

Parent-Student Handbook



2020-21

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

PRINCIPAL'S MESSAGE

Dear Paraclete Family,

Welcome to the 2020-21 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

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.

TABLE OF CONTENTS

CATHOLIC IDENTITY.....	PAGE(S) 2
ACADEMICS.....	PAGE(S) 3—10
ATTENDANCE REGULATIONS.....	PAGE(S) 11—13
STUDENT DISCIPLINE.....	PAGE(S) 14
DRESS AND APPEARANCE CODE.....	PAGE(S) 15
DISCIPLINARY REGULATIONS.....	PAGE(S) 17—19
OTHER SCHOOL REGULATIONS.....	PAGE(S) 20—23
SPECIAL PROCEDURES.....	PAGE(S) 24—28
STUDENT ACTIVITIES.....	PAGE(S) 29—31
ATHLETICS.....	PAGE(S) 32
STUDENT SERVICES.....	PAGE(S) 33
PARENT ORGANIZATIONS & INFO.....	PAGE(S) 34—35
APPENDIX.....	I. PERMISSION TO PUBLISH
	II. CODE OF CHRISTIAN CONDUCT
	III. SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH
	IV. GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS
	V. ARCHDIOCESE OF LOS ANGELES BOUNDARY GUIDELINES FOR MIDDLE AND HIGH SCHOOL YOUTH WORKING OR VOLUNTEERING WITH CHILDREN OR YOUTH
	VI. TUITION INFORMATION AND AGREEMENT
	VII. UNIFORM MANUSCRIPT STYLE
	VIII. ACCEPTABLE USE POLICY (ARCHDIOCESE AUP)
	IX. IPAD USE POLICY
	X. CAMPUS MAP
	XI. BELL SCHEDULE

CATHOLIC IDENTITY AND PRACTICE

RELIGIOUS INSTRUCTION

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.

CAMPUS MINISTRY

THE EUCHARIST

The celebration of the Eucharist is the highest expression of Catholic identity at Paraclete. Students and faculty are offered the option of participating in the celebration of daily Eucharist in the campus chapel. Parents, alumni and other adults are invited, too. Once a month during the year the entire student body gathers for the celebration of an all-school mass. The Eucharist is also scheduled once a year by class level.

THE SACRAMENT OF RECONCILIATION

The celebration of the Sacrament of Reconciliation is offered communally to Catholic students during Advent and Lent, and individually, at any time.

RELIGIOUS SERVICES

Prayer services for the whole Paraclete community are scheduled before the Thanksgiving, Christmas and Easter Vacations.

PRAYER

The opportunity for Adoration of the Blessed Sacrament is offered once a week during the Season of Lent. The school chapel is open throughout the school day for individual or group prayer. Our day begins with public prayer. We encourage the teachers to begin each class session also with a prayer.

RETREATS

Freshmen, sophomores and juniors enjoy a day of recollection with their class every year. Seniors are given the opportunity to spend two days at a retreat center. A variety of overnight retreats (COR, VERITAS, the All-Girls Retreat, the Gentlemen Retreat, the Athlete Retreat, the Wilderness Retreat, the 30 Hour Fast, as well as a Cheerleaders Retreat) cater to the many needs and spiritual interests of the students.

EVENTS

Paraclete students enjoy the opportunity to participate in both archdiocesan, national and international Catholic events. The list includes the Catholic Prayer Breakfast at Our Lady of the Angels Cathedral, the Christian Service for Life, the One Life L.A. celebration,

National Walk for Life in San Francisco, and Youth Day in Anaheim. Paraclete students also participate in the World Youth Day event throughout the globe, and, occasionally, in ad-hoc pilgrimages abroad.

STUDENT ACCOMPANIMENT

The campus minister is constantly available to accompany students who may struggle spiritually, morally, socially or even emotionally. Members of the faculty may also act as listeners to students who are experiencing difficulties. Peer ministry by selected trained students is also a valuable feature of Campus Ministry.

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.

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 Paraclete accepts students from across the Antelope and Santa Clarita Valley's whose schools provide different levels of academic preparation, the curriculum is designed to provide courses for remediation on the Freshman level when needed, including summer school prior to the 9th grade year, after school tutoring and an English Language Skills course.

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, 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/Health, and one year of World History, and Health. A student must complete a total of 48 semester units.

FRESHMAN YEAR

1. Religion I: The Revelation of Jesus Christ in Scripture/The Mystery of Jesus Christ*
2. English I
3. Mathematics
4. English Language Skills or World Languages
5. Physical Education/Health
6. Elective

SOPHOMORE YEAR

1. Religion II: The Paschal Mystery/The Church Our Story: Ecclesiology
2. English II
3. Mathematics
4. World Languages
5. World History or Elective
6. Science

JUNIOR YEAR

1. Religion III: Morality/Social Justice, Sacraments
2. English III: American Literature and Composition or AP English III
3. Mathematics
4. Science
5. Social Studies: U.S. History or A.P. U.S. History
6. Elective

SENIOR YEAR

1. World Religions/Christian Life
2. American Government/Economics or Economics/A.P. American Government
3. English IV: British Literature/Composition or A.P. English Literature.
4. Art Requirement
5. Elective
6. Elective

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.

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 FOR THE 2018-19 SCHOOL YEAR

FINE ARTS:

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

COMPUTER SCIENCE:

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

ENGLISH:

Freshman English
Freshman Pre AP English
Sophomore English
Sophomore Pre AP English
Junior English
Junior AP English
Senior English
Senior 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:

AP Seminar
AP Research
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.

ADMISSIONS 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., ELS). 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 Ren-Web, 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 all financial obligations are met.**

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 \$10.00. 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 noncustodial 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/WRITTEN CONFIDENCES

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

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

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

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 ipad, 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, sophomore and Freshman 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. 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 Reading, Writing and Language, Math and Science and History cross tests. 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 SAT and ACT 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 Assistant principal and or 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

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 applica-

tion 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

COLLEGE AND CAREER COUNSELING

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. 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 school website 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 are strongly encouraged to complete the Free Application for Federal Student Aid (FAFSA) beginning in October. Some private schools also require additional financial aid forms. The CSS Profile is available to seniors online. Colleges must have at least the FAFSA on file before offering monies. 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.

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 ParentsWeb.

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 Office Clerk prior to the first 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.

a. **Present a note to the Attendance Office Clerk prior to the first 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. Pick up the Off Campus pass from the Attendance Office Clerk at break. If the pass is needed 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 doctor's note.
 2. Legal or court appointment
 3. Attendance at funeral service
 4. Approved school-sponsored activities.

Students will not be allowed in class when arriving on campus late without a tardy admit slip from the office.

c. Disciplinary action steps for unexcused tardies to school each month (tardies reset each month):

1. 3 unexcused tardies = 1 hour Dean's Detention
2. 5 unexcused tardies = 2 hour Dean's Detention
3. 6 or more unexcused tardies = Tardy Probation Contract

4. Continued tardies will result in further disciplinary action (i.e. Dean's Detention(s), suspension, and/or Disciplinary Probation)

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 an 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.

ATTENDANCE/TARDY PROBATION CONTRACT

A student on a tardy probation contract must attend two (2) Deans' Detentions before the end of the month (refer to the Deans' Calendar on the Paraclete web site). Any tardy while on a tardy probation contract will be considered a violation of terms and the student could face further disciplinary action up to and including detention, suspension, and/or disciplinary probation. If all terms and conditions are met, a tardy probation contract will expire after one (1) month.

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 re-admittance the following grading period upon satisfactory completion of required courses. The final decision for re-admittance 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 re-admit a student absent because of non-communicable 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 on 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. Turtle-necks 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, or flannels over their PHS polo shirt.

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 hair-styles 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.

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 sweat-shirts.

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 REGULATIONS

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.

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. Violation of the school's AUP/iPad AUP, where damage occurs to the school network, computers, or any system ie. hacking, downloading malicious content, etc.

15. Unauthorized possession of school property such as keys, grade books, exams, etc.

16. Theft of any school, student, faculty or staff property.

17. 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.)

18. Vandalism, tampering with or illegal use of computer hardware, software or other-related equipment. Parents will be expected to financially reimburse the school for the value of all-related damages.

19. 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. Postponement beyond two weeks will result in further disciplinary action.

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.

Postponement 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.

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.

Parents are not permitted to drop off or pick up students 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 cer-**

tain 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, iPods, 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 '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.
- 9.

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.

INTERNATIONAL STUDENTS

Paraclete partners with agencies to enroll students who come from another country to enhance their high school education. Students who come through these agencies have signed contracts for their behavior while attending school. Paraclete will enforce all rules and policies that have been agreed upon through Cambridge, GP Homestay, etc., which could include discipline, including by suspension or expulsion, if it deemed

necessary. To ensure the safety and well-being of these students, Paraclete will require the removal of the student from any host family that does not enforce the rules and guidelines of these contracts and agreements.

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 immedi-

ate 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 become emancipated or turn 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 enroute 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 confiscated, the principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

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 disci-

-pline 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, staff, volunteers, parents/guardians, and students.

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

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

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

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.
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.

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.

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 cannot 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

Those persons who have left Paraclete because of disciplinary problems will not be admitted to Paraclete activities.

Once students have entered the gym during a dance they may not leave the gym or the closed area.

During the dances, no student may be outside the gym or designated area for the event at any time.

Students will not be admitted if they arrive after the dance is half over.

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.

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 sign out, and will not be readmitted.

Gum chewing at dances is strictly forbidden in order to protect the gym floor.

Students must present their I.D. cards in order to be admitted to any dance or activity when requested to do so.

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.

No bags/backpacks can be brought into the dance. If you have one, you must leave it at the front table upon check-in.

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.

CHAPERONES

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 League. 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

2017—Boys 110 and 300 Hurdles Champion

2018—Boys 4X100 Relay Champion

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 Athletic Director 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. The athlete must have the approval of the Athletic Director, Vice Principal and the head coach of the sport effected to be placed on probation. Athletes on academic probation will work with the school staff to monitor progress and provide guidance and support. The athlete will not be able to practice or participate until he/she regains a 2.0 at the next grading period. 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 or Vice Principal and must be accompanied by a doctor's or official note. 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. If not, the student may use his/her SOP (if not used before) 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 cannot 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 text books 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

The library is safe place for students to study, research, do homework, and receive after school tutoring. The library in addition to hard copy books, provides students with a data library of over 200,000 titles. Students are encouraged and taught to be productive and self-motivate students through a series of research method mini-courses.

HOURS

Monday - Thursday 7:15 AM - 3:45 PM

Friday 7:15 AM - 1:15 PM

Open at Break, Open at Lunch

BOOK LOAN PERIODS - Regular books and magazines are loaned for two 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.

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 PARENT-STUDENT HANDBOOK IS EVIDENCE THAT ALL STUDENTS 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

PARENTS' ORGANIZATIONS & INFO

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 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, or to hold offices within the class or the student body.**

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. 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 charged at \$10 per hour to be added to the student's FACTS account. Parents need to contact the event's chairperson as listed in the monthly parent newsletter to schedule service participation. 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 un-**

less all financial 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 financial 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.

APPENDIX

- I. PERMISSION TO PUBLISH**
- II. CODE OF CHRISTIAN CONDUCT**
- III. SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH**
- IV. GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS**
- V. ARCHDIOCESE OF LOS ANGELES BOUNDARY GUIDELINES FOR MIDDLE AND HIGH SCHOOL YOUTH WORKING OR VOLUNTEERING WITH CHILDREN OR YOUTH**
- VI. TUITION INFORMATION AND AGREEMENT**
- VII. UNIFORM MANUSCRIPT STYLE**
- VIII. ACCEPTABLE USE POLICY (ARCHDIOCESE AUP)**
- IX. IPAD USE POLICY**
- X. CAMPUS MAP**
- XI. BELL SCHEDULE**

PERMISSION TO PUBLISH

As part of your son/daughter's educational program, he/she 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.

CODE OF CHRISTIAN CONDUCT

Students can best receive a quality, morally based education if students, parents/guardians, and school officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to [withdraw their child](#).

As an express condition of enrollment, students and parents/guardians shall follow 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 the school's parent/student handbook.

These Christian principles include but are not limited to:

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.

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

Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the principal or any teacher in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the principal or teacher is required to be there in connection with assigned school activities.

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

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

SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH

Each elementary school, high school, religious education program, confirmation program, and youth ministry program must offer an annual [VIRTUS® Touching Safety Program for Children](#). Each location must provide home-based materials to all parents/guardians to help them understand and support their children's education regarding child sexual abuse prevention.

All junior high and high school students should recognize that while they are engaged in service or activities that involve children or youth, they are role models who are called to treat each child or youth with respect and care.

Student workers and volunteers:

- Are required to observe all rules and regulations established by their school and by the school or agency they are serving

- May not associate with or be present with children or youth or be party to activities that violate civil law and/or school rules

- Should exercise caution in all interactions with children, including verbal, written, and electronic communications

- Games or sports with children should be engaged in only in the presence of adults, or in a place openly accessible and visible to adults

- Should keep the door open or be visible through door windows while in a room with children or youth

- Should not discuss topics or use vocabulary with children or youth that could not be comfortably used in the presence of parents/guardians or the school principal

- Should never give gifts or mementos to individual children or youth unless this is authorized by the principal

- Must respect the physical boundaries of children and youth; children and youth must never be touched punitively, nor should they be touched in any way that could be construed as inappropriately affectionate

All high schools implement safe environment [Criteria and Outcomes for High Schools](#).

GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS

Revised 2/2015 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. Clergy/staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations. Please review the following guidelines and sign the "Acknowledgement of Receipt" for the file at the parish or school where you work or volunteer. Clergy/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 clergy/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.
- Clergy/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.
- Clergy/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 clergy/staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, letters, e-mail 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.
- Clergy/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 clergy/staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When clergy/staff members/faculty/volunteers are supervising minors or young adults at parish or 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 clergy/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.
- Clergy/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.

Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events

(Continued)

- Clergy/staff members/faculty/volunteers planning parish/school events in their homes with minors must have the permission of the parish/school administration. In addition, clergy/staff members/faculty/volunteers may not have any minors in their homes without the knowledge of the minor's parent or guardian.
- Clergy/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/minors only after complying with Archdiocesan policies regarding fingerprinting and safe environment training.

ARCHDIOCESE OF LOS ANGELES BOUNDARY GUIDELINES FOR MIDDLE AND HIGH SCHOOL YOUTH WORKING OR VOLUNTEERING WITH CHILDREN OR YOUTH

To ensure the safety of the children and youth in the Archdiocese of Los Angeles, all youth volunteers – both Middle and high school students, including students who are already 18 – who work or volunteer with children/youth in school or parish settings must receive training on these Boundary Guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign this Code of Conduct form to verify they understand their obligations. Code of Conduct for Student Workers/Volunteers I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that any action inconsistent with or failure to take action mandated by this Code of Conduct may result in my removal from my volunteer or work assignment.

As a student volunteer, I will:

- Respect the adults and supervisors with whom I interact.
- Safeguard at all times children or other youth entrusted to my care.
- Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity.
- Take care to be positive, supportive and caring in my speaking, writing and actions with the children/youth.
- Avoid situations where I am alone with a child/youth.
- Use positive reinforcement rather than criticism or comparison when working with children/youth.
- Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the principal or pastor at the location.
- Be aware that young people can easily become infatuated with a youth leader or an adult. If I sense that this is happening, I will not encourage it. I will make my administrator aware of it so that the supervisor can resolve the matter, including reassigning me to other activities.
- Maintain appropriate physical and emotional boundaries with the children/youth.
- Dress appropriately and not wear any clothing with offensive messages or pictures.

As a student volunteer, I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church.
- Commit an illegal or immoral act.
- Smoke or use tobacco products.
- Use, possess or be under the influence of alcohol or illegal drugs at any time while at work or volunteering.
- Verbally threaten or physically abuse anyone.
- Use profanity in the presence of children/youth.
- Use discipline that frightens or humiliates a child/youth.
- Touch a child/youth in a sexual, overly-affectionate or other inappropriate manner.
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone.
- Place myself in a situation where my interaction with a child/youth cannot be witnessed.
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor.
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor.
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth.
- Fraternize inappropriately with children/youth through electronic communication, social networks, media, over the internet or through other forms of communication.

PARENT/STUDENT COMPLAINT REVIEW PROCESS

Concern for the dignity and rights of each person is intrinsic to the Church's mission as a true witness to the spirit of the Gospel.

Conflicts may occur among students, parents/guardians, and school staff, and 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 complaint review process for additional assistance. All those participating in the complaint review process are responsible for striving toward reconciliation and acting in good faith. Legal representation is not permitted at any meeting or mediation of the complaint review process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form. The complaint review process must be included in the parent/student handbook.

Addressing Complaints at the Local Level: Schools

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the people who are directly involved at the school.

If the complaint is not resolved, the person bringing the complaint should discuss it with the principal (or the pastor, if the principal is the subject of the complaint).

For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.

After reviewing the facts and facilitating discussion of the problem, the principal or pastor will respond to the person bringing the complaint.

Escalating Complaints to the Central Level: Department of Catholic Schools

If the complaint is not resolved at the local level, the complaint may be submitted in writing to the assistant superintendent at the Department of Catholic Schools, outlining the concerns and reviewing the local process.

The assistant superintendent 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 the parties cannot reach an agreement, the assistant superintendent will apply the policies and/or regulations of the archdiocese and school to make a final and binding determination, and then communicate that determination in writing to all parties.

TUITION & FINANCIAL POLICY AGREEMENT

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).

TUITION/FEES 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.

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 \$460. *Any hours not completed by June 1st (May 1st for seniors) will be added to family FACTS account. Contact Katie Marriott in the finance office if you would just like to pay the parent service hours on FACTS

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.

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.

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 of **\$475** over 5 installments. This **IS** part of your financial agreement, applies to every student and will be added to your FACTS payment beginning in February 2021. For your convenience, a reminder will be sent in **January of 2021**. If you wish to pay in full please notify Katie Marriott in the finance Office no later than January 15, 2021.

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.

TUITION PAYMENT OPTIONS:

*There is a 12% discount available for each additional child in the family, contact the finance office for details.

Textbooks: \$260 per student. Books are delivered electronically.

iPad: Freshman and transfer students may pay a \$100 technology fee when picking up iPad in July.

Parent Participation: 30 hours

Each parent is asked to work 30 parent service hours for the school. Hours not completed will be billed as follows: \$20/hr for 8 Bingo hours; \$10/hr for other incomplete service hours.

Mandatory Fundraisers:

Parents-

Raffle	Raffle tickets	Buy or sell \$100 per family
Las Vegas Night	2 tickets per family	\$15.00 ea/\$30 per family

Other/Optional:

Sports fee of \$100 per sport

Yearbook fee of \$85 per book

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 handwritten paper appears on the right hand side of the paper, beginning on the top printed line. If typed, the heading belongs on top of the left hand side of the paper 1" from the top of the page.
2. On the first line write your name; on the second line, immediately below the first, write the instructor's name, immediately below the second line, write the subject and class period; on the fourth line write the date in its entirety. On the fifth line write the title and begin writing on the sixth line.
3. If the paper is longer than a single page, each successive page requires only your last name on the top right hand side of the top line and page number.

Dove P. Spirit

Mr. Ed U. Cator

Class, Period 1

August 1, 2018

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 Times New Roman.. 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.

Edited & Revised 9/6/18

ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS (ARCHDIOCESAN AUP)

The Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP") applies to all archdiocesan users of technology, whether adults, children, or youth, and whether they are students, parents, paid staff or volunteers, clergy, or members of religious orders in the archdiocese or at any Location. All users are expected to adhere to the morals and values of the Catholic Church, to respect others, to consider the potential audience and their expectations, and to follow the Archdiocesan AUP and the other policies, standards, and procedures of the archdiocese. Electronic information and communications require particular safeguards and impose unique responsibilities on all users.

The Archdiocesan AUP covers:

- Using devices appropriately from a social and moral perspective
- Maintaining data confidentiality
- Protecting proprietary, confidential, and privileged data, and personally identifiable information
- Maintaining the integrity of security controls and passwords
- Immediately reporting any suspicious conduct or actual violations
- Other activities implicated in the use of electronic devices

The archdiocese prohibits the improper use or alteration of data and/or information technology. Systems of information security are required to protect proprietary data. All users must adhere to the Archdiocesan AUP.

All materials and information created and used, in any medium, in the course of activities for or on behalf of the archdiocese or an archdiocesan school, a parish, the seminary, a cemetery or mortuary, the Archdiocesan Catholic Center, or another archdiocesan department or operating unit ("Location") are assets of the archdiocese and/or the Location, as appropriate.

THE COMPLETE POLICY CAN BE FOUND ON THE LOS ANGELES ARCHDIOCESE WEBSITE:

[ACCEPTABLE USE AND RESPONSIBILITY POLICY \(ARCHDIOCESAN AUP\)](#)

iPAD 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 classes.

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 you as learning tools.
2. The iPads may be collected 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, 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. The Warranty may cover repair with a deductible. For accidental damage, you will be required to pay a deductible. Paraclete will add the repair/replacement cost to your school FACTS account at our discretion.
6. If a student damages the iPad to the extent that the Warranty does not cover it, the students/parents will be responsible for the expense of replacing the device.
7. If the iPad is lost or stolen, the student **MUST** report the incident to the office as soon as possible. In the case of loss or 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 \$730.
8. Students/parents are NOT permitted to repair, alter, modify, jailbreak, or replace iPads.
9. iPad Cases, distributed to each student, are REQUIRED.
10. iPads must always be in the protective cases.

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 only connect to the Internet via the wireless network provided by Paraclete High School while on campus. Hot spots are not allowed.
3. Students are responsible for maintaining their own Apple IDs, as well as other accounts required for obtaining school materials.
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.
5. Students ARE allowed to connect their iPads to home wifi or public hotspots off campus.
6. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
7. During the school day, 7:55 AM to 2:40 PM, headphones may NOT be used.

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. The “find my iPad” function MUST be on at all times.
3. Printers are available in the library and lab for student use. Students can “AirPrint” from the iPad provided they have funds on their account. Funds can be deposited in \$5 increments in the lab or library.
4. 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. DO NOT remove the Self-Service” app.
5. Students **are** permitted to add personal data to the iPads.
6. Music may be stored on the iPads, but must contain appropriate ratings and adhere to the mission and philosophy of Paraclete High School. Storage priority must be given to school use, not personal music, etc.
7. As stated in the Acceptable Use Policy for Technology, Students must refrain from using social media, gaming, media, or blogging/chatting/messaging websites on the school-issued iPad during school hours.
8. Students are NOT to receive pop-up notifications on the school-issued iPad; they must be turned off during school hours.

9. Students who access “unauthorized” web content may be locked out of certain items as we see fit. Students accessing unauthorized content will incur a “Content profile” on the iPad.
10. 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

Students are PROHIBITED from:

1. Leaving the iPad unattended on the campus.
2. Bringing personal iPads to school.
3. Using another student’s iPad. Loaning your iPad to ANYONE. Exchanging iPads with another student is NOT allowed.
4. Removing or circumventing the management system installed on each iPad. This includes removing profiles, restrictions or “jail breaking” the device.
5. Copying certain Internet materials or reproducing or transmitting materials without the permission of the author or other right-holder.
6. 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. Students must purchase their own electronic books for the iPad. Sending screenshots of textbook pages is considered a violation of copyright material.
7. Using the iPad for any action that violates existing school rules or public law.
8. 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.
9. Using chat rooms or messaging services.
10. Accessing sites selling term papers, book reports, and other forms of student work.
11. Spamming: sending mass or inappropriate emails.
12. Gaining unauthorized access to another persons’ accounts, files, and/or data.
13. Using the school’s internet/E-mail accounts for financial or commercial gain or for any illegal activity.

14. Bypassing the Paraclete High School web content filter at any time.
15. Sharing passwords, addresses, or other personal information on the Internet without the authorization of a parent or school representative.
16. Developing personal apps on the school-owned iPads, unless specifically assigned in a course.
17. Using or possessing the following types of apps: VPN and Tunneling, FTP, Remote Access, Network Monitoring, Proxy, Emulators, Streaming Media (unless expressly approved)
18. Installing any apps offered via the web.
19. Using any browser other than Safari.
20. Installing Provisioning or other profiles on the iPad. Installing the apps that offer “free” rewards or points for using the app.

V. Disclaimer

1. In consideration of 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. Paraclete has the right to use whatever means necessary, including FACTS accounts, to collect reimbursement for broken, lost, or stolen iPads, cables, and chargers.
3. 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.



Paraclete High School
42145 30th Street West
Lancaster, CA 93536
(661) 943-3255 or
Fax: (661) 722-9455

<http://www.paracsiethis.org>

Parachute, our Parachute, (construction of the Ekerdt's door, leading us with rope of truth, reserved a gate, mine sure, give us strength and vision pure that we may tread the pathway home. Parachute, Parachute, our Parachute.

Paraclete High School Campus

Software
Field

