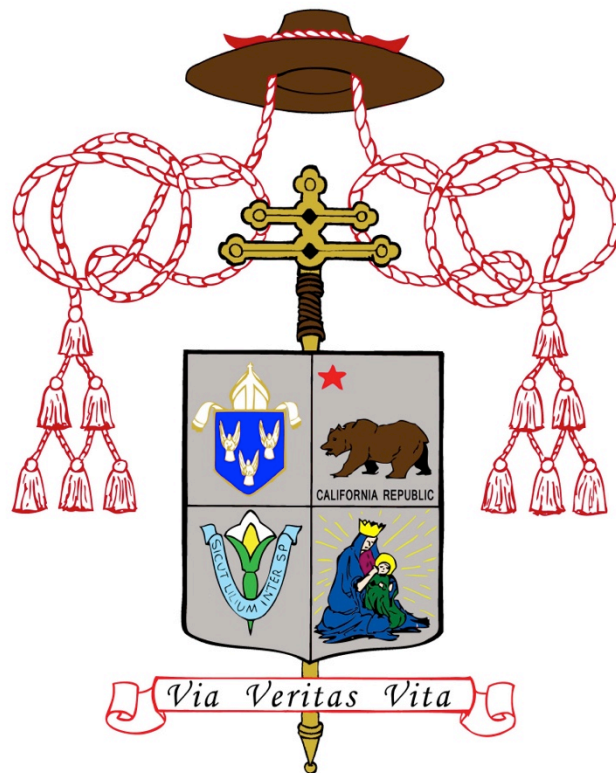


Bishop Diego High School



Respect ~ Perseverance ~ Compassion

Parent-Student Handbook 2019-2020

PURPOSE OF THE PARENT-STUDENT HANDBOOK

The Bishop Diego High School Parent/Student Handbook provides families with information describing the educational mission and experience at Bishop Diego High School. It also provides families with information on the policies and procedures that guide the realization of the School's Mission for each student.

The Parent-Student Handbook is a contract between the school, the parents, and students. Parents/guardians are responsible for their own and their child understands of the school's Mission, Core-Values, and policies and procedures.

At the beginning of the school year, parents and students will sign a statement indicating that they have read the information provided in this handbook and that they agree to support the School and its provisions. The School Leadership retains the right to make changes to the Handbook during the course of the school year and communicate changes in the monthly school newsletter or other means of communication. 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 must be returned to the school by the first day of school or the student will not be privileged to continue enrollment at Bishop Diego High School. This Handbook is also available at www.bishopdiego.org.

The following pages contain information about the School, its history, Mission, culture, people, and policies and procedures. Please read it thoroughly and carefully. Welcome to the Cardinal family!

AMENDING THE PARENT-STUDENT HANDBOOK

The Head of School 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.

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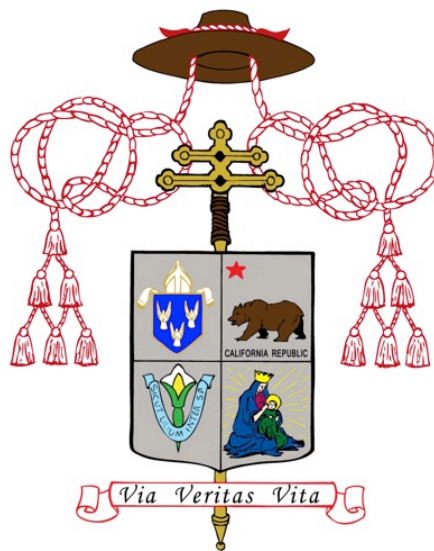
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MISSION, PHILOSOPHY, AND CORE-VALUES

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 Garcia Diego High School).

MISSION OF THE SCHOOL

Bishop 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 multicultural society.

PHILOSOPHY OF THE SCHOOL

Bishop 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, School Leadership, Faculty, Support Staff, Students, Parents and Alumni, and is expressed through the Cardinal Standards: Faith, Service, Thought, Expression, Self-Reliance, and Action.

CORE-VALUES

Founded on the teachings of Jesus Christ, the Core-Values of the School, **Respect, and Perseverance & Compassion** embody how the School carries out its Mission. Permeating the School culture, the School forms young men and women into people of character, as they are guided to lead lives consistent with Christian-values. All members of the School community are expected to support and abide by the School's Core-Values.

SCHOOL COLORS AND MASCOT

Bishop Diego High School's school colors are **red and white**. The mascot of the School is the **Cardinal**.

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

The Alma Mater was introduced to BDHS by Claudia ('62) Dorsey Lash and Nancy ('62) Nolan Panizzon (who attended Garces Memorial High School, Bakersfield, for two years prior to enrolling at BDHS. School officials at both schools approved the adaptation of the GMHS alma mater.

SCHOOL RING

The school ring is provided to all junior students and is designed by Jostens with the approved school insignia and school-color stone. Only rings meeting this criteria are blessed and distributed at the Junior Ring Mass. 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. Should a parent/guardian desire to upgrade the quality of the school ring, the upgrade cost is the responsibility of the parent/guardian.

ACCREDITATION

The current seven-year WCEA/WASC/CAIS term of accreditation is through June 2021.

WCEA

Bishop Garcia Diego High School is accredited by the **Western Catholic Educational Association (WCEA)**. WCEA accredits Catholic elementary and secondary schools in nine western states (26 (arch) dioceses) and the US Territory of Guam. WCEA co-accredits and is in partnership with three Regional agencies (WASC, NAAS, NCA CASI) and two private agencies (CAIS and HAIS). WCEA began in 1957 in San Francisco and has a long and successful history of assisting school improvement through the accreditation process.

WASC

Bishop Diego High School is also accredited by the **Western Association of Schools and Colleges**. WASC is one of six regional accrediting associations in the United States. The Commission provides assistance to schools located in California, Hawaii, Guam, the Commonwealth of the Northern Marianas, American Samoa, the Federated States of Micronesia, the Republic of the Marshall Islands, and East Asia. The Accrediting Commission for Schools is composed of twenty-six representatives from educational organizations. The school has received six-year accreditation terms in 2014, 2008, 2002, 1996, 1990, 1984 and 1978.

CAIS

The Board of Directors of the **California Association of Independent Schools (CAIS)** accepted Bishop Garcia Diego High School into full membership in June 2010. CAIS membership includes more than 200 elementary, middle and secondary schools in California. The Association serves and strengthens its schools by setting standards of academic quality and ethical conduct, by providing for the professional growth of faculty, administrators, and trustees, and by promoting ethnic and socio-economic diversity.

TUITION AND FINANCIAL POLICIES

Bishop Diego High School is both a Catholic and a private high school. Although located in the Roman Catholic Archdiocese of Los Angeles, Bishop is independently governed and financed. Approximately 74% of each year's operating expenses are covered by tuition. The remaining 26% comes from fund-raising and investments.

DOMESTIC TUITION AND FEES

Tuition for the 2019-2020 school year is \$15,400.00 per student. The Head of School 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. There may be additional fees related to specific programs that are separate from tuition (i.e., sports, AP testing, Campus ministry, etc.)

The Tuition Deposit of \$1000 is due each year at the time of enrollment or re-enrollment, usually in February or March. This deposit is non-refundable and holds a student's space for the upcoming year. The Tuition Deposit is separate from tuition and is not subject to negotiation. All families must pay the Tuition Deposit either in full or in installments, with the first payment due at the time of enrollment/re-enrollment.

CO-CURRICULAR FEES

At times there are additional fees or costs that arise in the course of the year (i.e. AP Tests, Athletics, Campus Ministry, graduation, summer activities, spirit packs, etc.). These costs are kept to a minimum and relate directly to specific class or extra-curricular activities. These fees are billed directly to family's FACTS Account.

TUITION COLLECTION

All tuition payments must be made through FACTS Tuition Management. For the convenience of family budgets, tuition may be paid as follows:

Payment in Full – Full payment due by June 20 (prior to the start of the new school year).

Semi-Annual Payments – Two (2) equal installments with the first payment due by June 20 (prior to the start of the new school year) and second installment due by December 30 (during the school year).

10-Pay Plan (August – May) – Ten (10) equal monthly payments with the first installment due by August 20.

12-Pay Plan (June – May) – Twelve (12) equal monthly payments with the first installment due by June 20 (prior to the start of the new school year).

Families receiving tuition assistance must select the 12-month payment plan (or the multi-month plan available to them at the time of enrollment).

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 pay tuition according to the Financial Agreement agreed to and digitally signed at the time of online registration. Each family is required to set-up a FACTS Tuition Management account for payment of tuition and miscellaneous fees (ex: athletics, AP Tests, senior fees, etc.). All fees will be invoiced through FACTS and FACTS collects tuition and fees on behalf of the school through an automatic bank account deduction or credit card charge. FACTS will contact families with tuition in arrears. If tuition is behind by three or more installments, the family must meet with the Head of School 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 by May 15 of the school year. After 3 late or missed tuition payments, the school reserves the right to dismiss a student from school. Final exams, transcripts, report cards and/or diplomas may be held until tuition is paid in full.

PERSONALIZED TUITION PROGRAM

At Bishop Diego, Tuition Assistance is awarded to students based on a family's documented need. The Tuition Assistance program enables students to attend Bishop Diego when the cost might otherwise be a financial burden to the basic and essential needs of the family.

Bishop Diego does not make judgments on a family's personal financial choices, but because the school must fundraise and ask donors for support to cover the gap between what families pay and what it actually costs to educate, there are limited funds available to distribute. Therefore, the school's Tuition Assistance Committee to the Board must ensure that Tuition Assistance dollars are supporting the documented financial need of the family applying for aid versus lifestyle choices.

Donors trust Bishop Diego's leadership to make certain that their donations go to supporting students who would have no other way of attending Bishop Diego after their parents have exhausted all other options, such as asking family members for assistance, curbing spending for eating out, new vehicles, or vacations, using equity in a home, or drawing from an investment account, for example. The generosity of donors is never to be used to support a family's personal spending choices beyond necessities such as minimum housing, transportation, food, and medical expenses. **It is the family's responsibility to contribute to their child's educational cost at the highest possible level given their economic circumstance and all families, regardless of need, contribute financially. It is only through a completed FACTS application that the school can assess a family's qualifications.**

To be considered for Tuition Assistance:

- 1. An application must be made through FACTS Grant Aid. The online application offers an opportunity to have all facets of a family income and expenditure examined. There are no financial cutoff levels.**
- 2. Applicants must pay a fee charged by FACTS for their service.**
- 3. The application must be completed by mid-January and families must reapply each year.**
- 4. Families are notified of the award (if applicable) at the time of re-enrollment.**
- 5. The student must maintain a minimum 2.50 GPA average at each semester (December and June) grading period and a satisfactory discipline record. Failure to do so will result in the remainder of the award being canceled and full tuition charged.**

Please note that Bishop Diego High School does not give athletic scholarships.

Families receiving assistance are instructed not to share their personal Tuition Assistance award information or tuition amounts with anyone outside of their family. Failure to abide by this rule will result in forfeiture of the award.

Tuition Assistance Awards are not intended to cover all tuition and fees, but to provide assistance in paying for a Bishop Diego education. There are no full awards and families are expected to cover the difference between awards and the balance of tuition.

INDEPENDENT SCHOLARSHIP AWARDS

Students are encouraged to visit our website for independent scholarship award opportunities. Applications are due in January of each year and many must be reapplied for annually.

ADOPT-A-STUDENT PROGRAM

The Adopt-A-Student program is designed to assist students in attending Bishop Diego High School. The program seeks benefactors of Bishop 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. Bishop 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.

SCHOOL GOVERNANCE AND LEADERSHIP TEAM

BOARD OF TRUSTEES

While located in the Roman Catholic Archdiocese of Los Angeles, Bishop Diego High School is not governed or subsidized by the Archdiocese of Los Angeles. Instead, Bishop 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 and ensures the general fiduciary responsibility of the School. Bishop Garcia Diego High School is a 501(c)(3) religious non-profit corporation. The Board of Trustees meets six times per academic year.

THE HEAD OF SCHOOL

The Board of Trustees employs the Head of School who is delegated the full day-to-day oversight of the School operation. The Head of School is active in fund-raising efforts, representing the School in the community, developing and overseeing the School budget, marketing and public relations and general fiscal oversight of School operations. The Head of School employs all members of the faculty and staff.

AUXILIARY HEAD OF SCHOOL

Employed by the Head of School, the Auxiliary Head of School oversees the Dean of Students and provides additional support and consult in student disciplinary matters as needed. The Auxiliary Head of School is a member of the Head of School's Administrative Council and is the designated appointee to act in the absence of the Head of School.

DIRECTOR OF SPIRITUAL LIFE

Employed by the Head of School, the Director of Spiritual Life is responsible for the general oversight of the spiritual aspect of the School community. The Director of Spiritual Life collaboratively develops School masses, student-led retreats, and participates as a teacher in the religion department.

DIRECTOR OF ATHLETICS

Employed by the Head of School, the Director of Athletics is responsible for the oversight of the entire athletic program at the School. This includes evaluating coaches, effectiveness of sports programs, the alignment of athletic programs to the School's Mission and Core-Values, and the safety of our student-athletes.

DIRECTOR OF ADMISSION AND ADVANCEMENT

Employed by the Head of School, the Director of Admission and Advancement is responsible for the School's fundraising efforts as well as the oversight of the School's fundraising events such as the Gala Auction, Cardinal Event, and Golf Tournament. S/he is also responsible for producing the Annual Report. Additionally s/he is responsible for student recruitment, enrollment management, marketing, branding, and general community outreach. The Director of Admission and Advancement is a member of the Head of School's Administrative Council.

DIRECTOR OF CURRICULUM AND INSTRUCTION

The Director of Curriculum and Instruction is responsible to the Head of School for the joint leadership, vision, planning, and implementation of the school's academic program, including the professional development of the faculty. The Director of Curriculum and Instruction is a member of the Head of School's Administrative Council.

DIRECTOR OF COUNSELING AND STUDENT SERVICES

Responsible to the Head of School, the Director of Counseling and Student Services oversees the Academic and College Counseling Program, Resource Program, Personal Counseling, AP Testing, the National Honor Society, student-tutoring and other services, and general parent information nights regarding academic and college planning. The Director is a member of the Head of School's Administrative Council.

DEAN OF STUDENTS

The Dean of Students is responsible to the Head of School for the oversight of student conduct as it pertains to the School. S/he also supports teachers with classroom management and student formation strategies consistent with the Mission and Core-Values of the School. The Dean of Students assists with the leadership, vision, planning, and implementation of the school's character formation and community service programs.

ADMISSIONS

Non-Discrimination Policy

Bishop Diego High School, 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, although certain athletic leagues and other programs may limit participation.

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 Diego High School on the basis of their academic record, performance on the entrance placement exam (entering freshmen only), recommendations, and the student's willingness to abide by the school's philosophy, rules, regulations, and standards. Ideally, students are admitted at the beginning of the school year, but may be admitted at the beginning of the second semester or as late as the quarter marking periods. Offers of admission will be based upon the following criteria:

1. A desire to attend Bishop Diego High School
2. A GPA of 2.5 or higher (grades of "D" or "F" will ordinarily preclude an applicant from admission)
3. Above average citizenship (marks of "U" or "N" will ordinarily preclude an applicant from admission)
4. Satisfactory attendance without excessive absences or tardies

Entrance Requirements:

1. Entrance Placement Exam (incoming freshmen only)
2. Completion of the Applicant Questionnaire
3. Completion of the Personal Essay
4. Personal Interview
5. Submission of transcripts/report cards for current year and previous two years
6. Graduation from 8th grade (incoming freshmen only)
7. Appropriate grade level achievement
 - a. Incoming freshmen who have not mastered 8th grade material may be required to attend Bishop Diego's Summer Bridge program

All admissions inquiries are facilitated by the Director of Admission. Bishop Diego High School reserves the right to contact a student's previous school to determine admission eligibility.

Inclusion

As a faith-based school every attempt is made to serve students whose parents desire a Catholic education. Although a full range of services may not be available to every student, the school will strive to include students with varied learning needs. Students with documented disabilities may be eligible to receive services.

The Resource Program is designed to be of service to students with diagnosed language, learning, or attention difficulties in need of mild learning adjustments.

Upon application, it is the responsibility of the student and their parents to inform Bishop of individual needs and to provide us with the information and documentation to create a Minor Adjustment Plan (MAP). The following information must be submitted to the Director of Resource Services in order to be considered for Resource Program support and minor adjustments:

- A psycho-educational evaluation completed within the last three years and administered by a psychologist, psychiatrist or other professional qualified to make a diagnosis.
- The evaluation should include a WISC (Wechsler Intelligence Scale for Children) or WAIS (Wechsler Adult Intelligence Scale), an achievement battery such as the Woodcock Johnson Test of Achievement and other validating measurements necessary to verify a learning or attention difference.
- The evaluation must also contain a specific diagnosis of a learning disability or attention deficit disorder, and may come from a public school.

Bishop provides adjustments for students with mild disabilities. The resource teachers work collaboratively with the student, parents, faculty, counselors, and administrators to determine the best form of adjustment.

Adjustments provided through the resource program may include:

- Extending time allowed on tests
- Preferential seating
- Testing in a reduced distraction environment
- Using word processors, spell checkers, and calculators
- Arranging for a note taker

Students identified within the resource program as requiring adjustments are not exempt from the rules, requirements and regulations of the school set forth in the Parent/Student Handbook. Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should talk to the student's teacher and Director of Student Services to begin the process of determining the need for Resource Services.

TRANSFER STUDENTS

Sophomore, Junior, and Senior transfer students will be evaluated on their ability to meet BDHS graduation requirements. Junior and Senior students must present a compelling case to enroll as an upperclassman. Senior students are not ordinarily offered admission and are admitted on a case-by-case basis, such as family relocation to the area and/or continuing a Catholic school education.

International Students

Bishop Diego welcomes international students from our global community. International students are required to follow all school policies and procedures. They are expected to have a strong foundation in English and participate in grade appropriate classes. Our academic year runs from August through June.

Students who come from academic programs that vary from ours, may be admitted and receive a grade and academic credit for the coursework they complete here. However, students who arrive once a semester has begun, or depart BDHS before the end of the semester and the completion of final exams, may not be awarded academic credit or final grades for the semester.

Bishop Diego will support international students by providing the school documentation necessary for an I-20 application once a student is accepted to the school. We will also forward the completed application packets to the Archdiocese of Los Angeles for processing but BDHS is not an I-20 granting agency. The I-20 is necessary in order to apply to the US Consulate for the F-1 visa, which is required to attend the school.

TRANSFER STUDENTS AND ATHLETIC ELIGIBILITY

Bishop Diego High School follows all rules and regulations of the CIF-SS regarding students who transfer in or out of the School. Students who transfer in or out of BDHS must consult with the Athletic Director as part of the Admission process. If your daughter or son plays or has played a sport at her or his previous high school, and has a desire to continue playing, please inform the Director of Admission of this during the application process.

GENERAL PARENT RESPONSIBILITIES, COMMUNICATION, ORGANIZATIONS, AND INFORMATION

Parental cooperation is essential for the welfare of students. Students who are unwilling to pursue and respect the educational and personal goals prescribed in the Mission and Core-Values of Bishop Diego High School also jeopardize their position in the school. If, in the opinion of the School Leadership, a parent's behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their son or daughter and to sever the relationship with the school.

While the School views parents as the primary educators of their children, parents must support the Mission and Core-Values of the School, as they support the good order indispensable for the pursuit of academic excellence and for the high moral tone expected at Bishop Diego High School. Should the School's Mission and/or Core-Values pose a conflict to a family, it would be in the best interest of the family and student to not enroll at Bishop Diego High School.

GENERAL ATTENDANCE INFORMATION

It is the primary responsibility of the parents to ensure their children attend School. Excessive absences not only create academic difficulties for the student, but they also place an undue burden on teachers when absences are not school related or due to illness. Students and their parents are strongly discouraged from using school days for absences other than for medical or family emergencies. Parents are encouraged to communicate honestly and timely as excessive absences may impact a student's ability to receive credit and make-up work.

Bishop assumes a moral responsibility to advise parents of the possible academic and/or disciplinary consequences of excessive absences. To that extent, in each semester:

1. A teacher/counselor may reach out to a family if at any time they have reason to believe that absences may be impacting academic achievement.
2. Parents will be notified if excessive non-school related absences may potentially impact the student's academic achievement.
3. Students missing ten (10) or more days of class per semester for non-school related reasons and without medical cause documented by a physician may be liable to lose academic credit for the semester or be subject to an Academic Contract.
4. Unavoidable, long-term absences may occur where a student must be out of school for an extended period of time due to medical reasons. For such absences, a note from a physician will be required and a mandatory meeting must be held with the Director of Counseling and Student Services.

ABSENCE PROCEDURES

Please follow the procedures below to inform the School of your child's absence:

The Day of Absence

1. Call the School at 805.967.1266 x101 (Attendance Secretary) before 7:30AM to inform the School of your child's absence

OR

2. Email the School at attendance@bishopdiego.org before 7:30AM to inform the School of your child's absence.

The Day Following the Absence

1. If the parent did not inform the School of the child's absence, the student will receive an Un-Notified Absence (AU) on his or her attendance record.

Early Dismissal/Release of Students

Students may not leave the campus for any reason once their school day has begun unless they have permission in writing from an approved guardian, a parent/guardian present to sign-out the child, or the Attendance Secretary has received an email requesting the child's release, with time and date, from the email address on file in the office. Permission over the phone is not acceptable for release of students. The School reserves the right to postpone the release of a student if the School believes there is reasonable suspicion that the student's safety is in jeopardy and/or the authority of the adult requesting release is unclear.

While missing academic time for any reason may have an impact on academic performance, the school uses the following criteria in determining if absences are excessive (i.e. 10 days in one class):

Non-School Related Absences

Parent phone call/written verification from parent that child will not be in school.
(Code: AP)

Absences without Notification

Absences without Notification indicate that a student was absent and a parent/guardian did not notify the school. (Code: AU)

Truancy

Truancy is an unexcused absence from school or class without the knowledge and consent of 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 who will notify the parents. If the student is presumed to be a danger to himself or others, the police may also be notified. A meeting with the Dean of Students will be held to determine the appropriate course of disciplinary action. (Code: TRU)

Professionally Validated Absences and Requests for Academic Adjustments

Valid illness must be verified by a note from a medical professional. The validation must be presented to the Attendance Secretary upon the student's return to school. (Code: AMD) Parents are required to notify the school within 48 hours of any medical diagnosis that results in the request for academic adjustments. Requested academic adjustments will require parents to sign a release form so that Bishop Diego High School can communicate directly with the medical professional. Families are responsible for immediately contacting and working directly with the academic counselor to create a plan for timely completion of coursework and exams.

ACADEMIC POLICIES REGARDING ABSENCES AND TARDIES

Academic Policy for Absences

Students must make up missed exams/quizzes within 48 hours of the student's return unless the student makes other arrangements with the teacher. Upon the day of return to school, the student must turn in coursework that was due the day(s) of the absence and also communicate with the teachers regarding missed coursework.

Academic Policy for Truancy

Students who are truant may not make up any work/assessments missed that day.

Academic Policy for Excessive Absences

Families will receive a letter from the Director of Curriculum and Instruction that absences from class have become excessive, may be impacting academic performance, and have begun to place an undue burden on faculty.

1. Parents will be notified if excessive non-school related absences may potentially impact the student's academic achievement.
2. Students missing ten (10) or more days of class per semester for non-school related reasons and without medical cause documented by a physician may be liable to lose academic credit for the semester or be subject to an Academic Contract.
3. TARDIES

Students are expected to be in the classroom at the start of each class period.

Excessive tardiness may result in academic or disciplinary consequences.

Other Attendance Information

Ditch Day

The school does not sponsor or approve any form of a “ditch” day. Student(s) who absent themselves from school without prior school approval, other than an excused absence, will be deemed truant. Seniors who participate in a “ditch” day are subject to loss of participation in graduation and end-of-the year- activities, including Prom.

Parent or Guardian Out of Town

If you will be out of town or otherwise unavailable for your daughter/son, please send a note to the Dean of Students **at least three days prior** to your departure. To assure legal guardianship during your absence, the school reserves the right to require a Power of Attorney form from the school to be signed and returned. The Power of Attorney form can be obtained from the Dean of Students.

ATTENDANCE AND CO-CURRICULAR PARTICIPATION

Students who do not attend all classes on a given day may be ineligible to practice or play in a game or activity until approved by the Athletic Director or other school Administrator. Students absent from school on a Friday will require specific permission from the Athletic Director or other school Administrator 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 only with the approval of the Athletic Director. All other students are expected at school on time the following day.

Drop-off

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.

After School Hours

BDHS 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. Unless a student is engaged in a school-sponsored activity, school personnel will not supervise students who remain on campus after dismissal. Parents are advised to check the school calendar for early release days.

Policy on Communicable Diseases

To ensure the safety, health, and welfare of the entire Bishop community, the School Leadership will require or recommend appropriate forms of isolation and nonattendance at classes or on the campus. Isolation means that the individual should stay home until fully recuperated. Nonattendance at classes or on the Campus means that, with certain

communicable diseases, the individual **may not** attend class or be on campus without a Medical Release by a physician.

With other less serious communicable diseases, the individual is encouraged not to attend class or to be on campus. Further, Bishop Diego complies with California SB 277, which was signed into law June 30, 2015.

Bishop Diego High School adopts the following policy on communicable diseases in accordance with the recommendations and guidelines of the Center for Disease Control:

- A. Strict Isolation and nonattendance at classes
 - 1. Childhood diseases such as chicken pox, measles, German measles, and mumps
 - 2. Viral hepatitis
 - 3. Active pulmonary tuberculosis

- B. Modified Isolation and nonattendance at classes
 - 1. Severe influenza, severe infectious mononucleosis, and pneumonia.
 - 2. Conjunctivitis (Pink eye)
 - 3. Any communicable disease

- C. Recommended Isolation and nonattendance at classes
 - 1. Severe sore throat and influenza
 - 2. Any severe infection or illness

COMMUNICATIONS POLICY AND PROTOCOL

The School realizes, at times, parents may wish to communicate with school personnel about concerns they may have. Below is the communication policy to ensure these concerns are communicated with the appropriate person. The policy at Bishop Diego High School is that a School Leader will speak with the parent about a concern **only after** the parent has communicated with the individual faculty member or coach first. School policy is that email and phone call messages will be returned within 24 hours of receipt.

At Bishop Diego, the communication chain is as follows:

Academic

TEACHER → COUNSELOR → DIRECTOR OF CURRICULUM & INSTRUCTION → HEAD OF SCHOOL

Athletic

COACH → HEAD COACH → ATHLETIC ADMINISTRATOR → HEAD OF SCHOOL

Parents/guardians may respectfully express their concerns about the School operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous,

rumor driven, disruptive, threatening, hostile, or divisive. In particular, no parent/guardian shall disrupt the learning environment or interfere with co-curricular activities overseen by School personnel.

How to Communicate with the School

- Come to the main office desk,
- **Email the Attendance Secretary** attendance@bishopdiego.org
- Call or leave a phone message at (805) 967-1266 (refer to proper extension located in our online faculty/staff directory)

How to Communicate with a Teacher

- Email school personnel via that person's school email address or via the website directory.
- Call the school main number (805) 967-1266 (refer to proper extension located in our online faculty/staff directory) and leave a message requesting the teacher(s) to return your call,

How to Communicate with a Coach

- Refer to the Contact Information provided by each Coach at the beginning of each sport's season.
- Contact the Assistant Athletic Director or Athletic Director for contact information.

PARENT ORGANIZATIONS

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 Leadership Team 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.

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)*

GENERAL INFORMATION

Publication of Student Information

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 may include the student's full 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 Diego High School, 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 Head of School. Parents understand that if they change their mind relating to this authorization, that they will submit another authorization form to the Head of School.

Directory Information

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

The School will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. In no cases should commercial enterprises be given access to Directory Information. It is never appropriate for a student or family to use directory information to communicate with other school constituents for personal gain, petition support, etc.

Parent Service Hours

Parents may elect to fulfill their 25 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 25-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 required to report service hours electronically to avoid billing. The Parent Board Service Hour Committee communicates all service opportunities to parents electronically at the beginning of the school year and as additional opportunities become available.

Confidentiality and Privacy

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

Verbal/Written Confidences

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

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 Welfare 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 office.

Educational Decisions and Access to Student Records

As a general rule, the school will defer educational decisions to the enrolling parent/guardian.

However, in cases of legal separation and/or divorce, and in the event of guardianship, it is the responsibility of the parents/guardian to provide the school custody agreements/court orders or other documents that indicate or establish the individual(s) with legal custodial rights of the student who will make educational decisions for the student. If no custody orders are in effect, a written arrangement of who makes educational decisions for the student must be submitted at the time of enrollment, signed by both parents. Further, in the case that both parents enroll the student, and there is a custody order in effect, the school will defer to the parent with the majority physical custody percentage. It is the responsibility of the family to promptly advise the school of any changes to custodial relations.

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

Only the Head of School, as custodian of the records authorizes the release of pupil records. Only teachers or administrators charged with student oversight have the right to view or use student records. Student records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records. Access to student records is granted by the Head of School or his/her designee. Parents and legal guardians of minors have the absolute right to access their child’s student records in accordance with the school’s reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records after having signed and submitted the school’s Power of Attorney form.

California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

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 by school personnel. A medical authorization form must be on file with the Attendance Secretary for a student to have access to his/her own medicine. The Attendance Secretary will not dispense medication.

MAINTENANCE MEDICATIONS

Students who during the school day take maintenance medication (both prescription and over-the-counter) for chronic conditions, need to notify the Attendance Secretary in writing

of the condition, the medication, and the medication schedule while at school. Medication is to be kept with the Attendance Secretary at the front desk.

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 Head of School.

A student who has become injured at school or school related function will be dealt with by a School official and, if necessary, emergency personnel will be contacted. In the event of injury, effort will be made to contact a parent/guardian 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). Further, if requested by a school official, parent/guardian agrees to pick up their child promptly.

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 where students may need to be evacuated (e.g. earthquake, fire, or lockdown) the following protocol is to be observed:

- Students will be evacuated according to our school safety procedures, depending on context, or per the direction of responding emergency authorities.
- Students may be picked up at the back parking lot gate only by the parent/guardian or his or her designee as indicated on the School's Emergency Form on record. Photo I.D. will be required. Students will not be released to any other party for any reason
- Students may leave school only after signing out with the appointed school official
- Parents are to avoid unnecessary phone calls to the school so that communications systems are available to official civic emergency personnel
- Cell phones should not be used by students
- Listen to local radio and TV stations for information and directives

CORE-VALUES OF THE BISHOP COMMUNITY

School-leadership, faculty, staff and parents model a definite respect for each member of the school community. The Core Values are intended to provide the standards and guidance to maintain the good order indispensable for the serious pursuits of spiritual and personal development, intellectual excellence and for maintaining the high moral tone expected at Bishop Diego High School. The Core Values are intended to assist in achieving the delicate and necessary balance between freedom and restraint and are based on learning and meeting the standards and traditions that guide how we relate to each other, our school family, the community at large and the environment. We are called to teach, enforce, advocate, and model these values as a community. Using Christ as our model and the Scriptures as our guide, our community is formed according to the following:

1. **Respect** – We believe that the well-being and dignity of humanity and the stewardship of the environment are important God-given responsibilities. We welcome and treat all people with reverence without regard to race, religion, sexual orientation, political ideology, gender, age, or other physical or personal characteristics. We abide by laws, adhere to established community standards and reflect on our emotions, values, attitudes, motivations, mindsets, and personal attributes as we pursue lives of grace consistent with the Gospel message.
2. **Perseverance** – We are steadfast in performing our responsibilities and pursuing our goals with honor, integrity, vigor and tenacity despite frustrations, mistakes, setbacks, and other obstacles that make our task difficult or seem impossible. We resist temptations and pressures to give up or quit, choosing instead to persist. We adhere to ethical Christian principles even when it is detrimental to our relationships, social standing, careers, or economic well-being (i.e., we do the right thing even when it costs more than we want to pay). We are accountable for the consequences of our choices and recognize that personal accountability assists us in realizing our God-given potential.
3. **Compassion** – We display the trait of empathy (the disposition and ability to sympathetically understand and personally identify with the emotional states, needs, and feelings of others) by consoling, comforting, calming, supporting, serving and showing mercy to others. We take ownership of our lives and acknowledge our power to choose what we think, say, and do (including our attitudes and mindsets) as gracious and charitable members of a multi-cultural society.

The registration of a student at Bishop Diego High School is an expressed agreement on her/his part and the part of her/his parents or guardians to teach, enforce, advocate and model the Core Values of the School.

*Adapted from the Josephson Institute and Character Counts!

THE ROLE OF THE PARENT

CODE OF CHRISTIAN CONDUCT COVERING PARENTS/GUARDIANS

All members of the school community are asked to teach, enforce, advocate and model the Core-Values of Respect, Perseverance and Compassion. The students' interest in receiving a quality, Christian values-based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the School may find it necessary, in its discretion, to require parents/guardians to withdraw their children.

It shall be an expressed condition of enrollment that the parents/guardians shall conform themselves to standards of conduct that are consistent with the Core-Values of the School, as determined by the School in its discretion. These norms of Christian-conduct include, but are not limited to, any policies or procedures set forth in the current Parent-Student Handbook.

Norms of Christian-conduct include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the School to assist the student in meeting the academic, moral, and behavioral expectations of the School.
2. Parents/guardians may respectfully express their concerns about the School operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive. In particular, no parent/guardian shall disrupt the learning environment or interfere with co-curricular activities overseen by School personnel.
3. Any parent/guardian, or other person who insults or abuses School Leadership, its personnel, or any member of the School community risks the continuation of their child in the school.
4. These expectations for parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., athletics, field trips, etc.).
5. Parents/Guardians are expected to abide by the Guidelines for Adults Interacting with Minors section of this Handbook, as set forth below.
6. Parents/Guardians and older siblings are both legally and morally responsible anytime they allow alcohol and/or drug use by underage minors. Parents are asked to closely monitor the activities of their children especially at times when the parents cannot be present in the home. Supervised or unsupervised events where students use alcohol and/or drugs in the home that are brought to the attention of the School will result in a mandatory conference with the Dean of Students, and the Head of School, who will determine if the family's values are in alignment with the School's position. If the student is allowed to remain at Bishop, appropriate disciplinary action will be taken.

The School's policy on underage minor substance use is in place to hold students and parents accountable for their seriously unacceptable and dangerous behavior and to discourage any activity which supports continued abuse and addiction.

7. Parents are respectfully asked not to communicate with their children via cell phone during the school day. In an effort to avoid interruption of student learning and facilitate the development of self-reliance, any urgent messages can be transmitted through the front office.

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

PARENT ASSISTANCE IN SUPPORTING THE DEVELOPMENT OF 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 your child forget his/her lunch or leave an assignment at home? To help every student accept and take responsibility for her/his self, the School cannot support lunches, assignments, athletic gear, or things of that nature being repeatedly delivered to the School. Should the need arise where parents must bring something to the School for his/her child, students are to come to the front office and check the hallway counter to retrieve his/her item. Students will not be paged or communicated to about the arrival of items delivered to the School and these items will be left at the student's or parent's own risk. Parents, please help your child transition 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. Students/parents may NOT order food to be delivered to the school (i.e., SB Menus, Domino's Pizza, etc.)

GUIDELINES OF ADULTS INTERACTING WITH STUDENTS

Adults acting in a staff, faculty, ministerial or other paid or volunteer position at Bishop Diego High School (e.g. school leadership, faculty, staff, coaches, substitute teachers, parents, religious, or any other role the School deems appropriate) are role models called to support the School's Mission and Core-Values. Adults need to maintain professional relationships with students whether on or off the School campus. This includes abiding by the following guidelines:

1. Adults will ensure that students are properly supervised at all times, thus providing them a safe environment. Students must be viewed as "restricted individuals" because they are not adults and are not independent.
2. If adults who are supervising students observe a situation where civil law or school rules are being violated, they must take appropriate action immediately.
3. Adults should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
4. Adults must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.

5. Attraction between adults and students is possible, and care and caution should be taken in all interactions. The School Leadership should be informed immediately if such an attraction exists. Dating or sexual relationships between an adult and a student are inappropriate, unethical, and unlawful.
6. Communications with students (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
7. Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with students.
8. Adults will respect confidential information concerning students or confidential information of a personal nature shared by a student. However, if a student shares confidential information that could pose a threat to the student or to others, the adult has an obligation to notify the proper authorities.
9. When adults are supervising students or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
10. When an adult is alone in a room with a student, the door must be open or there must be clear visibility through windows.
11. Adults are to engage in games or sports activities with students only in the presence of other adults, or in a place openly accessible/visible to others.
12. Adults planning school events in their homes with students must have the permission of the School Leadership. In addition, adults may not have any student in their homes without the knowledge of the student's parent or guardian.
13. Adults may not drive students unless it is to or from a school-sponsored activity and may never drive alone with a student. Driving students requires parental permission slips that indicate the transportation is by personal vehicle. The School Leadership must approve any use of personal vehicles and may require proof/acknowledgement of current liability insurance. Additionally, drivers may be required to enroll in the DMV Pull Driver program through the school which provides driving record information to the school. The school reserves the right to restrict adults (parents/guardians included) from driving students. Trips involving students must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with students.
14. Adults are permitted to interact alone with students only after complying with policies regarding fingerprinting and safe environment training. They may work with students only as part of a team if they have not these requirements.
15. Adult chaperones at school functions may not take photographs of students without consent of the school leader/faculty/staff person in-charge.

THE ROLE OF THE STUDENT

STUDENT DECORUM

Decorum can be defined as conducting oneself with taste and propriety. General Guidelines, driven by the propriety of Christian-values, capture the essence of the standard of decorum expected of all students. Failing to hold oneself to the standard of decorum set by the school will result in disciplinary action. The Deans of Students has the authority to interpret, regulate, and enforce the standards of decorum and conduct outlined in this section. The General Guidelines are:

1. To respect the school policies and obey the law, both on and off campus. Off campus events include, but are not limited to, athletic competitions, retreats, field trips and volunteer opportunities.
2. Consistently exhibit the Core-Values of the School through thoughts and actions both on and off campus.
3. Conduct yourself with class and high moral character appropriate to the context both on and off campus.

GENERAL CONDUCT

1. A clean campus is to be maintained at all times. The cooperation of all students is expected in helping to keep the campus and school buildings clean and in good condition.
2. At school events, e.g., assemblies, students are expected to exhibit respectful behavior appropriate to the requirements of the assembly. This is particularly true of the school's religious and liturgical services.
3. Students who elect to bring a cell phone on campus do so at his/her own risk. **Cell phones and related accessories (e.g. ear buds) may not be out in class or used during class time without expressed consent of the teacher and for academic purposes only.** Students are permitted to appropriately use their cell phones before and after school and at break and lunch. Cell phones may not be out during assemblies, liturgy, Masses or other events deemed necessary by school officials. Students will be asked to leave cell phones in the designated location in each classroom. The spirit of this policy is to educate students on appropriate and professional use of cellular devices and the contexts in which to do so.
4. There are limited conditions under which a student may use a multimedia device. Students are permitted to have laptop computers, tablet computers or other word processing devices for use during study hall or class at the teacher's discretion. In order to use the School's network for connecting to the Internet, students must sign a release before they will be given a username and password to join. If there is reasonable suspicion of inappropriate use, any device may be subject to search by School officials. Inappropriate use will result in confiscation of the device and the student may be subject to disciplinary action.

5. Students who bring their own laptops, tablet computers or other word processing devices will do so at his or her own risk. School officials will not hold, store, or be responsible for any devices brought from home that are outlined in #3, #4, #5.
6. Students may use multimedia devices and earphones/headphones to listen to music at break and lunch.
7. Student-athletes are to exhibit good sportsmanship and conduct and character becoming of the Christian-value expected of all members of the community.

THE SPIRIT OF CARDINAL ATTIRE AND APPEARANCE

While considerable freedom is allowed with respect to appearance, we form young adults who respect and recognize that standards of appearance exist among communities and how one carries oneself within that community matters.

As student members of the Cardinal family, all are expected to exhibit Christian modesty honoring the Bishop community and maintaining an appearance consistent with the expectations of a Catholic college preparatory school. The Dean of Students and Head of School have discretion in determining what is inappropriate per the *Spirit of the Cardinal Attire and Appearance* guidelines.

Professional Dress for Young Men

On days which the School determines are special occasions, such as Mass Days, the entire school community is required to dress in professional dress. On these occasions, the acceptable dress for young men is:

1. Dress pants and belt
2. Dress shirt and tie
3. Dress shoes appropriate to the school event

Cardinal Dress for Young Men

In accordance with the principles and values of the School, all clothing should exhibit Christian modesty, be neat and clean. All clothing should always fit properly. On regular school days, the acceptable dress apparel for young men is:

1. Shirts, sweaters, collared polo shirts, and sweatshirts (zip or pullover) are acceptable. The only approved logos for all attire include BDHS or College/University. Style must represent a modest fit; **no commercial logos**.
2. BDHS sponsored apparel
3. Jeans or slacks
4. Shorts (Acceptable Shorts: Cargo, Pleated, Denim, Flat Front Shorts)
* Mesh, Nylon style shorts (this includes Lululemon) style are NOT ACCEPTABLE)
5. Any type of conventional footwear with a backing
6. Hats are permitted during the school day, but may not be worn indoors. Sweatshirts with hoods must be removed when in class, including Beanie hats.

Appearance for Young Men

1. Hair should be combed and trimmed in a reasonably neat style. Hair must remain a natural color.
2. Young men must be clean-shaven. If needed, a disposable razor may be provided.
3. One earring may be worn on the lobe of each ear. Other body piercing jewelry may not be visible. Tattoos, permanent or temporary, may not be visible.
4. Any mode of dress or excessive ornamentation (e.g., heavy jewelry, chain wallets, long key chains extending outside of pants or shorts, etc.) that is deemed inappropriate in the judgment of the Dean of Students will be prohibited.

Professional Dress for Young Women

On days which the School determines are special occasions, the entire school community is required to dress in accordance with the principles of Christian modesty and values of the School. On these occasions, the acceptable dress for women is:

1. Dresses or skirts of modest fit, length and coverage
2. Slacks with dress top of modest fit, length and coverage
3. Dress shoes appropriate to the school event

Cardinal Dress for Young Women

All clothing should exhibit Christian modesty, be neat and clean. All clothing should always fit properly. On regular school days, the acceptable dress apparel for young women is:

1. Blouses, sweaters, collared polo shirts, shirts, and sweatshirts (zip or pullover) are acceptable. The only approved logos for all attire include BDHS or College/University. Style must represent a modest fit; **no commercial logos**.
2. BDHS sponsored apparel
3. Jeans or slacks
4. Shorts (Acceptable Shorts: Cargo, Pleated, Denim, Flat Front Shorts)
* Mesh, Nylon style shorts (includes Lululemon) style are NOT ACCEPTABLE)
5. Any type of conventional footwear with a backing
6. Hats are permitted during the school day, but may not be worn indoors. Sweatshirts with hoods must be removed when in class, including Beanie hats.

Appearance for Young Women

1. Hair must be neat in appearance, appropriately styled, and a natural color (natural highlights are acceptable).
2. Young women are permitted to wear modest make-up, bearing in mind Christian modesty and decorum.
3. A maximum of three earrings may be worn on the lobe of each ear. Tattoos, permanent or temporary, may not be visible. Other body piercing jewelry may not be visible.
4. Any hairstyle, mode of dress, or excessive ornamentation (e.g., heavy jewelry, chain wallets, long key chains extending outside of pants or shorts, etc.) that is deemed inappropriate in the judgment of the Dean of Students will be prohibited.

SCHOOL DANCES

General Policies and Early Release

Duration of School dances is generally three hours. Doors close 30 minutes after the posted start-time of the dance. Students may not be released until the posted end-time of the dance unless the parent has communicated in writing to the Dean of Students. Written permission from the parent/guardian must be provided to the Dean of Students prior to the evening of the dance indicating the time at which the student should be released. No student will be released without written confirmation by the parent. Students may not access any part of the dance venue that is unsupervised without permission and accompaniment of the administrator on duty. The appropriate attire for each particular dance is stated on the permission form; however, principles of Christian modesty must be adhered to at all dances, irrespective of theme.

Guests

The parent of the student inviting the guest must confirm the request in writing to the Dean of Students no later than 48 hours preceding the dance. All guests must be approved by the Dean of Students. All approved guests, accompanied by his/her approved hostess/host, must be prepared to show proof of identification at the door of the dance.

No guests may be 21 years of age or older.

A student may not bring more than one 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 dismissed or asked to withdraw may not attend dances without the written consent of Head of School. The School reserves the right to refuse admission to any person to any School function.

A student and his/her guest are expected to act in a manner consistent with the expectations stated in the Parent/Student Handbook and dress appropriately for the specific dance. This applies to grooming, appearance, attire, and student decorum.

The following procedures are specific to Bishop Dances:

1. Students attending a school-sponsored dance are agreeing to be subject to a breathalyzer test at any time.
2. A student that refuses to take a breathalyzer test or who tests positive will be restricted from dance attendance and only be released to the custody of his or her parent/guardian.
3. All bags may be subject to search.

LOCKERS

Students are assigned an academic locker for safekeeping of textbooks, notebooks and personal items and may be assigned an athletic locker for safekeeping of equipment and uniforms. A school assigned combination lock is to be used and the locker door closed and kept locked at all times. Students may not change lockers without the explicit approval of the Dean of Students.

Students will be held liable if a locker is changed without approval and/or disciplinary issues arise with a specific locker. A change of lockers may only occur after approval by the Dean of Students.

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 Dean of Students 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 officials at any time. Lockers are to be kept clean and free of any graffiti both inside and outside the locker at all times. No bags, backpacks, duffels, etc., are permitted outside the lockers (either hallway or athletic) at any time. The care and condition of the locker the school assigns the student at the beginning of the school year is the student's responsibility, including damage incurred. Abuse of the locker may result in loss of their locker privilege. Additionally, the school is not responsible for theft of items from lockers.

GROUNDS FOR DISCIPLINARY ACTION

Students who breach the standards of decorum, school-regulations, and norms of conduct expected of all students will face consequences, including disciplinary action as appropriate and necessary to:

1. Assist students in understanding the expectations associated with his/her attendance and contribution to a Catholic, college-preparatory high school,
2. Preserve the good order necessary for the achievement of personal, spiritual and academic excellence expected of Bishop Students.

While the Dean of Students conducts Campus Detail, any teacher may keep a student after school for any reason he/she deems to be in the best interest of the student.

Depending on the severity, nature of the student's behavior and his or her response, among other factors, students may face one or more of the disciplinary actions described below.

Grounds for Fines

Students are liable to be fined for, but not limited to, the following:

Damage to school property (including cost to repair).

Grounds for Campus Detail

Campus Detail is assigned at the discretion of the Dean. It is at the discretion of the Dean whether the detail will be served in the morning, at lunch or after school.

It customarily lasts forty minutes and takes the form of physical work in giving back to the school. Any student who fails to report to campus detail or is late to campus detail on the day assigned will automatically receive an extra day of campus detail. Waking up late, medical appointments, personal appointments, work, late returns from athletic competition, play rehearsal, retreats or co-curricular activities are not excusable reasons for missing campus detail.

Students are liable to serve campus detail for, but not limited to, any of the following:

1. Failure to conduct oneself in accordance with the Core-Values.
2. A violation of School policies as described in this handbook.
3. Missing assigned campus detail.
4. Tardiness.
5. Profanity anywhere on campus.
6. Unacceptable attire or personal appearance.
7. Leaving the classroom for any reason without permission from the Teacher or Dean.
8. Being asked to leave any class because of disturbance.
9. Receiving a discipline referral from a teacher.
10. Any other minor conduct violation for which a student is referred to the Dean.
11. Inappropriate conduct or misconduct on a sports team or other co-curricular activity.

Grounds for Disciplinary Probation

Disciplinary Probation includes the loss of co-curricular participation and/or other privileges (including cell phones) for a period of time specified by the Dean. A student may be placed on Disciplinary Probation at the discretion of the Dean as necessary to reinforce the importance of the core-values of the school. Violation of probation will result in further disciplinary action.

Grounds for Disciplinary Contract

At the discretion of the Dean a student may be placed on a Discipline Contract. A Discipline Contract sets forth the conditions under which a student may remain a student at Bishop.

Grounds for Suspension

For serious disciplinary reasons, the Dean of Students may recommend that the Head of School suspend a student. The school may elect to consult with the family. The student is liable to lose credit for class work (assignments, projects, tests, quizzes, etc.) missed during the suspension time. The suspension includes exclusion from any and all school activities for the duration of the suspension. If a student receives two suspensions in one academic year, s/he is liable for dismissal.

Students are liable to suspension from Bishop Diego High School for, but not limited to, any of the following:

1. A serious or repeated failure to conduct oneself in accordance with the Core-Values both on and off campus.
2. Violation or repeated violation of School policies as described in this handbook.
3. Verbal, written, or electronically transmitted messages and/or physical behavior of a racist, prejudiced nature directed towards any other member of the Bishop community regardless of where such action takes place. Students who continue this behavior are liable for dismissal.
4. Bullying or Cyber bullying.
5. Inappropriate use of social media or electronic devices on school grounds.
6. Fighting or the threat of physical violence.
7. Throwing anything on campus that could cause injury or damage.
8. Excessive speed on or near the campus.
9. Cutting class; continued offenses will lead to a reevaluation of a student's academic standing.
10. Continual tardiness.
11. Possession or use of tobacco/nicotine (smoking, vaping or chewing) on campus or at any school function.
12. Possession of, or being under the influence of, alcohol, nicotine (form a vape juice) hallucinogens, or any other form of dangerous and illegal drugs (i.e., federally controlled), or in possession of what may be construed as drug paraphernalia at school or at any event sponsored by Bishop or another school.
13. Possession of pornographic materials including any inappropriate materials accessed over the Internet or electronically transmitted.
14. A second infraction of academic integrity during the student's entire career at Bishop Diego High School.
15. Damage to school property (i.e. graffiti, removing school locks).
16. Inappropriate conduct or misconduct on a sports team or other co-curricular activity
17. Any other actions deemed serious at the discretion of the Head of School.

Students are ineligible to participate in or attend co-curricular activities during any period of suspension from school.

Grounds for Dismissal

The Dean of Students may recommend student dismissal to the Head of School for any reason. The school may elect to consult with the family. Students are liable for dismissal from Bishop Diego High School for, but not limited to, any of the following:

1. A willful disregard of or repeated failure to conduct oneself in accordance with the Core-Values both on and off campus.
2. Violation or repeated violation of School policies as described in this handbook.
3. Possession of, or being under the influence of, alcohol, nicotine (form a vape juice hallucinogens, or any other form of dangerous and illegal drugs (i.e., federally controlled), or in possession of what may be construed as drug paraphernalia at school or at any event sponsored by Bishop or another school.
4. Stealing.
5. Bullying or Cyber bullying.
6. Inappropriate use of social media or electronic devices on school grounds.
7. Fighting or the threat of physical violence.
8. Destruction of school property.
9. Flagrant insubordination or disobedience.
10. Use or possession of firecrackers or similar devices.
11. Serious or chronic infraction of the rules by a student.
12. Any type of continual or repeated harassment of a verbal and/or a physical nature, racial or otherwise, toward any member of the Bishop community, regardless of when or where such action takes place.
13. Filing frivolous or false charges of harassment or bullying against any member of the School community.
14. Association with a gang or a member of a gang, on or off campus.
15. Possessing, handling, or transmitting any object that can reasonably be considered a weapon of any kind: (a) on the school grounds at any time; (b) off the school grounds at any school activity, function, or event; (c) while en route between home and school.
16. Two suspensions in one academic year.
17. A third infraction of academic integrity during the student's entire career at Bishop Diego High School.
18. Counterfeiting.
19. Disenrollment from a class during senior year.
20. Inappropriate conduct or misconduct on a sports team or other co-curricular activity.
21. Failure to remain in Academic Good Standing or meet academic requirements or standards.
22. Any other actions of the student or student's parent/guardian deemed serious at the discretion of the Head of School.

ADDITIONAL GENERAL CAMPUS REGULATIONS AND PROTOCOLS

REGULATIONS

1. Bishop is a closed campus. Students are expected to be on campus at all times during the school day.
2. Students are expected to be on campus ten minutes prior to the start of the school day. Drivers must allow sufficient time for the commute, especially during inclement weather or times of traffic alert. It is the driver's responsibility to arrive on time or risk the student receiving disciplinary action.
3. Footballs, Frisbees, etc., are to be used exclusively on the athletic fields at appropriate times with the supervision of a BDHS Faculty/Staff member. Violation will result in confiscation.
4. The school cannot be responsible for items or valuables left in classrooms, hallways, locker rooms, or athletic areas, or left unattended on school grounds. Students should refrain from bringing large amounts of money or valuables to school. Students who choose not to lock their academic and/or athletic locker will lose their privilege to have a locker on campus.
5. Guests may only be on campus at the discretion of school leadership or the Dean of Students. Alumni or student guests must seek prior approval (at least 48 hours in advance) from the Dean before entering campus. All guests are required to check in at the front desk. Guests are required to comply with school policies regarding decorum and dress, in addition to following all directions given by school officials.
6. **No student is to be on campus after 7:00PM without permission and supervision of a school official.**
7. Any and all information found on electronic devices capable of receiving or transmitting data may be subject to review by the School Leadership.
8. No student may bring a laser pointer pen or skateboard on campus at any time. Violation will result in confiscation.
9. Students or guests who bring personal items to school, including but not limited to iPods, MP3 players, cell phones or other electronic devices do so at his/her own risk. Electronic devices are subject to the guidelines set forth under Norms/Conduct section.
10. No student may ride in a golf cart unless s/he is being transported for medical or injury reasons. No student may drive a golf cart for any reason.

PROTOCOLS REGARDING SUBSTANCE ABUSE, SEARCHES, & INTERQUEST

Substance Abuse and Use

Bishop 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 possession, or use, is on the campus or at events sponsored by the school, then the School Leadership, 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 the School may mandate that parents/guardians immediately seek enrolling their child in counseling and/or a course of treatment. Parents will then need to provide evidence of enrollment within one week or the student will be suspended until such proof is provided.

As a condition to continued enrollment, a second instance will be grounds for dismissal.

Use or abuse such drugs outside of school 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. Providing or selling drugs and/or alcohol on campus or at school-sponsored events, however, will be grounds for dismissal.

School Searches

A student’s legitimate expectation of privacy in their person and in the personal effects (i.e. backpack, purse, gym bag, laptop case, clothing, mechanical device) 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. This includes personal devices such as cell phones, laptops, tablet computers, or any other multimedia device that may or may not connect to the internet. Additionally, school officials may conduct a search of school property assigned to the student (e.g. locker, athletic gear or bags) as long as they have a reasonable suspicion that a law or school policy is being or has been violated. Student’s parents may be notified of any search. Further, the student’s property may be immediately confiscated if deemed necessary.

School officials do not need a warrant to conduct a search of the student or school property assigned to the student (e.g. locker, athletic gear or bags) as long as they have a reasonable suspicion that a law or school policy is being or has been violated.

The student's parents may be notified of any search. Further, the student's property may be immediately confiscated if deemed necessary.

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.

Interquest Canines

The use, possession, or sale of drugs, alcohol or any other controlled substance is strictly prohibited on the Bishop 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.

In addition to the school day, canines will be used prior to traveling to retreats, off campus activities and Grad Night or other related activities.

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

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 or controls the item alerted upon will be brought to a 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 outside the classroom while the search takes place.

- if the canine “alerts” on a book bag or other student owned item, the administrator will escort the student who owns the item to the office where an immediate search by the Interquest trainer will be conducted. Parents/guardians will be notified of the situation.

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.

Police may 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 dismissal.

Procedures in the Case of Suspected Possession or Use—Non-Interquest Involvement

In cases of reasonable suspicion of the use or possession of alcohol, narcotics, other illegal substances and/or paraphernalia on school grounds and/or at school events, school officials will do the following:

1. Evaluate observable symptoms,
2. Attempt to determine if the student is in possession of alcohol/drugs, narcotics or other harmful substances, or illegal paraphernalia
3. Interview the student in the presence of an adult witness from the school,
4. Request the student’s cooperation in conducting a search of his/her person and possessions (search may include the student’s backpack, purse, locker and other locations on the school grounds, as well as the student’s car where it is suspected that illegal drugs, or other harmful substances may be hidden),
5. Determine the need for medical attention; in cases which require emergency medical treatment, parents will be contacted,
6. Recommend examination by a physician and/or requirement of drug testing if deemed appropriate,
7. 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:

1. 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,
2. Consult with police. The degree of involvement by the police will be determined in each case.
3. When a school official releases a minor to a peace officer, the school official 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,

4. 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.

ACCEPTABLE USE POLICY

Guidelines for Electronic Communications, Copyright, and Printers are included as a separate addendum to the Parent Student Handbook and can be located by clicking here https://www.bishopdiego.org/images/pdfs/Bishop_Diego_AUP_2018-19.pdf.

Consequences of Violations of the Acceptable Use Policy

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, dismissal from school, or other appropriate disciplinary action.

Bullying

Bishop Diego takes bullying seriously and makes every reasonable effort to ensure students feel safe and welcome while at school. It is important to make a distinction between unwanted/unnecessary teasing behavior and bullying. In order to qualify as bullying the following four criteria must be met:

1. There is a specific type of aggression
 - a. Verbal
 - b. Physical
 - c. Psychological
2. The behavior is intended to harm or disturb
3. The behavior is carried out repeatedly over time
4. There is an imbalance of power
 - a. Physical (size or strength)
 - b. Psychological (grade level or other form)

Bullying generally takes two forms: Direct and Indirect. Examples of Direct Bullying include physical acts, threats, intimidation, verbal abuse, taunting, among other possibilities. Indirect Bullying may include making faces, obscene gestures, exclusion, and rumors among other possibilities. Any student or parent who reports a possible bullying incident to the school will have their report considered against the four criteria. More information on investigation protocols and/or forms used to document concerns may be sought from the Dean of Students. At the discretion of the Head of School evidence of bullying may lead to suspension, dismissal and/or the involvement of local law enforcement.

Student conduct outside of regular school hours, except in the case of school special events or school sponsored events, is the primary responsibility of the parent. However, when outside school hours, if the school determines that student conduct at any time has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment the school may impose disciplinary consequences.

HARASSMENT/BULLYING POLICY APPLICABLE TO SCHOOL COMMUNITY

Bishop Diego High School is committed to providing a learning environment that is free from harassment in any form. Harassment of any member of the Bishop community by or toward a student or employee, whether lay, religious, or priest, is unacceptable and will not be tolerated. The School will treat all allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment does not, in and of itself, create the presumption of wrongdoing. However, behaviors by or toward any person, student or employee, interpreted as acts of harassment found to be substantiated will result in disciplinary action, up to and including dismissal from School or termination of employment.

Harassment occurs when an individual is subjected to unwelcome, hostile or intimidating treatment or when the environment is hostile or intimidating, regardless of any specific action taking place. The nature of the harassing behavior may be due to, but not limited to, the individual's race, creed, color, national origin, physical disability, gender, or sexual orientation. Typical harassing behaviors may include, but are not limited to, any and/or all of the following:

VERBAL HARASSMENT: Offensive, belittling or demeaning comments or jokes; threatening words spoken to another person; any distasteful remarks including sexually explicit comments or jokes which may be overheard by others;

PHYSICAL HARASSMENT: Unwelcome touching or physical contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement;

VISUAL HARASSMENT: Offensive, derogatory, demeaning or inflammatory posters, cartoons, written words, drawings or gestures;

SEXUAL HARASSMENT: Behaviors exhibited by any person, student or employee. Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, particularly when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress or is used as the basis of academic decisions affecting the individual.
2. 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 on the part of any person, student or employee may include, but are not limited to:

1. Making unwelcome sexual advances, gestures or propositions.
2. Using sexually degrading words to describe an individual or an individual's body
3. Displaying sexually suggestive objects or pictures
4. Telling inappropriate or sexually explicit jokes
5. Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.

It is the responsibility of Bishop Diego High School and its employees to:

1. Understand and enforce this policy through regular meetings with all employees, ensuring that they understand the policy and its importance
2. Communicate this policy to employees, students and parents and to strictly enforce the tenants of the policy to ensure compliance among the community
3. Remain watchful for conditions that may create or lead to a hostile or offensive school or workplace environment
4. Establish practices designed to create a school or workplace environment free from discrimination, intimidation, or harassment including sexual harassment.

It is the student's responsibility to:

1. Contribute to a school environment free from discrimination, intimidation, or harassment including sexual harassment.
2. Conduct him/herself in a manner that contributes to a positive and respectful school environment, including avoiding any activity that may be considered discriminatory, intimidating, or harassing including sexual harassment. If an individual is informed that s/he is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, s/he is to discontinue that conduct immediately.

3. Consider immediately informing anyone harassing him that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination and/or harassment to the Dean of Students and/or Head of School.

HARASSMENT/BULLYING INVESTIGATION PROCEDURES

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

The person 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 should report the harassment immediately to the Dean of Students, or to someone who will report it to the Head of School. If the Head of School is the subject of the allegation, then the Chair of the Board of Trustees must be notified.

The person alleging harassment may be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.

The investigation may include discussions with all parties involved as well as any witnesses that may have observed the behavior or been affected by the environment.

If appropriate, the alleged harasser may be placed on suspension or leave during the course of the investigation.

Once the facts of the case have been gathered, the Dean of Students, in consultation with the Head of School will decide what, if any, disciplinary action is warranted. The disciplinary action will relate appropriately to the nature, context, and seriousness of the harassment and may include all disciplinary actions up to and including immediate student expulsion or termination of employment.

If the complaint is against a parent, volunteer, or vendor, the school will take appropriate steps, within its power, to investigate and eliminate the problem.

Any person, student, employee whether lay, religious or priest found to have filed false and frivolous charges will also be subject to disciplinary action, up to and including dismissal.

ACADEMICS

The Academic Policies are designed to provide a rigorous, college-preparatory course of study so that students are prepared for academic success at any college or university they wish to attend. Aligned with the entrance requirements for the University of California, the Academic Policies and Graduation Requirements set a Bishop Diego High School graduate at the forefront of the college admissions process.

COUNSELING AND STUDENT SERVICES DIVISION

The Counseling and Student Services (C&SS) Division provides comprehensive academic, career and personal/social support for all students to maximize student potential and academic achievement. In partnership with educators and families, the C&SS Division is committed to the learning needs of all students so that they may complete the rigorous, college-preparatory curriculum that Bishop High offers. Each year, students are provided personal attention and guidance in working toward university admission.

Academic & College Counseling

Students and parents receive information about the curriculum and are counseled in selecting classes each year. When making course selection, parents and students should consider the student's personal, academic and career goals. Students experiencing academic difficulties can obtain additional help and may be directed to tutors or to special programs that can assist them in their studies.

Students are encouraged to discover potential interests and opportunities through college and career guidance. They are assisted with this process at every grade level. Detailed college and career information is available in the College Counseling Center, in the Bishop Academic and College Planning Handbook and through SCOIR online.

Parents and students are encouraged to meet regularly with their Academic and College Counselor for individual support throughout their high school career.

Recommended Courses for College Admission

Preparing for specific personal, vocational or college interests requires careful planning of the student's course of study. Students are encouraged to take as many academic courses as their abilities will permit. Students interested in highly competitive colleges should give special attention to a four-year sequence in all core subjects. Most colleges require more than the minimum graduation requirements. Freshmen are placed into their courses based on 7th and 8th grade academic performance, placement test scores and academic letters of recommendation.

No single pattern of preparation will meet admissions requirements at all colleges.

A four-year comprehensive and balanced program in the major academic subjects is strongly advised and will meet most college requirements and/or recommendations, provided the student has no D or F grades.

Bishop uses the University of California/California State University “a-g” requirements as the minimum benchmark for academic planning and college/university admission. This sets the bar high for college admissions, and opens the door to many post-secondary opportunities.

The University of California and California State University

The following A-G subject requirements apply to all students entering either University system.

- A History/Social Science - 2 years required
- B English - 4 years required
- C Mathematics - 3 years required, 4 years recommended (including Geometry & Algebra 2)
- D Laboratory Science - 2 years required (not online and from two disciplines: biology, chemistry, and/or physics; or one biology, chemistry, or physics **and** one interdisciplinary or integrated earth and space science course), 3 years recommended
- E Language other than English - 2 years of the same language required, 3 recommended
- F Visual and Performing Arts - 1 year required of same subject and not online
- G College Preparatory Elective -1 year of college preparatory coursework

Eleven "a-g" courses must be completed prior to the 12th grade.

A specific 11-course pattern is required for consideration in UC's Eligibility in the Local Context (ELC) program and must be completed prior to the beginning of 12th grade. Courses taken in summer school after 11th grade will be considered. A grade of C or better is necessary in all required subjects. Any deficiencies (D or F grades) must be made up.

Admission to the University of California is competitive, and most applicants present more than the minimum requirements when applying for admission.

Examination Requirements include the SAT or ACT with writing.

Students applying for admission for the fall term should take the SAT/ACT no later than October of their senior year. December exams will also be accepted.

The SAT Subject Tests are not required for admission. Students may submit scores if they wish to showcase academic mastery, just as scores on Advanced Placement tests show ability and subject mastery. Competitive majors on some campuses may recommend/require particular SAT Subject Tests to demonstrate subject proficiency.

Additionally, Subject Tests may be used to fulfill "a-g" requirements.

In order to be considered for admission, applicants must have earned a minimum GPA of 3.0 (3.4 for nonresidents) in all "a-g" courses completed in grades 10 and 11, with no grade lower than a C (2.0 minimum GPA for CSU schools). UC/CSU awards extra points for grades received in approved honors-level courses to a maximum of eight semesters, including no more than two courses taken in the 10th grade.

Independent Colleges

The college counselor at Bishop High School is poised to help students identify *additional and specialized admission requirements of highly selective and out-of-state schools*. Students interested in highly selective or out-of-state schools should work closely with the college-counseling department during course selection and academic planning.

PERSONAL COUNSELING

The personal counselors are available to meet with students and parents to help with those difficult situations in life such as relationship issues, family challenges, and bereavement. Where problems or emotions interfere with learning, our goal is to help students overcome obstacles and faculty may refer a student to the counseling department. If situations require services beyond the scope of the school, the counselor can assist with referrals to other appropriate agencies.

RESOURCE PROGRAM

Bishop High School is committed to meeting the individual academic needs of all students. Students with documented learning disabilities may be eligible to receive services under the direction of the Director of Resource Services. The resource program is designed to support students with minimal, diagnosed language, learning, or attention difficulties. Through this program, students are offered the tools and adjustments necessary for academic achievement. Faculty members are aware of those students eligible for resource services and work collaboratively with the resource program to meet their specific needs.

CREDITS REQUIRED FOR COLLEGE-PREPARATORY DIPLOMA

Religion	4 years (40 credits)
English	4 years (40 credits)
Mathematics	4 years (including Geometry and Alg. 2)(40 credits)
Social Studies	3 years (30 credits)
Science	2 years (20 credits)
Language Other Than English (LOTE)	2 years (same language) (20 credits)

Fine Arts	1 year (10 credits)
Physical Education/Athletics	1 year (10 credits)
Technology	1 year (10 credits)
Other classes	6 semesters total (30 credits)

Total credits required for Diploma: 250 credits

Credits

Successful completion of a year-long course or its equivalent constitutes ten (10) credits toward the Diploma. Transfer students may not receive more than seventy (70) credits per year, acquired first from core academic courses and second from elective courses.

DIPLOMA, CLOSING CEREMONIES & COMMENCEMENT EXERCISES

Graduation from Bishop Garcia Diego is a privilege. This includes participation in the Commencement Exercises. School Leadership retains the right to refuse the Diploma or participation in the Commencement Exercises. Any student who has been unable to successfully complete classes, service hours required for graduation, or maintain acceptable conduct and decorum may be kept from participation in the Commencement Exercises or any activities (Grad Night, Prom, etc.) or closing ceremonies associated with graduation. A student who is refused participation will receive his/her diploma upon successful completion of the needed classes, service hours, or discipline requirements.

GOOD STANDING IN ACADEMICS

In order to remain in Good Standing with the School academically, students must maintain a GPA of 2.0 or higher for each semester of study. Students below a 2.0 at the semester are not considered to be in Good Standing with the School.

Academic Warning: Student Support Plan

Students below a 2.0 at any quarter report will be placed on Academic Warning. Academic Warning includes a support plan developed with the Academic Counselor that is designed to support the academic success of each student on a case by case basis.

Academic Probation: Loss of Co-Curricular Activities

Students below a 2.0 for two consecutive quarters are on Academic Probation. These students may not participate in co-curricular activities until the subsequent quarter's grade report (typically 8-10 weeks), provided the student has raised his/her GPA to a minimum of 2.0. Students who receive 2 "F" marks at any quarter evaluation are immediately on Academic Probation and must develop a Student Support Plan with the Academic Counselor. Students on Academic Probation may petition the School Leadership in writing to be eligible to participate in sports practice.

Academic Contract

A student will be placed on an Academic Contract if he or she is below a 2.0 for three consecutive quarters. The Contract outlines what the student must do academically or he or she will be at risk for dismissal from the School.

Academic Contracts may be used for any reason deemed appropriate by the Academic Counselor. The contract outlines the provisions to remain in Good Standing and consequently enrollment at the School.

Students missing ten (10) or more days of class per semester for non-school related reasons and without medical cause documented by a physician may be liable to lose academic credit for the semester or be subject to an Academic Contract.

Academic Dismissal

Academic Dismissal can occur in four ways:

1. If a student receives three (3) "F" grades in any academic semester.
2. If a student earns below a 2.0 GPA for two consecutive semesters.
3. If a student earns below a 2.0 GPA for three (3) semesters in total over their time at Bishop Diego High School.
4. If a student fails to uphold an Academic Contract.

"D" and "F" Grades

On a case-by-case basis, and only when a D or F is earned in a course at a semester marking period, a student may petition to re-take that semester of the course at Bishop. This may only occur one time over the course of the student's four years at Bishop.

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.

If the course is not offered at Bishop, arrangements must be made with the counselor before the student returns the following semester. In mathematics or English, a student may be required to repeat a year of study if so recommended by the Counseling and Student Services Division.

ACADEMICS AND FINANCIAL ASSISTANCE

GPA Requirements to Maintain Financial Assistance

Students receiving any financial assistance from the school must maintain a 2.5 GPA or higher at the conclusion of any academic semester or risk a loss in financial assistance for the following academic year.

Grade Requirements to Maintain Financial Assistance

Students receiving financial assistance from the School who receive D or F grades at the conclusion of any academic semester will have their financial assistance reviewed with the risk of possible revocation for the following year.

GRADES & BD CLASSROOM

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. Any requests for grade explanation or clarification must be brought to the attention of the Head of School 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 Head of School.

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 available on BD Classroom at 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). Grades may be accessed through the BD Classroom by entering a pass code which is provided to parents and students by the school. These are intended as progress reports - final grades are not posted this way. 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.

Grading Scale

Grade	%	GPA Value
A+	97-100+	4.33
A	93-96	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	59-below	0.00

In computing weighted averages for Honors, AP, and Dual Enrollment courses: A+=5.33, A=5.0, A-=4.67, B+=4.33, B=4.00, B-=3.67, C+=3.33, C=3.00, C-=2.67. Grades of D+ or below are not eligible for a grade weight.

Student Ranking

Bishop Diego High School does not rank students.

BD Classroom & PCR Educator

BD Classroom is a 24/7 online platform powered by the Canvas Learning Management System. Each class has its own interface through which to see assignments, learning materials, grades, and any other information related to that section. Parents gain access to their student(s) classes by being paired with them at the beginning of the school year. PCR Educator is the Student Information System that houses report cards and student schedules.

ACADEMIC HONORS

Honor Rolls

Head of School's Honor Roll:

GPA 4.00+

Valedictorian and Salutatorian

Each year the Valedictorian and Salutatorian are chosen from among graduating seniors. The Head of School will choose the Valedictorian-Elect as the student with the highest weighted cumulative grade point average based on Bishop Garcia Diego High School subject requirements. The Salutatorian-Elect 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 Head of School may choose to have co-valedictorians and/or co-salutatorians. GPAs are determined at the conclusion of the Fall (7th) semester of the Senior year.

The title Valedictorian-Elect and Salutatorian-Elect are titles given to the students initially selected to receive the Honor. However, should these students not complete the requirements for a Diploma, have disciplinary action taken against them, or the requirements given to them by the Head of School as part of the Honor not fulfilled by the established deadlines, they will not earn the title Valedictorian and Salutatorian.

Marshals

Marshals are selected by the Head of School from the junior class based on GPA (highest cumulative) as well as embodiment of the core-values of the School, which includes close examination of a student's record of conduct. This honor allows top junior students to participate in the closing ceremonies such as Encaenia as well as the Commencement Exercises. Marshals are also recognized with a shoulder cord at commencement when they are seniors.

Marshals have several responsibilities. First, they must attend both Encaenia as well as the Commencement. Often the SAT is offered the Saturday of commencement.

If students elect to be a Marshal and choose to sit for the SAT on the Saturday of commencement they must provide proof of registration for the SAT if it means they will miss their respective duties on that day.

Marshals' responsibilities involve assisting at Encaenia, including setting up the gym and distributing information to parents and students. They serve as banner carriers and guide the graduating class at Encaenia and Commencement. Marshals distribute awards to seniors at Encaenia. Marshals must usher families at both Encaenia as well as Commencement. They are also responsible in helping the Head of School in setting up for Commencement and helping the Head of School in putting everything away at the School directly following Commencement.

Dress code for Marshals includes a black suit for men and a white dress for women.

ADVANCED COURSEWORK

Advanced Placement

Advanced Placement is a program of rigorous courses equivalent to an introductory college class. Each course culminates with an examination developed by the College Board. Colleges and universities have individual policies related to allowing entering freshmen to matriculate out of a college course with an acceptable score (usually 3 or higher) that has been earned on an Advanced Placement examination. In 2018, the AP exam fee of \$120.00 covered the cost of the exam, materials, and administrative costs. Students who enroll in an AP course are required to complete the AP exam.

Characteristics of the Advanced Placement Student

Due to the intensely rigorous nature of AP courses, students who choose to enroll in them should possess the following learning behaviors to be successful in AP courses:

1. Commitment to doing assigned work and submitting it on time.
2. Self-reliance in seeking assistance when needed.
3. Active participation in class (e.g. contributing to discussions and other learning activities).
4. Self-reliance in monitoring their own academic progress.
5. Acceptance of personal responsibility for learning course content.
6. Outstanding class attendance (i.e. student does not miss class).
7. Life balance (i.e. school and family commitments) that allows for devotion to college level studies.

Grades and AP Scores

Teachers in the Advanced Placement program align course grades with the framework and objectives provided by The College Board for each AP course. Overall grades in AP courses indicate the level of mastery of the course content, rather than effort. The overall course grade also serves as an indicator of success on the international AP exam, which will be taken by all students enrolled in AP courses in May. A rough comparison is as follows:

Overall	Projected AP
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Course Grade	Score
A → A+	5
B+ → A-	4
B- → B+	3
C- → C+	2
F → D+	1

While there are many factors that contribute to achievement in a course and on an AP exam, AP teachers are committed to aligning their courses with College Board learning objectives in conjunction with the scale above.

Enrollment in Advanced Placement (AP) classes requires:

1. Teacher recommendation;
2. Commitment to prepare for and take the AP National Exam;
3. Remit payment for the AP exam in the week immediately following the add/drop class date in the Fall/1st semester of the AP course (invoices will be sent home);
4. Weighted or extra GPA points for the class are contingent on taking the AP National Exam;
5. During scheduled AP exams, students remain on campus and attend all regular scheduled classes.

Students may enroll in no more than three AP courses in a particular school year. Exceptions can be made on a case-by-case basis. A parent-student conference will be held with the Director of Curriculum and Instruction for all parties to understand the commitment made to such an undertaking.

Honors Courses

Honors courses are advanced high school courses that provide students with enriched educational activities that encourage greater intellectual inquiry and discovery. Bishop High School offers honors courses in every discipline to interested students with high academic achievement and test scores. Each department prepares specific criteria for placement in these courses. Generally, a student placed in an Honors course is expected to do more than is required, learn rapidly, show initiative and creativity, and assume active leadership in learning activities.

HONOR SOCIETIES

STEAM Society

The STEAM Society is open to high achieving students with an interest or curiosity in STEAM (Science, Technology, Engineering, Art, and Mathematics) disciplines. Members of the STEAM Society possess the following characteristics: a high level of maturity and moral character, an interest or curiosity in the STEAM disciplines along with an eagerness to expand their Bishop education beyond the classroom to include opportunities exploring STEAM in the world around them, and a willingness to share their knowledge in the STEAM disciplines with others in the Bishop and Santa Barbara communities.

The three educational goals of the STEAM Society are:

1. *Expose* members to a broad and rigorous college preparatory curriculum that supports the academic investigation of multiple areas of STEAM.
2. *Inspire* members to explore the various applications of STEAM in our multicultural society and then share their knowledge with others.
3. *Connect* members with industry and academic experts as well as peers who share their personal and professional interests.

Membership in the Society is granted and maintained according to the criteria below:

- On track with BDHS Graduation Requirements
- On track to complete required STEAM coursework (found on the BDHS website)
- A minimum GPA of 3.7 in STEAM courses
- Active participation in all STEAM Society events or other activities as determined by the school
- A high level of maturity and moral character as defined by Christian moral conduct
- Attendance at 7 of 10 monthly STEAM group meetings each year
- Completion of 10 hours of STEAM related community service per year for 9th-11th grade (30 total)
- Completion of a junior year multimedia presentation during a STEAM group meeting on a new development in a STEAM field
- Completion of an approved Senior STEAM Project including a reflection and presentation

Cardinal Ambassadors

Cardinal Ambassadors are called upon to act as representatives of Bishop Diego High School at various events throughout the school year, including Back to School Night, Open House, Freshman for a Day, shadow visit days, partner school visits, and many other internal and external community events. They are asked to share their Bishop experience with others in a meaningful and joyful way.

Each ambassador is expected to uphold Bishop Diego's honor code while on and off campus. This includes respecting the dress code and all members of the Bishop community. Ambassadors are also encouraged to maintain their dedication to their studies and other extra-curricular activities.

Students are considered for the Cardinal Ambassador team utilizing the following criteria:

- Above average citizenship
 - Demonstrated by positive recommendations from teachers or staff
- Overall high school GPA of 2.8 or higher with no D's or F's in any one subject
- A sincere desire to share the gifts of Bishop Diego with others

Cardinal Ambassadors work under the direction of the Director of Admission.

Bishop Diego High School, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, national an/or ethnic origin to all the rights, privileges, programs, and activities at the school. Bishop Diego is non-discriminatory in the administration of its educational policies, financial aid, athletic and other school-administered programs.

Bishop Scholars Society

The Bishop Scholars Society provides opportunities for gifted students to pursue the highest level coursework possible based on their individual needs and college goals. The Society is by invitation only starting in the spring of the 10th grade year and is under the direction of the Academic Counselor, working closely with the parents of these students to determine the appropriate course of study.

BSS Students are permitted to:

1. Have a modified schedule which will allow time for independent study and online coursework
2. Enroll in SBCC and UCSB courses during the school day, where appropriate
3. Enroll in upper division (junior and senior level) classes during 10th grade.

Students must meet the following criteria for admission to the BSS:

1. Test scores (PSAT) in the 90th percentile in either Math or English
2. 4.0 GPA

BSS Students receive approval from the School, based on the following:

1. Exemplifies positive attitudes
2. Demonstrates academic initiative
3. Is thoroughly dependable
4. Is willing to uphold scholarship and maintain a loyal school attitude
5. Takes criticism willingly and accepts recommendations graciously
6. Consistently exemplifies desirable qualities of behavior
7. Upholds principles of morality and ethics
8. Cooperates by complying with school regulations
9. Demonstrates the highest standards of honesty and reliability
10. Observes instructions and rules and is punctual
11. Has powers of concentration, self-discipline, and sustained attention

If the School determines that a student meets all the above criteria, the student will be invited to participate in the Society and a meeting will take place with the student (and family) to determine a suitable schedule/course of study.

National Honor Society and California Scholarship Federation

Sophomores, Juniors and Seniors: **The National Honor Society (NHS)** is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to recognize students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. Membership in NHS entails maintenance of a minimum cumulative 3.75 GPA each semester. A student will be notified if he/she has dropped below the minimum GPA and a warning will be given. Additionally, students are expected to continue achievement in Leadership, Service, and Character. If a student shows behavior or actions that go against the quality of the areas of Leadership, Service, and Character he/she may lose recognition of membership. Students involved with NHS are honored at the Bishop graduation ceremony. Plus, membership may be attractive in the college admissions process.

Each semester, NHS students are required to fulfill 2 hours of Bishop Peer-Tutoring. Hours can be counted toward students' Christian Service Hours and are to be signed-off by Bishop's Academic Counselor. Students in grades 10-12 with at least a 3.75 GPA are invited to complete an application and submit it with a copy of their first semester report card to Bishop's College Counselor. In order to remain active and in good standing with NHS, students must submit required dues and paperwork by the deadline each semester.

Applications are available in the College Counseling Center the first week of September and January each year. Exact due date information is posted on the application forms themselves.

Sophomores, Juniors and Seniors: **The California Scholarship Federation (CSF)** emphasizes high standards of scholarship and community service for California high school students. Founded in 1921, the CSF is the oldest scholarship institution in the state of California. There are two types of membership in CSF. The first CSF membership is the highest honor which is the most selective membership type. Students with the highest honor membership have earned six semesters of membership in CSF. To participate in the California Scholarship Federation (CSF), students are required to apply each semester to continue enrollment. Students in grades 10-12 with at least a 3.5 GPA are invited to complete an application and submit it with a copy of their first semester report card to Bishop's College Counselor. In order to remain active and in good standing with CSF, students must submit required dues and paperwork by the deadline each semester.

Applications are available in the College Counseling Center the first week of September and January each year. Exact due date information is posted on the application forms themselves.

ONLINE/OFF-CAMPUS COURSEWORK

The School places emphasis on forming the whole child, academically, personally and spiritually. In order for the Mission of the School to be fulfilled, students must be on campus taking our courses and participating in our co-curricular activities.

At times, however, there may be a conflict in a student's schedule that prevents him or her from taking a course required for graduation. Or, it may be possible that schedule conflicts prevent a student from taking the next course in a sequence, specifically in departments such as World Language and Mathematics. It is only in the case of a scheduling conflict that the school will permit online/off-campus coursework to supplant courses offered at the School. The student is required to fill out an Academic Petition to request permission to take off-campus or online course work from her or his Academic Counselor.

High School Level Courses (College Prep or Honors)

Students taking high school level courses must have those courses approved by his or her Academic Counselor. High school level courses will satisfy either 5 credits or 10 credits depending on whether the course is one semester or a full year and if the student passes the course with a D- or higher. Honors credit will only be awarded if the online honors course taken is approved by the Academic Counselor. Awarding of honors credit and honors weight will follow the policy described in this handbook. Online high school level courses are recorded on the Bishop transcript using Bishop's equivalent course title.

College Level Courses

At times, students may wish to complete courses at the college level (e.g. Santa Barbara City College, UC Santa Barbara, etc.). These courses will receive 10 credits toward graduation from Bishop for completing one academic semester or quarter at the institution. Further, honors weight will be given to courses taken at college level as long as the student earns a C- or higher in the course. College level courses will be recorded on the Bishop transcript using the college/university course name and number.

Enrichment Courses

Enrichment courses are those that students take at the discretion of his or her family, but not with approved permission from the School to satisfy a graduation requirement. While the School supports and encourages academic enrichment beyond the curriculum offered by the school, no credit will be issued from Bishop for these courses, nor will those courses or their issued grade be indicated on the Bishop transcript.

Please note that if an approved online or off-campus course is taken then the grade issued will be placed on the Bishop transcript. If the course is re-taken for a higher grade, then both grades will be placed on the Bishop transcript.

ACADEMIC/BEHAVIORAL INTERVENTION AND SUPPORT

School-Wide Late Work Policy

Work is to be handed in as assigned and in accordance with teacher's syllabus and the school absence policy. Work handed in late may be subject to a student receiving partial or no credit, at the teacher's discretion. Late work will not be accepted if the instructor has moved on to a new unit of study. Consistent late work may result in a parent/student conference and/or requiring the student to attend teacher office hours from 7:50am-8:15am.

Private Tutors

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources. If tutoring is to occur on campus, the parent and tutor may be required to agree to and execute an On Campus Tutor Agreement prior to commencement of tutoring at school.

Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the Head of School, teachers may tutor other students who attend the school and be paid for such tutoring by the parents. A parent may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance. All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

CO-ACADEMIC PROGRAMS AND SERVICES

Library

Library hours are 7:30am to 5:00pm. Food and drink are not allowed in the library. Book bags, backpacks, large purses, etc., are subject to search. Computers are available for student use.

OTHER ACADEMIC POLICIES

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 Head of School will:

1. Provide that the most competent instruction possible be given in an atmosphere of freedom and mutual respect;
2. Emphasize that significant issues be studied at the maturity and understanding level of the learners;

3. Establish guidelines for the evaluation and selection of resource materials and of guest speakers.

Schedule Changes and Dropping a Class

Schedule Changes

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

1. Complete a Schedule Change Request Form (available from the Academic Counselor),
2. 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.
3. Turn in the Schedule Change Request Form to the Receptionist no more than two weeks into the new semester.

Dropping a Class

1. Within the first two weeks of the start of a semester, a student may elect to drop a class.
2. A teacher may elect to drop a student within the first five weeks of a semester.
3. Any student requesting to drop a class after the first two weeks will receive an "F" grade for the class.

Withdrawal from School

Parents who intend to withdraw their student during the school year are reminded to review the obligations outlined in the signed Financial 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/guardian requests a "Withdrawal Form" from the Head of School; until an exit interview is held with the Head of School and all signatures are obtained, the withdrawal is not considered final and transcripts will not be forwarded to the next school. Also, all financial obligations must be met before the process can be completed. A private school may 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 the parent/guardian upon request, unless the parent is deficient in tuition or any other obligation owed to the school.

Permanent Records

When a student transfers or graduates from BDHS the school retains a permanent record. Permanent records include the following information:

1. Legal name; Sex
2. Name and address of parent (Pupil's residence if different); Annual verification
3. Date of Birth; Place of birth; Method of verification of birth date
4. Ender & leave date of each school year, summer session or other extra session
5. Transcript of courses,
6. Record of withdrawal or graduation or equivalent,
7. Verification of or exemption from required immunization,

If a student transfers from BDHS to another high school, the School retains the following information permanently.

1. A copy of the student's transcript and family's contact information.

Copies of Transcripts

A Transcript Request Form must be submitted to the Registrar for approval for each request. All requests must be accompanied with a stamped and addressed envelope to the recipient.

CAMPUS MINISTRY AND THE DEPARTMENT OF SPIRITUAL LIFE

An integral formation component of Bishop Diego High School is the Campus Ministry program. Campus Ministry supports the faith development and spiritual life of the students through daily prayer at the open and close of the school day, sponsors an annual retreat for each grade level in the fall and a half-day retreat for each in the spring, and conducts various liturgies throughout the school year. The Director of Spiritual Life (Campus Minister) is supported by the student Campus Ministry Team. Senior students comprise the Campus Ministry Team and are enabled to lead the activities sponsored by Campus Ministry (The Department of Spiritual Life).

CAMPUS MINISTRY SELECTION

In the spring, juniors are invited to apply for a position on their senior Campus Ministry Team. A selection committee works to create a team of peers that best fits the school's mission of bringing Christ to others in an authentic, out-going way. Campus Ministry is an integral part of bringing life and spirit into the school. This leadership position is highly regarded and the selection process is taken seriously. The procedure consists of the following:

- Application with essay, signatures from counselor, dean and parents, two teacher recommendations, and one outside faith and character recommendation
- Current Campus Ministry team input and recommendations
- Faculty input and recommendations
- Interview

** Students selected as Campus Ministers are expected to attend a spirituality and leadership retreat, held during the summer. Students not able to participate for the entire retreat may not serve as Campus Minister.

Bishop High School seeks the following qualities in its peer ministers.

- Faith-filled
- Strong leadership skills

- Moral and ethical character
- Solid academics

CHRISTIAN 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 oneself” to others. The philosophy of the school incorporates this concept and requires all students, regardless of creed, to perform a minimum of 100 hours of service over four years as a graduation requirement. **Each school year, a minimum of 25 hours of service is expected to be completed.** A student may perform no more than 25% of their total hours of service on campus over the four years; at least 75% of hours must be completed with other non-profit organizations.

Students must perform service for NON-PROFIT agencies only. Contact the Dean of Students for any agency that is questionable. The list and updated opportunities are located on the bulletin board in the library. Regular announcements are made on BDTV for service opportunities. Service hours must be turned in at the end of each quarter. Parents are not permitted to supervise student service hours. Service completed during the summer may apply to the following years’ service requirement.

Seniors who wish to be recognized for earning over 200 Christian service hours at The Encaenia must have all hours turned in by the end of 3rd quarter. Seniors who wish to participate in Prom or other special year-end activities (Grad Nite, Graduation, etc.) must have the required service hours completed by the end of 3rd quarter. The Yearbook is distributed only to students who have documented completion of their required annual service hours by the required due date.

EUCCHARISTIC ADORATION

Eucharistic Adoration is available on campus from 8:00 am to 8:00 pm Monday through Friday in the Chapel throughout the year. Adoration of the Blessed Sacrament is available to each student, teacher, support-staff member; parent/guardian and all the faithful who can arrange to participate. Students will attend Eucharistic Adoration occasionally through Theology classes. On school days during regular session all visitors must enter through the front office. After school hours access is through the school courtyard.

MASS

Mass for the entire Bishop community is held in the main gymnasium approximately once per month. All faculty and students are required to attend. Semi-Formal dress is mandatory. Parents and guardians are always welcome.

- Welcome Mass
- All Saints/Junior Ring Mass
- Mass of Thanksgiving
- Advent/Feast of the Immaculate Conception Mass
- K-12 Mass
- Senior Parents’ Mass
- End of Year/Alumni Mass

A celebration of the Mass is held at all class retreats. Occasionally Daily Mass is offered, beginning at 12:30 pm.

Para liturgy Services

Throughout the school year the faculty and students are required to attend and encouraged to participate in a variety of religious services such as the Blessing of Animals, Thanksgiving Prayer Service, Advent Wreath Blessing, Ash Wednesday, Stations of the Cross, and May Crowning. Semi-Formal dress is not mandatory for para liturgies. Parents and guardians are always welcome.

Penance Services

Students have the opportunity to participate in the Sacrament of Penance (Confession) twice per school year during Advent and Lent. Attendance is required through Theology classes. Participation in the Sacrament is encouraged but not mandated.

Retreats

All students are required to participate in school sponsored retreats 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 include:

Freshmen: A one-day off-campus retreat in the Fall and a mini-retreat in the Spring.

Sophomores: A one-day off-campus retreat in the Fall and a mini-retreat in the Spring.

Juniors: An off-campus overnight retreat in the Fall and a mini-retreat in the Spring.

Seniors: two-night retreat in the Spring, and an afternoon gathering 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.

Optional retreats are made available throughout the school year.

ATHLETICS

GENERAL INFORMATION

The Athletic Department operates in accordance with the Catholic, Core-Values on which the School is founded in addition to the rules and regulations of the CIF-SS, which includes general recommendations for student safety as well as specific recommendations for hydration to prevent heat illness. It is our belief that it is the duty of our staff and programs to develop our students as individuals, and we hold the concept of the student-athlete at the highest level of importance. Our student-athletes are viewed as individuals' first, students second, and only then as athletes. Our Athletic Department is focused on doing our part toward meeting the School's commitment to produce high school graduates who are prepared for college and for life.

The School Leadership 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.

FORMATIONAL PURPOSES OF ATHLETICS

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 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.

ELIGIBILITY TO PARTICIPATE

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 and complete a Sports Participation Packet, 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.

ATHLETIC ACADEMIC INTERVENTION PROGRAM

Students performing at the C- range OR BELOW in two or more classes at an official grading period may be required to complete weekly progress reports demonstrating appropriate progress to remain eligible to participate.

TEAM SELECTION

In accordance with our philosophy of Athletics and the desire to encourage student participation, we encourage coaches to keep as many student-athletes as possible while not risking the integrity of their sport. All students (*including those who were on the team the previous year*) trying out for a sport must understand and accept the possibility of not making the team. The hardest part of any coaches' job is to inform a student that they did not make the team. The final decision of team size is left to the Varsity Coach in consultation with the Athletic Director. Playing time, placement in program, and positioning on the team are at the discretion of the Head Coach.

PRACTICES AND CONTESTS

Each student is required to attend all practices and games unless excused by their Head Coach. A student-athlete who is injured or ill but still able to attend school is also required to attend practice, unless excused by their Head Coach, although they will not be actively participating. Any student-athlete failing to abide by this policy may be subject to appropriate disciplinary action. Once you have been selected for a team you are making a commitment to that team the entire season.

VACATIONS

When parent/guardians and student-athletes choose to take their family vacation during the sports season, or a student-athlete chooses to attend a school sponsored trip, it must be understood that the time missed by the student-athlete can affect the team and individual student-athlete. Student-athletes who miss practices or competition for any reason may have their position or playing time adjusted.

CONFLICTS OF INTEREST

The Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in school activities. Participation in too many activities can lead to conflict of obligations. Student-athletes have the responsibility to their coach and teammates to do their best to avoid continuous conflicts. This includes being cautious about belonging to too many activities (including a job) where conflicts are inevitable. It is also imperative that an open line of communication with the coaching staff is present.

SPORTS TEAMS/PROGRAMS

Bishop Diego High School participates in the following sports:

FALL

- Football
- Cross-Country (boys/girls)
- Water polo (boys/girls)
- Volleyball (girls)
- Tennis (girls)
- Golf (girls)
- Cheerleading

SPRING

- Tennis (boys)
- Track (boys/girls)
- Volleyball (boys)
- Softball (girls)
- Baseball (boys)
- Golf (boys/girls)
- Sand Volleyball (girls)
- Swim (boys/girls)

WINTER

- Soccer (boys/girls)
- Basketball (boys/girls)
- Cheerleading

EXPECTATIONS FOR CONDUCT OF STUDENT ATHLETES AND PARENTS

The Bishop Athletic Department is committed to promoting the proper ideals of sportsmanship, ethical conduct and fair play. The concept of sportsmanship must be taught, modeled, expected, and reinforced in order for it to permeate our very being. Practicing good sportsmanship is Christianity in action. This is true for all participants, coaches, families, and fans. Fighting and taunting are prohibited before, during and after athletic contests. Any parent exhibiting unsportsmanlike conduct at an athletic contest is subject to removal from the contest and risks being prohibited from attending any/all future contests at the discretion of the Athletic Director and Head of School. The Athletic Director, 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.

Resignation from a Sports Team

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 Diego High School.

Dismissal from a Sports Team

Due to disciplinary actions taken by the coach, dismissal may result in the student not being eligible to participate on any other team during the remaining season of the sport.

ATHLETICS DEPARTMENT COMMUNICATIONS

The policy at Bishop Diego High School is that a School Leader will speak with the parent about a concern **only after** the parent has communicated with the individual coach first. School policy is that email and phone call messages will be returned within 24 hours of receipt.

At Bishop Diego, the communication chain is as follows:

Athletics

COACH → HEAD COACH → ATHLETIC ADMINISTRATOR → HEAD OF SCHOOL

Parents/guardians may respectfully express their concerns about the School operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive. In particular, no parent/guardian shall disrupt the learning environment or interfere with co-curricular activities overseen by School personnel.

Communication Parents Can Expect from a Coach

- a) The philosophy of the coach.
- b) Common expectations for all players on the team.
- c) Locations and times of all practices and contests.
- d) Team requirements

Communication Coaches Expect from Parents

- a) Concerns, especially about a student-athlete's physical well-being, should be shared with the coach, and when appropriate, the Athletic Director.
- b) Notification of any schedule conflicts with practices or games should be brought to the coach's attention in advance.
- c) Specific concerns about the coach's philosophy or expectations.

Issues Appropriate for Communications between Parents and Coaches

- a) The physical and mental treatment of your child.
- b) Ways to help your child improve.
- c) Concerns about your child's behavior.

Issues Not Appropriate for Communication between Parents and Coaches

- a) Playing time
- b) Team strategy
- c) Play calling
- d) Other players on a child's team

SCHOOL UNIFORMS AND ATHLETIC EQUIPMENT

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 co-curricular activity if these are not returned to the school. Parents will be billed for lost uniforms and equipment.

Athletic Lockers

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. Students may not change athletic lockers without the explicit approval of the Athletic Director. **Student athletes are required to store and securely lock at all times all sports and personal equipment in their assigned sports locker.**

VARSITY LETTERS

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.

ASSOCIATED STUDENT BODY, CLUBS & ACTIVITIES

ASSOCIATED STUDENT BODY (ASB)

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

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

Class Officers

Each class elects its officers in May; incoming freshmen are interviewed in May by the newly elected ASB Officers. Incoming Freshmen, Sophomores, and Juniors may run for a position as a class representative. The maximum number of Officers/Representatives is four. Incoming Seniors may run for the cabinet positions of President, Vice President, Secretary, and treasurer.

- ASB officers are required to maintain a 2.5 or higher grade point average or may be subject to removal from office.
- No more than 6 excused absences, without affecting your grade.
- Students will be issued a pass/no pass grade for meeting the class requirements.
- Positive report by the Dean of Students

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 ASB Moderator its goals and purposes prior to the Club Fair.

HOMECOMING COURT

Eligibility to serve on the Homecoming Court includes:

- Min. 2.75 GPA
- Completion of 75 service hours as determined by the Campus Minister
- Involvement in at least two activities; club or sport by the end of the junior year
- Positive report by the Dean of Students and Head of School

Student Publications

Student publications are an important element in the instructional program and contribute directly to the school goals. The Head of School is the publisher and has the legal responsibility for any school newspaper, yearbook, web site, social media, and all other school publications that bear the school's name. Any publication must observe copyright laws. School logos may only be used with approval of the Head of School.

The Head of School 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.

PERSONAL ISSUES RELATED TO HEALTH, SAFETY, THE LAW, AND CHURCH TEACHINGS

As a Catholic secondary school, Bishop Diego High School supports applicable State and federal laws as well as all of the teachings of the Roman Catholic Church. School policies regarding personal issues related to the health and safety of the student are founded on Church teachings as well as applicable State and federal law.

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.

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 BDHS 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. 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 Diego High School implements certain procedures:

- When school personnel learn of a student pregnancy, the Head of School 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 BDHS, the Head of School 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 commencement exercises, however, the Head of School, in consultation with the School Leadership, 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 dismissal, for public and overt breaches of Catholic moral teaching,
- The Head of School, in consultation with the School Leadership, will review all aspects of each case and make a determination based upon its unique circumstances.

MARRIED STUDENTS

Central to the philosophy of Bishop Garcia Diego High School is the acknowledgement that parents are the primary educators of their children. In support of this, the school and the parents work in close collaboration in all aspects of the student's educational process. Since a married student is in effect no longer accountable to a parent or guardian, the relationship between the school and the parent is compromised. Therefore, any student who marries may not be allowed to attend Bishop Garcia Diego High School.

EMANCIPATED OR EIGHTEEN YEAR OLD STUDENTS

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

STUDENTS NO LONGER LIVING WITH PARENT OR GUARDIAN

A student not living in the home of a parent or guardian may not be allowed to attend Bishop Garcia Diego High School.

ACCIDENT PROCEDURE

A complete and current Emergency Form is to be on file for each student attending BDHS 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 the claim form is issued. If the claim is made for an accident not occurring on school grounds, an account of the accident should also be written and filed.

CHILD ABUSE

The members of the School Leadership, 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, regardless of the wishes the family may have.

JOURNALS

Often teenagers are inclined to write their personal thoughts as part of assignments and notebooks. Student's 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's writing will be read, even casual notes written from one student to another.

INSURANCE

The Student Accident Insurance Program is provided for all students enrolled at Bishop 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.

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