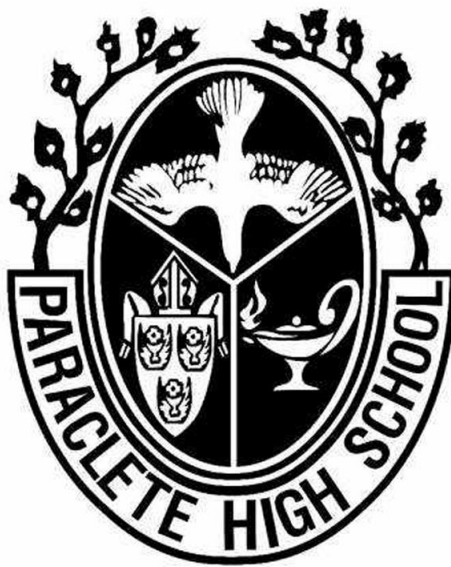


# **Parent-Student Handbook**



## **2017-2018**

**Accredited by the Western Association of Schools and Colleges  
And the Western Catholic Educational Association**

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*The Principal reserves the right to amend this Handbook at any time. Parents and students will be promptly notified of any amendments through the school newsletter. On enrolling a student at Paraclete, each parent/guardian and student acknowledges agreement to be governed by the handbook and recognizes the right and responsibility of the school to make rules and to enforce them. Each parent/guardian and student assumes responsibility for being informed of Paraclete's policies, rules, and regulations contained in this handbook and in subsequent newsletters throughout the year. As a condition of continued attendance at the school, each student is required to acquaint herself/himself with school regulations and to observe them. **The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.** When weather or another emergency makes it necessary to close schools, information on school closings will be broadcast on 103.1 FM (KIPI) and 105.5 (OASIS), and will be on the school website and Paraclete's voice mail.*

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## NONDISCRIMINATION POLICY

*Paraclete High School, mindful of its mission to be a witness to the love of Christ for all, admits students of all race, color and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. Paraclete High School does not discriminate on the basis of race, color and national and/or ethnic origin in the administration of educational policies, scholarship and loan programs and athletic and other school administered programs.*

## MISSION STATEMENT

Paraclete High School, as a Catholic school of the Archdiocese of Los Angeles, participates in the wider mission of the Church through the proclamation of Christ in the light of Scriptures and Catholic tradition within its academic, athletic, and social justice programs. Paraclete provides academic excellence and develops young people who are committed to living their faith and to making positive contributions to society.

## VISION STATEMENT

"Teaching as Jesus did," Paraclete, a college preparatory high school, continues the tradition of excellence in Catholic education by addressing students' spiritual, academic, social and athletic needs. Guided by our Catholic traditions, we recognize Jesus Christ as the model of the total person we are seeking to develop.

## PHILOSOPHY

Paraclete High School, as a Catholic school of the Archdiocese, participates in the wider mission of the Church through the proclamation of Christ in the light of Scriptures, Catholic tradition, and through its academic, athletic and social programs.

As a Catholic school the doctrinal elements that are taught reflect authentic Church teaching in union with the Pope and bishops. A community spirit and bond is fostered through the Eucharist, retreats, class Masses, common work and the discipline program, as well as athletic and social activities. Fostering active service through emphasizing the unique value of every person, Paraclete also challenges students to active responsibility and provides a Christian Service Program for outreach to the school community and the community outside it.

As an academic institution, Paraclete seeks primarily to prepare students for entrance and success at the college level. The school also provides courses for students who are not necessarily college bound, maintaining for all a challenge to love learning, to respect science and the arts, to be able to think critically and to understand values.

Paraclete encourages athletic participation in physical education classes and on extramural teams seeking to educate and develop the whole person. The school is committed to both girls' and boys' athletics, with all programs maintained in accord with the religious and moral values of Paraclete's philosophy.

Social interchange occurs in many ways. The school encourages care for all and celebration of our common life and interests through participation in student government, dances, plays and other extracurricular events.

While desirous of serving first the Catholic families of the Antelope Valley, Paraclete High School welcomes students from other faiths who are committed to the same essential values and standards. The rich blend of perspectives and beliefs is a cherished part of our identity.

Paraclete recognizes the parents as primary educators of their children and reflects the pride of its role of service to God and people, with a committed faculty, an energetic, disciplined student body, and a dedicated, supportive group of parents, alumni and friends. Participating in the life and mission of the Church, Paraclete High School seeks to do the good things Christ calls us to do as human beings alive to truth and beauty and charity today and in the future.

## CORE VALUES

The Holy Spirit, the Paraclete, is the guiding light for faculty, staff and students at Paraclete High School. Through the *Spirit* we are inspired to teach as Christ taught. Guided by the *Spirit* we aspire to the following core values:

*Spirit in Christ*  
*Spirit as family*  
*Spirit of Knowledge*  
*Spirit for Success*  
*Inspired to Serve*

## THE SCHOOL'S MOTTO

The motto of Paraclete High School is "Veni, Lumen Cordium," Come, Light of the Heart. The motto is taken from a twelfth century hymn to the Holy Spirit, wherein the Wisdom of God is invoked as the light by which all people are called to lead their lives, as they walk through the darkness of ignorance and self-centeredness.

## SCHOOL'S COLORS AND EPITHET

The student body and athletic teams of Paraclete High School are known as "The Spirits," and wear the colors of scarlet and gold.

## THE SEAL OF PARACLETE HIGH SCHOOL

The oval-shaped seal of Paraclete High School is divided into three equal segments bearing these symbols: of the Holy Spirit, a dove; of education, the traditional lamp of learning; and of the Archdiocese of Los Angeles, a crest bearing three sets of angel wings and three crosses surmounted by a bishop's mitre. The central crest is surrounded by a banner bearing the name of the school and two stylized Joshua Tree branches, characteristic of Paraclete's desert environment.



## ALMA MATER

Paraclete, Our Paraclete  
Guardian of the Desert's Door  
Leading us with rays of truth  
Toward a faith more sure  
Give us strength and vision pure  
That we may trod the pathway home.  
Paraclete, Paraclete, Our Paraclete

## CONTACT INFORMATION

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42145 North 30th Street West  
Lancaster, CA 93536

Phone: 661-943-3255  
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Web: [www.paracletehs.org](http://www.paracletehs.org)

## PRINCIPAL'S MESSAGE

Dear Paraclete Family,

Welcome to the 2016-2017 school year!

In this handbook parents and students will find useful information in learning the school's expectations. It is important to be familiar with the contents of this book as it contains the expectations that all students are to adhere to; however, the handbook has much more than that. It covers topics from college counseling to academic expectations and from sports eligibility to the yearly calendar, bell schedule and more. It is your first resource when you have a question regarding policies and procedures.



This school year brings together our student body, to follow in the tradition of the thousands who have already graduated. What a tradition it is! Top notch academics, competitive sports programs and most importantly a strong faith in the principles taught to us by Jesus Christ.

As principal of the school, I have been given the gift of the good name and reputation of the school. New and returning students benefit from the good name, traditions and reputation as well. Our job is to keep that good name, build and extend those traditions and add to the great reputation.

Best of luck on a successful school year!

Yours in Christ,

John Anson  
Principal

### DID YOU KNOW?

- + On average 98% of Paraclete graduates attend college...
- + In 14 sports, Paraclete has won 169 League Championships in 53 years...
- + Paraclete offers 15 Advanced Placement and Honors courses...
- + Paraclete SAT scores are consistently higher than those of other area high schools. Over 30 students in the past eight years have received National Merit Scholar (PSAT) consideration, including National Hispanic Recognition Program and National Achievement Scholarship Program (Black American) commendations.
- + All Paraclete Faculty are professionally prepared in their subject area, with 11 Alumni currently on staff...



## CAMPUS MINISTRY

Because Paraclete has a religion department that teaches Catholic beliefs, this school is unique among other secondary schools in the Antelope Valley. It proclaims to the whole valley that not only the individual student believes in Jesus Christ, but that the school as an institution is dedicated to the principles of Jesus and the Christian life. Our goal at Paraclete is to furnish our students with a truly Catholic education in a truly Christian atmosphere.

### LITURGICAL CELEBRATIONS

The celebration of the Sacraments is the highest form of spirituality at Paraclete. Students and faculty are offered the option of participating in the Eucharist individually. Mass is celebrated daily in the campus chapel. Parents are invited, too. Several times during the year the entire student body is expected to participate in religious services: at the beginning of the academic year, during Advent and Lent, and on the Church's Holy Days of Obligation. Liturgical services take place also by class level. The celebration of the Sacrament of Reconciliation is offered communally to Catholic students during Advent and Lent, and individually, at any time.

### PRAYER

Prayer was an integral part of the life of Jesus. It was His constant communication with the Father in prayer that directed his life. At Paraclete, we believe that we, too, must find the direction of our lives through constant contact with the Lord in prayer. Therefore, we begin the day with public prayer. We encourage the teachers to begin each class session with a prayer.

### RETREATS

There are special days during the school year which are dedicated to a deeper encounter with the Lord. The Senior class will be given the opportunity to spend two days at a retreat center. The rest of the student body is encouraged to participate in an annual retreat.

### CHRISTIAN SERVICE

All students attending Paraclete are required to be involved in the Christian Service Program as a practical expression of their Christian commitment. Each Freshman and Sophomore at Paraclete High School is expected to complete either 2 service projects, or 10 service hours for each semester. Juniors and Seniors are expected to complete 3 service projects or 15 service hours per semester. It is the student's responsibility to fulfill this requirement in accord with the Guidelines for Christian Service that are enclosed in the registration packet. Students must complete the appropriate forms by the deadlines indicated by the program. A Pass or Fail notation will appear on the semester report card and transcript. Parents should take notice that service done at home, which is part of the ordinary duty of a child to his/her family, will not receive credit.

### SPIRITUAL GUIDANCE

The faculty of Paraclete are joyfully called to serve their students and help them in their Christian growth. The Campus Minister will meet with students on a regular basis in the course of the year. Members of the faculty may also act as listeners to students who are experiencing difficulties.

### VERBAL/WRITTEN CONFIDENCES

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

## ACADEMICS

The curriculum of Paraclete High School is designed to provide every student with sufficient knowledge to enter college. The basic curriculum, therefore, is college preparatory. Special attention is given to meeting the requirements for admission to the University of California system, so that those students who desire immediate entrance to a four-year college are provided with adequate courses and course material to meet the requirements. Since some students of lesser achievement are given the opportunity of entering Paraclete, the curriculum is designed to provide courses for remediation on the Freshman level when needed.

#### Freshman Year:

1. Religion I: Revelation of Christ in Scripture/The Mystery of Jesus Christ
2. English I: Literature and Composition, or English I - Pre-AP
3. Mathematics: Algebra I, Geometry or Geometry Honors
4. English Language Skills or Foreign Language: Spanish I, Spanish II, Honors Spanish II, or French I
5. Physical Education/Health
6. Elective

#### Sophomore Year:

1. Religion II: The Paschal Mystery/The Church
2. English II: Literature and Composition or English II-Pre-AP
3. Mathematics: Geometry, Geometry Honors, Algebra II, or Algebra II Honors/Trigonometry
4. Foreign Language: Spanish I, Spanish II, Honors Spanish II, French I or French II
5. World History or World History Honors
6. Science: Biology or Biology-Honors; Chemistry or Chemistry Honors

#### Junior Year

1. Religion III: Morality-Social Justice/Sacraments
2. English III: American Literature and Composition or AP English III
3. Mathematics: Algebra II, Algebra II Honors/Trigonometry, Geometry, Calculus, Pre-Calculus, AP Calculus AB, AP Calculus BC, Statistics, or AP Statistics
4. Science: Biology, Chemistry or Physics; Honors Chemistry AP Biology, Honors Physics
5. Social Studies: US History or AP US History
6. Elective (World Languages)

#### Senior Year

1. Religion IV: World Religions/Christian Lifestyles
2. Social Studies: American Government/ Economics; or Economics/AP American Government
3. English IV: British Literature and Composition or AP English Literature
4. Art Elective
5. Algebra II/Elective
6. Elective (World Languages)

### STATE REQUIREMENTS

Paraclete High School provides a curriculum that meets state standards for graduation. The student must complete 48 semester units of course work for graduation.

### PARACLETE GRADUATION REQUIREMENTS

For graduation from Paraclete High School, the student must successfully complete a course of studies that includes Religion (during each semester that a student is in attendance at Paraclete), four years of English, three years of mathematics (including Algebra and Geometry), two years of laboratory science, one year of United States History, one semester of American Government [Civics], one semester of Economics, two years of Foreign Language, one year of Visual or Performing Arts, one year of Physical Education, one year of World History, one semester each of computer studies, and Health. A student must complete a total of 48 semester units (or the equivalent of six class periods per day for the eight semesters of

high school.) On the transcript, a student earns a half credit (.5) for each semester course passed. A student must complete 24 credits to meet Paraclete's minimum graduation requirements.

## **ELECTIVES**

Electives are courses which the school elects to offer in fulfillment of the required number of courses for graduation. As often as possible, students will be given a choice as to which electives they prefer to take. There is no guarantee that students will always be given their choice of electives.

## **AVAILABLE COURSES**

### **FINE ARTS:**

Studio Art  
Art History  
Art of the Film  
Drawing and Painting  
Sculpture  
Choir  
Concert Band  
Jazz Band  
Drama Production  
Photography

### **COMPUTER:**

Computer Science I  
Graphic Design and Printmaking  
Digital Video Production  
Computer Programming - Java and Python  
Robotics

### **ENGLISH:**

Freshman English/Freshman Pre AP English  
Sophomore English/Sophomore Pre AP English  
Junior English/Junior AP English  
Senior English/AP English  
English Language Skills  
Creative Writing  
Journalism  
Advanced Journalism

### **WORLD LANGUAGES:**

Spanish I, II, III, IV, AP, Honors II, Honors III, or Honors IV  
French I, II, III, IV, IV, or Honors

### **MATHEMATICS:**

Algebra I  
Algebra II  
Algebra II Honors/Trigonometry/Topics  
AP Calculus AB, AP Calculus BC  
Geometry  
Geometry Honors  
Pre-Calculus  
Calculus  
Statistics/AP Statistics

### **PHYSICAL EDUCATION:**

Physical Education  
Health

### **RELIGIOUS STUDIES:**

Revelation(Sacred Scriptures)/Jesus Christ  
Paschal Mystery/Church(Ecclesiology)  
Morality-Social Justice/Sacraments

World Religions/Christian Lifestyles

### **SCIENCE:**

Biology  
Honors Biology  
AP Biology  
Chemistry  
Honors Chemistry  
Physics  
AP Physics  
Anatomy  
Robotics

### **SOCIAL STUDIES:**

World History/World History Honors  
United States History/AP United States History  
Civics/Economics  
AP. Civics/ AP Economics  
AP European History  
Psychology  
AP Psychology  
Sociology  
Criminal Justice and Public Policy  
History of 20th Century America Through Music

### **GENERAL ELECTIVES:**

Academic Decathlon  
History of Philosophy  
Mock Trial  
Tech Aide  
Yearbook

## **RELIGIOUS REQUIREMENTS**

Paraclete High School does admit students of faith other than the Catholic faith. However, it is the policy of the school that all students take the required religion classes. In the religion classes, all students are graded on their academic achievement and not on their religious affiliation, personal belief, or the practice of their faith. Since religion courses are not offered off-campus, a student who fails religion at the semester must make-up the course by repeating it at Paraclete. All students are required to attend the general religious activities of the school. At no time will the school attempt to convert non-Catholic students. It is the belief of the Catholic Church that conversion must always be a free will expression. It is also expected that non-Catholic teachers and students will not attempt to proselytize others to their religion, denomination, or practice of faith.

## **ADMISSION AND REGISTRATION**

Admission to Paraclete implies that a student be qualified according to several criteria: spiritual-moral, academic, social and physical.

Paraclete High School has established open enrollment policies in concert with the California Interscholastic Federation State Federated Rule 222 with the following conditions:

1. Paraclete is a Catholic coeducational high school whose philosophy and mission is based on the call of the United States Bishops, "To Teach as Jesus Did".
2. Paraclete accepts qualified students on a space available basis.
3. Paraclete charges tuition for its educational services.
4. Paraclete has admission requirements pertaining to academic standards and behavior.

On the spiritual-moral level, Catholic students are given first preference. However, students who live exemplary lives out of other religious or philosophical traditions are also accepted with



appropriate recommendations. Any family with antipathy toward the Catholic faith or a life-style which contradicts the basic ethic of the Judeo-Christian tradition should not seek admission.

On the academic level, students seeking admission must have satisfactorily completed elementary school requirements at a level which demonstrates capability for academic success in our school. The student must also take the high school placement test administered by the school and be recommended by the elementary school principal or Pastor. In the absence of a pastor, the evaluation may be submitted by a teacher, administrator, doctor, counselor, or other reliable character reference person. Students enrolling after ninth grade are required to present academic records and appropriate recommendations. Grade point averages for students transferring to Paraclete from other high schools will be calculated according to Paraclete standards.

All entering students will be invited to an interview with a faculty member or administrator. The academic program at Paraclete implies that students have fundamental incentive, self-discipline and motivation, combined with a capacity for critical thinking and hard work.

Socially, students must be age-appropriate in maturity, capable of involvement and interaction with the rest of the Paraclete Community and willing to serve others when needed.

Physically, students must be of a level of health and physical capability to meet the demands of regular attendance and effort and corresponding to the limitations of the instructional means available at the school.

Upon acceptance, the student and family must complete all forms, pay all fees and formally accept responsibility for the school program as outlined in this handbook before acceptance is finalized. Any student who meets all the criteria should find acceptance and involvement in the school community a positive experience.

## **NONDISCRIMINATION POLICY**

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

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

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

Likewise, Paraclete High School does not discriminate against any applicant for employment on the basis of sex, age, handicap, race, color and national and/or ethnic origin.

## **INCLUSION**

As a Catholic school every attempt is made to serve students whose parents desire a Catholic education. Although a full range of services may not be available to every student, the school will strive to include students with varied learning needs. All educators in Catholic schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)". Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should talk to the student's teacher and principal to implement the STEP or MAP process. Parents or guardians who need a structure

for resolution of complaints arising out of a student's disability may request the "Disability Discrimination Complaint Review Process" from the principal.

## **REQUIREMENTS AND CLASS SELECTION**

Students are scheduled into specific course requirements each year. However, certain courses are designed for more remedial work, and while a course may satisfy graduation requirement, it may not have sufficient content for certain universities (i.e., Pre-Algebra). Classes are assigned according to student requests as approved by their parents in the Spring re-registration. Prerequisites must be checked and approved by the academic counselor. Due to conflicts in scheduling, students do not always receive their first choice in classes. Full year courses (two semester courses) at Paraclete cannot be dropped at the end of the first semester except in rare situations with prior approval of the Vice-Principal in consultation with the teacher and the student's counselor.

## **SCHEDULE CHANGES**

The school master schedule is created after the re-registration day in April. Once the students' requests are entered, a timetable can be created. Paraclete makes every effort to fulfill these student requests. Students are to carefully select their classes in April with the understanding that there will be no changes except for legitimate reasons, such as errors in the schedule, and only if there is room in a class. A fee may be charged for all other changes.

## **REPORT CARDS**

Report Cards are distributed four times a year. The school year is divided into two semesters, each of which is subdivided into two nine-week quarters. Semester marks are recorded on the permanent record for the student. A parent who questions a student's grade needs to contact the teacher for review within the first month after grades are received.

## **ACADEMIC PROBATION AND DISMISSAL**

A student who receives two failures (F's) in any semester is placed on academic probation. A student who receives three failures (F's) in any quarter may be dismissed immediately upon recommendation of the Academic Review Board. A student who receives a total of three failures (F's) for the academic school year may not return to Paraclete the following academic year.

If a failure grade is recorded in a subject required for graduation the same subject must be retaken. If the subject is an elective, the credit only must be earned; that is, another elective course may be substituted. Arrangements for retaking a course are to be made through the Academic Counselor. In order to return in the fall, all F's must be made up. Students who earn a failure in a core course, English, Math, Science or Social Studies must retake that course at Paraclete. For all courses that need to be retaken during the summer, including those with "D" and "F" grades: If a course is offered at Paraclete, it may not be taken elsewhere for placement on the Paraclete transcript unless such action is approved by the Vice-Principal.

Grades for any student officer, athlete or cheerleader who fails a subject will be reviewed and the student may be removed from office or incur ineligibility in that sport or activity until such time as the student reaches the necessary scholastic achievement. Refer to the ASB Constitution or the CIF Blue Book for eligibility requirements. The Academic Review Board may place students on academic probation or contract if in their judgement the combination grades achieved by a student in any semester warrants such action. The

Board recommends the terms of the probation including such possibilities as exclusion from offices, activities, athletic participation and cheer leading. In each case, the Board will attempt to enact such terms as will best motivate the student in improvement or the removal of distractions that may be preventing higher achievements.

## TUTORING

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.

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

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

## REPEATING COURSES TO ENHANCE THE GRADE POINT AVERAGE (GPA)

Students may repeat a course in summer school to improve a grade. The highest grade will be used in the high school GPA. The admissions information for the University of California (UC) System, however, states:

"Any 'a-g' courses in which you earn a D or F must be repeated with a grade of C or better. The repeated grades will be used in calculating your GPA. If you repeat a course in which you initially earned a grade of C, the second grade will not be used."

## PROGRESS REPORTS

Report cards are distributed four times a year. Midway through each of the four quarters, all students will receive progress reports showing current grades. A notification of failure is an indication that a student is in danger of losing credit for a course. Parents are requested to contact the respective teacher upon receiving a report card or progress report, if they have any questions or concerns. On occasion, a student bordering a C/D grade may earn a "D" in a course without prior parent notification due to a poor performance toward the end of a grading period. Parents and students are urged to review grades regularly on Cornerstone, a grade reporting and communication system that is available 24/7.

## ACADEMIC CONTRACTS

Those students with serious academic difficulty who have not responded to improve grades by other methods may be placed on academic contract. An academic contract informs that a student must progress satisfactorily under the terms of the contract, within the specified time of the contract. Students not fulfilling the terms of the contract would be asked to leave Paraclete. Any student placed on an academic contract during the school year will have their iPad locked down so that it may only be used for academic purposes.

## APPEALS TO THE ACADEMIC REVIEW BOARD

Whenever the Academic Review Board, upon review of a student's semester grades, recommends academic probation or dismissal, the parents will be contacted by the Counselor or Vice-Principal. Parents may appeal the decision by requesting a meeting

with the Board to present facts that the Board may not have been aware of in arriving at its recommendation. After this appeal and meeting with the parents (and student if desired), the Board will make its recommendation to the principal whose decision will be final. In cases of Academic Contracts, decisions will not be appealed.

## LOSS OF CREDIT DUE TO ABSENCES/TARDIES

If a student is absent over 13 TIMES a semester, credit will be withheld for EACH COURSE with the extended excused and/or unexcused absence. Exceptional circumstances will be reviewed by the Vice-Principal in consultation with the Academic Counselors. The final decision for the withdrawal of credit is at the discretion of the Administration. A student arriving 20 minutes late to a class is marked as absent, not tardy to that class. Absences due to participation in a school related activity (e.g. sports) do not count toward the thirteen absences. Absences due to tardies or off campus appointments do count toward the 13 absences.

## REPEATED ABSENCES/TARDIES

A student with repeated absences/tardies may not be permitted to enroll in Honors or Advanced Placement courses or to hold elected positions in co-curricular activities. The attendance/tardy records are reviewed when determining eligibility for academic/special awards.

## MAKE-UP POLICY FOR MISSED QUIZZES/TESTS

Each department communicates its policy and procedures regarding makeup of missed quizzes/tests to students each semester. A student assumes the responsibility for being informed and for abiding by the stated policy and procedures for each course. Participation in sports and other school activities is not an excuse for missed work, tests or quizzes. All work is due on time.

## MID-TERM/FINAL EXAM POLICY

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

## HOMEWORK

Each student should devote at least two hours exclusive of class time to his/her written and study assignments each day. Students, however, must accept the fact that frequently they will have assignments that will take more than the suggested time. It is self-evident that even when no written assignment is given in core courses, the student is expected to spend a reasonable amount of time rereading the day's lesson, studying and reviewing class notes and working on long-term assignments. Parents, there is never a time when your student "has no homework."

## TRANSCRIPTS

Students requesting that transcripts be sent to other schools or colleges must fill out the proper form in the office and leave it with the Registrar. Each student is allowed three transcripts without cost. Each additional transcript costs \$4.00. Please allow two weeks after the completion of a given request for a copy of the transcript to arrive at its destination.

## CONFIDENTIALITY AND PRIVACY

### Privacy and Access to Records

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

### Pupil Records

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

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

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

### Directory Information

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

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

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

### Verbal/W

Confidential information may be provided by students or parents/guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved.

If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

## GRADING SYSTEM

### SUPERIOR PERFORMANCE

A+	100 - 97
A	96 - 93
A-	92 - 90

### ABOVE AVERAGE PERFORMANCE

B+	89 - 87
B	86 - 83
B-	82 - 80

### AVERAGE PERFORMANCE

C+	79 - 77
C	76 - 73
C-	72 - 70

### PASSING PERFORMANCE

D+	69 - 67
D	66 - 63
D-	62 - 60

### FAILING PERFORMANCE

F	Below 60
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## EVALUATION OF GRADE POINTS

All subjects taken five days a week are given the following grade points: four for an A, three for a B, two for a C, one for a D and none for an F. Cumulative GPA's are calculated on a simple average system as follows: **Total** earned grade points divided by the **total** number of classes completed. Semester GPA's are used to calculate Honor Roll and Principal's List only. Extra points may be earned for taking Honors or Honors/AP classes. When students transfer to Paraclete from another high school, the grade point average is recalculated according to Paraclete's standards (see the above). Colleges require transcripts from all schools attended during high school and recalculate GPA according to their standards. The National Honor Society, California Scholarship Federation and the NCAA have their own grade point evaluations, and members of these organizations are given the grade point information. The Cal Grant (State scholarship for colleges) is based on financial need and a grade point average based on courses taken in the tenth and eleventh grades only, and excluding extra points for upper division honors courses and AP classes.

At times the letter "I" is used for incomplete work due to excused absences near the grading period. It is the student's responsibility to contact the teacher regarding arrangements for missed assignments/tests. The "I" will be changed to an "F" if work is not completed within ten days after exams.

An "NM" (no mark) is assigned at the QUARTER for Christian Service. A grade of "P" (pass) or "F" (fail) is assigned at the SEMESTER for Christian Service. The Christian Service grade is not calculated in the student's GPA, but is considered for eligibility for awards (CSF, NHS, Principal Awards, Honor Roll, Academic Letters, etc...). A "D" in any one course makes one ineligible for any honors.

## TRANSFERS AND WITHDRAWALS

No student will be permitted to drop out or transfer to another school without submitting a written request from parents or guardian to the Principal. To check out from school, the student must obtain a withdrawal form from the Counselor, clean out his/her locker, pay



all outstanding bills, return all library books and materials loaned to the student, including uniforms and athletic equipment, return student ID card, and check out with the Counselor, Registrar and Athletic Director.

## IMPORTANT INFORMATION REGARDING GRADUATION

A minimum of 48 semester units are required for graduation (see paragraph, "Paraclete Graduation Requirements" - p. 6). No student may graduate from Paraclete who has remaining on his transcript an "F" in any required course. Any failure in the first semester of the senior year must be made up before graduation. A student who receives an incomplete, "F" grade or is missing units/credits must complete the work before receiving a diploma. A student with an incomplete, "F" grade or missing units may be prohibited from participation in the graduation ceremony. Students who are prohibited from graduation and the commencement exercises due to an incomplete, failed course, or missing units will be privately issued a diploma after the course(s) has been successfully completed, provided it is completed within a year. For students with academic, or serious disciplinary problems, the administration reserves the right to determine whether a student is granted the privilege to participate in the graduation ceremony/or other senior activities.

## ACADEMIC COUNSELING

The objectives of the guidance program of Paraclete High School are to help students on an individual basis to recognize their own self-worth for the present and the future, to fulfill these goals as much as possible within the school situation, and to assume personal responsibility for their intellectual growth in keeping with their abilities. The academic, college/career, personal/social and spiritual counseling programs are an integral part of the Paraclete approach to education.

## TESTING PROGRAM

Each year a series of standardized tests are taken by the students to assist teachers and counselors in assessing the progress, strengths, weaknesses, and needs of the students in academic areas. The incoming Freshmen are given the High School Placement Exam before admission to Paraclete, to help in placing students where they will experience the greatest success. The entrance exam for incoming Freshmen is given the last Saturday in January. Junior and Sophomore Students are administered the PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test) in the Fall. The PSAT Testing Day is a college visit day for Seniors. Freshmen will be taking the ReadStep on the same day that the PSAT/NMSQT is administered.

The PSAT and the NMSQT are one and the same exam used for two different purposes: to prepare students for the college entrance exams, and to identify students who may qualify for national scholarship programs. These tests are composed of three parts, verbal, mathematics, and writing.

Juniors and Seniors take college entrance exams at a time they choose from a predetermined schedule of dates and sites. Different colleges require different entrance exams for admission. It is the student's responsibility to know the tests required, as indicated on the website of each college. The principal exams taken are the Scholastic Aptitude Test (SAT), SAT Subject Tests, and the American College Test (ACT) with optional writing component. These are not required by the California Community Colleges. Many universities and most community colleges require assessment exams prior to course registration.

## PARENT CONFERENCES

Parent-teacher conferences are available by appointment with the individual teacher. Parent involvement is a necessary element for academic success. When requesting a teacher conference, leave a phone message for the teacher through the teacher's voice mail or E-mail.

## COMMUNICATION PROCEDURE FOR PARENTAL CONCERNS

Parents are encouraged to participate in their son/daughter's education. We encourage communication with faculty and administration. In order to resolve questions about grading, classroom procedures or class related discipline problems we ask parents to:

1. First, call the teacher to discuss the situation.
2. Second, if parents do not receive satisfaction, call the appropriate Dean for disciplinary problems and designated Academic Advisor for academic problems.
3. Third, if there is still difficulty call the Vice-Principal.
4. Finally, if the situation is still not resolved, parents are free to make an appointment with the Principal.

## SCHOLASTIC HONORS & AWARDS

Each year seniors who have received scholarships, maintained enrollment in the California Scholarship Federation (CSF), the National Honor Society (NHS), National English Honor Society, National Spanish Honor Society, French Honor Society, and Math Honor Society, and who have been selected by the individual departments as outstanding students will be honored at the annual Seniors Honor Convocation evening held at Paraclete High School. It is the student's responsibility to apply and remain current with their membership applications, fees, and requirements for all honor societies. Each honor society has its own unique membership periods and fee schedules. Cords and other honors insignia may carry stringent requirements, exceptions will not be made for students who do not fulfill those requirements. Students who graduate with the following weighted cumulative GPA's (8 semesters) will receive the designated distinction at Graduation: 3.90+ Summa Cum Laude, 3.60-3.89 Magna Cum Laude, 3.50-3.59 Cum Laude. Students deserving of academic honors are recognized each semester. Students who are members of CSF and NHS and who meet the established requirements receive special recognition at graduation, and on the diploma. Students who maintain a 3.5 grade point average (G.P.A.) for four semesters at Paraclete High School become eligible to purchase an Academic Letter which may be placed on the appropriate school jacket. The Valedictorian Awards are given to outstanding Senior(s) for four years of Academic Excellence at Paraclete High School. Criteria for selection is completion of the college-prep courses at Paraclete, first seven semesters G.P.A., excellent attendance & discipline record, and approval by the Curriculum Committee. A "D" or "F" in any one core or required course may make a student ineligible for scholastic awards and honor societies. **Students must satisfy Christian service requirements to be eligible for any awards.**

## COLLEGE AND CAREER COUNSELING

### GUIDANCE FOR SCHOLARSHIPS

Students may be eligible for college scholarships if they have followed the regular college preparatory program offered at Paraclete and followed the directives given for scholarships by the colleges and other issuing organizations. For most scholarships, students should maintain at least an overall grade point average of 3.0 and achieve

a better than average score on the SAT or ACT college entrance exam. Seniors must be careful to take the SAT or ACT exam by the November test dates to qualify for some college acceptances and scholarships. The college and career counselor is available to help guide students to meet these requirements. **Only Junior and Senior students may be excused from school to make no more than two college visits.** All other visits must be made on school vacation days. **A form for a college visit can be obtained from the college counselor in order to notify teachers prior to the absence.** Permission is not granted to students who are behind in studies or who have excessive tardies or absences.

## GUIDANCE FOR FINANCIAL AID

Financial aid is available at all two and four year colleges and universities in the form of grants, scholarships, loans and work study. Each college publishes brochures listing federal, state and college assistance that is available at their institution. Contact the college financial aid office of the schools to which you are applying early in the senior year and follow their policies carefully. All students and parents **NEED** to complete the Free Application for Federal Student Aid (FAFSA) and the GPA Verification Form (for Cal Grants) as soon after January 1 as possible. Some private schools also require additional financial aid forms. CSS Profile Forms and the forms listed above are available to seniors online. Colleges must have at least the FAFSA on file before offering monies. If it is determined that a family does not qualify for federal or state aid via the FAFSA form, a college may then offer private monies to the student. The FAFSA form is a must! The federal and state programs allot greater amounts of money to private colleges as it costs more to attend these schools. Grants and scholarships do not need to be paid back. Loans are to be repaid according to the issuing agreements. A financial aid workshop is given each year at Paraclete.

## COLLEGE AND CAREER CENTER

The College and Career Center offers students information and resources regarding how to choose a college, SAT and ACT registration, college entrance requirements, and university application processes.

Work permit application forms are available in the office of the Counselor. After these are completed and signed by a parent, these are returned to the Counseling Office and a work permit is issued. **Paraclete students may work a maximum of 20 hours per week. NOTE: WORK PERMITS WILL BE REVOKED IF THE STUDENT'S PERFORMANCE DECLINES IN THE CLASSROOM.** Students and parents may come to the center before or after school and during break and lunch. Individual appointments can be made with the counselor.

# ATTENDANCE REGULATIONS

Students are expected to have regular and prompt attendance in class. Paraclete High School has the responsibility of accountability for all of its students during regular school hours. Therefore, accurate records of absences and tardies must be kept, and written explanations from a parent or guardian explaining absences and tardies are required within 24 hours, and must be filed with the Attendance Clerk. As a general rule, **a student who missed more than 13 class sessions in a semester for a particular course will have credit withheld for that course.** Students are reminded that arriving 20 minutes late to a class period may constitute an absence.

## PROCEDURES ON DAY OF ABSENCE

When a student is absent, a parent or legal guardian should call the Office (943-3255, x-102). All students who return to school after an absence without a note will not be permitted to attend classes until the Attendance Clerk is able to verify their absence with a parent.

Each student is responsible for obtaining assignments for each day's absence. Each extension will connect to a recording of each teacher's assignment for that day or teachers may post assignments on Cornerstone.

## TYPES OF ABSENCES

### A. EXCUSED ABSENCES ARE FOR:

1. valid illness;
2. medical, dental, or optometrist appointment;
3. legal or court appointment;
4. attendance at funeral services;
5. approved school sponsored activities.

With an excused absence, the teacher will allow the student to make up the missed work within a reasonable amount of time, equitable to the period of absence unless it was a long term project. The student is responsible for arrangements with teachers in regards to making up missed assignments, quizzes and tests. Teachers may have their assignments on Cornerstone. Each department communicates its policy and procedures regarding makeup tests.

### B. UNEXCUSED ABSENCES ARE:

1. All other absences taken with permission of the parents, but not that of the school;
2. Any absence for an acceptable reason (as listed above) in which the parents have failed to notify the school, and have not written a note for the student's attendance file.

**For an unexcused absence, the student will not receive full credit for missed work, quizzes or tests.**

## C. TRUANCY

Truancy is defined as an unexcused absence from school without the knowledge and consent of both the parents and the proper school authority, either for a whole day, part of the day, or part of a class period.

## PROCEDURES AFTER AN ABSENCE

1. Student must report to the Attendance Window before the first school bell;
2. Bring in an excuse **written** and **signed** by the parent;
3. This note should include:
  - a. name of student & grade level;
  - b. dates of & reason for absence;
  - c. parent signature & phone number to verify note.

***Students who do not bring in an appropriate excuse note on the first day back to school following an absence will not be permitted to attend classes until a parent or legal guardian has verified, to the Attendance Clerk, the student's absence.*** These notes are kept in the student's attendance file for the entire academic school year. The student will be given an admit slip from the Attendance Office Clerk. This admit slip must be presented to each teacher for signature.

## OFF CAMPUS PASS

1. Once a student arrives on campus he/she may not leave without permission from the office.
2. No student is ever allowed off campus during school hours without the specific parent/guardian permission

(written or faxed) obtained in advance from the Attendance Office Clerk. To receive an Off Campus Pass the student must:

a. **Present a note to the Attendance Clerk prior to the bell.** This note must specify the student's name, grade level, exact time of dismissal, the reason for dismissal, and the phone number of a parent who can be called to verify the note. Only those reasons listed as acceptable for excused absences are considered appropriate for an Off Campus pass.

b. **Attendance earlier, make arrangements when leaving note with the Clerk in the morning.**

c. At the beginning of the period, show the Off Campus pass to the teacher from whose class you will be leaving.

3. Student's must obtain an admit slip from the Attendance Clerk before returning to any class that may have been missed. Student's returning to campus the same day must return the Off-Campus pass to the Attendance Clerk upon arrival, or the next day of return. **NOTE: Students must be in attendance for the last four blocks of the school day in order to participate in or attend any school event.**
4. Medical/dental appointments must be verified no later than 24 hours with the appropriate form from the medical office upon the students return to school.

## TARDINESS

Tardiness is defined as being late for the beginning of the school day or for a particular class period. The student is tardy if he/she is not in the assigned seat or at the assigned station when the second bell rings. Students are reminded that attendance and tardiness are part of the permanent record of each student, and are used by prospective colleges and employers who often question the reason for frequent tardiness and absence.

***Students who are tardy for the beginning of the school day (Block A only), the following procedures apply:***

- a. Students tardy to Block A for any reason must report to the Attendance Clerk for a tardy slip.
- b. All tardies will be unexcused except for:
  1. medical, dental, or optometrist appointment with a doctor's note;
  2. legal or court appointment;
  3. attendance at funeral services;
  4. approved school sponsored activities.

***Students will not be allowed in class when arriving on campus late without a written note until formal contact is made with parents.***

- c. Disciplinary action steps for unexcused tardies to school during a semester:
  1. **5** unexcused tardies = 1 hour Dean's Detention
  2. **8** unexcused tardies = 2 hour Dean's Detention
  3. **Continued tardies will result in further disciplinary action (i.e. Dean's Detention, Suspension or Probation at the discretion of the Dean)**

***Students who are tardy to a class other than Block A, the following procedures apply:***

- a. Students are to report directly to class when tardy.
- b. All tardies will be unexcused, unless the student arrives late for class with a hall pass written by a administrator/counselor authorized to do so.
- c. A student who is tardy to class is subject to the teacher's disciplinary action.
- d. The fourth and each subsequent tardy will result in a Dean's referral. (every subsequent tardy = next

disciplinary step)

## OUT OF SCHOOL PERMISSION FORMS

A student can request permission to be off campus for purposes of visiting a college, attending a field trip or participating in a workshop. Students must seek permission from the Counselor and complete the required permission form obtaining all of the necessary signatures. Students should obtain in advance any assignments that will be missed. Teachers are free to refuse permission if in their considered judgements the student cannot afford to miss the class period.

## INDEPENDENT/HOME STUDY PROGRAMS

Paraclete High School does not provide Independent Study or Home Study Programs. A student who misses more than three weeks (13 school days) or is expected to miss more than three weeks will need to withdraw. A student may reapply for readmittance the following grading period upon satisfactory completion of required courses. The final decisions for the readmittance of a student is at the discretion of the Administration. Special situations will be reviewed by the Vice-Principal.

## PROLONGED ABSENCES

If a student is absent for more than five days, or where a lengthy period of absence due to illness or hospitalization can be projected, the parent should call the school counselors and arrangements for homework and classwork can be made. A student who for any reason misses more than three weeks (13 school days) or is expected to miss more than three weeks will need to withdraw from Paraclete High School. A student may apply for readmittance the following grading period upon satisfactory completion of required courses. The final decision for readmittance of a student is at the discretion of the Administration.

## COMMUNICABLE DISEASE

A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician or a nurse before he/she is readmitted to school. The Principal may readmit a student absent because of noncommunicable diseases.

## ATTENDANCE AT SCHOOL EVENTS

Students must be present for the last four blocks of the school day in order to attend any school event. Students who have been asked to leave Paraclete or who have withdrawn may not attend school events. **See page 25 for rules applying to athletes.**

# STUDENT DISCIPLINE PROGRAM

School discipline is an important part of the success of a Catholic High School. Its purpose is to promote genuine growth, to increase respect for authority, to foster development of Gospel values, and to provide an atmosphere conducive to learning. Practicing positive virtues is the best way to avoid problems with disciplinary infractions. The Christian message of "Love one another" is a solid foundation for human behavior. Students must observe the virtues of respect, honesty, responsibility, tolerance, and trust.

Early in the year the administration schedules times to instruct the students in their responsibilities and privileges in the classroom,



on school grounds and at school functions. **The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.**

Unacceptable behavior or violation of school policies may result in referral, detention, suspension, probation, appearance before the Discipline Review Board, or a request for the student's withdrawal from the school as determined by the administration.

**\*The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.**

## DRESS AND APPEARANCE REGULATIONS

The Christian message is a call to a life-style that is different from the norm of society. Dress and appearance regulations based on that call are centered around neatness, cleanliness, modesty, good taste, moderation, and safety. These regulations are to be observed while at school or at any school function unless specific regulations differing from them are given by the Dean of Discipline. The regulations of this dress and appearance code will be enforced throughout the school year. Parents should assume the responsibility of insuring their children's conformity to these requirements, for the dress and behavior of Paraclete students reflect not only on the school but also on the family. Students who come to school not in appropriate dress code send an erroneous message to the rest of the student body; that is, it is acceptable to be out of dress code. Therefore, students who attend school not dressed properly will be subject to disciplinary action as well as sent home to change, if the problem cannot be immediately remedied at school.

**Students must be in compliance with the dress code for all school occasions (e.g. liturgies, awards assemblies, etc.) The dress code will be enforced from the moment a student comes on campus until a student leaves the campus. All students in grades 9-12 will be in the uniform style of dress for the school year as stated in the following paragraphs.**

**THE DEANS RESERVE THE RIGHT TO REQUEST ANY STUDENT TO CHANGE ATTIRE, REGULATE AGAINST CERTAIN FASHIONS, AND TO CONFISCATE ANY OBJECTIONABLE ITEMS WHEN THEY DEEM IT NECESSARY.**

## DRESS AND APPEARANCE CODE FOR ALL STUDENTS

The following are the common elements of the dress code for all students:

### Shirts/Blouses

Students may wear a red, white, black or gray uniform polo shirt with the PHS logo. The uniform shirt must be purchased at the Spirit Store. Flannel or hooded shirts are not permitted. Turtlenecks and short or long sleeved T-shirts (red, black, white, or gray) may be worn under the uniform shirt, and must be tucked in. Visible thermals are not permitted.

### Pants

Students may only wear cotton or corduroy pants that accommodate use of a belt (**no drawstring waists or shoe laces permitted**), in black and khaki (tan). Only black or white colored Levis styled jeans are permitted. White tab jeans may be worn. **Students may not wear cargo pants, stretch pants, leggings, jeggings, and yoga pants.** Pants must be worn fitted to the waist and tailored to the correct length, just touching the top of the shoe and may not bag around the ankle

or have torn or ragged edges. Students may not wear oversized or baggy pants, excessively tight jeans or skinny jeans.

### Shorts

Students may only wear walking shorts that accommodates use of a belt (**no drawstring waists permitted**). Khaki, black, or white shorts **only** are permitted. The length of shorts must be to the knees. **Cargo or jean shorts are not permitted.** Students may not wear oversized or baggy shorts.

### Sweatshirts/Sweaters

Students may only wear Paraclete sweatshirts or sweaters purchased in the Spirit Store, or through an athletic team if approved by the school administration. Sweatshirts may not be worn under polos. **A uniform polo must be worn underneath. Students may not wear non-Paraclete hooded, zippered sweatshirts, sweaters,**

### Jackets

Students may wear college or pro team jackets except for the Kings, Raiders, Bulls, White Sox, and Hoyas. Students may not wear sweatshirt style jackets; fleece, denim or blue jean jackets. All jackets should be void of any advertisements.

### Shoes

Students may wear dress or athletic shoes. Sandals, thongs, clogs, slippers, platform, high heeled, open toed or bowling shoes are not permitted.

### Accessories

This applies to both boys and girls: All jewelry and accessories related to the Goth subculture or any other group deemed antithetical to Christianity or its values are forbidden, i.e. pentagrams, excessive bracelets, bandannas, etc. Students may wear **only** Paraclete baseball-style caps, worn brim forward, on campus or at school related activities. Visors, bandanas, head bands, or "do-rags" are not permitted. **No body piercings of any type are permitted on campus or at any school sponsored event. (Exception: Girls may wear earrings on their ears. No visible tattoos are permitted.** Any accessories considered dangerous such as wallet chains, extremely large (oversized) jewelry, studded bracelets or belts, etc. are not permitted on campus or at school related activities.

## APPEARANCE CODE FOR BOYS

### Hair/Facial hair

Hair must be neat, clean, moderate, and an even, blended length. In front, hair cannot extend below the eyebrows. On the sides, the hair cannot extend below the bottom of the ear lobe. In the back, the hair cannot extend below the top of a shirt collar. Sideburns cannot extend below the bottom of the earlobe and no wider than one inch. A no-guard, shaved head is not permitted. Face must be clean shaven except for senior boys who may wear a mustache only. Beards and goatees are not permitted. **Exaggerated styles such as tails, unusual colors, uneven cuts, spiked, excessive use of gels or sprays are not permitted.** Boys may wear spiked hair. Uneven or unbalanced hairstyles will not be permitted. Students will be sent home and not allowed to return until hair has been cut to an acceptable style and approved by a Dean.

## APPEARANCE CODE FOR GIRLS

### Pants

Girls may wear black, khaki (tan) or white pants at least ankle length. Pants may not be made of stretch material (i.e. yoga pants, leggings, or jeggings). Bell bottoms are not permitted. Girls may wear khaki (tan), black or white capris. Pants may be purchased anywhere.

## DISCIPLINARY REGULATIONS

### Hair/Cosmetics

Hair must be neat, clean and moderately styled. Excessive or gang associated make-up is not permitted. Exaggerated styles such as tails, unusual colors, uneven cuts, excessive use of gels or sprays are not permitted. Head bands must be solid red or gold ONLY.

## FREE DRESS REGULATIONS

### Spirit Day (Friday ONLY) Dress Code

1. Students may wear approved spirit wear purchased from the Spirit Store, or their team or club.
2. Paraclete t-shirts, pullovers, and other sport/club polos are allowed.
3. All pants must adhere to regular dress code.
4. Athletes may wear their team polo ONLY on game days.
5. ASB students may wear their gold polo ONLY on Wednesdays.
6. Seniors will be allowed to wear their class t-shirts and sweatshirts.

### Dress-up

1. Jeans of any type are not permitted.
2. No dresses or skirts are permitted.
3. Dress slacks or cords are permitted, but they must follow the pants guidelines as specified in the Parent-Student Handbook.
4. Torn apparel, low cut blouses or other apparel which expose the midriff are not permitted. Tank tops are not allowed.
5. Only dress shoes are permitted.
6. Dress or polo shirts only are permitted but must be tucked in.
7. Ties are optional.
8. Students must be in regular dress code if not participating in dress-up days.

### Dress-Down

1. Torn, holey, baggy, see through or immodest apparel is not permitted.
2. Blue jeans or T-shirts are not permitted unless approved by the administration.
3. Shoes must be worn.
4. Students must be in regular dress code if not participating in dress-down days.

## DRESS GUIDELINES FOR BANQUETS AND AWARDS FUNCTIONS

1. Blue jeans of any type are not permitted.
  2. Dresses and skirts must be of a modest length (**no more than 2 inches above the knee**) as determined by the Dean.
  3. Dress pants or cords are permitted worn fitted to the waist and tailored to the correct length (just touching the top of the shoe) and **may not bag around the ankle, or have torn or ragged edges. Students may not wear oversized or baggy pants.** Belts are optional.
  4. Shorts **are not permitted.**
  5. Torn apparel, low-cut blouses, or other apparel which expose the midriff **are not permitted.**
  6. Students may wear dress or athletic shoes only.
  7. Dress or polo shirts only are permitted.
  8. Ties are recommended, but are optional.
  9. Earrings on boys are not permitted.
  10. Students in violation of these guidelines may be asked to leave and/or face disciplinary action.
- \*The person or persons in charge of the banquet or awards function are expected to convey these guidelines to their charges and to enforce the guidelines.

## DISCIPLINARY PROBLEMS

The following are some examples of (but not necessarily limited to) disciplinary problems which may lead to disciplinary action. The circumstances involved, as well as multiple problems, will determine the final action taken with each student. Repeated problems in any area may lead to more severe disciplinary action. Any student who violates the computer contract is liable to disciplinary action.

## TEACHERS' DISCIPLINE/DETENTION

Teachers in the classroom and personnel on the campus are responsible for handling normal discipline problems. Among the alternatives available to a teacher, when a discipline problem arises, are teacher's detention, parent conferences, counseling referrals, and for serious persistent reasons a referral to the Dean. Teachers are to keep a record of each time these disciplinary procedures are employed. In scheduling a teacher's detention, the time is to be determined by the teacher, on a day convenient to the teacher, before or after but not during school hours, and with 24 hour notice for the convenience of the student's parents.

## LIABLE TO A DEAN'S DETENTION

1. Any dress code violation.
2. Repeated unexcused tardies.
3. Throwing food or other objects on campus.
4. Failure to attend a teacher's detention.
5. Inappropriate or unacceptable behavior problems (i.e. class/assembly, disruption, horseplay, running in halls, pushing, etc.).
6. Eating outside designated areas.
7. Entering cars or the parking area during school sponsored activities without permission.
8. The use on campus of any electronic devices.
9. The possession of playing cards or dice of any kind without permission.
10. Cheating on quizzes and tests.
11. Excessive display of affection.
12. Defacing a desk in any way.
13. Once on campus, leaving campus before school starts.
14. Possession and/or use of laser pointers on campus or at school related activities.
15. Use of a locker not assigned to the student.
16. Failure to register a vehicle.
17. Parking illegally on campus.
18. Other infractions as determined by the administration.

## LIABLE TO SUSPENSION & PROBATION

1. Reckless driving on school property.
2. Truancy.
3. Leaving campus at lunch or break without permission.
4. Falsified excuses dealing with absences or tardiness. Forgery or use of forged notes or passes.
5. Tampering with fire alarms, extinguishers, bulletin boards or absentee lists.
6. Failure to return property belonging to the school when loaned to the student. The student with his or her parents will be held liable for the return of the property when requested by an employee of the school authorized to make the demand.
7. The harassment of other students.
8. Possession or use of cigarettes, tobacco or related paraphernalia on or near campus, or at school activities.

9. Gambling or card playing on campus.
10. Unacceptable behavior on bus trips.
11. Cheating on quarter or semester examinations.
12. Possession or use of water guns or water balloons.
13. Unacceptable behavior on other school campuses.
14. Opening another student's locker without permission.
15. An accumulation of offenses.
16. Possession or display of inappropriate materials.
17. Excessive horseplay which may lead to serious injury.
18. Unacceptable behavior at a dean's detention.
19. Truancy to a dean's detention.
20. Lying to school authorities.
21. Minor violations of computer use policy.
22. Inappropriate/unacceptable behavior at Mass.

ware, software or other-related equipment. Parents will be expected to financially reimburse the school for the value of all-related damages.

18. Any action of a sufficiently serious nature as determined by the Principal.

## ORDINARY DISCIPLINE PROCEDURES

Ordinary Discipline Procedures apply for a violation of the rules and regulations that do not require immediate suspension or dismissal from school (i.e. dress code, behavior in class, tardiness, failure to attend teacher's detention, etc.). All Deans Detentions must be fulfilled within two weeks of notification. Students will have the option to serve detentions on Wednesdays or Saturdays, as scheduled on the Paraclete events calendar. Postponment beyond two weeks will result in further disciplinary action.

- 1st Offense - Parent Referral Warning
- Second Offense - 1 hour Dean's Detention
- Third Offense - 2 hour Dean's Detention
- Fourth Offense - Parent Conference
- Fifth Offense - 1 day suspension & Probation
- Sixth Offense - 2 day suspension & Strict Probation
- Seventh Offense - Dismissal from School

## SENIOR DISCIPLINE PROCEDURES

After the beginning of the third quarter the following will be in effect for rule violations by seniors:

- \*1 day suspension, probation, loss of Prom Privilege
- \*2 day suspension, strict disciplinary probation, loss of Grad Night privilege
- \*loss of Graduation ceremonies privilege

**NOTE:** These procedures will be in effect only for violations of rules that do not require immediate dismissal from school (i.e. use or possession of drugs, vandalism, disrespect to a teacher, etc.).

## DEAN'S REFERRAL

Teachers should refer a student to a Dean when serious problems arise, or when the teacher has attempted to correct a discipline problem over a period of time without success, or when a student is out of dress code, or when a violation outside the classroom has occurred. A Dean's Referral should be handled as a serious matter. Upon accepting a Referral, the following options are available to the Dean: Dean's Detention, a parent conference, suspension, referral to the Disciplinary Board, counseling by the campus minister.

## DEAN'S DETENTION

Dean's Detention is held under the supervision of the Deans or their representatives for one or two hours. Student will be notified in writing when they are to report for the detention period. If a student does not appear for his detention, he is liable to further disciplinary action. All Deans Detentions must be fulfilled within two weeks of notification. Students will have the option to serve detentions on Wednesdays or Saturdays, as scheduled on the Paraclete events calendar. Postponment beyond two weeks will result in further disciplinary action.

## PARENT CONFERENCE

Either a teacher or the Dean may request a parent conference. When the Dean requests a parent conference, parents should be aware that it is for more than ordinary disciplinary reasons.

## LIABLE TO DISMISSAL WITHOUT WARNING

1. Any action of disrespect, defiance or disobedience to a member of the faculty or other school personnel by word or action.
2. Immoral conduct in speech, writing or action. Profanity or obscene language.
3. Fighting on or near campus, or at any school sponsored function off campus.
4. Assault/Battery: Any threat of force or violence directed toward anyone on or off campus, or toward the school.
5. Scandalous, immoral conduct detrimental to the reputation of Paraclete High School as determined by the administration.
6. The use, sale, distribution, possession or being under the influence of any alcoholic beverage on or near campus, or at any school sponsored activity.
7. The use, sale, distribution, possession or being under the influence of marijuana, narcotics, dangerous drugs, or other harmful substances. Also, possession of any drug paraphernalia.
8. Possession of harmful weapons and materials, or objects that can be used as weapons.
9. Procuring, causing or encouraging an abortion especially where the situation has become a matter of general knowledge.
10. The possession or use of firecrackers or any explosive device, including smoke or stink bombs, on campus at any school related activities.
11. Continued and willful disobedience; persistent or flagrant contempt of authority and school regulations.
12. Vandalism or destruction of school property, or the property of others at school. This includes graffiti of any type. Any damage to the halls, lockers, classrooms or other portions of the campus and property of the school will be charged to the student or students and their parents.
13. Any action of vandalism, tampering or willful destruction of any property, real or personal, belonging to the faculty or other personnel.
14. Unauthorized possession of school property such as keys, grade books, exams, etc.
15. Theft of any school, student, faculty or staff property.
16. Gang/Crew involvement; e.g., anything that signifies gang affiliations: the wearing of gang colors; the writing of gang graffiti; association with any person or group that poses a threat to Paraclete High School or its students. (Criminal gang-like activity involving membership in a gang is defined as an ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts.)
17. Vandalism, tampering with or illegal use of computer hard-



## MINOR SUSPENSIONS

Students may be suspended for violations of the dress code. These are minor suspensions that are in effect until the problem is rectified. Other minor suspension may involve removing several students from campus or the classroom until it can be determined which of them may have been the cause of a serious disruption or violation.

## SUSPENSION

For serious or persistent reasons, a student will be suspended. The purpose of suspension is to remove the student from the ordinary educational environment because of his or her potentially disruptive influence. Suspensions may be "in school" or at home. "In-School" suspensions remove the student from the normal classroom while still requiring his or her presence at school.

## PROBATION / STRICT PROBATION

### ***Disciplinary Probation***

A student will be placed on disciplinary probation or strict disciplinary probation for serious or repeated violations of school regulations. A student placed on disciplinary probation may lose extracurricular activities as determined by the Dean of Discipline.

### ***Disciplinary Strict Probation***

A student will be placed on strict probation or dismissed from school for any violation of the rules while on disciplinary probation as determined by the Dean of Discipline. A student on strict probation will be restricted from participation in extracurricular activities.

Disciplinary probation and strict probation will be for a period of time determined by the Dean of Discipline.

## DISCIPLINE BOARD

When a student is dismissed from Paraclete High School for disciplinary reasons the parents may appeal the dismissal to the Discipline Board. The appeal must be made, to the appropriate Dean within two school business days.

The board is composed of the Deans of Discipline and several faculty representatives. The Board meets with the parents and the student, listens to the appeal, and then makes recommendations to the Principal in order to advise him as to whether or not to uphold the dismissal of the student.

## DISCIPLINARY REVIEW

At the end of the school year, students with excessive disciplinary records will be reviewed to determine whether they will be invited back for the next school year, upon recommendation of the Disciplinary Review Board. If the student is invited to attend Paraclete the following year, he/she will be placed on disciplinary probation for a length of time to be determined by the administration. The probation contract will be considered a condition for the student's return and cannot be appealed.

## DISMISSAL

Students will be dismissed from school or asked to withdraw for reasons of a serious or continuing nature. Once a student is withdrawn or dismissed, he or she shall not be readmitted, or allowed to enter the campus or attend any of the activities of Paraclete High School. Expulsion remains as a portion of student's permanent record. A student asked to withdraw or dismissed from Paraclete for disciplinary reasons may not reapply to attend Paraclete for at least two semesters.

## STUDENTS REQUIRED TO WITHDRAW FOR DISCIPLINARY REASONS

**Students who have been dismissed from Paraclete or asked to withdraw are not allowed to return to the campus or attend school activities and events.**

## OTHER SCHOOL REGULATIONS

### AUTOMOBILES/PARKING

Students who bring to campus automobiles, motorcycles, or scooters should be licensed drivers. They are responsible for all regulations of the Vehicle Code on or near the campus. Driving and parking on campus is a privilege, not a right. Student violators of the following regulations are liable to disciplinary action and/or fines.

- All student motor vehicles must be registered with the Dean of Boys and a parking permit must be purchased from the Dean of Boys.
- Parking permits must be used and displayed in the lower right front corner of the windshield.
- Students park on campus on a "first come, first serve" basis. Students may park in student parking spaces only. Students may not park in spaces designated: Faculty, Staff, Visitors, Subs, Handicapped.
- The maximum speed limit on campus is 10 mph at all times
- Students are to stay away from parking areas during the school day and may not enter any vehicle during the school day without authorization.
- Upon arrival at school, students should go immediately to their classrooms or to the quad. At no time during the school day are students allowed to sit in vehicles or loiter in the parking lots.
- Once arriving on campus, students may not leave for any reason without an off-campus pass.
- Vehicles may not be moved from the north parking lot to the south parking lot until 3:30 P.M.
- During evening activities on campus, students may not go to a vehicle or leave and return to the event.
- Repeated parking offenders will lose all driving and parking privileges on campus.
- **Paraclete High School assumes no responsibility for loss of, or damage to vehicles or contents. All parking at Paraclete high School is at your own risk. Students are not permitted to park at the city park located across the street from the school.**
- **dents at the city park across from the school.**

### ELECTRONIC DEVICES

**Unauthorized electronic devices are not allowed to be used on campus during school hours.** Students are subject to a Deans' Detention for use of unauthorized electronic devices **and in certain circumstances the device may be confiscated and be held by a Dean until picked up by a parent.**

Students are not allowed to have laptop computers, digital cameras, I-pods, or MP3 players.

## CHEATING

Students who are caught cheating will lose all credit for the assignment, quiz, test, or exam. Cheating consists of either receiving from or giving to another the actual work or answers in which the student alone is expected to produce. **The presence of a cell-phone during a quiz or test will be considered cheating.** Cheating on quiz or exam makes student liable to a Dean's detention. Cheating on quarter or semester examinations makes a student liable to suspension and may result in loss of credit for the class. Plagiarism is considered a form of cheating. A pattern of cheating may result in more serious disciplinary consequences including dismissal from the school.

## CLASSROOMS

1. On entering a room for class, students proceed to assigned places and are expected to be seated.
2. Articles on or near the teacher's desk are not to be touched without permission and are not to be used or read by the students without permission.
3. School furniture and equipment must be respected. Classrooms are to be put in order at the end of each class.
4. Passing notes in class is unacceptable.
5. Teachers may have individual classroom rules depending on the needs of their particular situation.
6. Students are to bring to each class the work materials needed by the students to complete successfully the assigned work.
7. The teacher dismisses the class in accordance with the bell schedule. The teacher has a right to hold the class for a short period of time to complete giving homework assignments.
8. Students are not permitted to work on assignments from other classes without the teacher's permission.

## HOMEROOM REGULATIONS

### Objectives:

To allow students an opportunity to attend scheduled meetings of clubs, or activities.

To allow students the opportunity for study time if they are not involved in activities. Study time may consist of reading, written work, homework, classwork, tutoring, etc.

### Policies:

There is to be a general atmosphere of silence in homeroom. No talking unless specific permission is given by the homeroom teacher.

Students must bring to homeroom written, reading, or study materials to occupy them the entire period.

### Consequences: If students fail to follow the homeroom

policies, they will be subject to the following disciplinary action:

First offense - teacher warning or teacher detention.

Second offense - teacher detention or Dean's referral.

Third offense - Dean's referral.

## LUNCH AREA/FOOD/GUM

Lunch is to be eaten only in the designated areas of the Quad, between the chapel and the gym, north of the gym, or on the Senior lawn. Students are not to eat in the gym, locker rooms, or west and south of the gym complex, in front of the school, or south of Freshman and Sophomore Halls, including the portable classrooms. Students are to remain out of the halls during lunch unless permission is specifically granted. A student is liable to a Dean's Detention for eating outside the designated areas. No food or drink is to be eaten in the halls, classrooms, or gym unless special permission is explicitly given. Students are not allowed to order food from outside vendors. All lunches delivered by parents must be delivered to

the front office. Students are not allowed to leave the campus for lunch. Because gum has a habit of sticking to shoes, floors, under desks, and on clothing, gum is not allowed on campus. Students will be fined \$1.00 that goes to support the missions for each gum chewing violation.

## GIFT/FLOWER/BALLOON DELIVERIES

Gift, flower or balloon deliveries will not be done during school hours. Students may pick them up at the office after school.

## RESTRICTED AREAS

At no time before school, at break, or at lunch should students be south of the locker rooms, west of the gym (the playing field side of the gym), west of the St. Joseph's building, in front of the school, or in the parking lots.

## PARENT'S ROLE

Parents have the primary responsibility for the education of their children, and are expected to uphold the regulations of the school, and to respect the teachers, administrators and school personnel who assist them in the role of educator. Any uncooperative or destructive attitude or behavior on the part of the parent, any unbecoming conduct at any activity where students are present and any serious insult or abuse directed at school personnel may be reason to ask the parent to withdraw his or her children from the school. Certain matters, such as the falsification of absentee notes, and the permitting of alcohol to be consumed in the home by students are considered serious contradictions to the philosophy of Paraclete High School, and should be avoided by parents.

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

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

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

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

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

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

- Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.

- Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on

school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

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

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

## **DISRUPTION OR DISORDER BY PARENTS, GUARDIANS, OR OTHER FAMILY MEMBERS**

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

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

## **INSULTING OR ABUSING TEACHER OR SCHOOL EMPLOYEE**

A parent, guardian, or other individual who upbraids, insults, or abuses any teacher or administrator of the school, in the presence or hearing of a pupil, is guilty of a misdemeanor (Education Code: 13559)

If the teacher is "insulted or abused" by any person in the presence of other personnel on school premises, on public ways adjacent to the school or at another place where the teacher is assigned, that person is also guilty of a misdemeanor. (Education Code: 13559, 13560)

## **RECOMMENDED TRANSFER RESULTING FROM PARENTAL/GUARDIAN ATTITUDE**

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the action/attitudes of parents. It is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents might so diminish the effectiveness of the education process that the continuation of the student in the school may be impossible. When the basic spirit of trust, honesty and cooperation between the school and parent(s) has been lost this would be the case.

## **POLICY ON STUDENTS WHO NO LONGER LIVE WITH THEIR PARENT OR GUARDIAN**

An integral part of the philosophy of Paraclete High School is the belief that parents are the primary educators of their children. In support of this, the school and the parent work in close collaboration in all aspects of the student's educational process. A student not living in the home of a parent or guardian may not be allowed to attend Paraclete High School.

## **MARRIED STUDENTS**

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

## **EMANCIPATED EIGHTEEN YEAR OLD STUDENTS**

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

## **VISITORS**

Paraclete High School is a closed campus. This means that no student may leave campus during the school day or during school functions without the knowledge and permission of the school administration. Before a student guest may be brought to visit classes, explicit permission from the vice-principal must be obtained at least two days in advance through a note signed by the parent, the vice-principal and all teachers involved. Similarly, no person may enter the campus without lawful business authorized by the school. Any visitor who remains after being asked to leave is guilty of a misdemeanor under the California penal Code. Visitors are directed to the school office for desired information or business. They should make appointments to visit outside of school hours. No outsiders are allowed on campus at any time: before, during, or after school without the explicit permission of the administration. All visitors must be registered and wear visitors badges while on campus. This holds true also when other schools in our area have a holiday. Students at Paraclete are reminded that all other high schools in the area have the same regulations, and reports of our students violating these rules make them subject to disciplinary action upon returning to the Paraclete campus. If a student should invite others onto the campus without being granted permission, that student will be held responsible for any undesirable actions by the persons so invited.

## **FLYERS/POSTERS**

No flyers or posters may be handed out or posted without the prior approval of the Administration.

# **SPECIAL PROCEDURES**

## **EMERGENCY PROCEDURES**

### **EARTHQUAKE PROCEDURES**

The warning for some emergencies is the beginning of the disaster itself, such as the shaking experienced in an earthquake. In emergencies such as these, the DROP command should be given immediately. Students should be instructed to react in the same manner, even if they are en route to or from school, or if the teacher is temporarily absent from the classroom. Inside school buildings, a protective position should be taken under desks or tables, with back to the windows. All should drop to their knees, clasp both hands behind their necks, close their eyes, cover their ears with forearms, protect their arms, and thus make their bodies as small objects as possible. Outside school buildings, if an earthquake occurs, give



DROP command after students have moved away from buildings. Students must remain with their assigned classes at all times.

## EMERGENCY DIRECTIONS DURING EMERGENCY DRILLS

A fire drill must be obeyed without question. Absolute silence must be maintained when filing out and while standing in the assigned areas. Students are to walk, not run. The last person out of each corridor is to see that the corridor doors are closed. Students are never to line up in driveway areas or in other places that would impede the flow of emergency equipment. Exits are indicated on the school map contained in this handbook, and are posted in each classroom. Students must remain with their assigned classes at all times.

## RELEASE OF MINOR TO PEACE OFFICERS

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.

## STUDENT LOCKERS

Students are not to go to their lockers during class time. Paraclete assumes no responsibility for loss of any personal property due to theft or damage. All students must purchase and use an official Paraclete lock from the Paraclete bookstore. All unauthorized locks will be cut off. Students may only use their assigned locker and are responsible for keeping them in good condition. A cleaning charge will be assessed to students whose lockers may need painting or repair.

**NO LOCKER CHANGE REQUESTS WILL BE GRANTED.** Medical requests for locker changes must be supported by a doctor's note. Paraclete reserves the right to search lockers at any time. **Students are not to bring valuable property to school at any time.**

## RESPONSIBILITY FOR PROPERTY

Any pupil who willfully cuts, defaces, or otherwise harms any property, real or personal, belonging to the school is liable to dismissal, and the present guardian shall be liable for all damages so caused by the pupil. The parent or guardian of the pupil shall be liable to the school for all property belonging to the school, loaned to the pupil and not returned upon demand of an employee of the school authorized to do so. Students must make an immediate report to the teacher upon the discovery of any damage. Failure to notify the teacher in charge places the responsibility upon the student assigned to that station.

## NARCOTICS AND DANGEROUS DRUGS

Any student found using or possessing drugs, narcotics or drug paraphernalia on or off campus will be immediately dismissed from school. Any student who knowingly attends a party or gathering where drug use takes place is liable to disciplinary action. Any student involved in the distribution of drugs, on or off campus, will be immediately dismissed.

## STUDENT SEARCHES

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

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

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

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

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

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

**In the event that any items belonging to a student are**

**when possible, take a photograph of the place where the**

**also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.**

## CONTRABAND DETECTION CANINE PROGRAM

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

1. Illegal Drugs
2. Over-the-counter and Prescription Drugs (aspirin, muscle relaxants, etc.)
3. Alcoholic Beverages (beer, wine, liquor, etc.)
4. Gunpowder (fireworks, ammunition, firearms, etc.)
5. Residual Odor (where one of the above was obviously present)

## The Program:...

Paraclete uses these detection canines to check odors from student lockers, vehicles, book bags, and Paraclete common areas. At no time do the canines check individual persons. An IMPACT "handler" and canine are escorted around campus by a Paraclete Administrator, usually a Dean of Discipline. In the event of a canine "alert" (the term used when a canine detects the scent of a substance they are trained to detect), the handler will advise the Dean of the location of the alert and the following steps are then followed:

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

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

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

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

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

## MEDICATION

According to the California Health and Safety Code, students may not carry medications on their persons while on a school campus, even prescriptions of a physician or dentist. Any student needing to take a prescriptive medicine during the school day is to bring both the medication and a note from a parent explaining the type of medication and the times when it is to be taken. The student is to give these to the attendance clerk in the office, who will allow the student to take the medication at the prescribed times. No school personnel may give any student medication. **This includes aspirin!**

## CHILD ABUSE

Any teacher who concludes from observation of a minor that the minor has received physical injuries which appear to have been inflicted upon him by other than accidental means by any person, that the minor has been molested, that the minor has been abandoned, deserted, or expelled from the home, or health may be endangered, shall report such a fact within 36 hours to the Department of Social Services.

## DIRECTORY INFORMATION

School authorities will presume permission of the parents to release directory information unless the school is notified in writing to the contrary. Directory information is that type of material that might be published on an honor roll or a listing of students with their Grade Point Average, as well as mailing addresses requested by legitimate colleges or the Armed Forces.

## GRIEVANCE AND ARBITRATION

The purpose of grievance and arbitration procedures is to secure a just, equitable, and prompt resolution to the claim of an aggrieved

person in an atmosphere of mutual understanding and Christian charity, and at an organizational level as close to the aggrieved person as possible. Staff members, parents, or students may initiate a grievance procedure on any action or non-action that they consider to be a violation of personal rights in regard to the interpretation or application of school policies or contractual agreements. A set procedure and a limited time schedule are established and must be carefully followed. These are to be made available upon request through the school office.

## HARASSMENT, BULLYING AND HAZING POLICY FOR STUDENTS IN CATHOLIC SCHOOLS, ARCHDIOCESE OF LOS ANGELES

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

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

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

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

**Specific examples of sexual harassment include, but are not limited to:**

1. Making unsolicited sexual advances and 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 related jokes.
5. Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

**BULLYING** is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as

spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

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

### **It is the responsibility of Paraclete High School to:**

1. Implement this policy through regular meetings with all administrators. Including the pastor in the case of a parish school, ensuring that they understand the policy and its importance.
2. Make all faculty, staff, students and parents/guardians and volunteers aware of this policy and the commitment of the school toward its strict enforcement.
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment.
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

### **It is the student's responsibility to:**

1. Conduct himself or herself in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
4. If possible, inform the other person(s) that the behavior is offensive and unwelcome.
5. Report all incidents of discrimination or harassment to the principal.
6. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, discontinue that conduct immediately.
7. As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

## **STUDENT THREATS**

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

The student who has made the threat should be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat should be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, should be notified immediately.

The student who has made the threat, shall be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat should be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. These actions may result in suspension or removal of a student from school.

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

## **HEALTHY RELATIONSHIPS**

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

## **PREGNANT STUDENTS**

The school commits itself to respect the life of the unborn, to the best interests of students who are pregnant, who father children and the families affected by the occasion of pregnancy. All actions of the school when a pregnancy occurs will be based on this respect and love. The school is also committed to upholding all the values of the Church and will act with respect to them as well. The principal may use discretion in allowing students to remain in some cases or ask students to leave when all factors for the good of everyone concerned have been taken into consideration.

If a student is allowed to remain, the student must meet the following conditions: student must submit a medical clearance certifying that she may continue to attend all classes, student must continue to reside with parents, student and parents must sign a waiver releasing Paraclete from any liability should the mother-to-be suffer any injury while attending classes or participating in any school related activities.

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

Without jeopardy to the above guidelines, the school shall retain the right and the responsibility to promulgate and implement disciplinary measures, including expulsion, for public and overt breaches of Catholic moral teaching.

## **ABORTION POLICY**

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

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

Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion, or influence or coerce another person to have an abortion. Moreover, given the already existing network of prenatal programs and pregnancy counseling available in the Archdiocese of Los Angeles, there is no acceptable reason why any student should be coerced into having an abortion. Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from the 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 the cause for the son or daughter of that parent or guardian to be dismissed from the school.

## **STUDENTS INFECTED WITH AIDS**

The Archdiocese of Los Angeles has accepted the United States Bishop's statement, "The Many Faces of AIDS: A Gospel Response"



as adapted for use within the Archdiocese. This document states: Infection with AIDS in and of itself should not be a reason to exclude students from any Catholic elementary or secondary school, religious education program, or institution of higher learning. However, alternate educational and catechetical arrangements may be made for infected students whose behavior has been shown to endanger others.

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

## STUDENT ACTIVITIES

The Student Activities Coordinator facilitates the extracurricular phase of campus life. Working with Student Government as well as the Administration, he is responsible for the schedule of activities.

### THE ASSOCIATED STUDENT BODY

It shall be the purpose of the Paraclete High School Associated Student Body to promote and coordinate such activities as will lead to greater unity among all and the realization of Christian maturity among its members. All registered students in good standing of Paraclete High School shall be members of the ASB and have the right to participate in all activities of the organization. In good standing is defined as having all fees paid and free of disciplinary probation.

### THE STUDENT COUNCIL

The Student Council shall be the governing body of this association. It will also act as a channel of communication between the student body as a group and the faculty and administration. Voting members of the Student Council are the student body officers and class presidents.

### THE STUDENT SENATE

The Student Senate shall advise the Student Council, discuss initiatives from members of the student body, and coordinate the activities of the classes and clubs on campus. The President of the Student Senate shall be the Vice President of the Student Body. The Senate shall be composed of all class officers, the class senators, the presidents of all clubs and organizations whose charters have been approved by the Student Council. The Senate shall meet on an ad hoc basis. Members of the student body may request permission to attend the meetings of the Student Senate, and such permission shall be approved by the ASB Faculty Moderator. Agenda items may be submitted by any member of the student body, but all agenda items must be presented to the ASB Vice President no later than one week in advance of a Senate meeting.

### ELIGIBILITY FOR ASB OFFICE

Only members of the Sophomore and Junior classes are eligible to run for an ASB office. Only those who have spent two quarters as a member of the student body shall be eligible. The elected members must have a cumulative GPA of at least 2.0 for all work at Paraclete. Every candidate for office must have a satisfactory citizenship record as designated by approval from the Deans of Discipline, the Faculty,

and the Administration. Every candidate must have good attendance, satisfied Christian service requirements, and met all financial obligations to Paraclete High School. Once elected the ASB officer must maintain a 2.0 GPA and remain in good disciplinary standing, as determined by the Deans, or be removed from office. Appointed members must have and maintain a 2.0 GPA.

### ASB CONSTITUTION

A complete copy of the ASB Constitution may be obtained in the Activities Office or from the ASB Secretary.

### STUDENT PUBLICATIONS

Student publications are important elements in the instructional program and contribute directly to the school goals. The principal is the publisher and has legal responsibility for the newspaper. Any school publication must observe copyright laws.

The principal appoints a moderator who exercises necessary control over material submitted for publication. The moderator reviews all material. Additionally, the moderator:

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

Students submitting articles to the newspaper are expected to abide by these guidelines.

### STUDENT IDENTIFICATION CARD

Paraclete High School students are required to have their student identification card in their possession **during the school day**, at all games and other extracurricular functions. These cards are issued through the ASB Faculty Moderator. Students not carrying their student I.D. cards can be denied entrance or asked to pay the full price admission. If a student I.D. card must be replaced, a fee must be paid. When a student withdraws, the I.D. card must be surrendered.

### CALENDAR OF EVENTS AND SCHEDULING

Paraclete publishes a weekly school calendar. All major events for the year are scheduled before the end of June of the previous school year. All student activities appear on this calendar and any additions or deletions from the master calendar must be turned in and approved by the Administration by the 10th of the previous month. A complete monthly calendar will then be published around the first of each month. Groups wishing to plan an event are to apply to the Student Activities Coordinator.

### ANNOUNCEMENTS

Announcements will be read each day immediately before lunch. Telephone messages will be sent to the classroom in cases of emergency only.

### PUBLICITY

All posters and signs must have the approval of the Activities Coordinator before they may be posted on the school campus. (\* No stickers of any kind will be allowed.) No signs are to be taped or hung on any painted surface or on the tinted windows of the school office or chapel. (\* Plaques, bulletin boards may not be covered.) The

glass covered bulletin boards in the Quad and the windows at the ends of each corridor are available for sign notices. The placement of posters must be approved by the Activities Coordinator.

## ASSEMBLIES

Assemblies are arranged through the Activities Coordinator in consultation with the Vice-Principal. Students are to follow faculty directions at all times when entering and attending school assemblies. The guiding norm for assemblies is to give the fundamental courtesies of respect, attention and interest to all persons and presentations. Those students who can not follow these norms will be denied the privilege of attending future assemblies. All students are to be seated in the bleachers for rallies, or in the folding chairs for Masses, assemblies, and other occasions when chairs are provided. Students will be seated by grade level.

## ACTIVITY PERIOD/HOMEROOM

Homerooms will be scheduled as needed. This time is used for special activity groups, student government, class meetings, and club gatherings, as scheduled on the master calendar. These classrooms are known as "Homerooms". All students are required to report to Homeroom when scheduled for the taking of roll and for announcements. Afterwards, those students who are involved in special activities will be released after signing out of homeroom. Homeroom Hall Passes must be issued before 9 AM that day.

## MEETINGS

No meetings may be held at any time without the knowledge of the Administration. The ASB will meet regularly and the Student Senate once each month. All clubs may request specific meeting times on the calendar. If additional meetings are required they must be arranged with the Activities Coordinator.

## DANCES AND SPECIAL EVENTS

Social affairs must have the proposed program, date, and time approved by the Administration before promoting the event.

## APPROPRIATE DANCE POLICY

Students are required to act in an appropriate and Christian manner at all dances or be subject to disciplinary action. The result of inappropriate behavior on the dance floor may result in the loss of all dance privileges.

1. First infraction - Students observed dancing inappropriately will receive a verbal warning.
2. Second infraction - Students will be removed from the dance floor followed by disciplinary action and the loss of dance privileges.

## GUEST PASSES/MEDICAL RELEASE FORMS

Guest passes and medical release forms will be issued for dances by the ASB Faculty Moderator, and these are required for anyone who is not a member of the student body of Paraclete High School. The guest must conform to the dress regulations and all school policies stated in the Parent/Student Handbook. The guest pass must be turned in by the student no later than on or before the announced due date. A new guest pass must be obtained for each dance/activity. One guest pass per person is permitted for a date/guest only. The date/guest must be at least attending high school and/or under 21 years of age. **PROOF OF AGE REQUIRED.**

\*An approved guest pass list will be posted outside the office. Bids for formal dances cannot be purchased without prior approval of a guest pass.

## RESTRICTIONS

- 1) **Those persons who have left Paraclete because of disciplinary problems will not be admitted to Paraclete activities.**
- 2) Once students have entered the gym during a dance they may not leave the gym or the closed area.
- 3) During the dances, no student may be outside the gym or designated area for the event at any time.
- 4) Students will not be admitted if they arrive after the dance is half over.
- 5) Students will not be allowed to leave the dance until its conclusion, unless prior arrangements have been made by parents with the ASB Moderator or administrator in charge.
- 6) Seniors only will be allowed to leave on-campus dances one hour prior to the end of the dance. Those who leave prior to the close of the dance must signout, and will not be readmitted.
- 7) Gum chewing at dances is strictly forbidden in order to protect the gym floor.
- 8) Students must present their I.D. cards in order to be admitted to any dance or activity when requested to do so.
- 9) ***No student or guest of student is to be loitering in the parking lot, or on the school grounds before, during or after a dance.***
- 10) No bags/backpacks can be brought into the dance. If you have one, you must leave it at the front table upon check-in.
- 11) No dirty dancing is permitted.

## TIME AND DRESS CODE

Dances are held from 8:00 PM to 11:00 P.M. unless otherwise stated. The dress code is identical to the school dress code unless otherwise expressly stated by the Dean. Formal occasions, of course, call for more formal attire. Students who are dressed inappropriately will face disciplinary action.

## CHAPERONE

Parents, as well as faculty chaperones, assist the Administrators with supervision at social events. Their directions and instructions are to be followed at all times.

# INTERSCHOLASTIC ATHLETIC PROGRAM

It is the objective of the athletic department to develop young men and women into better individuals through the additional sacrifice, dedication, and responsibility it takes to participate at a competitive level while still fulfilling the demands of the classroom. Paraclete High School is a member of the Southern Section of the California Interscholastic Federation (CIF), competing in the appropriate division for all sports. Wearing the school's colors of scarlet and gold, the Spirits compete in the Gold Coast Athletic Conference. Students at Paraclete participate in the following interscholastic sports: Girls' and Boys' Cross Country, Girls' and Boys' Volleyball, Girls' and Boys' Basketball, Girls' and Boys' Soccer, Girls' and Boys' Track, Football, Golf (coed), Softball and Baseball. In the school's short history, it has won several CIF titles in team and individual sports:

1968, 1997, 1998, 1999, 2000, 2001, 2008, 2010 - Football  
1975, 1980 - Girls' Cross Country  
1980 - Volleyball

1980 - Baseball  
 1984 - Girl's High Jump Champion  
 1983, 2008 - Girls' Shot Put Champion  
 1986, 1987, 1988 - Boys' 200 Meters  
 1987, 1988 - Boys' 100 Meters  
 1987 - Boys' 110 High Hurdles  
 1987 - Boys' 4x100 Relay  
 1987 - CIF Boys Track Champion  
 1989 - Girls' Long Jump  
 1992, 1993 - Girls' CIF 100 Meter Hurdles Champion  
 1993, 1994 - Girls' CIF 330 Meter Hurdles Champion  
 1994, 2010 - Boy's Shot Put Champion  
 1996 - Boy's 800 Meter Champion  
 1998 - Girl's 2 mile Champion  
 2003 - Boys' Soccer  
 2003, 2004 Boys' Pole Vault Champion  
 2003, 2004 - Boys' Masters Champion  
 2004 - Girls' 800 Meters Champion  
 2007 - Girls' individual Cross Country Champion  
 2009 - Girls' 100 Meters Champion  
 2009 - Girls' Pole Vault Champion  
 2010 - Boy's Discus Champion  
 2015, 2016 - Softball

## ELIGIBILITY

Athletes must adhere to all regulations set forth in the CIF Blue Book and the Constitution of the Gold Coast Conference. The rules for eligibility are strict, especially in the area of transfer from one school to another and in the area of scholastic achievement. The A.D. and Dean of Studies will keep participants informed whenever there is a question of eligibility involved, especially with regard to grades. Athletes must maintain a 2.0 GPA for each grading period. If an athlete receives less than a 2.0 for the last grading period, he/she may petition to be placed on academic probation for the subsequent marking period. Athletes on academic probation will work with the school staff to monitor progress and provide guidance and support. Two consecutive marking periods of less than a 2.0 GPA will result in ineligibility for the subsequent marking period, and will continue until a 2.0 GPA is achieved. During the four high school years, no student will be placed on academic probation more than one time after the initial first quarter probationary period for incoming freshman.

All individuals must pass an annual physical given by a doctor prior to participating or trying out for an athletic team. A fee for transportation/equipment will be charged to each Student Athlete. Participants in the football program are required to carry Archdiocesan insurance. Information and forms are available through the Athletic Director.

**On game days, all student athletes must be in attendance for all class periods until dismissed. On practice days, student athletes must be in attendance for the last 4 classes to be able to participate in practice. Exception to these rules must be cleared by the Athletic Director 24 hours in advance. If an athlete misses a class because of an early departure for a game, it is the athlete's responsibility to acquire all work that will be missed. It is still due the next day. It is also the responsibility of the athlete to hand in any homework that is due the day of the early departure prior to leaving for the contest.**

Any student transferring from another school must have a legitimate change of address for both parents to be eligible for a varsity sport, or will be restricted for one year.

# STUDENT SERVICES

## SPIRIT STORE

The Spirit Store is intended to facilitate the purchase of required clothing and Spirit wear prior to and during the first weeks of each semester. Please check the Spirit Store for the posted hours of service.

## HEALTH SERVICES

Any time a student feels ill to the point that he or she can not continue school, he or she obtains a hall pass from the teacher whose class he or she is in, and then reports to the Office. If necessary, arrangements will be made for the student to go home. A student should not remain in the Office for more than one period. No student may leave the campus or telephone his or her parents to take him or her home without first clearing it with the Office personnel.

## LOST AND FOUND

Check for lost and found articles and textbooks at the Office. Where theft is suspected, report immediately to the appropriate Dean of Discipline, and to the teacher in whose class the suspected theft occurred. The school is not responsible for purses lying around, or for any other piece of student property. Found articles not called for within thirty days will be given away to charity.

# LIBRARY

While in the library, students are to obey the instructions of the librarian. Students using the library are to maintain a reasonable silence, and follow the regulations concerning procedures and rules. Students who abuse the policies of the library may be forbidden library privileges.

## HOURS

Monday - Thursday 7:00 AM - 3:30 PM

Friday 7:00 AM - 1:15 PM

Open at Break, Open at Lunch

**BOOK LOAN PERIODS** - Regular books and magazines are loaned for three weeks. They may be renewed, however, if they are needed for a longer period of time. Reference materials are not to be removed from the library.

**FINES** - A fine of twenty-five cents per day for each school day starting with the due date will be charged for overdue books and materials.

**RESTRICTIONS** - Gum, food and drinks are not allowed in the library. A one-dollar fine may be imposed for bringing food or drink into the library, or for chewing gum.

**COPIES** - A copy machine is available to the students for twenty-five cents per page.

**COMPUTERS** - The library has several computers that may be used by students. The rules for these computers are the same as the computer resource room. Each page printed will be twenty-five cents. Only school work is permitted on these computers.

**LIBRARY USE** - Teachers may send students to the library at any time during their classes except homerooms. The student must have a hall pass signed by the teacher.

# COMPUTER LAB

Students may use the computer lab for school related services such as researching topics, printing reports, or working on projects. While



in the lab, students must adhere to all posted rules and obey the instructions of the lab supervisor/teacher. Students must also adhere to the rules of the Acceptable Use Policy.

#### **HOURS:**

**Monday - Thursday 7:00 AM - 3:30 PM**

**Friday 7:00 AM - 12:00 PM**

Students may NOT visit the lab during class time unless accompanied by a teacher.

#### **PRINTING:**

Students may print at a cost of .25 per page. Payment is expected at the time of printing.

#### **POSTED RULES:**

NO food, drink, games, frivolous Internet use, personal websites. Students must adhere to the Acceptable Use Policy.

## **TECHNOLOGY POLICIES**

***PUBLICATION OF THE TECHNOLOGY POLICIES IN THE PAR-  
ENT-STUDENT HANDBOOK IS EVIDENCE THAT ALL STUDENTS  
ENROLLED AND STAFF AT PARACLETE AGREE TO ABIDE BY  
THE FOLLOWING POLICIES.***

The **ACCEPTABLE USE POLICY, ELECTRONIC COMMUNICATION POLICY AND THE IPAD ACCEPTABLE USE POLICIES** can all be found in the appendix p. 36-39.

## **PARENTS' ORGANIZATIONS**

As a Catholic school, our philosophy is that parents are the primary educators of their children, and that the school is meant to serve the entire community, not merely a portion of it. For those reasons we welcome parents involvement in the life of the school. Children learn to value what their parents value, regardless of the student's age, and if they see that their parents are involved in the school, perhaps they in turn will value Paraclete and what it has to offer them. In addition, Paraclete is a community. As members of the Paraclete community, parents deserve the opportunity to work and relax with other adults. Therefore, our parents organizations are designed not merely to involve parents in supporting the school, but also to serve parents and give them the opportunity to be involved with their children during these high school years.

### **PARACLETE BOOSTER CLUB**

The purpose of the Booster Club is to support all athletic activities at Paraclete High School, to provide a channel of communication between booster members and school athletic officials on matters pertaining to the athletic program, and involve parents in the fun of high school athletics. "To support" is not restricted to financial efforts, either. A parent can derive personal pleasure from supporting the teams when they take the time to participate at the sports event, or when they become involved in transportation, physical labor, crowd control, announcing and spectating. Membership is open to all people interested in the school's athletic program. All parents of Paraclete students are encouraged to become active members.

### **PARACLETE PARENTS' ORGANIZATION**

The Paraclete Parents' Organization is a non-profit, non-incorporated association which is an official adult group recognized at Paraclete High School. Its purposes are to subsidize Paraclete High School financially through fund raising endeavors; to enable

the members to join together in working for the best interests of all students at Paraclete; to aid and assist the school administration and teachers in providing and improving the school facilities; and to work for closer communication and cooperation between the school and the home in providing a superior advantage for the students in high school education and religious training. Each parent or legal guardian of a student attending or registered at Paraclete High School is eligible for membership. The club is managed by a Board of Directors which consists of twenty-one members, twenty elected by the membership.

The Paraclete Parent's Organization involves itself in many fund raising activities of a social nature to meet our financial goals. The major fund raising activities of the club are Bingo and Las Vegas Night.

## **FINANCIAL RESPONSIBILITY**

### **FINANCIAL RESPONSIBILITY**

The financial structure of the school is based on full payment of tuition on the part of every family. **Students whose parents are delinquent in tuition will not be permitted to take exams, nor be permitted to reregister for the following school year, to graduate, to participate in extracurricular activities,**

### **TUITION AND REGISTRATION FEES**

Tuition may be paid either in whole at the beginning of the school year; or in half at the start of each semester (August/January); or over a twelve, eleven or ten month period beginning with the month of July. Parents or guardians are required to sign an agreement covering the payment of tuition. All parents are required to register for a FACTS account. The school reserves the right to add any necessary fees and expenses for educational purposes to the FACTS account. Parents assume the responsibility to abide by all policies and procedures included in the agreement.

**If an account is not brought current after two consecutive months, students will not be allowed to attend classes until the account is brought up to date.**

All fees are included in the registration fee except for Senior Class Retreats, Advanced Placement Test, ASB, and athletic fees. Earthquake fees are for first-year students only. The **Registration fee is non-refundable. The registration fee is considered earned when the application is accepted and is non-refundable.**

### **FINANCES**

Tuition and registration fees cover about two-thirds of the cost of educating a student at Paraclete High School. For this reason, we must seek other sources of income as well, and we must expect the cooperation of parents and students in maintaining our facilities and raising the additional income needed for the operation of the school. The monies raised by any Paraclete-sponsored organization, be it Development Office, Paraclete Parents' Organization, Booster Club, ASB, or any class or club on campus, are property of the total school and must be processed through the financial records of the school. Subsequent expenditures cannot be made without the approval of the Principal, as set down in the regulations of the Archdiocese of Los Angeles.

## PARENT PARTICIPATION PROGRAM

Parents or guardians are required to work 30 service hours per family of which a minimum of 8 are to be served working bingo. Hours not completed will be billed as follows: \$20/hour for 8 bingo hours; \$10/hour for other incomplete service hours. Parents need to sign up online to volunteer and track service hours. Some opportunities for service are working at weekly BINGO, Booster Club and Paraclete Parents' Organization sponsored events, and other school functions. Signed coupons not sign-up sheets, must be submitted to the financial office within 30 days of the event. It is the responsibility of the family to turn in the signed coupons.

## INSURANCE

All students are covered by the Archdiocesan Insurance Plan. Accidents should be reported promptly to the Principal's Office in order that the necessary form may be obtained from the insurance company. At the request of the Archdiocese, all participants in the football program are required to carry additional insurance, through the school. Information is available from the Athletic Director.

## UNPAID FEES/DELINQUENT TUITION

Students who have not met their financial obligations will not be permitted to take exams. These obligations include fees, tuition, library fines, return of school materials loaned to them, and return of athletic equipment and uniforms loaned to them. At the end of the second semester, fees will include participation in the Parent Participation Program, payment of any damages for which they are responsible, including a check of student lockers. **Students are not permitted to take exams unless all obligations have been met.** Students who are not current by the day preceding exams are not to report to school for the first day of exams. Students whose parents meet financial responsibilities on the same day(s) as the exam will need to take that exam on the designated makeup day. **Credit for all courses will be withheld until all obligations are met.**

Any financial obligation for uncompleted parent service hours that have not been scheduled for bingo will be added to the students FACTS account as of June 1st. Any financial obligation for uncompleted parent service hours for senior students will be added to their FACTS account on May 1st.

## TRANSFER OF RECORDS

Education Code 48904 allows a school to decline to give the pupil 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.

## SOLICITATION OF FUNDS

Under the guidelines of the Archdiocese, no one may solicit funds in the name of Paraclete High School, or use the name of the school without direct authorization by the Principal of the school and from the Archbishop or his designated representative. For purposes of income tax accountability, the IRS requires that all funds be deposited in an approved account under the signature of the Archbishop of Los Angeles.

## INSTITUTIONAL ADVANCEMENT OFFICE

For more than fifty years, Paraclete High School has served the Antelope Valley by providing its students with superb academic programs, spiritual enrichment and balanced by a variety of extracurricular activities. Our Advancement Office concentrates primarily on long range planning, institutional fund raising and public relations. Enrollment increases and future enrollment predictions have focused our attention on long-term educational needs and on continuing our fifty year commitment to the young people in the Antelope Valley.

Expanded and improved sports facilities are the primary components of "Phase II" of our current long-term "Building for the Future" plan. "Building for the Future" requires financial support – beyond tuition – to be generated via our Annual Alumni Appeal, Cost of Education Program, grants, individual and corporate support, and other philanthropic activities. A Development Committee has been established to coordinate our capital growth efforts.

As a member of our family, we value you as an important part in this process. We feel volunteerism is next in importance to leadership. To uncover opportunities, our Advancement Office wants you to know that your talents and input are welcome. Every parent is a partner in our school. If you are interested in becoming involved in any of these efforts, please feel free to contact our Advancement Office at (661) 943-3255 x128 or the Alumni Office at (661) 943-3255 x111.

## FACULTY STAFF AND ADMINISTRATION

### ADMINISTRATION

Principal.....	Mr. John Anson
Vice-Principal.....	Mrs. Kathleen Troisi
Assistant Principal .....	Mrs. Nadine Seidel
Dean of Girls.....	Mrs. Dana Johnston
Dean of Boys (9,10).....	Mr. Erick Jackson
Dean of Boys (11,12).....	Mr. Mike Kelley
Athletic Director .....	Ms. Margaret Neill
Student Activities Coordinator/ASB Moderator.....	Mr. Rick Hernandez
Campus Minister/Spiritual Director .....	Rev. Gianpietro Gasparin, C.S.J.
Director of Technology.....	Ms. Deborah Stevens

### SCHOOL/INSTRUCTIONAL SUPPORT

Director of Institutional Advancement .....	Mrs. Vicki Novelli
Librarian.....	Mrs. Venus Gutierrez
Registrar .....	Mrs. Teri Parchman
Admissions Coordinator .....	Ms. Christy Lagos
Alumni Coordinator/Administrative Asst. ....	Ms. Janet Bower
Publications .....	Mr. Bill Prinz
Marketing Director .....	TBA
Tech Coach.....	Mrs. Nadine Seidel

### EVALUATIVE COUNCIL

Principal.....	Mr. John Anson
Vice-Principal.....	Mrs. Kathleen Troisi
Assistant Principal .....	Mrs. Nadine Seidel
Faculty Member.....	TBA
Alternate Faculty Member .....	TBA

### CURRICULUM COMMITTEE MEMBERS

Principal.....	Mr. John Anson
Vice-Principal.....	Mrs. Kathleen Troisi
Assistant Principal .....	Mrs. Nadine Seidel
Director of Guidance/Academic Advisor Grades 12 .....	Mr. Albert Landa
Academic Advisor Grade 11 .....	Mrs. Beth Pierson
Academic Advisor Grades 9&10.....	Ms. Paula Schoorl
Computer department.....	Ms. Deborah Stevens
English Department .....	Mrs. Dana Johnston
Fine/Applied Arts .....	TBA
World Languages .....	Mrs. Annette Olague
Physical Education .....	Ms. Margaret Neill
Religious Studies.....	Mr. Albert Landa
Math Department.....	Ms. Michelle Erickson
Science department.....	TBA
Social Studies Department .....	Mr. Andy Gavel

### ACADEMIC REVIEW BOARD

Principal.....	Mr. John Anson
Vice-Principal/Dean of Studies .....	Mrs. Kathleen Troisi
Assistant Principal .....	Mrs. Nadine Seidel
Academic Advisor Grades 9&10.....	Ms. Paula Schoorl
Academic Advisor Grade 11 .....	Mrs. Beth Pierson
Academic Advisor Grades 12 .....	Mr. Al Landa

### DISCIPLINARY BOARD

Dean of Girls.....	Mrs. Dana Centeno
Dean of Boys (9,10).....	Mr. Erick Jackson
Dean of Boys (11,12).....	Mr. Mike Kelley
Faculty Members .....	TBA

## OPERATIONAL PERSONNEL

Receptionist Secretary .....	Mrs Heaven Ruiz
Attendance Clerk .....	Mrs. Connie Thompson
Human Resources.....	Mrs. Jacqui Bilker
Bookkeeper/Accounts Receivable.....	Mrs. Katie Marriott
Bookkeeper/Accounts Payable.....	Mrs. Nancy Sitz
Technology Support.....	Mr. Jeffrey Kelley
Administrative Assistant.....	Mrs. Monika Findlay
Spirit Store.....	Mrs. Nita De La Cruz
Plant Manager/Custodian .....	Mr. Saul Bravo
Custodians.....	Mr. Ronnie Knight
.....	Ms. Dorothy Yaste
Grounds Keeper .....	Mr. Luis Villanueva
Clethehouse Cafe.....	661-943-8866

## APPENDIX

### PARENT/STUDENT COMPLAINT REVIEW PROCESS

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

### SCHOOL LEVEL

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

### DEPARTMENT OF CATHOLIC SCHOOLS LEVEL

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

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

This section to be completed by Archdiocese/School/Parish

Archdiocese/School/Parish:

Class/Activity:

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

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

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This section to be completed by Parent/Legal Guardian:

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

Please initial the applicable boxes

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

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I understand and agree that my child's image, name, voice and/or work (the "Personal Information") will be used for the particular reasons \_\_\_\_\_ Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogues, brochures, "Materials").

The Archdiocese/School/Parish may use the Personal Information at its sole discretion, with or without my child'

Archdiocese/School/Parish will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

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

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

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

I further understand and agree that this

about this Authorization, that I will submit another, new authorization form to the Archdiocese/School/Parish. However, my new authorization Authorization, and the Archdiocese/School/Parish will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

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



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

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations.

### **Parish school where you work or volunteer.**

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



**REMINDER  
OF  
GUIDELINES FOR ADULTS INTERACTING WITH MINORS  
AT PARISH/SCHOOL ACTIVITIES OR EVENTS  
(From Preceding Page)**

I have received and agree to comply with the Guidelines for Adults Interacting with Minors at Parish, Parish School, Youth Ministry or Religious Education Activities or Events of the Archdiocese of Los Angeles. As stated in the copy of these guidelines: "All adults working or volunteering with minors are accountable to follow all policies contained in ministry Handbooks. , ministerial or other paid or volunteer\* position in the Arch-

bers/faculty/volunteers serving either in a paid or volunteer position need to maintain pro-

These guidelines are part of the commitment of the Archdiocese of Los Angeles to keep children and youth safe and to provide a role model for all minors under our care.

**PARACLETE HIGH SCHOOL  
TUITION INFORMATION SHEET (Returning Students)  
ACADEMIC YEAR 2016-2017**

**REGISTRATION Fee**      **Student Name** \_\_\_\_\_ **Student ID** \_\_\_\_\_

**\*NON REFUNDABLE - \$475.00 (Please see note on page 2.)**

**TUITION:**

Tuition is set as affordable as possible to provide a full Catholic college preparatory education. We have three tuition pricing options: Pricing Option 1 is the subsidized Catholic rate; Pricing Option 2 is the subsidized Non-Catholic rate; Bingo and fundraising subsidize our tuition. Some families are able and willing to pay the full unsubsidized actual cost of tuition in order to help others; therefore, pricing Option 3 is the unsubsidized rate (the actual cost of education each child at Paraclete .

**TUITION PAYMENT OPTIONS:**

	Plan 1 Catholic Subsidized	Plan 2 Non-Catholic Subsidized	Plan 3 Unsubsidized (actual cost)
Paid in full	\$7,415.00	\$7,975.00	\$8,940.00
12 month	\$617.92	\$664.58	\$745.00
11 month	\$674.09	\$725.00	\$812.73
10 month	\$741.50	\$797.50	\$894.00

**Note:**

There is a 12% discount available for each additional child in the family

**Textbooks: Required. W**

**Parent Participation: 30 Hours **OR** \$300**

Each parent is asked to work 30 parent service hours for the school (15 hours per semester), of which at least 8 hours is required to be at bungi. Parents may "opt out" of doing service by making a donation of \$10 for each hour not completed.

**Mandatory Fundraisers:**

**Parents-**

<b>Las Vegas Night</b>	<b>2 tickets per family</b>	<b>Buy or sell \$100 per family \$15.00 ea/\$30 per family</b>
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**Other:**

**Sports fee of \$100 per sport**

**Yearbook fee of \$85 per book**

-Over-

**PARACLETE HIGH SCHOOL  
ACADEMIC YEAR 2016-2017**

**TUITION & FINANCIAL POLICY AGREEMENT**

Please read carefully before signing at the bottom

**A.PAYMENT METHOD:** Paraclete High School uses FACTS Tuition Management and Payment Processing Service. ALL families are required to sign up with this service. Through this service, you will have the option of payment from a checking account, credit card or other bank account. Payment will be automatically deducted on the 5th or 20th (you decide).

**B.TUITION/FEEES:** Tuition is due on the 5th or the 20th of the month. If funds are not available by the date chosen, your account is considered delinquent. A late fee of \$20 will be assessed to your FACTS account each month. If the account is not brought current, student(s) will be sent home (refer to Finances in Parent/Student Handbook). Any returned checks will carry a fee of \$35.

**C.PARENT SERVICE HOURS:** I agree to perform 30 hours of service for the school of which at least 8 will be participating in Bingo or pay \$300. \*Any hours not completed by June 1st (May 1st for Seniors) will be added to family FACTS account. Contact Katie in the finance office if you would just like to pay the parent service hours on FACTS

**D.TWO MANDATORY PARENT FUNDRAISERS:** Are added to the FACTS account unless parents choose to pay with registration.

1. Raffle: per family is required to buy or sell \$100.00 of raffle tickets.

2. Las Vegas Night: per family is required to purchase two tickets to this event. Cost is \$15.00 per ticket.

**E.ONE RECOMMENDED FUNDRAISER:**

1. Raffle tickets: Each family will be sent two additional books of raffle tickets for the Raffle.

Parents are encouraged to sell these tickets to assist in fundraising efforts. All school fundraisers offset tuition costs.

**F.AUTOMATIC REREGISTRATION:** Beginning with the 15-16 school year, the school instituted an automatic registration renewal schedule. This allows parents to pay the annual registration fee over 5 installments. This IS part of your financial agreement, applies to every student and will be added to you FACTS payment beginning in February 2017. For your convenience, a reminder will be sent in January of 2017.

We will pay Paraclete High School in accordance with this agreement. If we do not pay as agreed, we recognize that Paraclete High School has the right to send our student(s) home until such time as tuition is paid and current, or until specific arrangements are made and agreed upon by both ourselves and Paraclete High School. We understand that this agreement is binding.

Upon enrolling a student at Paraclete, each parent/guardian and student acknowledges the agreement to be governed by the handbook and recognizes the right and responsibility of the school to make rules and to enforce them. Each parent/guardian and student assumes responsibility for being informed of Paraclete's policies, rules, and regulations contained in the handbook and in subsequent newsletters throughout the year.

\_\_\_\_\_  
Print Name of Person responsible for payment

\_\_\_\_\_  
Parent/Guardian's Signature – Person(s) responsible for payment

\_\_\_\_\_  
Date

ID#      Student's Signature

\_\_\_\_\_  
Date

**RETURN THIS AGREEMENT WITH ALL THE OTHER REGISTRATION FORMS.  
Please do not forget the required signatures – Parent & Student.**

## **PARACLETE HIGH SCHOOL - ACCEPTABLE USE POLICY**

### **Students Ethics Policy, Guidelines and Prohibitions**

Part One The Internet is a worldwide telecommunications network with hundreds of resources available to both students and teachers. You will find libraries, government agencies, universities, discussion groups, software, as well as 20 million people who are a part of this vast worldwide network. As a Paraclete student you will have access to these resources. The purpose of having the Internet is to enhance the learning process by using additional resources and curricula available in specific subject areas. The use of the Internet will be integrated with content instruction through resource based assignments and projects.

Part Two Your use of the Internet will be monitored by the instructor as well as by the technology director present in the computer lab throughout the day. You are, however, responsible to see that you follow all rules of ethics, conduct, and netiquette regarding the Internet. Students are required to have a valid school ID card with them each time they enter the computer lab.

- screen captured data or information should be downloaded to your personal disks only.
- the content and maintenance of a user's disk storage area is the users responsibility.

Part Three The use of the network is a privilege, not a right, which may be revoked at any time for abusive conduct. Students will face disciplinary action fitting the infraction. Such action includes Dean's detention, Suspension, or Expulsion from school. Such conduct would include:

- the placing of unlawful information on a system, including the school-wide network
- the use of abusive or otherwise objectionable language in either public or private messages or documents or webpages
- accessing URLs which may be objectionable or otherwise inappropriate for student viewing
- tampering with systems or software or otherwise affecting the network
- using your home or outside personal account to access, copy, or download files or information to/from school owned computer system
- copying software from the Internet; using unauthorized copies of commercial software
- trivial use of the Internet; use for other than school related activities
- transferring files that are the property of Paraclete High School or its members (staff)
- not abiding by other rules of conduct that may be specifically posted in the computer labs or classrooms
- FTP download cannot take place on any school computer.
- E-mail, LISTSERV groups, Mailing lists, and Usenet services are currently unavailable to the individual user. Students may NOT use e-mail for personal use on the school campus.
- Web Blogs, personal websites such as myspace and xanga, are NOT permitted and will result in severe penalties including expulsion.
- Students are not permitted to use school property for personal use on websites, email, etc. i.e. placing a photograph from class on a personal website.
- Students will assume all costs of repair/replacement to school systems when they are found liable for damaging the hardware, software or peripherals, including, computers, printers, scanners, cameras, etc.

### **Electronic Communications Policy**

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

- a. Electronic communications systems include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers, intranets, the Internet/World Wide Web and any other communications systems that may be created in the future.
- b. Electronic communications devices include, but are not limited to, regular and mobile telephones, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, bipods, MP3 players, Blackberries, and other wireless equipment.
- c. Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, e-mails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.

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

- a. All electronic communications systems, devices and materials whether in a parish, school, or archdiocesan department or office;
- b. All electronic communications devices and materials taken from parish, school or archdiocesan office for use at home or on the road; c. All personal devices and materials brought from home and used on parish, school or archdiocesan premises during regular business hours;
- d. All personal devices and materials, regardless of location, that are used in such a manner that the parish, school or archdiocese may be implicated in their use.
- e. All users of electronic communications systems, devices and materials, including, but not limited to, students, employees, staff, contractors, volunteers, clergy and religious, and their families.

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

- a. All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices and materials are to be used primarily to conduct official parish, school or archdiocesan business, not personal business.
- b. With permission from the pastor, principal or other person in charge, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.



- c. Parish, school and archdiocesan systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the pastor, principal or other person in charge at the parish, school or archdiocesan department.
- d. Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography or materials that are otherwise harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are "ON."
- e. Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the parish or school.
- f. All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the parish, school or archdiocesan department.
- g. Parishes, schools and the archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

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

- a. All users of parish, school or archdiocesan communications systems and devices should use care in creating e-mail, text, instant or voice mail messages. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of e-mail and text messages are the same as other written documentation and cannot be considered private or confidential.
- b. E-mail and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to "All Employees," "All Parents" "All Parishioners" and the like on intranets or the Internet or the World Wide Web must be approved by the pastor, principal or other person in charge at the parish, school or archdiocesan department before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

#### **5. Prohibited Practices: Users of parish, school or archdiocesan electronic communication systems, devices or materials and users of personal devices and materials on parish, school or archdiocesan premises, during normal business hours or under circumstances when the parish, school or archdiocese may become implicated in the use, may not:**

- a. Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.
- b. Post or distribute personal contact information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal contact information includes names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
- c. Post or distribute communications or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- d. Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents' approval and the presence of a parent at any meeting.
- e. Engage in pirating or unauthorized distribution (such as "pod-casting") of copyrighted materials, music or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- f. Post chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.
- g. Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.
- h. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment;
- i. Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal or other person in charge.
- j. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files.
- k. Give unauthorized persons access to parish, school or archdiocesan systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- l. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible person.
- m. Introduce a virus, attempt to breach system security or tamper with a system.
- n. Alter, without authorization, a start up screen or the desktop, or install applications that will subvert these functions.
- o. Allow any minor to access the Internet on school communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- p. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.

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

## **Paraclete High School iPad Acceptable Use Policy**

This iPad Acceptable Use Policy is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued iPad. Technology, on or off-campus, must be used in accordance with the mission and philosophy of Paraclete High School as well as the Acceptable Use Policy for Technology as stated in the Paraclete High School Student-Parent Handbook. Teachers may set additional requirements for use in their respective class.

The iPad remains the property of Paraclete High School at all times. Therefore, there is no assumption of privacy. Paraclete High School reserves the right to inspect student iPads at any time during the school year. Misuse of the iPad may result in disciplinary action up to and including dismissal.

Above all, the iPad program at Paraclete High School is an academic program. The policies governing the use of the iPad support its academic use. To maintain the integrity of the iPad program, all students and parents/guardians must acknowledge and agree to the following conditions of use:

### **I. iPad Distribution and Care**

1. The iPads issued to students are the property of Paraclete High School and are made available to as learning tools.
2. The iPads may have to be returned at the end of each academic year for updates and routine maintenance or earlier if a student no longer attends Paraclete High School.
3. Students are responsible for knowing how to properly operate and protect the iPad. This includes not leaving the iPad in a location where it can be damaged by cold, heat, or moisture and cleaning the screen with a soft, dry, or anti-static cloth only.
4. Students/parents are solely responsible for the care and safekeeping of student iPads. iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.
5. If the iPad is damaged or malfunctions, students must take the iPad to the Technology Department as soon as possible for evaluation. For accidental damage, you will be required to pay a deductible (\$50-\$100). The AppleCare+ covers replacement minus the deductible. If a student damages the iPad (outside of reasonable wear and tear), the students/parents are responsible for the expense of repairing or replacing the device. The replacement cost of an iPad is \$633.
6. If the iPad is lost or stolen, the student must report the incident to the Dean's Office as soon as possible. In the case of theft, the student must also file a police report. The students/parents are responsible for replacing the lost or stolen iPad at his/her own cost. The replacement cost of an iPad is \$633.
7. Students/parents are not permitted to repair, alter, modify or replace iPads without express authorization from Paraclete High School. Under no circumstance will Paraclete High School replace or repair a student iPad without the required payment from the student/parent.
8. iPads and iPad cases must remain free of any writing, drawing, stickers or labels that are not the property of Paraclete High School.

### **II. General Expectations**

1. Students are responsible for understanding and adhering to all Acceptable Use Policy for Technology regulations from the Student-Parent Handbook relating to the use of technology in addition to this iPad Agreement.
2. Students may not remove or circumvent the management system installed on each iPad. This includes removing restrictions or "jail-breaking" the device.
3. Students may only connect to the Internet via the wireless network provided by Paraclete High School while on campus.
4. Students are permitted and encouraged to take the iPad home. However, students are expected to have their fully charged iPads at school each day. Note: iPads may not be dropped off at school for students who have forgotten them at home. As there is limited charging capabilities on campus, students should bring their iPads to school fully charged each day.
5. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
6. During the school day, 7:30 AM to 3:15 PM, earphones may only be used in the library. Permission may be given for use of earphones by a teacher in a classroom, the science lab, or the mathematics lab. During the school day students may not use earphones in other areas on campus.
7. iPads must always be within the protective cases when carried.
8. The "find my iPhone/iPad" function MUST be on at all times.

### **III. Apps, Files, Etc.**

1. Students are expected to back up all educational work on the iPad. Paraclete High School does not take responsibility for any lost data.
2. Students are discouraged from printing materials on campus. Printers are available in the library for limited student use as directed by a teacher or librarians. Readers, worksheets, and other academic materials are available digitally on the iPad for study and reference.
3. Educational Apps will be provided by the school. The software/apps originally installed by Paraclete High School must remain on the

iPad in usable condition and be easily accessible at all times. The school may add software applications throughout the year.

4. Students are permitted to add any Apps or personal data (i.e. photos, movies, video, or other personal entertainment) to the iPads.

5. Music may be stored on the iPads, but it must contain appropriate ratings and adhere to the mission and philosophy of Paraclete High School. Since the iPads are 16GB iPads, students putting large amounts of music or other files may "max out" the memory. In the event this happens, the student may only remove non-school apps.

6. As stated in the Acceptable Use Policy for Technology, Students must refrain from using social media, gaming or blogging websites on the school-issued iPad during school hours. Students should NOT receive pop-up or email notifications from Facebook or other social networking/entertainment sites or apps on the school-issued iPad.

7. The iPad camera may only be used when assigned by a teacher for educational purposes. When assigned, students may not distribute, publish, post, email or share images and/or videos of students, Paraclete High School personnel or the campus beyond the scope of the assignment. Photos or video taken with the iPad for academic assignments must conform to the mission and philosophy of Paraclete High School. The student agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of a camera in restrooms or the locker room, regardless of intent, will be treated as a serious violation. Use of the camera and microphone are strictly prohibited in the classroom and hallways unless permission is granted by a teacher.

#### **IV. Prohibited Use**

1. Leaving the iPad unattended on the campus.

2. Students may not use another student's iPad nor have them in their possession. Exchanging iPads with another student is NOT allowed.

3. Allowing other students to retain or remove the iPad from their presence.

4. Copying certain Internet materials or reproducing or transmitting materials without the permission of the author or other right-holder.

5. Plagiarizing academic materials. It is the student's responsibility to respect and adhere to all copyright, trademark and other intellectual rights and trade secrets laws.

6. Using the iPad for any action that violates existing school rules or public law.

7. Creating, accessing or distributing offensive, profane, bullying/threatening, pornographic, obscene, rumors/gossip, sexually explicit or other content not aligned with the school's mission and philosophy.

8. Use of chat rooms or messaging services not authorized by the teacher for academic use.

9. Accessing sites selling term papers, book reports, and other forms of student work.

10. Spamming: sending mass or inappropriate emails.

11. Gaining access to other students' accounts, files, and/or data.

12. Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.

13. Bypassing the Paraclete High School web filter at any time.

14. Sharing passwords, addresses, or other personal information on the Internet without the authorization of a parent or school representative.

15. Using or possessing hacking software.

16. Any action that violates existing school rules or public law.

#### **V. Precautions**

1. In consideration for receiving the iPad from Paraclete High School, each student and his or her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Paraclete High School, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates and representatives, from any and all liability, losses, damages, claims, actions and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the iPad furnished by Paraclete High School to the student.

2. This iPad Acceptable Use Policy applies to Paraclete High School students at all times, whether or not the students are on campus, as Paraclete High School students are school representatives at all times.

## **Permission to Publish**

As part of your son's/daughter's educational program, she/he will have the opportunity to publish documents and projects on the World Wide Web. These documents might include a personal home page, a story or poem, a graphic, a science or research project, a group photograph from an activity or club, or a collaborative project with other students locally, nationally or internationally. Individuals with Internet access around the world will be able to view and possibly respond to your child's work by electronic mail. We think this is an exciting and enriching opportunity for our students.

The school also may publish content in the school newsletters, newspapers, etc., containing articles about or pictures of students at Paraclete High School.

### **Paraclete High School's Guidelines:**

- Published documents may not include a child's phone number, street address or box number, or names of other family members;
- Documents may not include any information which indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities;
- Documents may not contain objectionable material or point directly or indirectly to objectionable material;
- Documents must conform to school policies and established school guidelines.

### **Parent/Guardian Permission:**

If a Parent/Guardian does not grant permission for publications, he/she must present a letter in writing to the Administration of Paraclete High School.



## UNIFORM MANUSCRIPT STYLE

In order to assure consistency of style and uniformity of grading, Paraclete High School has adopted a Uniform Manuscript Style. This Style is in basic conformity with those followed by colleges and other college preparatory high schools. All students are expected to follow these guidelines in all classes. (See page 37 for sample of typed manuscript format.)

### PAPER

1. All written work should be submitted on white 8 1/2 x 11 paper.
2. Paper should not be used that has been torn from binder or notebook, or that is any way ragged.
3. Paper should not be folded in any way.
4. Staple if more than one page is needed.

### INK

1. All handwritten work is to be done in black or blue ink.
2. Pencils may be used only for work involving mathematics.

### NEATNESS

1. Handwriting must be easily legible; letters should be clearly recognizable and words uniformly spaced.
2. Compositions may be typed or written, but the two forms are not to be mixed.
3. Capital letters must be clearly distinguishable from small letters.
4. Superfluous marks should not appear on the pages.
5. All paragraphs must be indented enough to be recognizable as paragraphs.
6. All margins are 1".
7. Do not write below the last printed line on binder paper, or type lower than one inch from the bottom of the paper.

### CORRECTIONS

1. Correct errors by erasing with an ink eraser.
2. An error may also be corrected by drawing a single line through the error, and writing the correct word above it.
3. Correct typographical errors by erasing them, using correction fluid, liquid paper, or the like.
4. Insert a missing word by writing it immediately above the place it should be; indicate its proper position by using a caret.
5. A page of written work may contain a maximum of three corrected errors of the type described above. A page that exceeds three errors is unacceptable and must be rewritten before it is handed in.

### HEADING

1. The heading of a paper appears on the right hand side of the paper, beginning on the top printed line.
2. On the first line write your name; on the second line, immediately below the first, write the subject and class period; on the third line write the date in its entirety. Skip the fourth line and begin writing on the fifth line.
3. If the paper is longer than a single page, each successive page requires only your name on the right hand side of the top line.

Dove P. Spirit

Mr. Ed U. Cator

August 1, 2016

### Uniform Typed Format Sample

Margins are one inch on all sides; however, do not right justify. Always double space. Never single space, triple space, or double-double space.

Begin with your name. Double Space and type your instructor's name. Double space and insert the date. Double space and title your paper. Always give your paper a title. Do not bold or underline your title. Double space, indent five spaces and begin the first paragraph. Make sure your indentation is five letter spaces and not five bar spaces.

This is five bar spaces.

This is five letter spaces. Notice the difference.

The font must be Arial, Geneva, Times New Roman, or Modern.

The font must be size 12.

If you are writing a paper in which you must cite the source of your information, use the MLA author page format. This means that you must enclose the last name of the author and the page on which you found the information in parentheses. For example, (Brown 45). Notice the period is outside the parentheses and there is no punctuation inside them – except in special circumstances.

**Be very careful about what your word processor calls**

**double space. One full page, double space has 24 – 28 lines.**











