean of Students, no major disciplinary infractions or referrals.

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

The Principal appoints a moderator who exercises necessary control over material submitted for publication. The moderator should review all material carefully.

Additionally, the moderator is to:

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

ATHLETICS

The school publishes an Athletic Handbook that includes the philosophy, policies, and code of ethics and evaluation procedures for the athletic program. A copy of this Handbook is available through the office of the Athletic Director.

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

During and after the season, coaches are responsible for promoting the qualities necessary for healthy athletic competition and good sportsmanship:

- self-discipline,
- teamwork,
- emotional control,
- doing one's best ,
- good citizenship.

The purpose of athletics is to provide a means for the student's personal development in mind/body awareness, physical condition, competitive spirit, physical skills, and important social skills and values applicable to life beyond high school. Bishop Garcia Diego High School is a member of the California Interscholastic Federation, Southern Section (CIF-SS) and is a member of Tri-County Athletic Association (Tri-Valley and Frontier Leagues) for both boys and girls.

Bishop Garcia Diego High School participates in the following sports:

- cross-country (boys and girls)
- baseball
- basketball (boys and girls)
- football
- golf (boys and girls)
- softball
- soccer (boys and girls)
- swimming (boys and girls)
- tennis (boys and girls)
- track (boys and girls)
- volleyball (boys and girls)
- wrestling

Eligibility is based on the compliance of athletes with all regulations that exist in the CIF-SS Blue Book, and school policy. All participants must pass a physical examination, results of which are on file with the Athletic Director and provide a medical emergency card in order to be eligible.

Disciplinary action and/or probation may render the student ineligible for participation. Students who are suspended from school may not attend practices or play in games during the suspension. A student who loses his/her eligibility for disciplinary reasons either from the coach or due to the above will be denied any athletic awards and will be excluded from the awards banquet.

Good sportsmanship is the responsibility of the entire BGDHS community. Fighting and taunting are prohibited before, during and after athletic contests. The Athletic Director, the coaches, team members, and other witnesses will review all reported incidents. Disciplinary action may be taken against those involved. If it can be determined that a Bishop athlete was the initiator, that athlete may be dropped from the team.

Illness or unexcused absences on a school day, the day of, or the day after competition will render the student ineligible to practice or play in a game on that day or the next game day. (Students absent from school on a Friday will require specific permission from the Dean of Students to participate in a Saturday game).

Any student who **resigns from an athletic team** or the cheerleading squad may not join another team during the same season without the written approval from the Athletic Director. A student athlete who, after the first official contest of the season, chooses to resign from a sport to which the student has committed, without a non-athletic hardship, will become ineligible to participate in another sport until the sport that the student has resigned from has finished its last game/contest of the season. A **second resignation** from

a sport the student athlete will also receive a three-game suspension that shall begin with the first official game/contest of the season of the next immediate sport that the student joins. Should a student resign a third time from any sport the student will be ineligible to further participate in any other sport unless the student has been granted a waiver to do so by petitioning the Athletic Director. This policy is cumulative throughout the duration of enrollment at Bishop García Diego High School.

Dismissal from a team due to disciplinary actions taken by the coach would result in the student not being eligible to participate on any other team during the remaining season of the sport.

Students who transfer in or out of BGDHS must consult with the Athletic Director. *(See section on Admissions in this Handbook).* Failure to do so could render the student and the team in violation of CIF rules and cause forfeiture of games played.

All **school uniforms/equipment** are property of the school and must be returned by the date set by the Athletic Department. The student may be denied quarter/semester exams, as well as denied yearbooks, any awards or participation in any other extra-curricular activity if these are not returned to the school. Parents will be billed for lost uniforms and equipment.

Students participating on a school sponsored athletic sport team may receive up to 0.5 (0.25 credit per sport) academic credit for the Physical Education requirement as approved by the Athletic Director and the Dean of Studies. The criteria for credit will be the full commitment and participation in the practices and contests of the sport.

Varsity Letters, in any sport, will be awarded at the discretion of the Athletic Director in consultation with the Head Coach of the athletic team.

Letter Jacket Protocol

The store, *Sew What*, located at 3 W. Canon Perdido, is the official provider of Bishop Garcia Diego High School letter jackets Although *Sew What* is our preferred supplier, any supplier who meets specifications outlined on our lettermen jacket protocol form also may also be used. However, the color and protocol must be the same or the jacket may not be won at school or school-sponsored events.
You may purchase letter jackets at any time after a varsity letter has been earned.

The Tri County Athletic Association will award patches to individual athletes for 1st and 2nd all-league teams, scholar athletes, and team league champions. The placement of these league patches are specified in the protocol. Athletes who purchased a jacket from a different vendor before July 1, 2006 are not required to make any changes.

Bishop Garcia Diego Letter Jacket Specifications

Letter Jacket Specifications
Boys

a. waist length jacket,
b. 100% Virgin Wool – cardinal red body,
c. full set-in sleeves (matching knit trim in color),
d. cream leather sleeves (matching knit trim in color),
e. full front with cardinal red snap closure,
f. satin lining in body and sleeves,
g. wool knit collar, cuffs, and waistband – Cardinal red with two white stripes - double layer knit,
h. slash pockets with leather trim to match sleeve color around pockets.

Letter Jacket Specifications

Girls (Note: girls may purchase either style jacket)

a. waist length jacket with hood,
b. 100% Virgin Wool- cardinal red body, hood, sleeves (optional cream leather sleeve on girl's jacket),
c. full set-in sleeves (shoulder seam),
d. full front with cardinal red snap closure,
e. satin lining in body and sleeves,
f. hood - inside white to match trim,
g. wool knit collar, cuffs and waistband – cardinal red with two white stripes - double layer knit,
h. slash pockets with leather trim around pockets to match other trim.

Authorized Patches and Lettering:

a. Bishop Diego chenille letter "B" (size 6 w')
b. School name
c. League Championship patches (maximum size 4 w' x 4 w' or within 20 1/4 sq. inches)
d. All-League identification patch
e. student name (size 2" high)
f. graduating year (size 2 3/4")
g. Academic Scholars (size 5")
h. All-CIF Team patches

Letters are awarded in the following sports only: football, boys/girls cross-country, boys/girls tennis, boys/girls volleyball, boys/girls golf, boys/girls track, boys/girls basketball, boys/girls soccer, softball, baseball and cheer leading.

Location of Authorized Patches and Lettering

a. Bishop Diego chenille letter "B" to be centered on left side of chest, 5 ½" down (boys), 6 1/4" down (girls) from left front shoulder seam,
b. School name to be centered on right side of chest (TBD") down from left front shoulder seam.,
c. League Championship patches to be worn below school name on front of jacket. If there is no room because of multiple patches, the left side of the jacket may be used,
d. The graduation year will be worn on the left sleeve 3 inches below the top sleeve seam.
e. All-League 1st Team individual designation and/or Scholar Athlete patch to be worn on the right sleeve 3 inches below shoulder seam, and ½ inch under each other.
f. Student name worn 3 inches below the seam on the front left side of jacket, centered over the "B" letter.
g. CIF Play-off Patch to be worn on left sleeve 3 inches above top of knitted cuff or on the back of the jacket below the name.
h. Academic Scholar patch to be placed immediately below the graduation year.

Other Awards

Sport designation medals may be worn on the Bishop Diego, "B". CIF and other medals should be worn under the Bishop Diego "B".

Students earning a 3.75 GPA and above for two consecutive semesters will receive an academic patch. Students will receive a pin for each additional semester of 3.75 GPA or above.

ATTENDANCE POLICIES

It is important that students and parents understand that absences must be held to a minimum. If a student plans to attend school and receive maximum learning experiences, these learning experiences have to be based on maximum attendance. Any absence may affect student grades. Accurate records of absences and tardies must be kept and a written explanation from a parent or guardian explaining an absence and/or a tardy is required and must be on file in the Attendance Office:

- an absence of 5 days or more requires a physician's certificate for re-admittance to school,
- an absence of 15 days (6 days for Leaders For Life, ASB or similar reduced attendance classes) or more from any one class in a semester, excused or unexcused, will result in the loss of course credit and the class will be rescheduled for the following semester or academic year,
- any student arriving 20 minutes late to a class period will be recorded as absent for that period,
- a total of 5 tardies to any one class count as an absence.

Tardies/Absences:
Tardies will be recorded by the teacher for each class period. All absences and tardies must be recorded regardless of whether the teacher knows the whereabouts of the student, or whether they are excused or not. A student who returns to class following an absence may not be admitted without an admit slip from the Attendance Office. Students who are tardy to Period 1 must also present a slip from the Attendance Office before being admitted to the class. Tardy to any class results in lunch detention. Tardies to classes prior to lunch require same day detention and afternoon tardies require next day detention. Failure to report to lunch detention receives 1 demerit and next day detention. Only a CHP accident verification by the Attendance Secretary excuses a tardy for heavy or slow traffic reasons.

Eligibility to participate in any co-curricular activity:
Students who do not attend all classes on a given day will be ineligible to practice or play in a game or activity until approved by the Dean of Athletics or Dean of Activities. Students absent from school on a Friday will require specific permission from the Dean of Students to participate in a Saturday game or activity. Sports teams that arrive back to school after 11:00 p.m. may be excused from first period the following day with the advance approval of the Dean of Athletics.

Planned and Excused Absences:
The only type of planned absences which are excused are those which are for a medical or dental appointments or Seniors may receive an "excused absence" for two days per semester for college trips when pre-approved by the Dean of Studies.

Occasionally, families inform the Attendance Secretary that a student will be absent from school for reasons other than sickness or medical appointment, i.e. family trip, dance performance, etc. These absences are considered "unexcused" and count toward the student's 15 absences that can create loss of credit. The Dean of Studies is to be contacted in writing prior to these absences indicating the dates of absence and the reason for the absence. In such cases, homework or class work will not be graded or receive credit. Major exams are permitted to be taken when within 48 hours of return to school when arranged with the your teacher.

Final Examinations:
Only serious illness with a verifiable medical excuse or death in the immediate family is cause to miss a final exam. Parents should contact the school to re-schedule final exam(s) if the student is ill, but must keep in mind that a doctor's note is required. Lengthy family trips and extracurricular activities are **not** to be scheduled during final exams and will not be counted as an excuse for missing final examinations. A

student who misses a final exam because of such an absence will have her/his final grade lowered in that class.

Procedure on the Day of Absence:
Parents/guardians (not students) are to call the school Attendance Secretary at (805) 683-4317 **before 8:40 am** to notify the school that a student will be absent. This phone call is a daily requirement. Students who return to school after an absence will not be admitted to attend classes until the Attendance Office is able to verify absence with a parent.

Procedure on Day After an Absence:
The student is to report to the Attendance Office first after an absence and bring a note written by a parent/guardian to the Attendance Office indicating:

- name of student
- date(s) of absence
- reason for absence
- phone number to verify note
- and signature of parent/guardian.

A re-admit slip will then be given to the student that is to be presented to the teacher before the student can be readmitted back to class. If a note is not brought in or faxed to the school on the second day by 9:00 am, the student will not be allowed to attend classes until the note is received. These notes are retained in the student's file until the end of the school year.

Student absences are defined as: absence excused, absent unexcused or truant. These designations are taken from the State of California Education Code.

Types of Absences:
Excused Absence (As defined by the State of California Education Code)

- valid illness verified by a note from the doctor
- medical, dental or optometry appointment (doctor's note required)
- attendance at a funeral of an immediate family member
- approved school sponsored activity, such as early dismissal for a game or participation in a class field trip, etc.

Unexcused Absence:

- all other absences taken with permission of parents/guardians, but not that of the school.
- any absence for an acceptable reason (as listed above under excused) in which the parents/guardians have failed to notify the school and have not written a note for the student's attendance file.

Ditch Day:
The school does not sponsor or approve any form of a "ditch" day. Student(s) who absent themselves from school with out prior school approval, other than an excused absence, will be deemed truant. Seniors who participate in a "ditch" day are subject to loss of graduation and end-of-the year- activities.

Truancy:
Truancy is an unexcused absence from school or class without the knowledge and consent of both the parent(s)/guardian(s) and the proper school authority either for a whole day, part of the day, or part of a class period. All truancies will be immediately referred to the Dean of Students. Any student who has been truant will be referred to the Discipline Board for a meeting with parents and appropriate action. (See "Discipline" in this Handbook.)

Off Campus and Early Dismissal Passes:
No student is ever allowed off campus during school hours without specific permission from the school and the student's parent/guardian. **Students may not go to their cars/vehicles during the school day.** To receive an Early Dismissal Permission Slip from the school to leave campus early the student must:

- present a note from a parent/guardian to the Attendance Secretary prior to the first bell of the day. The parent/guardian must specify the student's name, grade level, and exact time of dismissal, reason for dismissal, and the phone number of a parent/guardian who can be called to verify the note. Only reasons listed above as acceptable for excused absences are considered appropriate for early dismissal,
- at the beginning of the period from which the student is being dismissed, the student will show the Early Dismissal Slip to the teacher, and
- report to the Attendance Office before leaving campus to receive an Off-campus Pass, which must be signed or stamped before the student may return to school the following school day. If a doctor or dentist does not sign the Off-campus Pass, the absence is not excused.

Off Campus Passes:
BGDHS is a closed campus. Students may not leave the campus during the day without a written request from the parent/guardian that is to be presented to the attendance office before the first period of the day. The request must state the reason and time of departure and should indicate if the student is returning and when. No student is permitted to leave for an off-campus appointment without checking out and back in with the attendance office.

Regarding medical appointments: It is strongly recommended that these appointments be scheduled when school is not in session. A note from the medical [doctor/dentist] office giving the time of appointment and time the student left the office is required for verification when returning to school. *The school will not accept parent/guardian notes for appointments.* The student will be denied credit or makeup work and the time missed from class will be computed into the 15 missed-class absence rule.

Release of Students:
Students may not leave the campus for any reason during the normal school hours unless they have their parents' permission. The Attendance Secretary and appropriate administrator must be certain that all legal regulations and insurance requirements have been met to release a student.

Disaster Evacuation Plan:
In the event of a disaster or emergency evacuation parents/guardians are requested to park in the front parking lot if at all possible. Parents are not to drive to the back parking lot. If conditions warrant, parents will be directed to walk from the front parking lot, or street side parking, along La Colina Road to the back parking lot. School personnel will meet the parent/guardian and release the student to the parent/guardian. School personnel will note time, date, and intended destination at the time of release of the student. Conditions permitting, students will be located on the athletic field supervised by school personnel. Please remain calm and follow the directions of school personnel for the release of students.

- Students will be evacuated to the sports fields;
- students may be picked up at the back parking lot gate;
- students may leave school only after signing out with the appointed school official;
- avoid unnecessary phone calls to the school so that communications systems are available to official civic emergency personnel;
- cell phones may not be used by students;
- listen to local radio and TV stations for information and directives.

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

Before a student is taken into police custody and removed from the school during school hours, the school will attempt to inform the student's parents. The school will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of the police officers or the personnel of Child Protective Services.

Work Permits:
California law states that no minor under eighteen (18) years of age and over sixteen (16) years of age who is required to attend school and no minor under sixteen (16) years of age may work without a permit. Work permit applications may be obtained from the school secretary. Permits also may be obtained from:

Work Experience Office
716 E. 14th Street
Los Angeles, CA 90051

CAMPUS MINISTRY

An integral formation component of Bishop García Diego High School is the Campus Ministry program. Campus Ministry supports the faith development journey of the students through daily prayer at the open and close of the school day, sponsors an annual retreat for each grade level, and conducts various liturgies throughout the school year (i.e., school-wide Mass; Stations of the Cross; and paraliturgies). The Campus Minister is supported by the student Campus Ministry Team. Students comprise the Campus Ministry Team and are enabled to lead the activities sponsored by Campus Ministry.

Daily Mass:
Mass if offered most school days on campus and is available to each student, teacher, support-staff member; or parent/guardian who can arrange to participate. Daily Mass begins 12 minutes before lunch. Students who desire to attend daily Mass should make arrangements with their classroom teacher before that class period tardy bell rings. Specific days of the week are identified for sport team participation at daily Mass and posted in each classroom. Coaches are highly encouraged to participate at Mass with their student athletes.

Retreats:
All students are expected to participate in school sponsored retreat and liturgical experiences that are held in conjunction with the school day for an entire class or group which may include overnight activity as part of the school's formational and educational program. Retreats generally scheduled:

Freshmen: A one-day off-campus retreat in the Fall and an afternoon twilight retreat in the Spring.
Sophomores: A one-day off-campus retreat in the Fall and an afternoon twilight retreat in the Spring.
Juniors: An off-campus overnight retreat in the Fall and an afternoon twilight retreat in the Spring.
Seniors: A one-day off-campus Ropes Course in the Fall, a three-day, two-night retreat in the Winter, and an afternoon twilight retreat at the end of the senior year.

Students who are absent from retreat experiences must provide a physician's written excuse or receive an unexcused absence. The school will not provide any on campus supervision or educational activity to a student while his/her class is on retreat. The parent/guardian will assume full responsibility for the student during said unexcused absence.

COMMUNICATION

How to Communicate with the School:

- come to the main office desk,
- call or leave a phone message at (805) 967-1266 (refer to proper extension at the front of this Handbook),
- to report an absence, call the Attendance Office by phone - (805) 967-1266, ext. 112. (note: the call must be received by 8:30 am on each day of absence).

How to Communicate with a Teacher:

- call the school main number (805) 967-1266 (refer to proper extension at the front of this Handbook) and leave a message requesting the teacher(s) to return your call,
- email school personnel via that person's school email address (first name initial and full last name) @bishopdiego.org

How to Communicate with an Administrator:

Many parents would like to speak with the Principal or Dean before speaking with an individual teacher about an issue concerning a class or an incident in the classroom. *The policy at Bishop Garcia Diego High School is that the administrator will speak with the parent* ***only after*** *the parent has communicated with the individual faculty member first and preferably in the presence of the appropriate Department Chairperson.*

COUNSELING

The mission of the school is the Christian education of youth. Schools do not assume the responsibilities proper to the family and to society. The role of the school is distinct from the role of other agencies, both church-sponsored and community-sponsored, which provide for spiritual, mental, and physical health and welfare.

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

Schools may not take responsibility for psychological counseling or therapy because they are not insured to cover liabilities in these areas. Counseling, however, may include education concerning the resources available through Catholic Social Services and other types of services available. Parents and students may also be encouraged to consult other agencies of their own choice.

Academic Counseling:

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

College and Career Counseling:

BGDHS students are encouraged to discover their potential, interests, and aptitudes through college and career counseling. Students are assisted at every level as they begin the college application process.

Career information is available in the Counseling Office and the Library, and career days are provided so that students might meet representatives of different professions. A college application primer is available on the school website www.BishopDiego.org

Personal Counseling:
Bishop Garcia Diego High School has a licensed marriage/family therapist who is available for crisis counseling and to assist students primarily with relationship issues that may interfere with learning. Situations requiring long-term and ongoing psychological services are referred to appropriate agencies.

COUNSELING AND HEALTH ISSUES

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

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.

Student Illness/Accident Procedure:
A complete and current Emergency Form is to be on file for each student attending BGDHS so that if he/she becomes ill, meets with an accident, or there is a major emergency such as earthquake or disaster, the parent(s) or guardian(s) can be contacted immediately.

Illness or accidents occurring at school must be reported immediately to the school office. Before filing the report of an accident, record the date of the issuance of a claim form. If the claim is made for an accident not occurring on school grounds, an account of the accident should also be written and filed.

INSURANCE

The Student Accident Insurance Program is provided for all students enrolled at Bishop Garcia Diego High School. Myers-Stevens is the contracted student insurance provider. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school, or while participating in a solely school-sponsored and supervised activity. Additional insurance is required for all students participating in any level of football (parent/guardian pays premium), and for any student participating in an overnight field trip or school activity (school pays premium).

As soon as possible after an accident any faculty or staff member in charge of the event is expected to notify the main office, and complete a student accident form. The insurance filing form will be given to the family upon request once the accident has been reported to the main office.

Illness or accidents occurring at school are to be reported immediately to the school office. A written report of the circumstances and witnesses is to be made and filed by the faculty member in charge of the event/activity.

Confidentiality:
Teachers, Counselors, Retreat Leaders and other school personnel will respect the verbal or written confidences of students, except in cases where the health or safety of the student or others is involved.

Child Abuse:
The members of the administration, faculty and staff are considered by the State of California to be "mandated reporters" and, as such, must report to proper authorities any suspicion that a student is at risk, has been threatened, or is a threat to himself/herself or others.

Journals, School Policy:
Often teenagers are inclined to write their personal thoughts as part of assignments and notebooks. Student writing whether for an assignment or for personal use is not private if brought to school or submitted as work for classes. Parents and students can assume that student writing will be read, even casual notes written from one student to another.

Communicable Diseases:
The Principal of BGDHS cooperates with local health officials in measures necessary for the prevention and control of communicable diseases in students (Education Code 49403 (a)).

Any student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before he/she is readmitted to school. The Principal may readmit a student absent because of non-reportable communicable diseases, such as chicken pox, German measles, and influenza.

Students Infected with Acquired Immune Deficiency Syndrome (AIDS)
Bishop García Diego High School has accepted the United States Bishop's statement, "The Many Faces of AIDS: A Gospel Response" as adapted for use. This document states:

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

Bishop Garcia Diego High School will undertake an educational effort to inform staff, students, and parents about Acquired Immune Deficiency Syndrome (AIDS). This educational effort will inform persons concerning the nature of Human Immunodeficiency Virus (HIV) infection, including how it is or is not spread, according to current scientific evidence; school policy and procedures related to students with diseases such as HIV infection; resources for obtaining additional information or assistance; and procedures to prevent spread of all communicable diseases at the school.

Any school employee who becomes aware of a breach of confidentiality must report that immediately to the Principal, and, in turn, maintain confidentiality.

The school reserves the right to revise these guidelines at any time for any reason including, but not limited to, changing medical knowledge, legislation, and law.

Pregnancy:
A primary purpose of Catholic education is to guide student growth in Christian values and moral conduct. When a pregnancy occurs outside of marriage, the total school community seeks to offer support to the student so that the pregnancy can be brought to term. For the sake of the unborn child and the health of the mother, when a pregnancy is known, the school is to be notified. The school assists the pregnant student to complete her high school education either by allowing her to continue attendance or by referring her to an alternate program. Personal counseling is required of the mother in order to stay enrolled. If the father of an unborn child is also a BGDHS student, that student is likewise expected to go through personal counseling.

Catholic teaching stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through a fulfillment of God's plan expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total school community must offer support to the pregnant student and/or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner.

To ensure the best interests of the student(s), parent(s)/guardian(s), and the school community, Bishop Garcia Diego High School implements certain procedures:

- when school personnel learn of a student pregnancy, the Principal must meet with the pregnant student and both parents and/or guardians,
- the student is required by the school to receive appropriate professional counseling consistent with Catholic teaching to assist with the circumstances of the pregnancy and with making choices for the future of both parents and the newborn child,
- if the father-to-be is identified, and if he is a student at BGDHS, the Principal will meet with him and his parents and require that he be involved in a counseling program similar to that provided for the mother-to-be,
- the school will assist the pregnant student to complete her high school education either by allowing her to continue attendance or by referring her to an alternate program recommended by Catholic Social Services,
- if the pregnant student chooses to remain in school, she will be allowed to participate in all activities to the extent that her condition and the good of the school may permit. **The student must provide the school with a statement from her physician attesting to her ability to participate in all school activities**. if the student desires to return to school after the birth of the child, the school will facilitate her re-enrollment,

- the condition of pregnancy will not exclude the student from participating in the public graduation ceremony, however, the Principal, in consultation with the Administrative Council, will determine whether or not special circumstances may necessitate pursuing alternative action,
- without jeopardy to the above guidelines, the school shall retain the right and the responsibility to promulgate and implement measures, including expulsion, for public and overt breaches of Catholic moral teaching,
- the Principal, in consultation with the Administrative Council, will review all aspects of each case and make a determination based upon its unique circumstances.

Married Students and/or Students No Longer live with their Parent(s)/Guardian(s):
Central to the philosophy of the school 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 will not be allowed to attend BGDHS. Likewise a student not living in the home of a parent or guardian may not be allowed to attend BGDHS.

Emancipated or Legal Adult Students:
All school regulations apply to students who are emancipated or eighteen years of age as long as they are enrolled in the school.

Harassment Policy:
Bishop Garcia Diego High School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, school or lay employee, women or men religious, or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal. Students found to have filed false or frivolous charges also will 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 because of the individual's race, creed, color, national origin, physical disability, or gender. Harassment can occur any time during school or during school related activities. 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, gestures,

SEXUAL HARASSMENT: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs.

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress;

- submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual;
- such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment,
- specific examples of sexual harassment include, but are not limited to:
  - making unsolicited sexual advances and propositions,
  - using sexually degrading words to describe an individual or an individual's body,
  - displaying sexually suggestive objects or pictures,
  - telling inappropriate or sexually related jokes,
  - making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.

It is the responsibility of Bishop Garcia Diego High School to:

- implement this policy through regular meetings with all administrators ensuring that they understand the policy and its importance,
- make all faculty, staff, students, and parents 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 or offensive school environment,
- establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the student's responsibility to:

- conduct himself or herself in a manner which contributes to a positive school environment;
- avoid any activity that may be considered discriminatory, intimidating, or harassing;
- consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
- report all incidents of discrimination or harassment to the Principal;
- discontinue any actions perceived as discriminatory, intimidating, or harassing.

Harassment Complaint Filing and Investigation Procedures:
The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the Principal, or to a teacher who will report it to the Principal, or to the Chairman of, Board of Trustees if the Principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex, administrator if he/she prefers to do so.
2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be suspended (student) or placed on administrative leave (employee) during the course of the investigation.
4. Once the facts of the case have been gathered, the Principal, in consultation with the Administrative Council will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can

include all disciplinary actions up to and including immediate expulsion (student) or termination (employee).

5. If the complaint is against a non-employee or non-student such as a parent, parishioner, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

OTHER POLICIES

Before/After School Policies:
Bishop Garcia Diego High School is a closed campus. Only those authorized persons are permitted to use the school campus. The school gates open at 6:30 am. Students may arrive on campus at 7:00 a.m., but will not be supervised by school personnel until 7:30 am. School gates are locked during the day at varying times depending on athletic/school co-curricular activities. The school office opens at 7:30 am each morning and closes at 4:00 pm.

In the morning, parents should drop students off in the front parking lot, keeping in mind all traffic regulations. Those dropping off students are to follow the same guidelines as student drivers. Drivers, including drivers of carpools, should park in assigned areas and leave the curb free for student drop-off.

Students are expected to remain on campus once they arrive in the morning regardless of the time of arrival. Students may not leave campus to go to vehicles, local stores, fast food restaurants, or the homes of friends who live nearby. Students who leave campus once they arrive, without school administrative authorization, are subject to disciplinary action.

BGDHS students should leave campus right after school if driving themselves, or as soon as their ride arrives, unless they are attending a scheduled practice or other school activity. School personnel will not supervise students who remain on campus after dismissal. Students may not leave campus to go to local stores, restaurants, or the homes of friends unless they are going home from those locations.

Behavior of Students While Off Campus:
Students enrolled in BGDHS are under the jurisdiction of the school en route to the school and its functions and as they depart at the end of the school day or a school event. Actions of students during those times should be in accordance with school expectations and policy; students are not exempt from school disciplinary action while on a school-sponsored activity.

Backpacks:
Student lockers are provided for student use and storage of textbooks not in immediate use. Backpacks and large bags may be used to carry books for immediate use and belongings from class to class. The school highly discourages the use of backpacks and especially book bags to carry all textbooks at one time during the school day. The weight of textbooks can have a bad effect on a student's physical health and the carrying of seven periods of books from class to class is discouraged. A teacher has the right to prohibit students from bringing large bags and/or backpacks into his/her classroom.

Hall Passes:
Students are required to have a Hall Pass when they leave class during class time. Any student out of class without a Hall Pass, and not under the immediate supervision of a faculty/staff member, will be assigned two (2) demerits.

Lockers:
Students are assigned an academic locker for safekeeping of textbooks, notebooks and personal items. A school assigned combination lock is to be used and the locker door closed and kept locked at all times. A $8.00 charge is levied if the combination lock is lost or not left on the locker at the end of the school year.

Students may not change lockers without the explicit approval of the Attendance Secretary. Students will be held liable if a locker is changed without approval and/or disciplinary issues arise with a specific locker.

Student athletes are assigned an athletic locker by the Athletic Director. A school assigned combination lock is to be used and the locker door closed and kept locked at all times. A $8.00 charge is levied if the combination lock is lost or not left on the locker at the end of the school year or season of sport. Students may not change athletic lockers without the explicit approval of the Athletic Director.

Students are advised not to divulge their locker combination to any other student. Once another student knows the combination to the lock security is breached and expensive items are at risk of being stolen. If the lock combination is compromised, the student should immediately see the Attendance Secretary or the Athletic Director for a new lock.

Students are privileged to have use of a school locker. Lockers remain the property of the school and are subject to search by school administrative personnel at any time. Lockers are to be kept clean and free of any graffiti both inside and outside the locker at all times.

Lunch Area:
Students are encouraged to bring their own lunch. However, the school does provided a limited food service menu available for consumption during the break period and at lunch. In addition, beverage machines are available at the patio.

Seniors are privileged to use the central courtyard during lunch as agreed in the Senior Class approved privileges. Freshman, Sophomore and Junior students gather at the patio for lunch. Students are expected to remain at the patio area for the first 20 minutes of lunch. The last 10 minutes of lunch students may circulate in the courtyard; however, no food or drink is to leave the covered patio area. Students may also may go to and remain in the library or attend a scheduled club meeting at the assigned area. Students may not wander near the classroom locker areas or enter the athletic locker rooms during lunch unless a specific athletic team has an early out schedule. All lunch areas are to be kept clean and free of trash.

On rainy days, the entire student body meets in the main gymnasium for lunch. The library is closed during lunch on rainy days. Students may leave the gym only to attend a scheduled club or class meeting.

DISCIPLINE

Discipline at Bishop Garcia Diego High School is designed to:
- provide moral guidance within the framework of the teachings of the Catholic Church,
- promote growth of self-discipline based upon Christian values,
- encourage consistent personal development,
- assist in attaining acceptance of legitimately constituted authority,
- ensure a classroom environment conducive to the learning process, and
- promote a safe and secure campus environment.

Discipline is most effective when there is a reasonable degree of willing acceptance on the part of the student and it is part of a life-long learning process. All members of the school community, faculty, support staff, coaches, students and parents/guardians must look upon discipline as a positive means of assisting students as they grow in maturity and responsibility. It is important that parents and students work together with school personnel to ensure that student discipline is positive and supported.

*** Starred offenses** are cumulative during the time of enrollment of the student. All infractions of school policies may result in a parent conference.

Saturday School

Student infractions of school disciplinary policy receive demerits. The accumulation of five (5) demerits result in mandatory attendance at Saturday School. The accumulation of 10 demerits results in a second Saturday School and a Behavioral Contract, which will include ineligibility for co-curricular activity for five (5) weeks. Saturday School is calendared throughout the school year and is scheduled from 9:00 am to 12:00 pm. Students will be required to clean the campus and then serve detention in a classroom until noon. There is a $25 fine fee for Saturday School payable to Bishop García Diego High School.

Students who are ineligible for co-curricular activities due to demerit probation/contract may petition for eligibility, which requires the waiver from both the Dean of Students and the Dean of Athletics.

Disciplinary expectations are outlined in the sections that follow. The Administrative Council reserves the right to add or change any part of this section, as it deems necessary.

Consequences for Inappropriate Behavior and Conduct:

I. Attendance

A. Leaving Campus Without Permission of school authorities

1st Offense: 5 demerits
2nd Offense: 10 demerits; subject to loss of school activities.

B. Cutting Class/Truancy

No credit for any work missed.

1st Offense: 3 demerits per period cut or any portion of period cut.
2nd Offense: 5 demerits per period cut; subject to loss of school activities.
3rd Offense: 7 demerits per period cut; subject to loss of school activities.

C. Tardy:

Tardy to any morning class will result in same day lunch detention. Afternoon tardy will result in lunch detention the following day. Failure to report to lunch detention will result in one (1) demerit and lunch detention. After any five tardies in one quarter, a parent conference is required and additional disciplinary action will be determined by the Dean of Students including Saturday School.

II. Automobiles – all vehicles must be registered with the Attendance Secretary.

Students who bring automobiles or other types of vehicles to campus must provide copies of valid driver's license, proof of insurance and car registration to be eligible to use the school parking lot. Student drivers are to drive safely and responsibly and to adhere to all regulations regarding the parking lot. A current school permit must be on display in the vehicle at all times. Student driven vehicles are to be parked in the front parking lot only and not in the VISITOR or RESERVED spaces. Student drivers may not exceed speeds of 5 mph in the parking lot.

Driving and parking on campus is a privilege and not a right. Any driver, student, parent/guardian or visitor, who chooses to violate parking lot regulations may lose the privilege of driving/parking on campus for a semester or longer. Student violators of the Vehicle Code or laws that protect safety are subject to disciplinary action. Students who park illegally are subject to a $10 fine and demerit.

Students may not go to their cars at any time during the school day. The school parking lot is closed and locked at 10:30 pm except if there is a function on campus in which case the lots are locked 20 minutes after the event. Cars left in the lot after that time may not be retrieved until the following day. Drivers assume total responsibility for their vehicles at all times. The school is not responsible for vehicles parked in the school's lots nor is the school responsible for any objects left in them.

A. Unsafe Driving on Campus*

1st Offense: 1 demerit; $10.00 fine; loss of driving on campus for one week.
2nd Offense: 3 demerits; $25.00 fine; loss of driving on campus for one month.
3rd Offense: 5 demerits; $50.00 fine; and loss of driving privilege on campus for remainder of enrollment.

B. Failure to register car: $10.00 fine.

III. Cheating and Plagiarism

Cheating and plagiarism are considered morally wrong and a form of dishonesty in which ideas or information are "stolen" from others. Cheating and plagiarism in homework, exams, term projects, etc. will not be tolerated and the consequences include a zero grade on the assignment. Copying homework assignments is considered cheating. In some cases a student may even incur an "F" on a semester grade if the cheating/plagiarism is done during a final exam or on a term paper.

A. Exams, Quizzes or Other Assignments:

1st Offense: 2 demerits; zero grade for all parties involved; teacher to notify parents and Dean of Students.
2nd Offense: 5 demerits; zero grade for all parties involved; Dean, parent/guardian, counselor conference.

B. Forgery*

1st Offense: 3 demerits; parent/student conference with Dean of Students.
2nd Offense: 5 demerits; parent/student conference with Dean of Students.
3rd Offense: possible expulsion

IV. Dances

The duration of school dances generally is generally 3 hours. Students must be in the gym within 30 minutes of the published beginning or start of the dance. Students may not leave the dance until 15 minutes prior to the published end of the dance unless they have written approval 24 hours in advance of the dance by the Dean of Students with the written permission from their parent indicating the time when the student may leave. This note must be shown to the administrator in charge of the dance, not teachers or parent chaperones. Students must remain in the gym (or quad/patio area if a chaperone is present) during dances and they may not go to their cars or lockers or any other part of the campus. All cars must be parked in the front parking lot.

Students who are not BGDHS students may attend dances with a Guest Pass. The parent of the student inviting a guest should confirm the request in writing to the Dean of Students no later than Thursday noon preceding the dance. A student may not bring more than one guest. The Guest Pass is invalid unless the student host/hostess accompanies the guest. The student host/hostess assumes responsibility for the proper conduct of his/her guest including the wearing of appropriate clothing as specified for the dance. Students who have been expelled, asked to withdraw or who have withdrawn voluntarily may **not** attend dances. The school reserves the right to refuse admission to any person at any school function.

Inappropriate dance (overt sensual or suggestive dance moves) will result in a verbal warning. A second warning may result in immediate dismissal from the dance and/or the student will be ineligible to attend the next dance. Misconduct at school dances will result in a phone call home, with appropriate disciplinary consequences delineated below.

A Breathalyzer is present at all dances. Students suspected of inebriation will be requested to take a breathalyzer test to refute the suspicion of inebriation. A student suspected of inebriation who refuses to take a breathalyzer test or who tests positive will only be released to the custody of their parent/guardian.

The school's discipline policy is in effect at all extra-curricular activities. The school does not condone or sponsor private parties prior to or subsequent to school functions or events, nor will the school accept any liability resulting from them.

Dress Code for Dances:
Informal dances require regular school day dress attire.

Dress Code for Semi-formal Dances::
Girls: Dress or dressy pantsuit
Boys: Shirt with tie, jacket, and slacks.

Dress Code for Junior/Senior Prom:
The Junior/Senior Prom is a formal dance requiring a suit or tuxedo for young men and formal dress of modest fashion for young women. Note: Freshmen may not attend the prom; a Sophomore may attend the prom, but only at the invitation and in the company of a Junior/Senior student.

At semi-formal and formal dances, students are not permitted to wear any type of clothing that is immodest, including low-cut style dresses. Students whose dress is not acceptable will be sent home and their parent(s)/guardian(s) contacted. The administrator in charge of the dance will determine if the dress of the student is acceptable. If the parent/guardian cannot be reached, the student will be directly supervised by a staff member until the end of the dance.

Entering or Leaving Without Permission

1st Offense: 3 demerits, forfeiture of attendance at the next dance.
2nd Offense: 5 demerits, forfeiture of all dances for the remainder of the school year.

V. Dress Code Violation

Appropriate or inappropriate dress rests with the Dean of Students. Students with serious or extreme dress code infractions are subject to being sent home to acquire appropriate dress including Mass Dress Days. The following are guidelines for minor infractions (those that may be rectified on campus). If a student is out of dress code, the parent or guardian will be called to bring appropriate dress. The student may not attend class until he/she is in dress code. A $5.00 charge is collected for a one-day use of borrowed clothes.

1st Offense: one (1) demerit;
2nd Offense: two (2) demerits;
3rd Offense: two (2) demerits and if in the same semester, a parent/student conference with the Dean; an automatic contract.

Facial hair other than what is permitted in the dress code will be removed with a $1.00 fine for use of disposable razor; one (1) demerit. In addition, student with inappropriate haircuts/color are subject to withdrawal of services and loss of academic credit until the infraction is rectified.

VI. Misconduct

A. Unlocked Student Lockers or Books Outside of Lockers

1st Offense: books confiscated by Dean, $5 charge for return; 1 demerit.
2nd Offense: books confiscated by Dean, $5 charge for return; 3 demerits
3rd Offense: books confiscated by Dean, $5 charge for return; 5 demerits, parent notified.

B. Possession or Use of Disruptive/Destructive Materials (i.e. laser pointers)

1st Offense: 3-5 demerits
2nd Offense: Subject to expulsion

C. Littering or Throwing Food or Trash (including ice)

All students are expected to respect school property. Benefactors and alumni provide students with unparalleled facilities. All students have a responsibility to care for school property during their enrollment and for future students. If the school grounds are littered student privileges will be curtailed.

1st Offense: 1 demerit, $10 fine
2nd Offense: 3 demerits, $10 fine
3rd Offense: 5 demerits; Behavioral Contract

D. Overt Public Display of Affection (PDA)

The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, let good taste and respect for others be a guideline for public displays of your feelings. Acceptable PDA would be holding hands while walking to class or a quick hug similarly given to a parent or sibling. Inappropriate PDA includes sitting in another's lap, kissing, and caressing another person's body. A good axiom: leave room for the Holy Spirit.

1st Offense: 1 demerit
2nd Offense: 5 demerits, student/parent conference with Dean
3rd Offense: 10 demerits and Behavioral contract.

E. Assault and Battery

Subject to expulsion

F. Possession of Weapons and Explosives

Automatic and permanent expulsion.

G. Extortion, Intimidation, Hazing, Threats, or Defamation of Character*

All threats or actions, whether verbal, non-verbal or written, against faculty, staff, or students will be taken seriously. No threats will be considered in any way a practical joke regardless of the intent of the person(s) making them. All threats will be subject to all appropriate criminal or civil penalties as well as school disciplinary consequences, including immediate expulsion.

If directed at a staff member, directly or indirectly, on or off campus
student is subject to immediate expulsion.
If directed at a student:
1st Offense: 10 demerits with possible suspension
2nd Offense: Subject to expulsion.

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

Hazing: No student may engage in hazing or commit any act that injures, degrades, or disgraces, or tends to injure, degrade, or disgrace a fellow student or person attending the school. Any form of initiation is considered hazing.

H. Fighting (including pushing, shoving, boxing, excessive horseplay, etc.)*

1st Offense: 5 demerits; subject to loss of school activities.
2nd Offense: 10 demerits; contract.
3rd Offense: Withdrawal from class with an "F" mark. Subject to expulsion.

I. Insubordination or Disruptive Behavior

1st Offense: 2 demerits
2nd Offense: 5 demerits; parent/student conference with Dean of Students;
3rd Offense: Subject to expulsion.

J. Vandalism or theft*

Graffiti:

Students are to take pride in their school campus. Maintaining a clean and welcoming campus is everyone's responsibility. In order to discourage the appearance of graffiti on campus and school property, the Principal will have it removed immediately whenever it appears. Anyone who is aware of graffiti is to report it to a school administrator as soon as possible. All penalties related to the willful defacing of school property pertain to graffiti as well, including restitution and the possibility of expulsion.

Internet and Technology Use:

All parents/Guardians and students are required to read and adhere to the Electronic Communications Policy for computer use. Violations may result in suspension of computer privileges. All on-campus computers are monitored to assure compliance with school policy.

Any student who turns in work of another person, written under the guise of the student's own name, will be accused of plagiarism or cheating. Any student using material copied from an Internet source, either by "cut and paste" methods or direct lifting of whole documents, will be treated as cheating. Likewise if a foreign language teacher has instructed a class not to use a foreign language translation program, this will likewise be referred to as cheating since the student did not do the actual act of translation.

Computer Network Acceptable Use Agreement

As a user of the Bishop Garcia Diego High School computer network, the student agrees to use the computer network in a responsible manner by honoring all relevant laws, restrictions, and school rules. All students who use this network must follow the guidelines and policies listed below:

General Guidelines: *All school systems, all information stored on them, and all work performed on them, are subject to school supervision, inspection, and governance of school policies.*

It is unacceptable to use the Bishop Garcia Diego High School name, initials, logo, 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, will result in serious disciplinary action including expulsion.

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;

   b. All electronic communications devices and materials taken from school for use at home or on the road;

   c. All personal devices and materials brought from home and used on school premises during regular business hours;

   d. All personal devices and materials, regardless of location, that are used in such a manner that the school 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 the school and all work performed on them, are property of the school. These systems, devices and materials are to be used primarily to conduct official school business, not personal business.

   b. With permission from the 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. School 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 principal or other person in charge at the school.

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 principal or the person with equivalent authority at the 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 school.

g. The school reserves the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on school 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 school 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 administrator at the school 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 the principal, 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 school 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.

Limited Liability: The school makes no guarantee that the functions or the services provided by or through the school's computer system will be error-free or without defect. The school will not be responsible for any damage users may suffer, including, but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through, or stored, on the system. The use of any information obtained via this service is at the user's own risk. The school will not be responsible for financial obligations arising through the unauthorized use of the system.

Consent: As the parent or legal guardian of the student acknowledging the Computer Network Agreement Form, that person(s) grant permission for the student to access the Internet and the school's networked computer services. The parent(s)/guardians(s) understand that individuals and families may be held liable for violations. The parent(s)/guardians(s) accepts responsibility for guidance of Internet setting and use. The parent/guardian will convey to his/her child and comply with school standards regarding selecting, sharing or exploring information and media on the Internet.

Note: Students who abuse the computer equipment or software at any location on the campus will be subject to the following:

1st Offense: 5 demerits; restitution @ $100.00 per hour; student will be dropped from class and receive an "F" grade on the transcript; graduation requirement must be made up at another acceptable institution of learning.
2nd Offense: Subject to automatic expulsion.

K. Profanity or Abusive Language:*

1st Offense: 2 demerits
2nd Offense: 5 demerits and parent/student conference with the Dean of Students;
3rd Offense: Subject to expulsion

L. Pornography (verbal, written, internet or email):*

1st Offense: 2 demerits;
2nd Offense: 5 demerits and parent/student conference with the Dean of Students;
3rd Offense: Subject to expulsion.

VII. Possession and Use of Alcohol, Narcotics, Hallucinogenic Drugs or Other Substances:

Bishop Garcia Diego High School is committed to providing students, faculty and support staff with a safe and secure learning and working environment, free from drugs, and alcohol. We are actively

opposed to the presence or use of illegal narcotic or hallucinogenic drugs at this school. The school reserves the right to define USE, possession, sale, and "near campus" in any substance abuse related situation. This applies to all circumstances involving alcohol, and both illegal and legal drugs.

If students habitually use or abuse such drugs outside of school, it is primarily a family problem to deal with through interventions of counseling and rehabilitation. Such behaviors do impact schoolwork and behavior, and ultimately the school may ask the student to withdraw if interventions are not actively sought.

If possession, or use, is on the campus or at events sponsored by the school, then the school Administrative Council, faculty, and support staff have the duty of dealing with the problem in cooperation with the family. Reasonable suspicion of student drug use or possession will be reported to parents or guardians with the recommendation that testing be performed. If use is confirmed then it will be mandatory that a course of counseling and treatment be undergone and concluded for the student to continue enrollment at BGDHS. A second instance will be grounds for expulsion.

Providing or selling drugs and/or alcohol on campus or at school-sponsored events also will be grounds for expulsion.

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

School officials do not need a warrant to conduct a search of the student and/or the school's or student's personal property, as long as they have a reasonable suspicion that a low or school policy is being or has been violated. Whenever the school Principal or designee 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 policy 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 policy is being or has been violated. The student's parents should be notified of any search.

An alert from a trained and certified detector canine is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker and his/her personal property and effects. In addition to this policy on searches by the school, every student is subject to the school use and privacy policy 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 parent/guardian and/or the police may be called for assistance or referral.

The use, possession, or sale of drugs, alcohol or any other controlled substance is strictly prohibited on the Bishop Garcia Diego High School campus. **A component of the school's proactive stance toward these items is the utilization of the services of Interquest, a private non police-affiliated company which uses trained canines to check odors from student lockers, backpacks, book bags, automobiles and common areas of the school campus.** The school has adopted a proactive approach to eliminate illegal substances. The goal is not to catch students doing wrong, but to encourage them to think and make good choices, and also to remove those items from the learning environment. In the event an Interquest canine detects the scent of an illegal substance, the dog's handler and school official will follow specific steps for assessment and intervention.

Police will be contacted if a student is found to have any controlled substance on campus. If a student is found to provide controlled substances for other students, the person found doing so will be subject to expulsion.

Canines are trained in the detection of the following odors:

- illegal narcotic and hallucinogenic drugs
- over-the-counter and prescription drugs
- alcoholic beverages
- gunpowder as found in fireworks, ammunition and firearms
- residual odors where one of the above was previously present

Canines used by Interquest are trained to detect contraband in lockers, book bags and cars. The following process will be used:

- Interquest will make unannounced visits to campus during the year. A school administrator will accompany the dog and its handler as he/she walks around the school;
- if the canine "alerts" on a locker or car, the administrator will conduct an immediate search and the student who uses the locker will be brought to the Dean of Student's Office;
- in the case of an "alert" at a car the student will be asked to open it. A limited search of the student will take place. If contraband is found parents or guardians will be notified immediately;
- classrooms will likewise be searched at random. A teacher will take the students to the gym or outside the classroom while the search takes place. If the canine "alerts" on a bag, the administrator will conduct an immediate search. If there is contraband, the bag will be taken to the Attendance Office;
- when the class has returned to the room, an administrator will escort the student to the office. A limited search will be conducted. Parents or guardians will be called.

In the use of canines, the dignity of students will be respected at all times in this process and at no time will canines be used to detect contraband on a student's person. In addition to the school day, canines will be used prior to traveling to retreats, off campus activities and Grad Night at Disneyland or other related activities.

Students are encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol/drug-related problems that are not publicly known in the school or community.

Public Knowledge of Possession or Use:
If a BGDHS student is known to provide alcohol or drugs for others, on or off campus, or if a student is convicted in court of providing drugs for sale, possession or use, the student will be asked to withdraw from the school and may be expelled immediately.

It is important to note that the school will consult local law enforcement agencies when an alcoholic or narcotics violation is public knowledge, or when a large amount of a controlled substance has been found on campus, or when it is public knowledge that a student has provided any of these substances for the use of others.

Procedures in the Case of Suspected Possession or Use—Non-Interquest Involvement:
In cases of suspected use of alcohol or narcotics, school administrators will do the following:

- evaluate observable symptoms,
- attempt to determine if the student is in possession of alcohol/drugs, narcotics or other harmful substances,
- interview the student in the presence of an adult witness from the school,
- request the student's cooperation in conducting a search of his/her person and possessions (search may include the student's locker and other locations on the school grounds, the student's car where it is suspected that illegal drugs, or other harmful substances may be hidden),
- determine the need for medical attention; in cases which require emergency medical treatment, parents will be contacted,
- recommend examination by a physician,
- provide information to parent or guardian regarding the availability of public or private resource agencies for intervention and rehabilitation.

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

- confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the student from whom it was confiscated, as well as the signature of the person(s) who confiscated it,
- Consult with police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of drug abuse or significant delinquent behavior, the police may determine that no further involvement by a law enforcement agency is necessary,
- When a Principal or other school official releases a minor to a peace officer, the school Principal or police shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken,
- If an arrest is made and the student is removed from school, a representative of the law enforcement agency should notify the parent or guardian prior to the time that the student would normally return home from school. The school will make every effort to also notify the parent unless requested not to do so by law enforcement personnel. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student is arranged in a timely manner.

A. Alcohol and illegal drugs: use, possession, or possession of paraphernalia, or being under the influence of, before, after or during school, including school-sponsored activities*

1st Offense:	Professional counseling required. 20 hours community service; loss of school activities for one month; required monthly drug testing by an approved third party; subject to expulsion.*
2nd Offense:	Subject to expulsion; automatic expulsion if 2nd offense occurs within 12 months of 1st offense.

B. Tobacco Products

1st Offense:	10 demerits; loss of school activities for five weeks.
2nd Offense:	Subject to expulsion.

C. Selling or providing Drugs or alcohol

Automatic and permanent expulsion.

VIII. Unauthorized Items:

Pagers, beepers, cellular phones, walkmans, CD players, IPODS or any other electronic message apparatus:

Having any of these devices on your person or in any type of purse, handbag, book bag, etc. during the normal operation of school will result in them being confiscated and held in the Dean of Students office until retrieved by a parent. These items may be stored in the student locker as long as they are turned off and are not a disturbance to the school community.

Withdrawal/Expulsion:

When an offense occurs which might result in expulsion the Principal or his designee contacts the parents or guardian of the student immediately. The student is kept on campus during school hours until the parents or guardian comes to claim the student. Although students have the right to a hearing process, immediate suspension or expulsion may be required for any activity which results in serious damage to the school or serious consequences affecting the welfare of any person.

[Note: If a student has been arrested the police will contact the parents and let the parents know where the student has been taken.]

Students asked to withdraw or who have been expelled may not attend nor participate in school functions without the written permission of the BGDHS Principal or Assistant Principal or as stated on the withdrawal letter.

If a serious offense is a public offense, that is, one that is publicly known or likely to become known to the students, consideration of the common good may outweigh the good of the individual and expulsion of a student may be required

According to school policy, normally a student who has given cause for dismissal is first asked to voluntarily withdraw from the school. The Principal is the final authority in matters pertaining to discipline.

Appeal:

Should parents disagree with the decision of the Principal, they have a right to an appeal of expulsion. Appeals must be made in writing within five days of the decision and must outline the rationale for the appeal. The Principal shall then convene an impartial Disciplinary Review Board comprised of another BGDHS administrator and two selected members of the faculty. This committee will hear separately the statements from the Principal/Administration and then from the student and his/her parent/guardian. Legal counsel is not allowed to be present at the meeting of the Disciplinary Review Board.

The recommendation of the Disciplinary Review Board shall be made to the Principal and the final decision conveyed within three days to the family of the student. Decisions resulting from the appeal process are binding. If parents refuse to withdraw the student, then expulsion procedures are implemented.

Disciplinary Causes Leading to Withdrawal and/or Expulsion:

A student may be asked to withdraw or may be expelled for violations of school rules committed while on school grounds, while going to or from school, or during or while going to or from a school-sponsored activity. Some of these violations are listed below:

- abuse of school personnel;

- alcohol: use, sale, distribution or possession of any alcohol for beverage purposes on or near school premises;
- altering school records;
- assault/battery: any threat of force or violence directed towards anyone;
- being the means by which violence comes to campus/school events;
- threats: verbal, written, electronic or graphic;
- cheating/plagiarism;
- damaging or attempting to damage school property; willfully defacing, cutting or otherwise injuring in any way, real or personal property; graffiti—on or off campus; (Restitution will be required.)
- demonstrations: encouragement/participation in illegal or unauthorized demonstrations;
- disobedience: continued and willful disregard for school policies;
- disruption of school activities or other willful defiance of valid authority of supervisors, teachers or administrators;
- forging or using forged notes/excuses;
- gambling on school grounds;
- gangs: membership in groups using violence or coercion;
- hazing, engaging in hazing or committing any act that tends to injure, degrade or disgrace any fellow student, teacher or person. (See statement on "Harassment")
- narcotics/drug paraphernalia: use, sale or possession of narcotics, marijuana, dangerous drugs or other harmful substances; (See statement on "Drugs/Alcohol")
- profanity: habitual profanity/vulgarity;
- serious immoral conduct;
- theft;
- tobacco: use or possession of tobacco at school;
- truancy;
- serious violations of any Civil Law;
- weapons: possession of harmful weapons or materials that can be used as weapons.

Other violations as determined by the administration also may be cause for withdrawal or expulsion.

Non-Disciplinary Causes for Suspension, Expulsion, Recommended Transfer:
The following are non-disciplinary causes for suspension, expulsion or recommended transfer:

- certain academic requirements published by the school,
- severe mental problems (emotional handicaps),
- uncooperative or destructive attitude of parents or students,
- it should be noted that parental action(s) can be the basis for the asking a student to either withdraw or be expelled:
  - any parent, guardian or other person, who upbraids, insults or abuses a teacher or administrator of the school, in the presence or hearing of a pupil, is guilty of a misdemeanor. (California State Education Code: 13559)
  - if the teacher is insulted or abused by any person in the presence of other school personnel on school premises, on public ways adjacent to the school or at another place where the teacher is assigned, that person is also guilty of a misdemeanor. (California State Education Code: 13559, 13560)

DRESS CODE

The dress code for school should reflect one's self respect, pride, good judgment, and awareness of dress appropriate to place and action, always keeping in mind Christian modesty and decorum, and realizing that we want to create and maintain the best possible image for our school. We wish to

stress that the dress code begins with the parent's support and enforcement. Ultimately, responsibility belongs with the student. Consequences for inappropriate dress are outlined in the Discipline Policies and Procedures section. This dress code applies to the entire time the student is on campus; this includes before, during, and after school hours.

Most Fridays are designated **Cardinal Dress Day**. Students may wear any school-sponsored shirt (Cardinal Club Apparel, spirit week, retreat or approved club shirt with or without a collar. Shirts may be from former years, but they need to be in good repair and color. Athletic jersey (with approval of the A.D.) for that season of sport may be worn over the appropriate and acceptable dress for the day. Cheerleaders may wear uniform on days when they are cheering.

Dress Up Day: On special occasion days, the entire school community is required to dress up. These days include the Welcome Mass (August), Junior Ring Mass (November), The Mothers' Mass (December), the Fathers' Mass (January), Alumni Mass (April), Senior Awards Assembly (June) and at other designated times including all Academic and Athletic Awards Banquets. On these occasions, the acceptable dress code includes: Gentlemen: dress pants (no blue jean material), dress shirt and tie; Ladies: Dresses, skirt with dress top, dress pants (no blue jean material) with dress top. Men: shirts are to be tucked in the pants and a belt worn.

Women:

Shirts/Blouses: All collared blouses, sweaters and sweatshirts must be sleeved and of modest fit. The blouse must cover the abdomen, back, shoulders and must have sleeves. Cleavage ***anywhere*** is unacceptable. T-shirts are not acceptable for a blouse.

All blouses must cover the waistband of pants, shorts or skirts. Only the top two buttons may be unbuttoned on buttoned blouses. **Midriffs may not be visible**. If the student removes her sweatshirt or sweater, the blouse underneath must be in dress code. All zip-up sweatshirts must be zipped if proper dress code apparel is not worn under the sweatshirt. No tube-top apparel is permitted.

Pants: Casual slacks, slacks, cords, jeans, or shorts (no more than 3" above the top of the knee) may be worn. All pants must cover hips completely. Athletic wear is unacceptable. **(No fleece or mesh materials or sweat pants).**

Dresses/Skirts: Dresses must have sleeves. Skirts must be no higher then 3" from the top of the knee. Slits in dresses and skirts may not be any higher than mid-thigh. See-through material is unacceptable.

Hair: Hair must be neat in appearance, appropriately styled, and must be a natural color.

Makeup: Females are permitted to wear modest make-up always keeping in mind Christian modesty and decorum.

Men:

Shirts: Collard shirts must be worn (Polo or buttoned front) regardless of outer garment worn. Shirts may be untucked if appropriate in length.

Pants: Casual slacks, slacks, cords, jeans, or shorts may be worn. No faded jeans, pants, or shorts are acceptable. All shorts must have pockets; no athletic wear. Clothes may be loose fitting, but may not be overly baggy. No baggy pants. **Pants must be worn at the hips and boxers/underwear may not be visible**. **No sagging allowed**. Military style pants, athletic wear or surf trunks are not acceptable. **(No fleece or mesh materials)**

Hair: Hair must be neat in appearance, appropriately styled, and must be a natural color. Shaved heads (hair shorter than ¼"), ponytails, Mohawks, or hair length longer than the top of the shirt collar for boys are unacceptable. Facial hair is limited to mustaches. Sideburns must be no lower than the earlobe.

Both Women and Men:

School day travel requires a school sponsored polo shirt/blouse or Mass Dress as warranted by the activity and designated by the moderator/supervisor.

Clothing, hairstyle and shoes should be: neat, clean, modest, in good repair, no holes or cut material and may not display offensive slogans, i.e. references to sex, drugs, alcohol, weapons, or any advertising inconsistent with the school's philosophy. Clothing must be in good taste and not tight fitting; no holes, thread bare or revealing areas. Student athletes may not dress down or undress outside the locker rooms. Student athletes are to observe full dress outside the athletic play area.

Footwear: Maximum heals height is two inches from the back. **No flip-flops, thong sandals or slippers allowed**. Sneakers are unacceptable for dress-up days. Shoes must be worn at all times and must be in good repair.

Accessories: Boys are restricted to one earring per ear. Earring(s) may be worn in the lobe of either ear and cannot be larger than a ½" loop. Girls may wear no more than three (3) earrings per ear. No other body piercing is acceptable. Visible tattoos are unacceptable. Caps of any kind are not to be worn inside any building.

Changes in the Dress Code: From time to time, the administration may alter the dress code. Changes will be published in the school newsletter.

FINANCES

Tuition and Fees:
The Principal and Budget Committee of the Board of Trustees set the tuition and fee rates for each school year. These rates are determined after creating a manageable and balanced budget and the setting of a just family living salary rate for the school's teachers and support staff.

Tuition Collection:
Tuition is payable in full in May of each year. For the convenience of family budgets it may either be paid in full in August or in two semi-annual installments in August and January, or in ten (10) equal monthly installments August through May, or in eleven (11) equal monthly payments July through May, or in twelve (12) equal monthly installments June through May.

Tuition is due on the fifth or twentieth of each month according to the FACTS contract. The school reserves the right to charge a $35 late fee if received later than the contracted collection for each month.

Each family will be mailed a FACTS tuition payment contract. FACTS collects the tuition on behalf of the school through an automatic bank account deduction. FACTS will contact families with tuition in arrears. If tuition is behind by three or more installments, the family must meet with the Principal to make a new payment schedule. Families who are more seriously delinquent in tuition payments may be asked to withdraw their students. The school reserves the right to withhold scholastic services for non-payment of tuition.

Tuition and fees must be current in December and paid in full in May for a student to be eligible to take semester examinations and receive the Yearbook.

Tuition Financial Grant Aid:
Bishop Diego High School offers two different financial grant aid programs: Cardinal Grant Aid Awards funded by the school and Tuition Awards funded by the Catholic Education Foundation.

Cardinal Grant Aid Awards:
This award is a share of available school grant aid funds based on financial need.

- Application must be made through FACTS Grant Aid. The application form offers an opportunity to have all facets of a family income and expenditure examined. There are no financial cutoff levels.
- Applicants must pay a fee charged by FACTS for their service.
- The application must be mailed directly to FACTS by mid February.
- Families are notified of the award in March.
- The student must also maintain a minimum 2.00 average at each grading period and a satisfactory discipline record. Failure to do so will result in the remainder of the award being taken back and full tuition charged.

Please note that Bishop Garcia Diego High School does not give Athletic or any other type of Scholarships.
Grant Aid Awards are not intended to cover all tuition and fees, but to provide assistance. There are no full awards. Families are expected to cover the difference between awards and the balance of tuition**.**

Catholic Education Foundation Grants:
$2,000 Tuition Award is available from the Catholic Education Foundation and is awarded to qualified applicants through the Catholic Education Foundation.

- The award is based on financial need and applicants must meet income criteria.
- An application, on the correct form, must be given to the school with tax information verifying level of income, by early February of the school year.
- The Principal fills out a separate recommendation form, then prioritizes the applications in order of need and sends them to the Foundation.
- A Foundation regional committee makes the actual determination of the award.
- Families are notified directly by the CEF, usually in early June.

Adopt-A-Student Program:
The Adopt-A-Student program is designed to assist a student to attend Bishop García Diego High School. The program seeks benefactors of Bishop García Diego High School to ensure that financially deserving students in the Santa Barbara enrollment area receive a Catholic/Christian college preparatory education.

The benefactor may receive a tax deduction in accordance with the laws of the United States of America and the State of California regarding tax-deductible donations.

2008-2009 Enrollment and Financial Agreement

Bishop Garcia Diego High School, Inc. admits students of any race, color, sex, racial or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

I, the undersigned parent/guardian, request enrollment of the above named student(s) into Bishop Garcia Diego High School, Inc. for the 2007-2008 academic year. In consideration of such enrollment, I agree to abide by the following conditions of enrollment and attendance and to read and act on all school correspondence directed to my/our
attention whether delivered by mail or by student.

Tuition Rate: $12,200.00 per student includes $1,000.00 registration fee; textbooks are not included.
Actual cost per pupil: approximately $13,000. Foreign Exchange Student rate is $13,000.

Contract and Fee Payemnt:
Freshmen and new students: registration fee of $1,000.00 is due upon registration
Continuing students must submit the 2008-2009 contract and $1,000.00 registration fee per student by April 30, 2008. Please do not include any other fee payments or tuition payments for the current school year with this registration fee. Students may only be scheduled and enrolled in 2008-2009 classes after this contract is signed and the registration fee is received.

1. It is understood that the contents of the Student-Parent Handbook and subsequent amendments published in the monthly newsletter, for which I agree to fully read and abide by and ensure student compliance when published and made available at the beginning the school year, constitute a contract between the parents/guardians and the school, in addition to the details of this agreement.
2. I agree to pay the registration fee as set forth herein for each student enrolled for the 2007-2008 school year at the time this contract is delivered to the school. I understand that the registration fee is not refundable.
3. I AGREE TO PAY TUITION AS FOLLOWS: *(Indicate method of payment.)*
   _____ One payment in the full amount before August 31, 2008
   _____ Semi-annual payments by August 1, 2008 and January 1, 2009
   _____ 10 monthly installments beginning August 2008 and ending May 2009*
   _____ 11 monthly installaments beginning July 2008 and ending May 2009*
   _____ 12 monthly installments beginning June 2008 and ending May 2009*

   *Tuition will be paid through FACTS Tuition Management Services on the 5th or 20th of each contracted month.

   _____ I agree to pay $500 in lieu of participation in the Parent Advisory Board Volunteer Service Program *(*Foreign Exchange Student is exempt). A $25 charge will be added to the tuition balance for each unfilled Parent Service hour. Parent Service hours must be completed by May 31 of the contract year.
   Students in families with delinquent accounts may be refused services unless the family has made special arrangements with the Principal in writing. A $25 fee will be charged by FACTS for late tuition payments. Tuition is due on the 5th or 20th of the month and payable through FACTS Tuition Management. Families are responsible for making monthly payments on time through FACTS. The school does not provide monthly statements or notices of payments due. Cash payments must be made in person and a receipt issued for documentation and credit.
4. I agree to cooperate with and support the school's Mission and Philosophy statements.
5. I understand parents/guardians are required to complete 20 hours service for the school through the Parent Advisory Board Volunteer Service Program and I will be asked to indicate my area of

assistance. I understand that I am expected to contribute additional hours if my student receives financial assistance.

6. I agree to pay a service charge of $35 for each returned check (NSF) regardless of the reason for the return.
7. If I am a parent of a student-athlete, I realize that I should volunteer an additional 5 hours to the Cardinal Club.
8. I realize that the Cardinal Event and annual Gala auction subsidizes the operating budget; therefore, I will sell/pruchase two Cardinal Event tickets and assist with auction acquisitions.
9. I will keep the school administration informed of any changes in our address or family status that will affect the enrollment and satisfactory completion of school assignments of our student(s). Students are to live with their parent/guardian; I understand that no student is allowed to live on his/her own or with another person who is not legally responsible for the student. I also understand the school reserves the right to approve any living arrangements of a student while enrolled in the school. The school must be informed in writing when the student is not living with the approved parent/guardian.
10. I agree to accept liability for any damage resulting from vandalism or misuse of school equipment or property which is the result of my student's involvement and I will promptly pay the cost of repair or replacement for which my student has been determined to be directly responsible. I waive the provisions of Civil Code #1714.1 limiting my liability. The school reserves the right to expel the student even though restitution is made.
11. I understand that this contract is for the full 2008-2009 school year and it will not be pro-rated. If I (or a legally appointed guardian) withdraw my student(s) for any reason I agree to pay the full annual tuition rate. The payment is due at the time of the withdrawal of my student(s); this includes students who voluntarily withdraw or who are expelled for disciplinary reasons. In the event of non-payment, or in the further event of a dispute between the parties hereto, the non-prevailing party shall pay, in addition to all other relief covered, any and all costs of collection or resolution, including but not limited to all attorney's fees and court fees.
12. I understand the school is legally allowed to refuse to release transcripts of a graduated student whose family owes the school money for that student (i.e. tuition, fees, school equipment, etc). Final exams and Yearbook will be withheld until all financial services due to the school are paid in full.

I, the undersigned parent/guardian, request enrollment of the above listed student(s) into Bishop Garcia Diego High School, Inc., Santa Barbara, California, for the school year 2008-2009. In consideration of such enrollment, I understand that the school and its faculty and administration will, to the best of their ability, provide my student(s) with a course of studies that will meet their educational, physical, emotional, and spiritual development, and as the parent/guardian, **I agree to abide by the conditions of enrollment and attendance listed above and published in the Parent-Student Handbook**.

SCHOOL SAFETY

Only minor and basic first aid may be administered to students; no secondary treatment, such as changing or removing bandages, may be administered. No medicine of any kind, including aspirin, may be given to students unless the emergency information card signed by a parent/guardian gives permission. State law prohibits:

- skateboards, bicycles, or any motorized vehicles where there is normal foot traffic, i.e. sidewalks, inner courtyard, parking lots,
- fireworks on campus,
- bare feet--shoes must be worn at all times *(see Dress Code)*,
- students in buildings, gyms or classrooms without school employee adult supervision; a student found inside without supervision is subject to disciplinary action from school.

For information on the school's policy regarding the use of first aid kits, eye safety, examinations and inoculations, as well as the handling of any communicable disease, parents/guardians may consult with the Principal. A student who has been absent from school because of a reported communicable disease must have a release from a doctor or public health department personnel before he/she can be readmitted to school.

A student who has become injured at school will be dealt with in the Attendance Office; a parent/guardian will be contacted in accordance with the information supplied on the Parent Emergency Form which must be kept up to date with current phone numbers and emergency contacts. *See section on "Insurance."*

Earthquakes:
In the event of an earthquake or major emergency, school will be held only if other local schools remain open. If an earthquake occurs during the school day students will be released home only if it is safe and the parents pick up their student. A parental emergency form must be on file indicating who may pick up the student in case of major emergency. As a preventive measure the school has quarterly emergency evacuation and drop drills. All students and staff are expected to participate.

Emergencies:
It is imperative that the school emergency forms have been fully completed and returned to the school to assist in student care. In the event of a school-wide emergency such as an earthquake or fire, when the school may be evacuated, the following directives are to be observed:

- Students will be evacuated to the sports fields;
- students may be picked up at the back parking lot gate;
- students may leave school only after signing out with the appointed school official;
- avoid unnecessary phone calls to the school so that communications systems are available to official civic emergency personnel;
- cell phones may not be used by students;
- listen to local radio and TV stations for information and directives.

USE OF SCHOOL GROUNDS and FACILITIES

General Policy:
The Principal will observe the following guidelines for the use of the school plant and facilities by groups other than presently enrolled students:

- school facilities are primarily for the benefit of the students and school personnel;
- agencies outside of the school, i.e. non-school sponsored activities, may not use school property without proper written authorization having been given to the group by the Principal;
- organizations whose purpose is political in nature are not permitted to use school facilities, equipment, or publications;
- zoning and building ordinances prohibit overnight sleeping in school facilities other than in established religious residences.

Procedure:
If a group has been granted permission for use of the school facilities, the Principal will ensure that the necessary "User Agreement Form" is completed and that the group using the school grounds has the insurance coverage required by the school. A school employee must be present for the duration of time that the facility is in use and must ensure that the school grounds are adequately secure at the end of the usage.

Amending the Parent-Student Handbook:

The Principal retains the right to amend the Handbook at any time, provided prompt notification is given to both parents and students, generally in the next published monthly newsletter.

CLASSROOM PRAYERS

Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys and sufferings of this day in union with the Holy Sacrifice of the Mass offered throughout the world. I offer them for the intentions of your Sacred Heart; the salvation of souls, reparation for sin, the reunion of Christians. I offer them for the intentions of our bishops and all apostles of prayers, in particular for those recommended by the Holy Father this month. Amen.

The Lord's Prayer

Our Father, who art in heaven, hallowed be Thy name; Thy kingdom come, Thy will be done, on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

The Hail Mary

Hail, Mary, full of grace! The Lord is with thee. Blessed are you among women, and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

The Glory Be

Glory be to the Father and to the Son and to the Holy Spirit.
As it was in the beginning is now, and ever shall be, worth without end. Amen.

Act of Contrition

O my God, I am heartily sorry for having offended you, and I detest all my sins, because of Your just punishments, but most of all because they offend You, my God, who are all good and deserving of all my love. I firmly resolve, with the help of Your grace, to sin no more and avoid the near occasions of sin. Amen.

Salve Regina

Hail, Holy Queen, Mother of Mercy, our life, our sweetness and our hope. To thee we cry, poor banished children of Eve. To thee do we send up our sighs, mourning and weeping in this valley of tears! Turn, then, O most gracious advocate, thine eyes of mercy toward us, and after this, our exile, show unto us the blessed fruit of they womb, Jesus. O clement, O loving, O sweet Virgin Mary. Amen.

Memorare by St. Bernard

Remember, O most gracious Virgin Mary that never was it known that anyone who fled to thy protection, implored thy help, or sought thy intercession, was left unaided. Inspired by this confidence, I fly unto you, O Virgin of virgins, my mother. To thee I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.

Come, Holy Spirit

Come, Holy Spirit, fill the hearts of Your faithful and enkindle in them the fire of Your love.

V. Send forth Your Spirit and they shall be created
R. And you shall renew the face of the earth.

Let us pray. O God, who by the light of Holy Spirit did instruct the hearts of the faithful, grant us in the same spirit to be truly wise and ever to rejoice in His consolation. Through Christ our Lord. Amen.

Vocations Prayer by Cardinal Mahony

Good and gracious God, you have called us through Baptism to discipleship with your Son, Jesus Christ, and have sent us to bring the Good News of salvation to all peoples. We pray you grant us more priests and religious to build up your Church here within the Los Angeles Archdiocese. Inspire our young man and women by the examples of

Blessed Junipero Serra to give themselves totally to the work of Christ and His Church. We ask this in the name of Jesus the Lord. Amen.

Prayer by St. Francis
Lord, make me an instrument of your peace.
Where there is hatred, let me sow love;
Where there is injury, pardon; where there is darkness, light; and where there is sadness, joy.
Divine Master, grant that I may not so much seek to be consoled as to console; to be understood as to understand; to be loved as to love. For it is in giving that we receive; it is in pardoning that we are pardoned; and it is in dying that we are born to eternal life. Amen.

Prayer by St. Ignatius Loyola
Dear Lord, teach me to be generous.
Teach me to serve you as you deserve;
To give, and not to count the cost;
To fight, and not to heed the wounds;
To labor, and not to seek to rest;
To give of myself and not to ask for reward,
Except the reward of knowing that, I am doing Your will. Amen.

Prayer to St. Joseph
Saint Joseph, father and guardian of virgins, to whose faithful keeping Christ Jesus, innocence itself, and Mary, the virgin of virgins, were entrusted. I pray and beseech you by that twofold and most precious charge, by Jesus and Mary, to save me from all uncleanness, to keep my mind untainted, my heart pure, and my body chaste; and help me always to serve Jesus and Mary in perfect chastity. Amen.

Serenity Prayer by Reinhold Niebuhr
God grant me the serenity to accept the things I cannot change, courage to change the things I can, and the wisdom to know the difference. Living one day at a time; accepting hardship as the pathway to peace. Taking as Jesus did this sinful world as it is, not as I would have it; trusting that He will make all things right if I surrender to His will; that I may be reasonably happy in this life and supremely happy with Him forever in the next. Amen.

Angelus
V. The Angel of the Lord declared unto Mary.
R. And she conceived of the Holy Spirit.
Hail, Mary, full of grace…
V. Behold the handmaid of the Lord.
R. Be it done unto me according to Thy word.
Hail, Mary, full of grace…
V. And the Word was made flesh.
R. And dwelt among us.
Hail, Mary, full of grace…
V. Pray for us, O holy Mother of God
R. That we may be made worthy of the promises of Christ.

Let us pray. Pour forth, we beseech The, O Lord, They grace into our hearts; that we, to whom the Incarnation of Christ, The Son, was made known by the message of an angel, may by His passion and Cross be brought to the glory of His resurrection. Through the same Christ, our Lord. Amen.

Prayer to St. Julie Billiart (Founderess of the Sisters of Notre Dame de Namur)
St. Julie, through your great devotion to the Sacred Heart of Jesus, you were miraculously cured and favored by many graces. By your powerful intercession, obtain for us above all great trust in God in all the difficulties of life, the strength to accomplish in all things the Will of God, and the special grace we now ardently ask of you. Amen.

We cannot merely pray to you, O God, to end war, for we know that you have made the world in such a way that we must find our own path to peace within ourselves and with our neighbor.

We cannot merely pray to you, O God, to end starvation, for you have already given us resources with which to feed the whole wide world, if we could only use them wisely.

We cannot merely pray to you, O God, to root our prejudice, for you have already given us eyes with which to see the good in all people, if we would only use them rightly.

We cannot merely pray to you, O God, to end despair, for you have already given us the power to clear away slums and to give hope, if we would only use our power justly.

We cannot merely pray to you, O God, to end disease, for you have already given us great minds with which to search out cures and healings, if we would only use them constructively.

Therefore we pray to you instead, O God, for strength, determination and will power, to **do** what we can, to do what we must, to do instead of just to pray, to **become** instead of merely to wish; that our world may be safe, and that our lives may be blessed.

Rabi Jack Riemer

(Excerpt from a prayer entitled "Social Action" found in Living God's Justice: Reflections and Prayers)

EMERGENCY RELEASE PLAN

In the event of an emergency, students will be sent to the football field.

When it is designated safe to release the students, the following procedures will be followed:

1. **Students with WRITTEN PERMISSION to drive themselves and their siblings will be released by signing out with the head communications operator/administrator.**

2. **PARENTS and other ADULTS DESIGNATED ON THE PARENT EMERGENCY FORM ON FILE WITH THE SCHOOL will be able to pick up students by:**

    a. **Parking in the front PARKING LOT.**

    b. **Walking up the public sidewalk to the back parking lot walk-through gate. (The sliding gate will be closed.)**

    c. **Administrators will send for students, who will be signed out to the parent or designated emergency adult at that gate ONLY.**

(Inside Back Cover)

School Map Here