



**Saint Monica Preparatory  
PARENT-STUDENT HANDBOOK  
2022 - 2023**

**PASTOR - MONSIGNOR LLOYD TORGERSON**

**PRESIDENT OF SCHOOLS: DR. KEVIN MCCARDLE**

**PRINCIPAL: MR. JAMES SPELLMAN**

**VICE PRINCIPAL: DR. YVONNE MCNEAL**

This Parent-Student Handbook states the policies and procedures of Saint Monica Preparatory. It is designed to assist students, parents, faculty, and administrators with the implementation of Saint Monica Preparatory's educational program. At any time during the school year, the Principal may revise or amend the contents of this handbook. Students or parents with questions regarding the contents of the handbook are urged to communicate with the appropriate administrator.

Parents and students are asked to carefully read this handbook and acknowledge both the understanding and intent to comply with the policies contained by providing the required signatures through Aeries. Doing so also acknowledges that the parent(s)/guardian(s):

- Agree to assist with the student's educational development to the best of their ability.
- Grant permission for the student to benefit from the programs and services provided by the school.
- Understand that they may be asked to withdraw the student from the school or that the student may not be invited to return the following year if the responsibilities under the *Parent-Student Handbook* and any additions or amendments that may be made are not fulfilled.

**This Parent/Student Handbook belongs to:**

**First Name Initial:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

## MISSION STATEMENT

We develop innovative thinkers who become leaders that advocate for a socially just and inclusive society.

## VISION STATEMENT

Saint Monica Preparatory, *inspired by transformative learning experiences*, builds pathways to self-discovery and personal empowerment.

## INTEGRATED STUDENT OUTCOMES (ISO's)

**Mariner graduates *Cultivate*. Graduates ...**

1. Develop a lifelong commitment to spiritual and intellectual exploration.
2. Embrace a lifelong pursuit of self-discovery, curiosity, and personal empowerment.
3. Engage in opportunities to expand their understanding of self and others.

**Mariner graduates *Collaborate*. Graduates ...**

1. Practice a global mindset where diverse ideas, traditions, histories, and cultures are nurtured and valued.
2. Recognize the strength in partnering with others in the scholarly exchange of ideas and beliefs to create innovative solutions.
3. Interpret the world with a socially conscious mind and are compelled to act in the service of their local and global communities.

**Mariner graduates *Encourage Belonging*. Graduates ...**

1. Use knowledge and life experiences to discover a greater sense of self and become leaders who will improve the world.
2. Rooted in their spiritual journey, create communities where all people are recognized as unique creations of God with intrinsic value and dignity.
3. Fed by their intellectual curiosity, graduates courageously advocate for marginalized voices and care for all of God's creation.

## STUDENT NON-DISCRIMINATION POLICY

### III. GENERAL SCHOOL INFORMATION

#### A. TELEPHONE DIRECTORY

For all matters other than absence, illness, or tardiness, please call (310) 394-3701 and the appropriate extension listed below:

WHAT:	WHERE:	PHONE/EXT:
Absence/Illness/Tardiness/Early Dismissal	Attendance Office	(310) 458-2049 or x1402
Academic Support Coordinator	Academic Student Coordinator Office	x1412
Extended Absence/Make-up work	Academic Counselor	See pg. 10
Announcements	Director of Activities	x1448

Career/Vocational Information	Academic Counselor	See pg. 10
Change of Address/Telephone	Registrar	x1402
Class Schedule	Academic Counselor	See pg. 10
College Information	College Counselor	x1419
Lockers	Dean of Students	x1403
Lost & Found	Main Office	x1401
Student ID Cards	Dean of Students	x1403
Transcripts	College Counselor	x1419
Tuition/Financial Aid	Finance Office	x1409
Visitor/Guest Passes	Dean of Students	x1403
Work Permits	Dean of Students	x1403

#### **B. PRINCIPAL'S RIGHT TO AMEND**

The principal reserves the right to amend the Student-Parent Handbook at any time during the school year. Students and parents will be promptly notified of any such amendments.

#### **C. STUDENT NON-DISCRIMINATION POLICY**

SM PREP, 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.

SM PREP 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 SM PREP 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.

#### **D. DOCUMENTATION OF NON-DISCRIMINATION**

The Internal Revenue Service requires non-public schools to maintain a nondiscriminatory policy with respect to students in order to be recognized as tax-exempt. Schools must demonstrate the existence of this policy by annually publishing a statement of nondiscrimination.

By October first of each year, each archdiocesan school must complete a form stating its nondiscriminatory policy. This form is sent to the Department of Catholic Schools and is kept on file there. For parish schools, the pastor will publish the nondiscriminatory policy statement in the October issue of the parish bulletin. Saint Monica Preparatory retains a copy of this issue of the parish bulletin in the school file. The statement of nondiscrimination is published each year in the Faculty Handbook, Student-Parent Handbook, and also in the admissions materials.

#### **E. INCLUSION POLICY**

As a Catholic school, every attempt is made to serve students whose parents desire a Catholic education. The school will strive to include students with varied learning needs. Parents or guardians who feel that their student may need accommodations to enable him/her to participate in the general education curriculum of the school should talk to the Learning Difference Coordinator or the student's Academic Counselor. Parents should be prepared to submit professional documentation to verify both their child's learning need(s) and the nature and extent of the requested

accommodation. Such accommodations cannot disrupt the learning environment, put an undue burden on the teacher, or compromise the integrity of the course or the grade issued. If accommodations are approved, it is the student's responsibility to communicate his/her specific needs with teachers and with the Learning Difference Coordinator in a proactive manner (i.e. requesting additional time for an exam prior to its administration). In the case of a student with significant learning difficulties or physical disabilities, it may be necessary to recognize that the school is not equipped to meet the needs of every student and, therefore, a recommended transfer may be necessary. If parents/guardians disagree with a school's decision regarding accommodation for a student with a disability or believes the school has otherwise discriminated against their child with a disability, the parents/guardians may file a complaint and appeal the team's decision. The Principal will provide the parents/guardians with a copy of the archdiocesan pamphlet *Procedural Safeguards for Students with Disabilities and Their Parents or Guardians* and a copy of the Nondiscrimination Compliance Complaint form

#### **F. 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, Saint Monica Preparatory 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 the Student-Parent Handbook of Saint Monica Preparatory.

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

1. Parents/guardians are expected to work courteously and cooperatively with Saint Monica Preparatory to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. 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.
3. Any parent/guardian or other people 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.
4. Any parent/guardian, or other people who insult or abuse 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 Saint Monica Preparatory.
5. 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 severe nature as to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

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

Any parent/guardian or other people who materially disrupt 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 members who insult or abuse any school personnel risks their child's continuation in the school. Any parent/guardian, or other people who insult or abuse 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.

#### H. RECOMMENDED TRANSFER RESULTING FROM PARENT ATTITUDE

Under normal circumstances a student is not to be deprived of an education at Saint Monica Preparatory on grounds relating to the actions/attitudes of parents. It is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible.

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

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty, or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. **Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.**

1. 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.
2. If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
3. 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.
4. 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.
5. Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
6. Communications with minors (e.g., notes, email and Internet exchanges, telephone calls) must be for professional reasons only.
7. Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
8. Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
9. When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
10. When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
11. 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.
12. Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
13. 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.
14. Parent/guardian written permission is required for the publication of a picture of a minor.
15. Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.

## J. ADMISSIONS POLICY

1. Saint Monica Preparatory is a Catholic co-educational high school whose philosophy and mission is based on the call of the United States Catholic Bishops, "To Teach as Jesus Did."
2. Saint Monica Preparatory accepts qualified students on a space-available basis.
3. Saint Monica Preparatory charges tuition for its educational services.
4. Saint Monica Preparatory has admissions requirements pertaining to academic standards and behavior.
5. Saint Monica Preparatory considers senior transfers on a limited case-by-case basis. Successful senior transfers have typically attended a comparable Catholic school program and had extenuating circumstances, or were active members of Saint Monica Preparatory Community.

## K. ADMISSION PROCEDURES

The following procedures for testing and evaluating applicants to Saint Monica Preparatory will be followed:

1. An elementary school report and the archdiocesan recommendation form are required for all incoming freshmen.
2. The entrance examination for incoming freshmen is to be administered on the day established by the archdiocesan school calendar.
3. An interview with students and parents is included in the admissions procedures.
4. Notification of admission status is to be given on the dates indicated on the archdiocesan calendar.
5. A complete transcript for each student is requested from the elementary school at the end of the school year.
6. Students applying for a sophomore, junior, and senior years need an official transcript of all secondary work completed and a discipline clearance from their current school.
7. Students applying for admission who owes money to another school will not be accepted.

## IV. GENERAL ATTENDANCE POLICIES

The school day begins at 8:30 AM. Dismissal is regularly at 3:00 PM except as noted on the school calendar.

### A. PROCEDURES REGARDING ABSENCES

Attendance is an important factor in the determination of academic success. Only illness, professional medical services, or bereavement should prevent a student from attending school. An unexcused absence or tardy will be issued to students who do not bring a signed note from a parent/guardian and/or an authorized medical agency upon returning to school. Absences for reasons other than illness will be unexcused unless permission has been granted by the Deans of Students **prior** to the absence. **Make-up work is not granted for unexcused absences.** On the day of the absence, a parent/guardian must call the attendance office by 8:30 a.m. at (310) 458-2049 and report the reason for the absence. Upon returning to school, the student must present written verification of the absence from a parent or guardian. **A phone call and a note are required or the absence will be unexcused.**

It is strongly recommended that medical and dental appointments be made outside of school hours. If that is not possible, a parent/guardian must request the release in writing to the attendance office before 8:30 am the day of the appointment. The student will be given a special excuse slip to show the teacher at the designated time of the departure. The student then signs out at the Attendance Office. Upon returning to school, the student must bring verification of the appointment from the doctor or dentist.

### B. ATTENDANCE REQUIREMENT FOR ACADEMIC CREDIT

Intermittent or consecutive absences of **ten days** or more per semester (non-school related, excused, or unexcused) will qualify a student for denial of make-up work, and/or a reduced or failing grade in a class. An excess of **five class absences** (non-school-related, excused, or unexcused) may result in a deduction in a student's course grade.

### C. CLASS ATTENDANCE/MAKE-UP WORK

**The student is accountable for material covered in class during any absence and it is the responsibility of the student to contact the teacher upon return after the absence in order to submit all outstanding assignments.** If the absence is excused, the student is entitled to make up work within the time frame stated in the teacher's syllabus. If the work was assigned before the absence, the student is still responsible for the work to be submitted on the original due date.

Each teacher reserves the right to modify assignments and exam format for make-up work in order to maintain content integrity. If absences are due to a school-sponsored activity (e.g. retreat, field trip, athletic event, performance), college visit day, or personal day and students know they will be missing class in advance, students are responsible for handing in all assignments on or before the class period of the originally scheduled due date. If an absence is unexcused, no work may be made up. Every effort should be made not to be absent on the day of a scheduled exam. If a student is absent for a substantial amount of classes (more than 10 times) and/or the student is consistently late or absent to class, a meeting will be called with the student, parent(s)/guardian(s), Dean of Students and Administration for intervention. For extended absences due to physical illness or mental health issues, a meeting must be held with the Dean of Students and Administration to determine the best approach moving forward for the student's academic success.

#### **D. EXCUSED ABSENCES**

A strict policy is enforced regarding absences. The following are acceptable reasons for absences:

1. Illness (Students who are ill are encouraged to stay home. All exams and work may be made up.)
2. Medical/Dental Appointments\*
3. Funerals
4. Quarantine\*
5. Court Appearances\*
6. Approved school activities

\*To be excused, these absences require written documentation from the medical or court facility indicating date and length of time the student was at the facility.

#### **E. EXTENDED ABSENCE**

The Deans of Students should be notified in advance of any absence exceeding **three days**. The school may require a doctor's verification for extended absences. Extended absences for reasons other than illness are not excused and thus class work, tests, and other class projects cannot be made up for credit. Homework may be requested through the academic counselor if the absences exceed three days and are for a verified medical excuse. Requests for exceptions must be submitted in writing to the Deans of Students prior to the student's absence.

#### **F. VACATIONS**

The school strongly discourages parents/guardians from withdrawing their students from school for vacations or family trips during the regular school year. If it is absolutely necessary for the student to miss school, we highly suggest that the student makes arrangements with their teachers to complete and submit assignments while away.

#### **G. COLLEGE CAMPUS VISITS AND BEREAVEMENT**

Seniors and juniors are allocated two additional school days for the purpose of visiting a college or university campus. Students will be required to complete the necessary forms through their counselor one week prior to a scheduled college visit. The school will deem any days missed from school for college visits as unexcused absences if the student's college counselor and a Dean of Students approval is not obtained one week prior to the scheduled absence. Absences exceeding the allotted days are considered unexcused absences. All college visits must be completed by April 30<sup>th</sup>.

If a person considered to be a member of a student's immediate family (e.g., parent, sibling, grandparent) dies, the student may take up to three excused days of absence. If more than three days are required, the individual may request approval of additional bereavement days from the Deans' Office.

#### **H. TARDIES**

All students are expected to arrive at school on time and prepared for class. Students arriving late to school or any class during the school day must report to the Attendance Office to obtain an admission slip. A note



from a parent, though required for all students arriving late to school, does not automatically excuse a tardy. Tardies at any time during the school day will be considered unexcused tardies and a detention will be issued. A maximum of two excused tardies per semester are granted for being late before school begins and for unforeseeable circumstances only, as determined by the Deans of Students. **After three (3) documented tardies a letter will be sent home to parents notifying them of their student's attendance pattern. After five (5) documented tardies a mandatory meeting between the Deans' Office, parent(s), and the student will be required and an attendance contract will be signed. Excessive tardiness will result in disciplinary action and have a negative impact on a student's academic grade in those classes in which the student is often late.** Any tardies exceeding these limits will be marked as unexcused tardies and a detention will be issued to the student. Excessive tardiness will result in disciplinary action.

Students who are tardy or leave class early and miss more than half of the class period will be marked as absent for that class. Students who miss more than half a class period due to a school-related activity will be marked with an excused school-related absence. If a student misses the first half of class at the start of the school day, the absence will be deemed truancy from the class unless the student's parent/guardian has called the school **prior to** the student's late arrival and the school receives a parent/guardian letter verifying the reason for the late arrival to school.

#### **I. TRUANCY**

If, without permission, a student leaves campus at any time or decides to illegitimately detour en route to campus and so arrives late to school, he/she is considered truant and will not be allowed to return to class until parent contact has been made and the student's return deemed appropriate. Truancy may also apply to students who without expressed and verifiable permission are found in any bathroom, locker room, classroom, or some other unsupervised area while on campus during the school day. Students who are truant for any portion of the school day will be assigned Morning School Detention and issued a disciplinary contract. **Make-up work is not granted for classes missed as a result of truancy.**

If a student is truant for an entire full school day, he/she will be assigned Morning School Detention, be placed on strict probation, and not readmitted to class until parent contact has been made and the student's return deemed appropriate. If the student is already on strict probation, he or she becomes subject to dismissal from school.

#### **J. OFF-CAMPUS PERMITS/ILLNESS AT SCHOOL**

Students may not leave the school during school hours without official school authorization, which requires parental consent. Parents are asked to refrain from requesting off-campus permits except in the cases of excused absences. Parents must arrange off-campus permits through the Attendance Office and assume liability for their students.

To obtain an off-campus permit, students must present a parent note to the Attendance Office. The note must include the date, the time, the nature of the Early Dismissal, and the parent's signature. The note must be verified by a parent phone call received by the Attendance Office.

The student must show the permit to their teacher prior to the beginning of class. The teacher will dismiss the student to the Attendance Office at the stated time.

Medical or dental appointments should be made after school. If medical appointments are made during the school day, they must be verified by an official note from the doctor's office. Students must sign in and out at the Attendance Office.

Students who become ill are to inform their classroom teacher and obtain a pass to the Attendance Office and then wait for an office attendant to complete the necessary phone calls and issue an off-campus permit so they may go home. **Students may not contact a parent or other adult to pick them up from school from**



**a cell phone.** A parent or person authorized by the parent must pick up the student. Students must be signed out at the Attendance Office by a parent or authorized person.

Students possessing a driver's license may drive themselves to non-school-related appointments with written parental consent and the permission of the principal.

#### **K. ATTENDANCE REQUIREMENT FOR CO-CURRICULAR PARTICIPATION IN SCHOOL EVENTS**

Co-curricular activities are any school-sponsored activities that occur outside the normal academic school day. To be eligible to attend or participate in any co-curricular activity or school event a student is expected to attend a minimum of two (2) full - periods on the day of the activity or event. Exceptions to this policy must be cleared by the dean of students in order for the student to be eligible for co-curricular participation/attendance. Students who are absent from any part of the school day due to illness are not eligible for co-curricular participation/attendance on the day of their illness.

### **V. ACADEMIC POLICIES**

#### **A. ADMISSIONS POLICY**

- Saint Monica Preparatory is a Catholic co-educational high school whose philosophy and mission is based on the call of the United States Catholic Bishops, "To Teach as Jesus Did."
- Saint Monica Preparatory accepts qualified students on a space-available basis.
- Saint Monica Preparatory charges tuition for its educational services.
- Saint Monica Preparatory has admissions requirements pertaining to academic standards and behavior.
- Saint Monica Preparatory considers senior transfers on a limited case-by-case basis. Successful senior transfers have typically attended a comparable Catholic college-preparatory high school, had extenuating circumstances for the reason for transfer or were active members of St. Monica Catholic Community.

#### **B. CURRICULUM**

Saint Monica Preparatory provides a college-preparatory curriculum that includes courses in art, English, world language, mathematics, computer science, performing arts, physical education, religious studies, science, and social studies. Graduation requirements, college requirements, and course descriptions are found in their entirety in the Curriculum Handbook, which is made available to all students each spring when they plan their schedules with their counselors. It can also be found in the curriculum section of the school website. Please note that policies outlined in this *Parent-Student Handbook* supersede the requirements outlined in the 2022-2023 *Academic Handbook*.

#### **C. GRADING POLICY**

##### **1. GRADE CALCULATION POLICIES**

Policies for each teacher's grade calculation (e.g. weighting, tests, homework, make-up work, required materials) are approved by Academy Deans and the Vice Principal and are communicated to students and parents through the course syllabus. A student or parent requesting the review of a quarter or semester grade must do so within 30 days of the grade posting.

##### **2. THEOLOGY GRADING**

Theology courses are graded and receive full academic credit. Students are graded on comprehension and academic achievement in religious study and not on their religious beliefs.

#### D. GRADING SCALE

The following scale will be used by all teachers in computing assignments, tests and report cards:

100-93		Superior
92-90	A-	
89-87	B+	
86-83	B	Above Average
82-80	B-	
79-77	C+	
76-73	C	Average
72-70	C-	
69-67	D+	
66-63	D	Passing
62-60	D-	
Below 60	F	Falling

#### E. GRADE POINT AVERAGE

There are two types of GPA calculations: weighted and unweighted.

A student's unweighted grade point average (GPA) is calculated as follows:

1. Assign a numerical value to each letter grade: A=4, B=3, C=2, D=1, F=0 (A plus or minus after a grade letter does not affect the numerical value).
2. Total the points for all courses.
3. Divide by the number of courses in which grades were received.

Weighted GPAs are calculated at semester as follows:

1. Award an extra point for all honors and Advanced Placement courses, with a grade of C or higher.
2. Assign a numerical value to each honor and AP course letter grade: A=5, B=4, C=3, D=1, F=0 (A plus or minus after a letter grade does not affect the numerical value).
3. Assign a numerical value to all other letter grades: A=4, B=3, C=2, D=1, F=0 (A plus or minus after a grade letter does not affect the numerical values).
4. Total points for all courses.
5. Divide the number of courses in which grades were received (zero period course grades are not included in the calculation of weighted GPAs).

**Weighted GPAs are used in the selection process of valedictorian and salutatorian, undergraduate awards, honor rolls and class rank.**

## F. HOMEWORK

Teachers routinely assign a minimum of 30 minutes of homework in College Prep level courses. The amount of time allotted for homework in honors/AP, and dual-enrollment courses will exceed 30 minutes.

## G. CLASS ATTENDANCE/MAKE-UP WORK

Attendance is an important factor in the determination of academic success. Intermittent or consecutive absences of ten days or more per semester (non-school related, excused, or unexcused) will qualify a student for a failing grade in a class. An excess of five class absences (excused, unexcused, non-school related) may result in a reduction in the class participation component of the grade. **The student is accountable for material covered in class during any absence and it is the responsibility of the student to contact the teacher upon return after the absence and to submit any outstanding assignments by dates specified by the teacher.** If the absence is excused, the student is entitled to make up work within the time frame stated in the teacher's syllabus. If the work was assigned before the absence, the student is still responsible for the work to be submitted on the original due date.

Each teacher reserves the right to modify assignments and exam format for make-up work in order to maintain content integrity. If absences are due to a school-sponsored activity (e.g. retreat, field trip, athletic event, performance), college visit day, or personal day, and students know they will be missing class in advance, students are responsible for handing in all assignments on or before the class period of the originally scheduled due date. If an absence is unexcused, no work may be made up. Every effort should be made not to be absent on the day of a scheduled exam. **If a student is absent for a substantial amount of classes (more than 10 times) and/or the student is consistently late or absent from class, a meeting will be called with the student, parent(s)/guardian(s), Dean of Students and Administration for intervention.** For extended absences due to physical illness or mental health issues, a meeting must be held with the Dean of Students and Administration to determine the best approach moving forward for the student's academic success.

## H. TUTORING

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for choosing the tutor and paying all tutoring costs. SM Prep may assist the parents in identifying tutoring resources. However, SM Prep is not responsible for ensuring the quality of outside tutoring resources. SM Prep may arrange with independent contractors or entities, who are not teachers or staff at the school, to provide tutoring or standardized test preparation 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." SM Prep teachers are available for tutoring during the teacher's specified times which are located on their class syllabus. Teachers may not be paid for tutoring students assigned to their classes.

## I. ACADEMIC INTEGRITY

Students are required to sign the Saint Monica Preparatory Academic Integrity Contract each year indicating that they have read and agree to abide by the school's standards of academic integrity. All students are expected to submit their own work.

Saint Monica Preparatory interprets academic integrity as follows, including but not limited to

- Plagiarism – To commit literary theft, to steal and submit as one's own ideas or words, and/or to create the production of another work. When using someone else's words through the use of quotation marks or paraphrasing, the writer or speaker must be credited by citing the source.

Some internet users believe that anything available online is public domain; such is not the case. Ideas belong to those who create and articulate them. To use another's words or ideas without giving credit to the originator is stealing. Plagiarism is to appropriate passages or ideas (from another) and use them as one's own, with or without the intention of cheating.

- Copying or giving an assignment to another student to be copied (unless explicitly permitted by the teacher) – using, supplying, or communicating in any way unauthorized materials including textbooks, notes, calculators, computers, or other unauthorized technology during an exam, project, or assignment is prohibited and considered cheating.
- Giving or receiving answers to quizzes, tests, assignments, or exams.
- Possession of unauthorized materials or use of technology (i.e. cell phones, smart watches, etc.) to aid oneself during an exam or assignment.
- Forgery, stealing, and other serious academic offenses – including but not limited to gaining unauthorized access to exams or answers to an exam, altering computer or grade book records, or forging signatures for the purpose of academic advantage.
- Submission of another person's work, including purchasing or otherwise obtaining an assignment for submission, or hiring another person to complete an assignment.

The determination that a student has engaged in academic dishonesty is based on specific evidence provided by the classroom teacher, supervising professional employees, written materials, observations, and/or information from others. If there is reasonable suspicion that a student has engaged in any form of academic dishonesty, that student will be subject to disciplinary as well as academic penalties.

If it has been determined that a student is in violation of the Academic Integrity Policy, the following actions will be taken:

- At minimum cheating will result in disciplinary action including no credit on the assignment and a disciplinary contract issued.
- A second instance of cheating or plagiarism during a student's tenure at Saint Monica Preparatory, regardless of the class, would result in a zero on the assignment and Strict Probation for a minimum of 5 weeks.
- The third instance of cheating or plagiarism would lead to a zero on the assignment and a request for withdrawal from SM Prep.
- Egregious violations of academic integrity policies may result in a request for withdrawal or in expulsion, even if a student's first offense.

Students are responsible for carefully proofreading assignments before submitting them and for not sharing their work with other students. In the case where a student is caught copying another student's work, or copies from another student during an exam, **BOTH** students will face disciplinary action for cheating. Therefore, it is essential that students not jeopardize their grades or status in the class or school by sharing their work.

#### **J. SCHEDULE CHANGES**

Changes made to the courses requested during a student's one-on-one counseling meeting cannot be ensured. Since the master schedule is derived from student requests, when space is limited for a particular class, priority is given to those who requested that class on Registration Day. **Schedule changes are not made to accommodate a request for a particular teacher or class section.** Class changes are not permitted after the second complete week of the semester; as stated above, schedule change requests cannot be guaranteed.

#### **K. ACADEMIC REPORTS**

There are two methods the school uses to report the academic progress of a student to parents/guardians:

- SEMESTER GRADE REPORTS are issued at the end of each semester showing final marks. These

grades are recorded on the student's permanent transcripts, emailed to the parents/guardians' school-issued Gmail account only, and are used in determining eligibility for co-curricular participation.

- QUARTER GRADE REPORTS are issued at mid-semester, approximately after the ninth week (i.e. after the first and third quarters). The quarter grades are not recorded on permanent transcripts; however, these grades are emailed to the parents/guardians' school-issued Gmail account only and used to determine eligibility for co-curricular participation.

#### **L. PARENT-TEACHER CONFERENCE DAYS**

Beyond the Parent-Teacher Conferences scheduled on the master calendar, Parent-Teacher Conferences are also scheduled throughout the academic year by a student's teachers or academic counselor. These invitation-only meetings are based on grade reports or if other teachers(s)/parent(s) feedback suggests a meeting is warranted.

#### **M. SCHOOLGY**

Schoology is the learning management system used by Saint Monica Preparatory. Teachers use Schoology to communicate course assignments, announcements, and student grades. Parents/guardians and students are issued a username and password to access class and grade information. In general, students and parents may view all recorded assignments. Teachers will post assignments in Schoology within 24 hours of being assigned and are required to grade assignments within two weeks of the assignment due date. In the case of a major project or research paper, teachers may need additional time to grade and give feedback on these assignments. **Scheduled grade updates** are posted online for viewing by parents/guardians and students at approximately 2-week intervals as indicated on the school calendar.

#### **N. TESTS AND FINAL EXAMINATIONS**

Teachers may administer tests in their classes at their own discretion. However, no student may be required to take more than two previously scheduled tests (as opposed to "quizzes") on any given day. Students must notify teachers of the situation at the time the third test is announced in the class for an alternative test date to be arranged.

Culminating examinations for each semester are given during the Summative Performance Assessment (SPA) window shown on the school's Master calendar. Each teacher retains the right to modify assignments and SPA format. Students with a diagnosed learning difference who have professional documentation on file with the school may have extended time for SPAs in accordance with the recommendations on the documentation. Any missed SPA resulting from a student illness or other excused absence must be made up within one week of scheduled exams or a "grade in the range of an F" will be calculated.

Students are responsible for arranging to make up exams with the appropriate teacher. Students with outstanding balances for tuition and/or fees are not eligible to take semester SPAs, will earn grades of "incomplete" on their report card, and receive unexcused absences. Students with "incompletes" caused by missed finals or unexcused absences during SPAs are not eligible to begin the new semester until they have taken their finals and their final grades have been posted. **Grades of "incomplete" will automatically revert to grades of "F" if the student does not take their SPAs within a year of the "incompletes" being issued.**

#### **O. STANDARDIZED TESTING**

In preparation for college entrance exams, standardized tests are administered to freshman, sophomore, and junior students in October. The PSAT 8/9 is administered to freshmen. The PSAT/NMSQT is administered to the sophomores and the juniors. During the spring semester of the junior year and/or the fall semester of the senior year, students will be required to take either the SAT or ACT as determined by college admissions protocol. STAR Enterprise assessments will be administered quarterly to students in grades 9-11 to measure student progress in math and reading.

#### P. HONORS/ADVANCED PLACEMENT (AP)

Students enrolled in Honors courses are expected to earn at least an 80% (B-) and will be removed from an Honors course if his/her semester grade is below an 80% (C+ or lower). Appeals to remain in an Honors class for students are not considered in any subject. Students wishing to enroll in an Honors class from a college preparatory course must receive an "A" (90% or above) both semesters in all prerequisites for that class and must register for and successfully complete (if necessary) the corresponding qualifying exam. Unless otherwise stated, prerequisite grades refer to grades earned in the preceding academic year. At no time may a student remediate a primary prerequisite in order to qualify for an Honors class. Coursework from any other school does not qualify a student for Honors. Mid-semester or mid-year transfers from college preparatory courses into Honors courses are not permitted. Students earning a "C" (70%) or higher in Honors/AP courses are given an additional GPA point in the weighted GPA calculation. While this weighted GPA appears on students' transcripts, it is not always considered by colleges nor is it used for calculating co-curricular eligibility at SM PREP. It is important to note that students taking a full AP/Honors schedule may need to complete some graduation requirements during Summer School. Furthermore, students enrolled in an AP course **may be required** to sit for the corresponding AP exam.

#### Q. COURSE SELECTION

The master schedule of courses offered is based on students' requests for courses made at the time of registration each Spring. It is essential that accurate information be gathered in order to create a sound schedule and proper staffing for the following year. Therefore, the registration process involves students, parents, and counselors in the selection of courses. Once the master schedule is finalized, requests for changes can have a significant impact. It is essential that students make wise choices and abide by them. Every effort is made to accommodate students' course requests. However, requests may not be granted due to scheduling constraints.

#### S. CIF TRANSFER RULES

Saint Monica Preparatory has established open enrollment policies in concert with the California Interscholastic Federation (CIF). All CIF policies are published in the CIF Blue Book located online at <http://cifss.org/governance/blue-book/>.

#### T. ACADEMIC PROBATION

Academic probation is designed to help students reach their full academic potential through additional support services. Students with a semester grade point average (GPA) below 2.0 or other students as deemed necessary by the Vice Principal are placed on academic probation. These students will be required to meet with the Vice Principal, attend academic conferences with their Academic Counselor, attend two hours of tutoring per week, and to return signed grade verification forms to the counselor as required. The Vice-Principal may prescribe additional terms of academic probation as deemed necessary. **Failure to fulfill the terms of academic probation will result in an academic review and could lead to a request to withdraw from Saint Monica Preparatory.**

#### U. ACADEMIC REVIEW/DISMISSAL

The Academic Review Committee (the administrative team, Deans of Students, and Academic Counselors) meets at the end of each semester to review the academic progress and enrollment status of students on academic probation, students qualifying for academic probation for two consecutive semesters, students with a single semester GPA at or below 2.0, students with deficient academic credits, and students failing three or more classes in a semester or academic school year. It is the general policy that any student who qualifies for academic probation (regardless of reason) for two consecutive semesters, any student with a single semester GPA at or below 2.0, and any student who fails three (3) or more classes in a semester or academic year is subject to academic dismissal. Students who fail to submit transcripts demonstrating successful completion of required summer school courses at least ten (10) days prior to the start of 1<sup>st</sup>-semester classes are also subject to academic review and/or dismissal.

#### **V. WITHDRAWAL OF STUDENTS AND CREDIT**

SM Prep grants full credit for all work a student accomplishes in a completed semester prior to the time of transfer. Additionally, exit grades are issued for mid-semester transfers. The parent must request withdrawal in writing to the registrar. A school administrator will conduct a brief exit interview with a parent. Normally, official transcripts are not given to students or parents until all school accounts are brought current and the MacBook laptop and cord have been returned to the school. Unofficial transcripts will be given to parents upon request unless the parents are delinquent in tuition or any other obligation.

#### **W. TRANSFER OF RECORDS**

Whenever a pupil transfers from one school district to another, or to a private school, or transfers from a private school to a school district within the state, a copy of the Cumulative Student Report and the original Health Record shall be transferred by the former district or private school upon a request from the district or private school where the pupil intends to enroll. A record of the transfer, the reason for the transfer and the name of the school to which the student is transferring should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Record..

#### **X. REQUEST FOR RECORDS**

To request transcripts of student academic records, a parent or guardian must complete and sign the "Authorization to Release School Records" form, available through the Registrar's Office. The name and address of the school or college the student wish transcripts to be sent to must be provided on the release form in order for the records to be forwarded. Please allow 3-5 business days. Unofficial student academic records may also be released in person to the parent or guardian with the same form through the Registrar's Office or Counseling Office. Final transcripts for graduating seniors will be available two weeks after the close of the spring semester.

#### **Y. WITHHOLDING OF TRANSCRIPTS/REPORT CARDS**

Normally, official transcripts are not given to students or parents. Unofficial transcripts are to be given to parents upon request, unless the parents are deficient in tuition or any other obligation. It is unlawful for a school to withhold transcripts from a requesting high school

#### **Z. WITHHOLDING OF DIPLOMAS**

The school will not grant a diploma to a student unless all obligations (including but not limited to financial, disciplinary, Christian service, athletic and academic) have been met.

#### **AA. ACADEMIC HONORS**

At the beginning of each semester, Saint Monica Preparatory recognizes students' academic success during an Honors Assembly. Students finishing the previous semester with a GPA between 3.3 and 3.69 are recognized with Second Honors and students earning a 3.7 or above receive First Honors recognition.

#### **AB. CALIFORNIA SCHOLARSHIP FEDERATION (CSF)**

The purpose of the California Scholarship Federation is to encourage scholarship and service among high school students. The motto of the federation is "Scholarship for Service". Admission into CSF is open to all students who earn the required scholarship points. Students who qualify for membership on the basis of semester grades must complete an application each semester. Applications for CSF are available from the CSF Moderator. Life membership is awarded to students who have been members for four out of six semesters, one semester of which must be in the senior year.

#### **AC. NATIONAL HONOR SOCIETY (NHS)**

The SM PREP chapter of the National Honor Society fosters scholarship, service, and leadership. At the beginning of each school year, students complete an NHS Student Activity Form which includes an essay on the chapters' ideals. The Principal selects a faculty council which elects the members of the chapter from those who have applied for consideration. The chapter moderator is responsible for communicating



selection to the students. In order to be eligible for consideration by the faculty council, a student must obtain a cumulative, non-weighted GPA of 3.2 or higher. A student must also consistently demonstrate high standards of service, leadership, character, and citizenship as outlined on the SM PREP National Honors Society Requirements Form. Both the Student Activity and the National Honors Society Requirements forms are available in the Counseling Office.

#### **AD. SUMMER SCHOOL**

Saint Monica Preparatory offers a 5 week summer school program designed to meet the needs and interests of many of our students, incoming Freshman, as well as students from other schools in the community. Information regarding Summer School can be found on our website: <https://www.stmonicachs.org/>. The course offering information will be made available in late November of the Fall Semester. Saint Monica Preparatory's Summer Program offers a variety of courses that are offered in the traditional and online classrooms. With the shortened term, students may miss no more than two classes in order to receive credit for the traditional summer school course(s). Note that if a student is taking an online course, they may be required to come to campus to complete their assessments or to work on their course(s) for the duration of the school day. Students are required to complete all coursework in order to earn course credit. If a student must take a course at a school other than SM PREP, he/she must complete an *Off-Campus Course Approval Form* (available from the Director of Counseling and/or Academic Counselor) **PRIOR** to enrolling in the course. **All coursework must be completed with the official grade posted by August of the upcoming school year.** Students not meeting this deadline jeopardize their placement in courses and/or enrollment status at SM PREP. Students must contact counselors for any schedule changes based on either most recent school year or summer school attendance. THESE SCHEDULE CHANGES MUST BE MADE WITH HIS/HER COUNSELOR ON THE DESIGNATED DATES IN MID-AUGUST. After Registration Day, enrollment in individual classes is on a first-come, first-served basis.

#### **AE. ACADEMIC ADVANCEMENT/COMMUNITY COLLEGE COURSEWORK OUTSIDE OF SM PREP**

Students may not take regularly scheduled classes at other schools in lieu of taking them at SM Prep during the school year. Exceptions in math and science may be granted with prior written approval from the Vice Principal and Academy Dean. Students need to initiate this process by obtaining an *Off-Campus Course Approval Form* from their academic counselor or the Vice-Principal. In certain circumstances, students may receive written approval for coursework at community colleges. When enrolling, students must request and fill out a form from the college to waive college credit if their course is fulfilling an SM Prep requirement or is taken for remediation of a grade. The coursework will not be accepted by SM PREP if college credit has been issued. If taking an approved enrichment or advancement course not offered at SM Prep, some students may be eligible for dual credit (college and high school credit). Students must gain written approval from the Vice Principal and their Counselor via the *Off-Campus Course Approval Form* prior to enrolling in any class for dual enrollment.

### **VI. GRADUATION REQUIREMENTS**

260 academic units are needed for graduation as specified below, including Theology for each semester, enrolled in a Catholic high school. Five units of credit are assigned for each semester course successfully completed (2.5 units of credit are assigned for each semester of Christian Service successfully completed) and ten units are assigned for each year course successfully completed. Exceptions to units of credit assigned to courses are noted in the course descriptions in this handbook. Each year enrolled, students, including transfer students, must attend one spiritual retreat and fulfill the prescribed Christian Service commitment.

All students must fully complete, during their senior year, the application process to a four-year college or university in order to qualify for a diploma from Saint Monica Preparatory.

The total units needed for graduation are as follows:

## A. UNITS REQUIRED FOR GRADUATION

Subject Area	Years/Units Required
Christian Service	20 units/four years
Electives/Advanced Study	40 units/eight semesters *30 units/six semesters - for Class of 2023 and beyond
English	40 units/four years
Visual & Performing Arts	10 units/one year (of the same discipline)
World Languages	20 units/two years (of the same language)
Mathematics	30 units for Class of 2021-2022 *40 units/four years - for Class of 2023 and beyond
Physical Education  Health	5 units/one semester in Physical Education coursework or Dance I (cannot fulfill both PE and VPA); or participation on sports team (2.5 credits per season) # 5 units/one semester
Theology	40 units/four years
Science - At least 1 year of biological science and 1 year of physical science  Physical Science: Conceptual Physics, Chemistry, Physics ***** *** Biological Science : Biology	30 units/three years * 10 units/one year - Biological Science 10 units/one year - Physical Science 10 units/one year - D area Science Elective  * Students interested in Engineering should take one year each of biology, chemistry, and physics. Many universities recommend four years of Science for Engineering Applicants
Social Studies World History/Geography United States History United States Government Economics	30 units/three years 10 units/one year 10 units/one year 5 units/one semester 5 units/one semester

# Student athletes must meet all criteria and eligibility as outlined in the Athletic Handbook to earn academic credits for participation on a sports team.

## **B. PARTICIPATION IN GRADUATION CEREMONY**

Students who have more than two deficiencies (failing grades in graduation requirement classes, failing grades in non-required classes resulting in less than 260 credits, and/or no credit "NC" in Christian Service) will not be permitted to participate in the graduation ceremony. Students whose behavior makes them eligible for disciplinary withdrawal may also be excluded from participation in graduation ceremonies.

## **C. VALEDICTORIAN**

The valedictorian will be the student with the highest GPA at the end of the seventh semester. This calculation is based on final marks from the six scheduled classes (7 courses beginning with the class of 2020) during the fall and spring semesters. Since honors coursework is not available in all World Language disciplines, all grades in that discipline are weighted no higher than an A for valedictorian GPA calculation. Co-curricular coursework is not used in determining the GPA for valedictorian selection. The valedictorian must have attended SM PREP for all four years, successfully passed all Christian Service course requirements, may not have been placed on strict probation at any time during his/her junior or senior year, and must be on track to graduate at the time of administering SM PREP final exams.

***Beginning with the class of 2023:*** The student with the highest GPA and number 1 rank overall will be the valedictorian. This calculation will encompass all courses taken at SM Prep. Coursework completed at universities will not be placed on our transcript and will not be taken into consideration for GPA calculation or class rank. Co-curricular coursework is not used in determining the GPA for valedictorian selection. The valedictorian must have attended SM Prep for all four years, successfully passed all Christian Service course requirements, may not have been placed on strict probation at any time during his/her junior or senior year, and must be on track to graduate at the time of administering SM Prep final exams.

## **D. SALUTATORIAN**

Seniors are eligible for selection as salutatorian if they have earned a cumulative, unweighted GPA at, or above, 3.7 at the end of the seventh semester, successfully passed all Christian Service course requirements, and have not been placed on strict probation during their junior or senior year. The Salutatorian is selected by the senior class in compliance with the SM Prep voting process.

## **E. 4-YEAR COLLEGE/UNIVERSITY APPLICATION REQUIREMENT**

All students must **fully** complete the application process for admission to a four-year college or university during their senior year in order to qualify for a diploma from Saint Monica Preparatory.

## F. COLLEGE ENTRANCE REQUIREMENTS

### 1. UNIVERSITY OF CALIFORNIA -REQUIRED AND RECOMMENDED SUBJECTS

	<u>REQUIRED SUBJECTS:</u>	<u>YEARS REQUIRED</u>	<u>RECOMMENDED</u>
A)	History/Social Science U.S. History, Government, World History/Cultures/Geography	2 years (1 year each from "a" subject area)	
B)	English	4 years	
C)	Mathematics Algebra I, Geometry, Algebra II	3 years	4 years
D)	Laboratory Science Biology, Chemistry, Physics	2 years	3 years*
E)	World Languages	2 years (same language)	3 years
F)	Visual and Performing Arts Visual Art, Theater/Drama, Music	2 years (same language)	3 years
G)	College Prep Elective Courses Creative Writing, Math 7, Pre-Calculus, Probability and Statistics, , Bio 2, AP Chemistry, Physics, Conceptual Physics, AP Physics, Marine Biology, Oceanography, Economics, AP World History, Philosophy, Psychology, Visual and Performing Arts, 3c-4 <sup>th</sup> year World Languages and select Edgenuity courses	1 year	2 years

\* Some universities and/or majors **require** a third year of science and/or a fourth year of math. Students should research these requirements using Naviance and with their counselor in one to one (1:1) planning meetings.

### 2. CALIFORNIA STATE UNIVERSITY - Required and Recommended Subjects

<u>REQUIRED SUBJECTS:</u>	<u>YEARS REQUIRED</u>	<u>RECOMMENDED</u>
History/Social Science	2 years	
U.S. History/Government/Economics World History/Geography/Cultures	(1 year from "a" or "g" subject areas)	
English	4 years	
Mathematics ~Algebra I, Geometry, Algebra II, Pre-Calculus	3 years	4 years

Science ~Biology, Chemistry, Physics*	2 years (one life science, one physical science)*	
World Language	2 years (same language)	3 years
Visual and Performing Arts ~Visual Art, Theater/Drama, Music, Dance	1 year (same discipline)	
College Prep Electives Creative Writing, Math 7, Pre-Calculus, Probability and Statistics, AP Computer Science Principles, Bio 2, AP Chemistry, Physics, AP Physics, Marine Biology, Oceanography, Economics, AP World History, Philosophy, Psychology, Media and Film Production, Visual and Performing Arts, 3-4 <sup>th</sup> year World Languages list		

\* Some universities **require** a third year of science. Students should research these requirements using Naviance and with their counselor.

### 3. HIGH SCHOOL GPA CALCULATION FOR UNIVERSITY OF CALIFORNIA & CALIFORNIA STATE UNIVERSITY:

GPA is calculated on grades received in the “a-g” categories of required subjects (above) taken after the 9th grade. A grade of "C-" or better is required to receive credit for the course meeting a requirement. Generally speaking, competitive schools and/or programs want to see the most challenging curriculum a student's schedule will allow, within the course offerings of the school.

### 4. TEST SCORES – ACT/SAT

**SM Prep School Code = 053310**

UC requires the ACT Assessment with Writing or the SAT Reasoning Test. UC uses the highest score from a single test administration. UC recommends two different SAT Subject Tests of the student's choice. CSU combines best verbal and math scores from multiple sittings of SAT and may combine best sub-scores from multiple ACT tests to calculate a best composite. CSU requires test scores for students who have earned an “a-g” GPA less than 3.0.

### 5. UC HONORS POINTS

Maximum of 8 extra points allowed for approved honors or AP courses and transferable community college courses. A maximum of 2 of these courses can be completed in 10<sup>th</sup> grade.

### 6. COMMUNITY COLLEGES OF CALIFORNIA REQUIREMENTS

High School Diploma (not needed after age eighteen). Community colleges have transfer and matriculation services to help all students reach their goal of transferring to a four-year university or associate's degree. Please be sure to see the counselor if you have any questions regarding college admission requirements!

### 7. PRIVATE COLLEGES/OUT OF STATE COLLEGES

Requirements vary. Students interested in specific schools should research requirements early in their high school careers. Private colleges also consider test scores, essays, and activities as well as recommendations from teachers and others.

### 8. REPEATED COURSES

REPEATED COURSES - Amended beginning with the Class of 2021

Please be advised of the following SM PREP and/or college policies regarding repeated coursework:

- Courses in which a grade of C- or better was earned cannot be repeated/recorded on a student's transcript.
- Courses in which a grade D+ or below was earned may be repeated to improve a grade or meet prerequisites for another class, but no additional credit is issued.

- Original grades are not “replaced” on transcripts by repeating the course. Repeated courses are listed as a new entry on student transcripts in addition to the previous class and grade. If a repeated course earns a higher grade than the initial course, Saint Monica Preparatory will only use the higher remediated grade in the calculation of the overall GPA.
- Students can repeat a course as many times as necessary to earn a C- or better.
- Colleges may treat repeated courses differently. Please refer to each college’s admissions information for specific policies.

## **VII. STUDENT SUPPORT SERVICES**

### **A. COUNSELING SERVICES**

Ms. Briana Harris	Academic Counseling for students in grades 9 and 10 Academic Counselor
Ms. Elaine Lillie	Academic Counseling for students in grades 9 and 10 Academic Counselor
Mr. Blake Mayer	<b>Director of Counseling</b> Academic & College Counseling for students in grades 11 and 12 College Counselor
Ms. Jiorden Pursell	Academic & College Counseling for students in grades 11 and 12 College Counselor

### **B. PERSONAL COUNSELOR**

The counseling staff provides services in the following four main areas: academic advisement, college counseling, career guidance, and personal counseling. In an effort to provide these services, counselors focus on helping students identify long-term goals and objectives while assisting them in achieving success while at Saint Monica Preparatory.

Counselors:

- Advise students when planning their academic and co-curricular schedules
- Counsel students in their search and application process for a four-year college or university
- Provide guidance in the development of students’ interests and recognizing future career options.
- Assist students in meeting academic and personal challenges and help them to develop solutions to life issues.

### **C. PERSONAL COUNSELING**

Short-term personal counseling is provided at SM Prep when significant personal issues create obstacles that negatively impact students’ academic performance and/or classroom behavior. Students may be referred by administration, faculty, staff, parents and/or the student. Students with personal issues that require long-term and more in-depth counseling will be referred to appropriate professional resources in the community. Please contact Mr. Blake Mayer for more information on the process of referring students for personal counseling.

### **D. ACADEMIC COUNSELING**

Academic progress reports are forwarded to the appropriate grade-level counseling office. The counselor sets conferences with students based on the results of these reports. A focus is placed on the student’s responsibility for academic achievement. The counselor will assist students in developing strategies for improving their performance and will act as a liaison when necessary for students and parents. The counselor will schedule student appointments each semester. Students may also request appointments whenever help is needed.

### **E. SPIRITUAL GUIDANCE**

This is provided by class retreats, Eucharistic and penitential liturgies, as well as a variety of prayer experiences.

## VIII. SCHOOL SERVICES

### A. STUDENT ID/ACTIVITY CARDS

Identification cards with photographs are issued at the beginning of school to students who have paid the non-refundable activity fee. Identification cards are required to verify a student's identity and current enrollment, check out books and access the Learning Commons, and provide students free admission to regular home athletic events and select drama performances. It must also be presented for admission at school dances. There is a \$5 charge for a new student ID card, obtained from the Deans of Students. **Students are required to carry their student ID at all times while on campus or at school-related events.** Students must, upon request, surrender their ID to any school official.

### B. DAILY ANNOUNCEMENTS

Daily announcements are the most current sources of information relating to student activities, daily schedules, and athletic contests. Parents and students can access the daily announcements ON Schoology, as well as online at [www.stmonicachs.org](http://www.stmonicachs.org) under "Daily Connections." Daily announcements over the school PA system may only be requested by faculty or staff members by 3 p.m. the day before the announcement is to be made. Students are required to stand for the Pledge of Allegiance, remain respectful during prayer, and be attentive during the morning announcements.

### C. TEXTBOOKS

Students are expected to procure required textbooks prior to the opening of school and bring those textbooks as required for each class. A list of required books may be accessed on the SM Prep website. It is the responsibility of students/parents to order books in a timely manner in order to ensure delivery by the first day of classes. Teachers may deduct credit for class work if students fail to bring assigned books and materials. Students must write their names inside each textbook. Textbooks must be free of graffiti or "tagging." Students whose textbooks are inappropriately marked will be asked to purchase replacement copies and are subject to disciplinary action.

### D. CALENDARS

The most up-to-date school calendar can be found on the SM Prep website. Parents and students may also subscribe to the school's shared Google calendar by adding the following calendar to their own calendar view: [calendarSM PREP@gmail.com](mailto:calendarSM PREP@gmail.com). Additionally, a weekly calendar of school and athletic events is in the Weekly Compass newsletter that is emailed to parents at the beginning of each week.

### E. STUDENT PLANNERS

Students receive SM Prep academic planners at the beginning of the school year. Each student is expected to use this planner daily as a means of recording homework assignments, due dates, and pertinent school activities. There are a limited number of replacement planners available for purchase from the Dean of Students.

### F. FOOD SERVICES

The Mariner Snack Bar is open daily for students to purchase food before school, at breaks, and during lunch. Food may not be purchased during classes. Only water is allowed during class time. Students may not have food or drink in the school buildings. From time to time, clubs and classes offer specialty foods for sale.

### G. LEARNING COMMONS

Unless otherwise announced, the Learning Commons is open Monday through Friday from 7:00 a.m. to 8:30 a.m. and from 3:00 p.m. to 5:00 p.m. Students are required to present a current Saint Monica Preparatory ID Card in order to borrow materials from, or access the printers in, the Learning Commons. No borrower is authorized to lend a Learning Commons book to anyone else or to sign for another person. The borrower of any materials is responsible for them until it has been returned. A fine is charged for overdue books or other materials. All fines must be paid before final exams may be taken.

### H. TECHNOLOGY USER POLICY

Saint Monica Preparatory makes technology resources available to students to enhance their educational experience at school. While the range of computer, telecommunication, and other technologies allows access to vast resources and information, it also places enormous responsibility on each student to use these systems in a considerate, ethical, and lawful manner. The use of the technologies is a privilege, not a right, and is subject to terms and conditions. Any user must adhere to the same code of ethics that governs all other aspects of life within the SM Prep community. Actions



performed or initiated through the use of technology must reflect honesty, integrity, and compliance with the rules of conduct set in the *Parent-Student Handbook* and the 1:1 Computer User Agreement. Privacy must be respected. The user policy must be read and signed by the student and parent/guardian before access to school technology services will be granted.

#### **THE FOLLOWING POLICIES EXIST TO ENSURE THE ETHICAL USE OF TECHNOLOGY AT SM Prep:**

- Students may not access any inappropriate website.
- Students accessing technology as a representative of Saint Monica Preparatory are expected to use appropriate language, manners and abide by the strictest code of ethics.
- Users are responsible for reporting problems, abuses, or misuses of technology resources. Being a responsible user means more than using technology appropriately; it also means taking responsibility for caring for these resources and reporting abuses and misuses. These include, but are not limited to, sending or receiving messages that contain or suggest pornography, unethical or illegal solicitation, and racist, sexist, or otherwise inappropriate language and images.
- Accessing the file and accounts of others is prohibited. This rule protects all users of technology resources. Removing, examining, or altering the files of another is not different from stealing, reading a personal letter, or destroying someone's property. It is an invasion of privacy.
- Attempting to bypass or alter computer network security, to impair the functionality of any computer or network, or to bypass restrictions regarding technology use is prohibited. Assisting others in violating these rules by sharing information or passwords is also unacceptable behavior.
- Improper use or distribution of information is prohibited. This includes, but is not limited to, copyright violations, software piracy and plagiarism
- There will be no personal email use (only school-issued email allowed), chat room access, live-streaming or online shopping allowed on campus.
- There must be a signed "Computer Network User Agreement and Parent Permission Form" on file with the Deans of Students prior to a student's use of the computers in the Learning Commons. A copy of this form is in the appendix of this *Parent-Student Handbook*.
- The Macbook Air 1:1 Computer User Agreement is required to be signed, submitted, and on file with the Director of Technology for all students in grades 9-12.
- Any student in violation of the Ethical Use Policy will be suspended from the use of the Internet and will be subject to suspension and/or other disciplinary action by the school.
- Cyberbullying is considered a serious violation of the Computer User Agreement. Cyberbullying occurs when students bully each other using the Internet, cellular phones or other cyber technology. This can include, but is not limited to, sending inappropriate texts, emails, or instant messages; posting inappropriate pictures or messages about others on blogs, social media, or websites; and/or using someone else's username to spread rumors or lies about someone.
- It is unacceptable to use the Saint Monica Preparatory name, initials, logo, or pictures of students, staff, the school, or school activities with any image or message that is contrary to school philosophy, degrading, lewd, threatening, or violent. Deliberate publication on the Internet or in any other venue may result in serious disciplinary action, including expulsion. This policy includes, but is not limited to, participation in public forums such as chat rooms, online diaries, blogs, social media, and personal web pages.

#### **I. LOCKERS**

Each student in the school must use and is responsible for his/her assigned locker. Students are required to purchase school locks from the Attendance Office for their school and PE/athletic lockers. Athletic lockers are issued by the Athletics Office during every season of athletic competition as well as off-season conditioning. Student-athletes are required to use assigned lockers to store all athletic gear. Students are not permitted to store athletic gear in unauthorized areas. Any non-Saint Monica Preparatory lock placed on a school or PE locker will be removed. Student access to lockers will only be allowed before and after school, and during breaks; students will not be allowed to access lockers during class time. Access to PE/athletic lockers will only be allowed before and after school, practices, and/or games. Academic materials and food are not to be stored in athletic lockers.

Saint Monica Preparatory does not assume responsibility for items stored in student lockers. Therefore, it is the responsibility of the student to make sure his/her locker is in working order and locked at all times. Lockers are the property of the school and are subject to search at any time. Students are responsible for the contents of their assigned lockers. Locker contents and decorations must be appropriate and not contradict school values. Exterior

decorating of lockers is not permitted and will be removed immediately unless permission has been granted by the Deans of Students.

**J. LOST AND FOUND**

Lost and found articles are turned in and kept in the Attendance Office. All books, jackets, book bags, and other personal belongings should be clearly marked and should never be left unattended. Unclaimed items will be donated to charity at the end of each semester.

**K. SCHEDULING OF ACTIVITIES**

All school-related activities and meetings, during or outside of school hours, must be approved by the Director of Activities or a school administrator.

**IX. CHRISTIAN SERVICE PROGRAM**

In response to the goals of Saint Monica Preparatory, “to transform the world as responsible citizens and stewards,” and St. Monica Parish, “To form loving disciples who will transform the world,” SM Prep has a graduation requirement of 20 units of credit of **APPROVED** Christian Service which results in 100 hours of service during throughout their high school career. Our hope is that our students will be exposed to different communities of need and to serve others outside their existing comfort zone.

Christian Service Program is a course that is worth 2.5 units each semester: a total of 5 units per year. The Christian Service course will be monitored and credit issued by the students’ assigned religion teacher and Campus Minister during the corresponding semester. Students will be graded on a “credit (CR)/no credit (NC)” basis. Students will not receive a grade of “credit” and 2.5 credits if they do not meet the minimum number of hours required for the marking period.

Students must complete the Archdiocese of Los Angeles *Guidelines for Secondary School Students Interacting With Minors Form* prior to beginning their service project. This form is included within the Parent Student Handbook and will be completed electronically.

**B. CHRISTIAN SERVICE**

The first semester Christian Service course hours **must** be served in the grade-level specific area assigned. For second semester Christian Service course hours, students have the option of serving in the other grade-level areas, but it is strongly recommended to continue serving the student’s grade-level specific area. **All service hours must be completed at an APPROVED service agency or organization.** A list of approved service agencies/organizations can be found on the school webpage. Ideas are always welcome to be added to the approved list, please see the Director of Campus Ministry for approval.

**Grade 9/FRESHMAN YEAR**

- 2.5 units per semester (10 total hours per semester).
- First semester hours are to be served directly with a parish, synagogue, mosque, temple, or other religious community.
- Second semester hours can be served in any grade-level focus area.

<b><u>EXAMPLES OF APPROVED PROJECTS</u></b>	<b><u>EXAMPLES OF UNAPPROVED PROJECTS</u></b>
<ul style="list-style-type: none"> <li>● Participating in parish outreach programs for those in need</li> <li>● Organizing a blood or food drive for their church</li> <li>● Teaching sacramental preparation or religion courses to children</li> <li>● Commitment to <b>scheduled</b> liturgical ministry i.e. altar serving, lecturing, choir (<b>not</b> to include training or practice hours)</li> </ul>	<ul style="list-style-type: none"> <li>● Participating in sports teams, dances, or other social outings</li> <li>● Working at carnivals and similar fundraising events</li> <li>● Donating food/blood</li> <li>● Babysitting</li> <li>● Working for a relative or friend</li> </ul>

**10<sup>th</sup> Grade/SOPHOMORE YEAR**

- 2.5 units per semester (10 total hours per semester).
- First semester hours are to be served to work directly with youth.
- Second semester hours can be served in any grade-level focus area.

<b><u>EXAMPLES OF APPROVED PROJECTS</u></b>	<b><u>EXAMPLES OF UNAPPROVED PROJECTS</u></b>
<ul style="list-style-type: none"> <li>● Working with children with special needs</li> <li>● Providing care for hospitalized babies</li> <li>● Working with at-risk youth (e.g., Police Activities League)</li> <li>● Acting as an official coach/moderator for youth teams, music, or other programs for an AGENCY (e.g., YWCA, YMCA, AYSO, Little League etc.) – requires full-season commitment.</li> <li>● Tutoring in an organized program</li> <li>● Camp counseling</li> </ul>	<ul style="list-style-type: none"> <li>● Participating as a member of a youth team</li> <li>● Serving in school leadership positions (Ambassadors, ASB, clubs, Campus Ministry, music, etc.)</li> <li>● Performing office/clerical work</li> <li>● Babysitting</li> <li>● Working for a relative or friend</li> <li>● Refereeing</li> <li>● Working at a school daycare or private day care facility</li> </ul>

### **11<sup>th</sup> Grade/JUNIOR YEAR**

- 2.5 units per semester (15 total hours per semester).
- First semester hours are to be served working with the elderly, infirm, or disabled.
- Second semester hours can be served in any grade-level focus area.

<b><u>EXAMPLES OF APPROVED PROJECTS</u></b>	<b><u>EXAMPLES OF UNAPPROVED PROJECTS</u></b>
<ul style="list-style-type: none"> <li>● Caring for the elderly at a convalescent home</li> <li>● Working as a caregiver at a hospital</li> <li>● Supporting/training an individual through Special Olympics</li> <li>● Working at a camp or facility with the blind, deaf, terminally-ill, or disabled</li> <li>● Reading to or bringing Eucharist to the elderly</li> <li>● Delivering meals to elderly and homebound</li> </ul>	<ul style="list-style-type: none"> <li>● Performing office/clerical work at a hospital, clinic, convalescent home</li> <li>● Participating in dance-a-thons and similar fundraisers</li> <li>● Babysitting</li> <li>● Working with a relative or friend</li> </ul>

### **12<sup>th</sup> Grade/SENIOR YEAR**

- 2.5 units per semester (15 total hours per semester).
- First semester hours are to be served working directly with the poor.
- Second semester hours can be served in any grade-level focus area.

<b><u>EXAMPLES OF APPROVED PROJECTS</u></b>	<b><u>EXAMPLES OF UNAPPROVED PROJECTS</u></b>
<ul style="list-style-type: none"> <li>● Preparing and serving meals at a shelter for the homeless</li> <li>● Distributing clothing at a Salvation Army or Goodwill outreach center</li> <li>● Working with assistance programs to refugees or immigrants with a certified agency</li> <li>● Planning and creating a food drive outside of school</li> </ul>	<ul style="list-style-type: none"> <li>● Bringing in food, clothing, or money for drives</li> <li>● Babysitting</li> <li>● Performing office/clerical work</li> <li>● Working with a relative or friend</li> </ul>

During the Christian Service course, Religion teachers and Campus Minister(s) will assess student progress and indicate completion of each requirement in Schoology in accordance with the timeline set forth by the teacher.

### **C. THE CHRISTIAN SERVICE PROGRAM REQUIREMENTS**

The Christian Service Program requirement is comprised of the following criteria:

## 1. CHRISTIAN SERVICE HOUR DEADLINES

9 <sup>th</sup> and 10 <sup>th</sup> grade	11 <sup>th</sup> and 12 <sup>th</sup> grade
<ul style="list-style-type: none"><li>• 2.5 hours by mid-quarter deadline</li><li>• 5 hours by quarter-end deadline</li><li>• 7.5 hours by mid-quarter deadline</li><li>• 10 hours by semester end deadline</li></ul>	<ul style="list-style-type: none"><li>• 3 hours by mid-quarter deadline</li><li>• 7 hours by quarter end deadline</li><li>• 11 hours by mid-quarter deadline</li><li>• 15 hours by semester end deadline</li></ul>

## 2. CHRISTIAN SERVICE REFLECTION ESSAY AND PRESENTATION

Regardless of the number of hours completed, students are required to submit a reflection essay for each semester and complete the presentation in the second semester. The first-semester reflection essay will explore what the student has learned about the population of the people he/she has served. The second-semester project will explore what it is like to serve these people with a particular focus on his/her supervisors and people that serve these communities on a regular basis.

### ADDITIONAL NOTES ABOUT CHRISTIAN SERVICE

- A list of approved service organizations and opportunities will be posted. If there is an opportunity beyond the approved list please seek approval from the Director of Campus Ministry. Each student must find a possible placement opportunity with a reputable agency (supervisors must be official representatives of the agency).
- The Director of Campus Ministry and religion teachers reserve the right to disapprove any project they do not think meets the requirements.
- No financial compensation may be received for any service provided.
- Hours must be completed by semester deadlines during non-school hours within the specified areas as outlined above.
- Students may not apply “extra hours” from one year to the next.
- **Students who receive a “no credit (NC)” in Christian Service will be required to make up deficient credits through summer coursework in order to return to SM PREP for the next school year and in order to meet graduation requirements.**

## XI. CO-CURRICULAR ACTIVITIES

### A. CO-CURRICULAR ELIGIBILITY

Students with a quarter or semester un-weighted GPA below 2.0 or students with two or more fails, regardless of the GPA are ineligible to participate in all co-curricular activities (e.g. athletics, performing arts, student leadership). Exceptions may be granted by the Principal.

### B. ATTENDANCE REGULATION FOR PARTICIPATION IN SCHOOL-RELATED ACTIVITIES

Students must attend a minimum of two full periods in order to participate in school-related activities that day or evening. Students must attend a minimum of two full periods on the last school day prior to a weekend event. Exceptions such as urgent medical appointments and funerals require approval by a Dean.

### C. CAMPUS MINISTRY

Students at Saint Monica Preparatory are provided with a religious education that includes classroom instruction as well as religious activities. Utilizing faculty and students, the Campus Ministry Team plans school liturgies and grade-level retreats, and regularly participates in Christian Service activities and other activities that spiritually inspire the SM Prep community. While Saint Monica Preparatory welcomes students of all religious backgrounds, students are required to actively participate in all liturgies as well as attend a class retreat each year.

Rising seniors with a cumulative GPA of 2.5 may apply to serve on the Campus Ministry Leadership Team for the entirety of their senior year. Once selected, a senior Campus Ministry Leader signs a contract with which he or she agrees to uphold the leadership responsibilities of the position, attend all extra-curricular meetings, exhibit a positive example of Christian Leadership on and off campus, maintain a cumulative GPA of at least 2.5, and refrain from committing disciplinary infractions.

#### **D. STUDENT GOVERNMENT**

The purposes of the Executive Council of the Associated Student Body (ASB) are to “establish a Christian community, to establish and maintain a line of communication between the students and the administration, to develop student leadership and encourage student initiative, to encourage positive and meaningful activities, to promote school spirit, to develop an understanding of the democratic process and to provide opportunities for policy decision making, and to create an awareness of the larger community around us” (SM Prep ASB Constitution, Article III). All registered students of SM Prep are members of the Associated Student Body. The Executive Branch of the ASB is vested in the executive council which is composed of the ASB President, Vice-President, Secretary, Treasurer, and the Commissioners of: Athletics, Clubs & Organizations, Fine and Performing Arts, Publicity, Social Events, and Spirit. Each grade level has a class council consisting of a Class President, Vice-President, Secretary, Treasurer, and Members-at-Large. Failure to perform the duties of an office may result in suspension or dismissal from that office. Students must have a cumulative GPA of 2.5 to apply to serve on the ASB Executive council. Students who are applying to serve on Class Council must have a cumulative GPA of 2.0.

#### **E. STUDENT CLUBS AND ORGANIZATIONS**

Student clubs and organizations include academic, cultural, service, and student interest groups. Questions regarding existing clubs or the formation of new clubs should be directed to the Director of Activities. In order to be recognized as an official club member, students must meet the requirements outlined in the respective club handbook.

#### **F. SM PREP PUBLICATIONS**

School publications are important elements of the SM Prep instructional program and contribute directly to school goals. The Principal has the legal responsibility for all school publications and thus, all official publications are subject to the Principal’s approval. Copyright laws must be observed. Saint Monica Preparatory publications include the website [www.stmonicachs.org](http://www.stmonicachs.org), Compass Yearbook, Weekly Compass Newsletter, The Ancient Mariner (alumni newsletter), athletic and performing arts programs, and the SM Prep Annual Report.

#### **G. ATHLETIC PROGRAM**

Students participating in Mariner athletics represent the school and are expected to display good sportsmanship at all times. Failure to do so may result in dismissal from a team and disciplinary action by the Dean’s Office. Furthermore, student-athletes and their parents are expected to adhere to all CIF and CAA regulations.

Student-athletes are expected to meet their financial obligations of fundraising in order to participate in the athletic program.

- FALL SEASON – Cross Country (B, G), Football (B), Golf (G), Tennis (G), Volleyball (G)
- WINTER SEASON – Basketball (B, G), Soccer (B, G)
- SPRING SEASON – Baseball (B), Golf (B), Softball (G), Tennis (B), Track (B, G), Volleyball (B)
- YEAR-ROUND – Cheer Team (B, G)

#### **H. ATHLETIC HANDBOOK**

All student-athletes and their parents are expected to abide by the policies outlined in the Saint Monica Preparatory Athletic Handbook. These policies include adherence to the highest standards of sportsmanship, an understanding of the responsibility of serving as a school representative, support of the athletic program, and compliance with all CIF, CAA, league, Archdiocesan, and school policies. Coaches will also enforce policies in regards to student attendance at practice and games as well as those regarding an athlete’s removal from or decision to quit a team. Excessive unexcused absences or tardies could result in loss of academic credit and/or removal from a team.

An athlete’s quitting or being removed from a team disrupts team unity and can possibly deprive another student of the opportunity to participate. Therefore, students quitting or being removed from a team will not be allowed to try out for or participate in another sport during that same season. Student-athletes are provided with a grace period at the beginning of each season to remove themselves from a team without penalty. Any student having a change of heart after quitting a sport may return to the program within a week at the head coach’s discretion. Please refer to the Saint Monica Preparatory Athletic Handbook for a detailed explanation of all athletic policies. The handbook is available online in the athletic section of the school website and through the Athletic Office.

#### **I. DANCES**

Dances are school-sponsored activities at which all relevant school regulations are applicable. For specific starting times, parents should refer to the school calendar.

## **1. THE RULES GOVERNING DANCES ARE:**

- Doors close thirty minutes after the dance begins and reopen thirty minutes prior to the end. Students may not enter or leave the dance while the doors are closed except with the prior permission of the director of student activities.
- All Sm Prep dances are closed dances. Guest passes must be turned in to and approved by the administration prior to the dance. Approved guests must be in ninth grade or above. Only one guest per student is permitted. Students must accompany their guest through the entrance to the dance. All guests must have ID (picture) and must follow all school rules. Guests who are under the influence of, in possession of, or selling alcohol or drugs, or displaying disorderly conduct will be monitored by a chaperone until a parent/guardian arrives to escort the student from the dance. No refunds will be given.
- Any student or guest not in compliance with the proper dress, grooming or hair requirements will be denied admittance to the dance.
- Any student or guest of a SM Prep student asked to leave a dance due to inappropriate behavior and/or violation of any dance rules may lose the privilege of attending future dances.
- Students should be dropped off and picked up inside the school grounds.
- All students must be picked up within fifteen minutes of the end of the dance. Any student not picked up by this time is no longer the responsibility of the school.

## **2. CONDUCT OF DANCES:**

- Students and their guests are expected to conduct themselves throughout the dance in a manner appropriate to the Catholic school environment.
- Respect for others, including faculty and parent chaperones as well as other students and their guests, must be demonstrated at all times through both words and actions.
- Activities that may cause injury to oneself or others and gestures or simulations of immoral activity are strictly prohibited. Inappropriate touching, and “freaking” are never permitted at Saint Monica Preparatory events. Any SM Prep student or guest of a SM Prep student engaging in inappropriate activities will be required to sit out the dance until a parent/guardian is contacted and picks them up from the event. The student or guest also loses the privilege of attending future SM Prep dances.

### **J. EXCURSIONS AND FIELD TRIPS**

The curriculum may incorporate educational excursions and field trips. They will be educational in nature and related to the curriculum and/or content of the course of study. Signed parent permission forms are required for all off-campus field trips, both academic and co-curricular. No phone-in permission will be accepted. Participation in a field trip is a privilege and students are subject to all behavioral expectations of the school.

### **K. RECREATIONAL OVERNIGHT TRIPS**

Saint Monica Preparatory does not sponsor, condone, or accept responsibility for any overnight recreational trips. Although these trips may be promoted as “class trips” or “senior trips,” SM Prep and its faculty are not involved in the organization, sponsorship, or chaperoning of such trips. Parents are strongly cautioned to carefully investigate trips arranged by travel agencies that specifically target high school students. Students are not permitted to promote these trips on campus in any manner nor are they permitted to represent such trips as SM Prep sponsored events. Students who do so will be subject to disciplinary action.

## **XII. EMERGENCY PROCEDURES**

Emergency preparedness drills are held periodically during the school year. There are instructions in each classroom indicating where to go and what to do during this procedure/in the case of an emergency. Students should be familiar with these instructions.

### **A. FIRE DRILL**

The signal for a fire drill will be a series of intermittent rings. When it occurs:

- Students are to leave the classroom quietly, in an orderly manner, and go as quickly as possible to the appointed destination.

- Students must remain with their class and teacher quietly until the roll is taken and until one long “all clear” bell has rung
- Students then return in an orderly manner to their classrooms.

## **B. EARTHQUAKE**

If an earthquake should occur while at school students should take the following actions:

- Drop, Cover, Hold: Drop immediately to the ground (under desks, if in class) protecting their faces by holding the back of their heads down with one hand and holding onto the desk with the other hand.
- Remain quiet and calm, helping others to do the same.
- Move away from glass windows and suspended light fixtures.
- Remain in the classroom until the initial shock is over.
- Students will be told when to leave by the teacher or an administrator over the P.A. system.
- Leave the building using the same procedure as in a fire drill and remain a safe distance from the building. Students are to stay with their classes and assist the teacher in taking roll. Accounting for every student in the school is essential

Students are not to re-enter the building for any reason until the “all clear” bell is sounded by an administrator. If needed, for either an earthquake or a fire, a central area will be set up for first aid and parent contact. Each classroom is equipped with emergency preparedness supplies. When evacuations are needed before or after school, and/or during lunch or a nutrition break, students are to go to the area on the yard designated for their Period 2 classroom.

## **C. INTRUDER/LOCKDOWN**

If there is a hostile intruder or a situation that warrants a lockdown, students should do the following:

1. Follow the teacher’s instructions at all times.
2. Remain in the classroom with the doors closed, locked, and covered until instructed otherwise. “Duck and cover” away from doorways and windows.
3. Remain quiet and calm.
4. Wait for “all clear” message or further instructions.

## **D. EMERGENCY RELEASE PROCEDURE**

No student may leave the school grounds without the expressed permission of a parent/guardian and notification of the administration. In the event of an emergency, students must be picked up at the Washington Street entrance and will only be released to those named on the school's student management system “Aeries” and FamilyID. Identification will be required of the person picking up the student before the student is released.

# **XIII. HEALTH AND SAFETY**

## **A. EMERGENCY AND HEALTH FORMS**

Students are admitted to school only after complete immunization records are obtained. Emergency and Health forms will be kept in a student’s FamilyID account. Each student must have an updated form at the beginning of each school year. **ALL CHANGES OF TELEPHONE NUMBERS AND ADDRESSES MUST BE REPORTED TO THE REGISTRAR’S OFFICE IMMEDIATELY.**

## **B. MEDICATION ON CAMPUS**

Any student who must take medication during school hours, either prescription or over-the-counter, must list those medications on student emergency and health forms in addition to submitting a *Medication Authorization and Permission Form*. Any additions/changes in medication/doses must be submitted to the Attendance Office in writing. All medication must be left in the Attendance Office unless a Dean has approved other specific arrangements. Medication must be in its original packaging, marked with the student’s name, the name of the prescription, and instructions for use. All non-documented medication will be confiscated until the Attendance Office has received proper documentation.



### C. ILLNESS

Should a student become ill during the school day and need to go home, he or she, with the permission of the teacher, should come to the Attendance Office. Parents/guardians will be notified immediately. Parents/guardians will be responsible for transportation home for the student unless written authorization is provided to the Attendance Office permitting a student to drive themselves home and/or take a ridesharing service, such as "Uber/Lift". The school reserves the right to determine the extent to which a student is fit to drive him/herself home when ill. A student who is absent from school may not attend co-curricular activities that day or evening. Exceptions such as urgent medical appointments and funerals require approval by the Deans' Office. **Students must attend a minimum of two full periods in order to participate in co-curricular activities that day or evening. Students must attend a minimum of two full periods on a Friday prior to a weekend event.**

### D. MEDICAL TREATMENT

Only minor and very basic first aid may be administered to students; no secondary treatment, such as changing or removing bandages, will be administered by school personnel. No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians. There is no nurse on campus. School personnel will call for emergency medical services if a student's injury or illness appears to be in need of immediate medical attention. Parents/guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury. Students injured on campus must immediately notify a school official.

### E. FITNESS CENTER PROCEDURES

Students using the Fitness Center are required to abide by the safety regulations and procedures stipulated by the school personnel who monitor the facility. Students must be instructed for proper use before using the weight equipment and must be under the direct supervision of a teacher, coach, or moderator while in the Fitness Center. The use of weight equipment is considered a high-risk activity and students use the equipment at their own risk. Students must read and sign the *Saint Monica Preparatory Fitness Center Policies* before using the facility.

### F. ACCIDENT REPORTING/INSURANCE

Students should report any injury to SM Prep personnel immediately. The Student Accident Insurance Program is provided for all students in archdiocesan and parish high schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending SM Prep or while participating in a solely school-sponsored supervised activity. Upon request in matters where timely reporting occurs on the part of the student/parent, the Deans of Students will provide an insurance claim form for this secondary archdiocesan insurance. The Athletic Director will provide claim forms for injuries sustained as a result of participation in school athletics.

### G. EXCURSIONS AND FIELD TRIPS

The curriculum may incorporate educational excursions and field trips. They will be educational in nature and related to the curriculum and/or content of the course of study. Signed parent permission forms are required for all off-campus field trips, both academic and co-curricular. No phone-in permission will be accepted. Participation in a field trip is a privilege and students are subject to all behavioral expectations of the school.

### H. RECREATIONAL OVERNIGHT TRIPS

Saint Monica Preparatory does not sponsor, condone, or accept responsibility for any overnight recreational trips. Although these trips may be promoted as "class trips" or "senior trips," SM Prep and its faculty are not involved in the organization, sponsorship or chaperoning of such trips. Parents are strongly cautioned to carefully investigate trips arranged by travel agencies that specifically target high school students. Students are not permitted to promote these trips on campus in any manner nor are they permitted to represent such trips as SM Prep sponsored events. Students who do so will be subject to disciplinary action.

### I. TRANSPORTATION

Saint Monica Preparatory is private property and thus under the jurisdiction of rules set forth by the school and parish. Students and parents driving on school/parish property are required to be courteous and responsive to school/parish personnel who direct traffic and parking. The school reserves the right to discontinue access to the school/parish property if student or parent drivers display dangerous or uncooperative behavior. Specific directives for drop-off/pick-up and rainy day parking will be distributed at the beginning of the school year.

#### XIV. GENERAL UNIFORM POLICIES

A modest, neat appearance adds to the academic and professional environment of our school. For this reason, the following policies are enforced.

**UNIFORM ITEMS CAN BE PURCHASED FROM MICHAEL'S UNIFORMS (310) 672-2170.**

**STUDENTS ARE EXPECTED TO BE IN UNIFORM AT ALL TIMES WHILE ON CAMPUS OR WITHIN SIGHT OF THE SCHOOL AS OUTLINED:**

##### A. REGULAR UNIFORM CODE

###### **BOYS**

- Khaki or black uniform pants or shorts must be worn at all times while on campus. Pant cuffs may not be cut, frayed, or touch the ground. You may cuff them up as long as your socks do not show while standing.
  - Students may not wear jeans, joggers, corduroy pants or anything other than chinos or dress pants.
- Uniform pants or shorts must not be oversized or baggy and must be worn at the waist at all times.
- SM Prep uniform polo shirt (green, black, or white; short or long-sleeved), or uniform oxford shirt (white, short or long-sleeved) must be worn at all times on regular uniform days. The uniform polo or oxford shirt must be tucked in at all times while on campus.
  - You may also wear ASB and Student Council polo shirts.
- A leather or fabric belt in a **solid color** must be worn at all times. Belt buckles must be modest in size and appropriate.
- Socks must be mariner green, black, white, or a combination of these colors. No designs on socks may be worn; socks must be worn at all times. They must also not be worn above mid-calf.
- SM Prep issued fleece, hoodies, or jackets may be worn on regular dress days. When wearing Mariner issued sweatshirt, students must wear an approved uniform shirt underneath and keep it tucked in at all times while on campus. Students wearing an approved Mariner hooded sweatshirt must not wear the hood inside school buildings.
- SM Prep uniform hooded water repellent jacket may be worn on regular dress days. When wearing the uniform jacket, students must wear a uniform polo or oxford shirt underneath and keep it tucked in at all times while on campus. Students must not wear the hood inside school buildings.
- Athletes may wear their team jersey on game days and/or on spirit Fridays only.
- Students may wear any Mariner issued shirt and jeans on spirit fan Friday.
  - Jeans must not have any tears or holes or excessive design on them
- Student hairstyles should be modest and hair should always appear neat and clean. The Dean and school administrators reserve the right to determine the appropriateness of hair color/style
- Hair coloring is discouraged.
- Facial hair is a senior privilege when granted. Senior beards, mustaches, and sideburns must be neatly groomed at all times. Underclassmen must be **clean-shaven** at all times.

###### **GIRLS**

- Khaki or black uniform pants, skirt, or shorts must be worn at all times while on campus. Pant cuffs may not be cut, frayed, or touch the ground. Uniform pants or shorts must not be oversized or baggy or excessively tight and must be worn at the waist at all times.
  - You may cuff them up as long as your socks do not show while standing.
  - Students may not wear jeans, joggers, corduroy pants or anything other than chinos or dress pants.
- Skirts should be worn mid - thigh. Skirts may not be rolled at the waist nor cuffed at the bottom. If at any time the skirts length appears above the mid - thigh, students may be issued a detention.
- Shorts may be worn up to mid - thigh. If at any time the shorts length appears above mid - thigh, students may be issued a detention. Shorts may be cuffed at the bottom, but may not exceed the mid - thigh rule policy.
- Only solid white or black full-length footed tights (not athletic sweatpants or leggings) may be worn under uniform skirts. Tights may not be worn under shorts.
- SM Prep uniform polo shirt (green, black, or white; short or long-sleeved), or uniform oxford shirt (white, short, or long-sleeved) must be worn at all times on regular uniform days. The uniform polo or oxford shirt must be tucked in at all times while on campus and may not be altered to be form-fitting in any way.

- Socks must be mariner green, black, white, or a combination of these colors. No designs on socks may be worn; socks must be worn at all times. They must also not be worn above mid-calf.
- SM Prep issued sweaters, hoodies, fleece, or jackets may be worn on regular dress days. When wearing Mariner issued sweatshirt, students must wear an approved uniform shirt underneath and keep it tucked in at all times while on campus. Students wearing an approved Mariner hooded sweatshirt must not wear the hood inside school buildings.
- SM Prep uniform hooded water repellent jacket may be worn on regular dress days. When wearing the uniform jacket, students must wear a uniform polo or oxford shirt underneath and keep it tucked in at all times while on campus. Students must not wear the hood inside school buildings.
- Athletes may wear their team jersey on game days and/or on spirit Fridays only.
- Students may wear any Mariner issued shirt and jeans on spirit fan Friday.
  - Jeans must not have any tears or holes or excessive design on them.
- All jewelry and accessories must be modest in size and design. Hoop earring size may not exceed one inch in diameter. Spacers may not be worn on campus. Cosmetics must be modest in amount and color (e.g., no excessively dark eye makeup).
- Student hairstyles should be modest and hair should always appear neat and clean. The Dean and school administrators reserve the right to determine the appropriateness of hair color/style.
- A solid color, modestly designed scarf may be used as a headband to hold the hair down or back. Such scarves MAY NOT cover the forehead or serve as a head covering.

#### **B. UNISEX UNIFORM CRITERIA**

- All clothing must be in good condition and reflect a sense of pride in SM Prep.
- Shoes must be in good condition and must completely cover the feet. Only leather or canvas shoes, including athletic shoes, are allowed on campus. Sandals, flip-flops, slippers/moccasins/slides, even on free dress days.
- Undershirts, when worn, must be white or mariner green in color and not extend past the sleeves of the uniform shirt.
- Non-SM Prep hats, visors, bandanas, beanies, and athletic headbands or wristbands are not allowed on campus.
- Facial piercings (including tongue piercing) are not permitted. Students with such piercings will be asked to remove them immediately and a detention will be issued.
- For safety reasons, wallets or keys with chains connected to them may not be worn.

#### **C. FORMAL SCHOOL/MASS UNIFORM**

To honor the solemnity of Mass, students are required to dress formally on Mass days. On Mass days, students who are not properly dressed according to the guidelines outlined below may be issued a **detention**. When Mass has ended students will be allowed to remove their ties and fleece, however, they must keep the rest of the mass uniform on. Co-curricular or extra-curricular groups (e.g., student leadership groups) who are required to wear a formal uniform for school events will be issued school detention if the uniform is not worn properly (i.e. not wearing dress shoes, not wearing uniform pants, or not wearing uniform ties).

#### **BOYS**

- Black uniform pants in good condition (no shorts are allowed on formal/Mass uniform days)
  - Students may not roll up their pants during mass/formal uniform days
- SM Prep white uniform oxford shirt (must be tucked in at all times while on campus)
- SM Prep fleece or vest must be worn over the oxford shirt
- SM Prep uniform tie (properly tied at the neck) or bow tie
- Dress shoes (no athletic shoes are permitted)

#### **GIRLS**

- Black uniform skirt or pants in good condition (skirt must be worn above mid - thigh and no shorts allowed on formal/Mass uniform days)
  - Students may not roll up their pants during mass/formal uniform days.
- SM Prep white oxford shirt (shirt must be tucked in at all times while on campus)
- SM Prep fleece or vest must be worn over oxford shirt
- SM Prep uniform tie (properly tied at the neck) or bow tie
- Modest dress shoes (closed-toe, covered heel, heels no higher than 2", no athletic shoes)

## BOYS AND GIRLS

- Hooded jackets, sweatshirts, athletic apparel, or non-uniform outerwear are not permitted.

### D. ALTERNATIVE DRESS CODE FOR SM PREP-SPONSORED INFORMAL EVENTS OR ACTIVITIES

Occasionally the student body as a whole or in part is granted the privilege of dressing according to an alternative dress code. On such days, students are expected to dress in a manner that is consistent with the SM Prep philosophy of fostering a sense of respect for oneself and the broader school community. In keeping with this philosophy, **all students must dress according to the following guidelines when they have been given the liberty of wearing alternative dress including when attending SM PREP events or activities such as games, performances, or retreats unless otherwise specified:**

- Clothing must be modest in nature. Undergarments of any kind and midsections must not be exposed. Short and skirt length must be no greater than mid-thigh above the knee.
- Sleeveless, off the shoulder, spaghetti straps, tank-top or halter-top style clothing is not permitted.
- Pants and walking shorts may be worn. Jeans may be worn as long as they are free from rips, holes or tears.
- Clothing should not have any inappropriate emblems, themes (including those depicting alcohol, tobacco, or illegal substances/activities), or lettering.
- Clothing should not be excessively baggy, form-fitting, or revealing. No stretch material (e.g. lycra or spandex) or pajamas are allowed.
- No hats, beanies, or bandanas are allowed on campus unless otherwise specified.
- All shoes must be closed-toe and closed-heel. Slippers/slides are not allowed.

### E. GAME DAY/SPECIAL EVENT ATTIRE

On game/special event days, coaches or moderators may opt to have their teams or groups (e.g., student club or organization) wear the formal school uniform or game jerseys/group-sponsored shirts with school uniform pants, shorts or skirt. **Any game-related shirts or jerseys must be tucked in at all times.** Formal attire must follow the guidelines outlined in the *Dress Code for SM Prep Sponsored Semi-Formal/Formal Co-Curricular Activities* section. Team uniform pants or shorts may not be worn to school.

### F. DRESS CODE FOR SM PREP SPONSORED SEMI-FORMAL/FORMAL CO-CURRICULAR ACTIVITIES

Students should err on the side of modesty when selecting attire for semi-formal and formal dances or events.

#### 1. SEMI-FORMAL/BUSINESS ATTIRE

This includes but is not limited to program banquets, Homecoming, Junior Ring Ceremony, Meal to Mentor a Mariner, Senior Day of Prayer:

##### GENTLEMAN

Gentlemen are to wear collared dress shirts with ties (unless a mandarin collar is worn) and dress slacks (no jeans/denim).

##### LADIES

Ladies' dresses must not be excessively tight and must be comfortable for dancing and sitting. The dress/skirt length (including slits) must not exceed 2 inches above the knee. Dress bodices must appropriately cover the chest (no excessive cleavage), back (mid-back), and midriff (no cutout/transparent/mesh midriffs). Off the shoulder, spaghetti straps, tank-top or halter-top style clothing is not permitted. Ladies' slacks or pantsuits must not be form-fitting and must comply with modesty guidelines. Dress shoes are required at all times for both gentlemen and ladies. As a safety precaution, heels must be moderate.

Anyone (including non-SM Prep guests) not in compliance with apparel or behavioral guidelines will be sent home and no refund will be given.

#### 2. FORMAL

##### GENTLEMAN

Gentlemen are required to wear proper fitting suits with ties (unless a mandarin collar is worn). Tuxedos are also an option for formal dances, but are not required.

## **LADIES**

Ladies' dresses must not be excessively tight and must be comfortable for dancing and sitting. The dress/skirt length (including slits) must not exceed 2 inches above the knee. Dress bodices must appropriately cover the chest (no excessive cleavage), back (mid-back), and midriff (no cutout/transparent/mesh midriffs). Dress shoes are required at all times for both gentlemen and ladies. As a safety precaution, heels must be moderate.

Anyone (including non-SM Prep guests) not in compliance with apparel or behavioral guidelines will be sent home and no refund will be given.

## **G. CONSEQUENCES OF DRESS CODE VIOLATIONS**

Students in violation of the dress code will be issued a detention and may not attend class if they are out of uniform. Non-uniform jackets, sweatshirts, hats, etc., will be confiscated and the student issued a detention. Every attempt will be made to rectify dress code infractions on campus. If this is not feasible, at the discretion of the Deans, any student not in compliance with the dress code policy will have his/her parents contacted to bring a change of clothes or be sent home. In these cases, the absence is unexcused and the student will not be allowed to return to school until the infraction has been corrected. Students not conforming to dress code guidelines for co-curricular events will not be admitted and will be subject to disciplinary action.

## **XV. PHILOSOPHY OF STUDENT BEHAVIOR**

To foster the full development of the individual, Saint Monica Preparatory encourages a students' self-worth by developing the Christian values of respect, trust, and honesty within the school community. Self-discipline underlies this whole endeavor. By developing his/her own self-discipline, each student does his/her part in making the school an effective environment for learning while increasing his/her awareness of personal and communal responsibility. The Saint Monica Preparatory "citizenship" system is not intended to place undue restrictions on the members of its student body. Rather, it exists to encourage all students to behave in such a manner that they will be a credit to themselves, their faith, their parents, and their school. Our goal is to assist each student in understanding that every decision or choice made in regard to personal conduct, not just as a member of the Saint Monica community, but throughout life, will result in some consequences.

Since SM Prep believes so firmly in educating, caring for, and developing the whole child, we will begin implementing a restorative approach to school discipline and classroom management. As we build out this program, our policies for detentions, disciplinary contracts, etc., remain the same. However, we agree as a community to put our relationships with students first, redirect students when necessary, educate them about the effects of their behavior, and only apply stronger disciplinary measures when other options are not suitable. We recognize that all students are different and that not all instances of misconduct are created equal. As a result, any incident that arises will be addressed according to the demands of the situation.

### **A. GENERAL BEHAVIOR**

The enforcement of school rules is the responsibility of every faculty and staff member. However, the responsibility to comply lies with the student, who in choosing to attend Saint Monica Preparatory likewise chooses to live according to its rules. It is consistent, then, that continued disregard for school rules, as well as attitudes and behaviors that are in opposition to the philosophy of the school may result in a request for withdrawal.

### **B. CAUSES FOR DISCIPLINARY ACTION**

Violation of any general school policies or of the specific rules/behaviors below may be cause for the issuing of detentions, disciplinary referrals, unsatisfactory classroom conduct marks, probationary status, or, in the case of accrued and/or serious violations of school policy, the request for withdrawal or expulsion.

### **POSSIBLE CAUSES FOR RECEIVING AT LEAST A DETENTION INCLUDE BUT ARE NOT LIMITED TO:**

1. disrespect, disobey, lie, or fail to cooperate with any adult serving in a position of authority at the school or at school-related activities
2. be in the possession of and/or use tobacco products/devices on campus including vaping products/devices
3. violate terms of the academic integrity contract
4. be out of class without permission
5. throw food items/beverages of any kind

6. flagrantly or consistently disregard dress code
7. eat or drink in the classrooms or hallways
8. fail to adhere to safety policies (e.g., by not keeping backpacks under desks, not cooperating during drills, etc.)
9. access, use, or have a cell phone, earbuds, smartwatch, or other personal electronics visible on campus during school hours with exception to the Learning Commons between the hours of 7:00am and 5:00pm
10. use laser pointers on campus at any time. Being in possession of/the use of laser pointers on campus may also violate Educational Code 417.27 and, if so, is punishable by law
11. be in the hallways during lunchtime unless they are going to the Main Office for business, to the Learning Commons, Counseling Center, or to an authorized meeting
12. roller skate or ride bicycles, skateboards, or motorbikes on campus at any time
13. trespass onto the elementary school facilities or other designated areas
14. engage in inappropriate or excessive public displays of affection
15. park cars on the campus until after 5:00pm on school days. However, on rainy days students may park in designated areas, but only if a staff member is present on the yard to guide traffic. Students are not permitted to occupy any cars parked on the school yard during the school day.
16. use profanity/vulgarity
17. leave campus to move cars during the school day. Student drivers should arrive early enough to secure a parking space on the street.
18. engage in unsafe driving on campus or in the vicinity of the school, including speeding, unsafe transportation of students, and reckless driving. All students, both drivers, and passengers, are expected to follow all traffic laws.
19. disrespect residents or property in the vicinity of the school
20. possess, circulate, or distribute (digital or printed) on the school premises or at a school-related activity any images, advertisement, announcement, invitation bulletin, literature, petition, pornography, or any other publications not approved by the school or that represent behavior or values contrary to school philosophy
21. behave inappropriately on buses. Students being transported to and from school or school-related events on buses are subject to the authority of the bus driver, chaperone, or school personnel.
22. engage in inappropriate or disrespectful conduct at assemblies or pep rallies
23. violate CAA, CIF, or school guidelines for behavior at athletic events
24. trespass on the campus outside of school hours
25. engage in hazing or hate crimes. No student may engage in hazing, which includes, but is not limited to, initiation activities that are harmful and/or humiliating. No student may commit any act that injures, degrades, disgraces, or tends to injure, degrade, or disgrace any member of the school community because of the person's race, color, religion, ancestry, national origin, disability, financial or social status, or gender or sexual orientation. Such actions may be identified as hate crimes. Students who participate in hazing or hate crimes or activities that could be construed as such are subject to suspension, withdrawal, or expulsion. Actions that fit the description of hate crime, in accordance with civil law, will be reported to the police.
26. be in possession of a weapon (including replicas) or anything construed/used as such. Violation of this policy may also be in direct violation of Penal Code 626.10 and Educational Code 48900 and therefore punishable by law. "Possession" includes participation in the use of or being in the presence of the use, and storage of weapons. This includes the presence of weapons in lockers, personal possessions, clothing, automobiles, or elsewhere on campus.
27. participate in or facilitate any activity that could physically or emotionally harm an individual student or the student body in general
28. associate with any person or group that poses any kind of threat to the school community
29. participate in/access unauthorized or inappropriate websites/social media platforms
30. use the school name, initials, logo, or images in an inappropriate manner
31. engage in scandalous, illegal, or immoral conduct on or off-campus, including the Internet, at any time while enrolled at SM Prep
32. gamble or sell goods/services for personal monetary gain
33. participate in an illegal or unauthorized demonstration
34. take part in an activity that could cause harm to self or others such as rough or dangerous play

Any of the above possible causes for detention may lead to probation, strict probation, suspension, or expulsion if

deemed serious enough by the principal.

## XVI. TYPES OF DISCIPLINARY ACTION

### A. CLASSROOM CONDUCT MARKS

Conduct marks will be indicated by the student's teachers for each class at every grading period. The following codes will be used:

- O (outstanding)
- G (good)
- S (satisfactory)
- N (needs improvement)
- U (unsatisfactory).

Students with three or more "N" marks or with one "U" and two "N" marks will be placed on a disciplinary contract and parent contact made. Consecutive quarter marking periods with three "N" marks or one "U" and two "N" marks will result in strict probation or a possible request for withdrawal. Students with two or more conduct marks of "U" or with any combination exceeding those outlined above will be placed on strict probation and parent contact made. A student will become eligible for withdrawal if behavior marks of "U" or "N" appear on a student's grade report while on strict probation.

A student will receive recognition for outstanding citizenship if he/she:

- receives 3 or more "outstanding" conduct marks (in periods 1-6) and no "needs improvement" or "unsatisfactory" marks (in any period)
- has no incidence of academic integrity violations
- receives no disciplinary referrals
- receives less than five detentions in a semester
- does not exceed 10-period absences in any class
- is not placed on disciplinary contract for any reason

### B. DETENTIONS

Detention will normally be held Mondays and Wednesdays from 3:15 pm to 3:45 pm. **Students must serve detentions within two detention days.** Students who fail to serve their detentions within the designated time frame will be assigned Morning School Detention, and the Morning School Detention will be added to the student's overall detention count (e.g., a student who has two (2) detentions and is assigned Morning School Detention for failure to serve his/her detention in a timely manner will now have three (3) detentions on his/her record for the semester).

**Saturday school will be set up in advance by the administration for the last Saturday of each month.**

If a student accumulates 5 detentions in a semester, whether they have been served or not, the student will be placed on a disciplinary contract and a copy of the discipline contract will be sent home with the student. The student will have to obtain the signature of his/her parent/guardian on the discipline contract, and return it to the Dean's Office.

If a student accumulates 10 detentions in a semester, he/she will be placed on probation and a copy of the contract sent home with the student. The student will have to obtain the signature of his/her parent/guardian on the probation contract, and return it to the Dean's Office.

If a student accumulates 15 detentions in a semester, he/she will be placed on strict probation for the remainder of the semester and become eligible for withdrawal. The Academic and Disciplinary Review Board will review the student's file at the end of the semester and determine whether the student will be allowed to continue at SM Prep for the following semester, and if so, under what conditions. Parents/guardians will be notified either by phone or in writing if their son/daughter will be reviewed by the Board at the end of the semester.

Parents/guardians may keep abreast of a student's disciplinary standing by accessing the discipline record made available on AERIES PORTAL, which is updated on a weekly basis. The Dean's Office, as a means of communicating with parents and guardians, posts special codes on students' discipline records for each detention received. Attendance violations that **qualify a student for a detention** (e.g., unexcused absences/tardies) are found both in a student's discipline and attendance record. Excused attendance violations (e.g., tardies/absences due to verified illness, school-related absences) are found in a student's attendance record only. A key is provided at the bottom of each record to help parents/guardians understand the codes. The Dean's Office strongly encourages all parents/guardians to utilize both the attendance and discipline aspects of AERIES PORTAL to help monitor their son's/daughter's behavior and attendance. When a parent/guardian notices that his/her son/daughter has been



issued a detention, he/she should ask his/her son/daughter to see the carbon copy of the detention slip for any details of the incident (e.g. why the detention was issued, when, by whom, etc.) If questions still remain, a parent/guardian may contact the Deans of Students for further help at (310) 394-3701 x1412.

### **1. TEACHER'S DETENTION**

A student is issued a teacher's detention due to violations of classroom rules and/or activities that cause interruption of instruction. A teacher may schedule a detention before or after school for up to a maximum of thirty minutes. Students must serve the teacher's detention on the day the teacher's detention is received or on the following day. Students who fail to report to a teacher detention will be assigned a Dean's detention.

### **2. DEAN'S DETENTION**

Dean's detentions are issued for infractions of school rules.

- 1) Detention will be held Mondays and Wednesdays after school 3:15-3:45pm.
- 2) Morning Detentions will be held Tuesdays 7-8am.
- 3) Saturday School may be held on the last Saturday of each month for students with disciplinary contracts, academic integrity violation contracts and/or other major infractions.

### **3. MORNING DETENTION**

Failure to appear to a teacher's or dean's detention will result in a Morning School Detention (7:00 to 8:00 AM). A Morning School Detention may also be assigned as a condition of a probation contract. Students serving Morning School Detention must arrive on time and be in compliance with the school uniform and grooming codes. Failure to report to a Morning School Detention is a very serious matter and will be noted by the dean of students for further action, which may include immediate suspension upon returning to school and/or disciplinary probation.

### **C. ACCUMULATED DETENTIONS**

Students who receive 10 or more detentions in a given semester will be placed on probation and required to attend a parent conference.

### **D. DISCIPLINE REFERRALS**

Inattentiveness and/or disrespectful/disruptive behavior may result in a teacher referring that student to the Dean. The Dean will meet with the student to assess the underlying causes of the behavior and determine an appropriate course of action (e.g., intervention from the counseling department, detention, parent conference, suspension). A copy of the referral, including the action taken, will be mailed home and a follow-up phone call made.

The purpose of the discipline referral is to alert parents/guardians and counselors of the student's behavior, assist the student in determining the root of the behavior, provide written documentation of disciplinary intervention, and to help curb discipline problems before "U's" in conduct, or other disciplinary action results. Upon receiving a second discipline referral, the student will be placed on a disciplinary contract and parent contact made. Additional action taken will depend on the nature of the offense.

### **E. STUDENT INTERVIEWS FOR DISCIPLINE REASONS**

During the process of a discipline investigation, the school reserves the right to question any students who are involved in or who have knowledge of the case under investigation. The student may be asked to write a statement. Such questioning and/or writing of a statement can take place without the presence and/or prior notification of the student's parents.

During the school day, peace officers have the right to interview students who are suspects or witnesses.

### **F. DISCIPLINARY CONTRACT**

Students will be placed on disciplinary contracts for a specified period of time for the following reasons:

- two Discipline Referrals received in one school year
- five accumulated non-tardy detentions in a semester

Students may be placed on disciplinary contract for reasons other than those stated above if the situation warrants and the Deans' Office determines it appropriate. While on the disciplinary contract, the student is expected to meet all of the terms established in the discipline contract and may be asked to regularly submit conduct reports to the Deans.

#### **G. STRICT PROBATION**

A student who has exhibited very serious disciplinary behavior or who has not improved his/ her behavior while on disciplinary contract may be placed on strict probation for a specified period of time. Parents must be informed and sign the strict probation contract in order for the student to remain at SM Prep. While on strict probation, the school may determine that the student may not participate in/attend any school co-curricular activity. If a student does not comply with all the terms set forth in the strict probation contract, the student becomes eligible for withdrawal.

Students may be placed on strict probation for a serious violation of school policies and rules, which include **but are not limited** to the following:

1. habitual or accrued violations of school rules, including 10 or more non-tardy detentions in one semester
2. violation(s) of academic integrity policies
3. failure to fulfill detention obligations
4. excessive tardies
5. repeated cutting classes or truancy
6. insubordination towards faculty and/or staff
7. repeated classroom disruptions
8. forging notes, permission slips, or other official school documents requiring parent/guardian signature
9. possession of cigarettes/tobacco and/or smoking on campus or at any school activity
10. gambling on school grounds
11. persistent violations of uniform dress code
12. habitual profanity or vulgarity
13. defacing or destroying school property
14. three or more unsatisfactory conduct marks
15. instigating or inciting a fight
16. any activity that discredits the school

#### **H. SUSPENSION**

Serious violations of school regulations will result in suspension. Additionally, suspension from school may be used as a period of time in which the Dean gathers information, including mitigating circumstances, that will give evidence as to whether or not withdrawal or expulsion from school is appropriate. When a student is suspended, parents/guardians will be notified immediately. Students must be picked up by a parent/guardian or pre-approved designee of the student's family. Students who have been suspended may not return to school until the Deans of Students has made contact with the parent/guardian and the student's return to school has been deemed appropriate. While suspended, a student may **not** attend nor participate in co-curricular activities. Should the student be permitted to return to school, make-up work will be provided upon that student's return.

#### **I. REQUEST FOR WITHDRAWAL/EXPULSION FROM SCHOOL**

Serious violations of school regulations or unacceptable behavior patterns at school, any school-sponsored activity, or when representing Saint Monica Preparatory at another school's function, will be cause for recommendations to the Principal for withdrawal/expulsion from school. The following causes may also be reasons for a recommendation for withdrawal/expulsion:

1. theft
2. defacing or destroying school property
3. disruption of school activities or other willful defiance of the valid authority of teachers, administrators, or staff
4. failure to fulfill detention obligations
5. repeated cutting classes or truancy
6. fighting on or near campus
7. possession, use, and/or distribution of narcotics and/or drugs and/or alcohol, and/or drug paraphernalia
8. possession and/or distribution of pornographic or other inappropriate material
9. any violation of the substance abuse policy
10. scandalous, illegal or immoral conduct on- or off-campus (including the Internet) at any time while the student is enrolled
11. assault and battery

12. any threat (verbal, written, electronic, or graphic) toward another student, faculty, or staff member
13. possession of weapons (actual or replica) or materials that can be used as weapons. Violation of this policy may also be in direct violation of Penal Code 626.10 and Educational Code 48900 and therefore punishable by law. "Possession" includes participation in the use of or being in the presence of the use, and storage of weapons. This includes the presence of weapons in lockers, personal possessions, clothing, automobiles, or elsewhere on campus.
14. membership/involvement in any gang or group responsible for the coercive or violent activity or association with the person(s) posing a threat to the school community
15. being the means by which violence comes to campus/school events
16. demonstrations: encouragement/participation in illegal or unauthorized demonstrations
17. unauthorized use of Internet websites
18. two or more "unsatisfactory conduct" remarks on two consecutive report cards
19. academic integrity violation(s) including obtaining and/or distribution of an exam
20. forgery
21. hazing, bullying, harassment, hate crimes
22. habitual violation of school rules
23. lying or failure to cooperate with school officials
24. digital transmission or possession of photographs or videos which are inappropriate or invasive of another person with or without consent
25. unauthorized photographing or videotaping of teachers or students
26. refusing to cooperate with school administrators when the search of a student's belongings is conducted
27. violation of the terms of strict probation
28. violation of State Education Code, civil laws, criminal laws, or any act that endangers or discredits the school

**All of the above apply to the school day (including transit to and from school), after school or evening activities, or at any time an individual is identifiable as a student at Saint Monica Preparatory.**

The school issues exit grades for the work a student accomplishes up to the time of dismissal. The Principal will inform the Department of Catholic Schools of all such dismissals. Students who are asked to withdraw or are expelled for disciplinary reasons may not attend any school-sponsored events or visit the campus. Law enforcement will be notified in the cases of possession of illegal substances and possession of weapons. Law enforcement may be contacted in other circumstances at the discretion of the school administration.

#### **J. DISCIPLINE BOARD**

The Discipline Board is chaired by the Vice Principal (or an administrative designee) and includes the Dean of Students, one faculty member elected by the ASB Executive Council, and one faculty member elected by the faculty, and one faculty member elected by the administration. The Vice Principal and Dean are non-voting members of the Board. In the event that a voting member of the board is directly involved in the disciplinary incident resulting in the request for withdrawal/expulsion or serves in a dual role, an alternate will be assigned. The Discipline Board is established to consider student violations of school regulations and/or misconduct and to make recommendations to the Principal where withdrawal or expulsion has been requested. The board is convened upon parental request during the regular academic term. All discipline board requests must be made within five (5) business days from parental notification of a request for withdrawal. Only the student and his/her parent(s)/ legal guardian(s) are allowed to attend a Discipline Board hearing. Legal counsel is not allowed to be present at the meeting of the school's Discipline Board.

#### **K. DISCIPLINARY REVIEW COMMITTEE**

The disciplinary review committee (the administrative team, Dean of Students, and Academic Counselors) meets at the end of each semester to review students completing the preceding term who qualify for disciplinary withdrawal due to persistent violations of school policy. Students who are asked to withdraw based upon the decision of the disciplinary review committee are not eligible to appeal the decision through the discipline board, which is only convened for students asked to withdraw mid-semester.

#### **L. COMPLAINT REVIEW PROCESS FOR ARCHDIOCESAN AND PARISH SCHOOLS**

## **INTRODUCTION**

Concern for the dignity and rights of each person intrinsic to the Church's mission as a true witness to the spirit of the Gospel. The Archdiocesan Complaint Review Process offers assistance in those situations where schools and various persons come into conflict and reconciliation at the local level has been impeded.

## **PURPOSE**

The purpose of the Complaint Review Process is to provide a structure for bringing about resolution and reconciliation. This is done in an atmosphere of mutual understanding with respect for the dignity and worth of all parties. Because the desired result is reconciliation, legal representation is not permitted at any stage of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

## **PERSONAL CONDUCT**

All those participating in the Complaint Review Process are responsible to

1. strive towards reconciliation
2. act in good faith

## **DEFINITIONS**

The person referred to as the responsible official in the process is the person designated by the archdiocese to coordinate the efforts to comply with and carry out its responsibility, ordinarily the Principal of the school and/or the Pastor of the parish.

## **PROCESS**

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it frankly with the responsible official and/or the persons directly involved. The responsible official orally responds to the complaint and provides the person bringing the complaint with a written summary of the response.

If the complaint is not able to be resolved at the school/parish level, the person bringing the complaint states it in writing and the specific resolution sought. Copies of these written complaints are sent to the responsible official and regional supervisor of the Department of Catholic Schools. The regional supervisor makes a determination concerning the resolution of the complaint based on the application of archdiocesan and school policies and/or regulations.

The regional supervisor will communicate the final determination in writing to all parties. There is no appeal beyond the regional supervisor.

## **M. HARASSMENT, BULLYING AND HAZING POLICY**

Saint Monica Preparatory is committed to providing 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.

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.

### **1. HARASSMENT**

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

- Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person
- Physical harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement

- Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures
- Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

## **2. BULLYING**

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.

Students also may be involved in cyberbullying, which occurs when they bully each other using the Internet, mobile phones, or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, email, or instant messages
- Posting inappropriate pictures or messages about others in blogs or on websites
- Using someone else's username to spread rumors or lies about someone

## **3. HAZING**

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.

## **4. CHAPTER 10 SECTION 1 IN THE ADLA HANDBOOK READS:**

### **RESPONSIBILITIES OF THE SCHOOL AND STUDENT**

It is the responsibility of the school to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment
- Make all faculty, staff, students, parents or guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment It is the student's responsibility to:
- Conduct himself or herself in a manner that contributes to a positive school environment
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- If possible, inform the other person(s) that the behavior is offensive and unwelcome
- Report all incidents of discrimination, harassment, bullying or hazing to the Principal or teacher
- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties; confidentiality will be maintained as much as possible

### **N. STUDENT THREATS**

- All threats by students 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 and the Department of Catholic Schools immediately.
- The student who has made the threat should be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will 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 and at that time may face other disciplinary sanctions, up to and including removal from school. Any 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 or guardians, and students.

#### **O. CONFISCATION OF STUDENT PROPERTY**

Teachers have a right to confiscate notes, student papers, notebooks, electronic devices, and other personal items indefinitely if such items are determined to interfere with the learning process or are not permitted by school policy.

#### **P. ELECTRONIC DEVICES AND CELLULAR PHONES**

Saint Monica Preparatory strongly discourages students from bringing cell phones, smart watches, earbuds, and other electronic devices to school. The school does not assume liability for any lost or stolen electronic devices. Students are not permitted to access or use personal electronics during the school day (8:40 a.m. until 3:10 p.m.). Cell phones may not be used in school buildings at any time. Digital and/or video cameras are not allowed on campus without the expressed permission of a school administrator. If an electronic device is seen, school detention may be issued. If a second offense takes place a student may be given a Morning School detention and the electronic device may be confiscated. The confiscated device will be returned only to the student's parent/guardian. Unauthorized use of camera phones or other recording devices in school classrooms will result in disciplinary action. Use of recording devices in restrooms or locker rooms is not permitted under any circumstances and is grounds for severe disciplinary action.

Cell phones may not be relied upon as a method of communication with students during school hours. In case of an emergency, parents are asked to contact the attendance office (ext. 1402) or (310) 458-2049 and a message will be delivered to the student.

#### **Q. STUDENT AND LOCKER SEARCH**

A student's legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of SM PREP to maintain discipline and provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person, personal effects, cell phone or computer 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. SM PREP 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 administrator or his/her designee conducts a search of a student's person or personal effects, an adult witness should be present.

Students do not own their lockers or other school property such as the Macbook Air computers. Lockers and computers are made available to the student by SM PREP. The students have some expectation of privacy in their locker from other students. However, a student may not exclude SM PREP officials if a 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, cell phone or other electronic device, clothing, vehicle, and other personal effects. An SM PREP official who finds it necessary to conduct a search of a student's backpack, purse, cell phone or other electronic device, clothing, vehicle, and other personal effects must have a reasonable suspicion that a law or school rule is being or has been violated. The student's parent/legal guardian should be notified of any search.

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

devices), the student's parent/legal guardian and/or the police may be called for assistance or referral. Please note that a student's refusal to cooperate with a school search may result in a request for student withdrawal or expulsion.

## R. SUBSTANCE ABUSE POLICY

### **GUIDELINES RELATED TO POSSESSION AND USE**

If a student is known to be dealing in drugs or providing alcohol on or off-campus, or if a student is convicted in court for drug sale, possession, or use, the student is asked to withdraw from the school and may be expelled. Students are encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol/drug-related problems that are not publicly known in the school or community. School personnel acquaints themselves with referrals for alcohol/narcotics abuse so that help can be offered to parents and students.

Because of the detrimental effect drugs and alcohol have on the spiritual, intellectual, physical, social, and moral well-being of our students and school community, Saint Monica Preparatory upholds the following policy in regard to substance use/abuse: **Any student showing evidence of being under the influence of, possessing, intending to sell or involved in the selling of illegal substances or affiliated paraphernalia while under the authority of Saint Monica Preparatory is subject to dismissal.**

**"Showing evidence of"**...includes any behavior observed which might be indicative of the use of alcohol and/or drugs.

**"Possessing, being under the influence of, intending to sell or involved in the selling of"**... includes participation in the use or sale of as well as being in the presence of the use, sale, or storage of alcohol and/or drugs. This includes the presence of alcohol and/or drugs in lockers, personal possessions, clothing, automobiles, or elsewhere on campus.

Students have a responsibility to not place themselves/not remain in situations in which illegal activity is taking place.

**"Illegal substances or affiliated paraphernalia"** ...includes all illegal substances including, but not limited to, narcotics, cocaine, hallucinogens, amphetamines, barbiturates, marijuana, and ecstasy, as well as alcohol, the inappropriate use of prescription drugs, or other federally controlled substances.

**"Under the authority of Saint Monica Preparatory"**... refers to any time a student is on the school campus for whatever reason or in its immediate vicinity or is attending, participating in, or in transit to or from school or a school-sponsored function. Dances, plays, social events, and athletic events held at and/or sponsored by other schools are considered school-sponsored functions.

In our continued efforts to ensure a safe environment for our students and their guests at school-sponsored functions, no alcoholic or illegal substances of any kind will be permitted. As indicated on the event's behavior contract as applicable, if a student's or guest's behavior gives reasonable suspicion that he/she may be under the influence of alcohol, they will be required to submit to a breathalyzer test. In the event of a failing test or refusal to cooperate with school administrators, parents will be notified and must pick up their son/daughter and/or their date at the event venue. Students and guests may not smoke, regardless of age. Students and guests attending a school-sponsored event may be subject to search upon arrival.

Saint Monica Preparatory abides by all local, state, and federal laws and, therefore, cannot and will not condone illegal conduct. The Saint Monica Preparatory community shares a commitment to a safe and healthy campus. Every effort will be made to assist students experiencing problems with illegal substances when notification is voluntary in nature, does not involve being in possession of an illegal substance, and is not the result of school or legal disciplinary intervention. Students, parents, and school personnel are expected to share a common commitment to and take an **active** role in the creation and maintenance of a drug/alcohol-free campus. This is the most effective means of eradicating the damaging effects of illegal substances on our school community.

### **PROCEDURES IN CASE OF SUSPECTED POSSESSION OR USE**



In cases of the suspected use of alcohol/narcotics, school administrators follow these procedures:

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

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

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

#### **S. USE OF BREATHALYZER**

A breathalyzer may be used to determine if a student has consumed alcohol prior to or during any school event or activity. A student suspected of using alcohol may be tested depending on the availability of the breath analyzer.

The procedure for using the breath analyzer will protect the privacy of the student. Any student to be tested will be taken to a room or area away from the general student population. Testing will be administered by a school administrator in the presence of a second administrator or faculty member. The student will be asked to blow into the breathalyzer and will be tested a second time within 15 minutes of the initial test. The results will be recorded, signed by both school representatives, and shown to the student.

Parents of any student testing positive for alcohol use will be called with the results of the test and are required to pick up their student from the function. If a parent cannot be reached, other adults listed on the student's school emergency card will be contacted to pick up the student. Students who test positive for alcohol use face consequences as outlined in the discipline policy.

#### **T. SCHOOL WIDE SMOKING POLICY**

Saint Monica Preparatory is a smoke-free campus in the following sense: students, staff, and personnel are never permitted to smoke anywhere on the school grounds or at school-sponsored events off-campus. Faculty, staff, and personnel who smoke are not allowed to smoke within the boundaries of the campus where they are visible to students, parents, or parishioners.

#### **U. VAPE DETECTORS**



To ensure the safety and well-being of the school community, vape detectors are located in all restrooms.

#### **V. INTERQUEST CANINE DETECTION SERVICES**

Saint Monica Preparatory is committed to providing its students, faculty, and staff with a learning environment and workplace that is safe and free of drugs, alcohol, and weapons. To this end, SM PREP has contracted the services of Interquest, a private non-police affiliated company to assist us in protecting the campus, the vicinity of the school, and the venues at which off-campus events are held. Interquest utilizes canines trained in the detection of the following odors:

- Illegal drugs
- Over-the-counter and prescription drugs
- Alcoholic beverages
- Gunpowder (fireworks, ammunition, firearms, etc.)
- Residual odor (where one of the above was previously present)

Interquest will make unannounced visits to our campus. A handler and a canine, along with a school administrator, will proceed through the halls and other areas of the campus. The canines are trained to detect contraband in lockers and cars. When the dogs “alert” the handler, a search will be conducted immediately by school personnel. The student who uses a locker in question will be brought to the office and questioned. A limited search of the student’s pockets and possessions will be conducted. When the dog “alerts” its handler on a car, the student to whom the car is registered will be summoned to open it for a search. The student and his/her passengers will then be taken to the Dean’s Office where a limited search will be conducted. In both cases, the parents will be called. Classrooms will be searched at random. When a room has been selected for a search, the administrator will ask the teacher to take the class to a location where the students will wait while the search is being conducted. If the canine “alerts” its handler on a bag, the bag will be searched. The student will be questioned and a limited search of his/her person conducted. The parents will be notified. At no time will the canines be used to detect contraband on a student’s person. This will be conducted through a limited search. The school will make every effort to protect the dignity and privacy of a student suspected of possessing contraband.

**Please note that all students should bring medications to the Attendance Office.** Refer to the section entitled *Medication on Campus* for specific information regarding this policy.

#### **W. SCHOOL WIDE GUM POLICY**

Saint Monica Preparatory is a gum-free campus (including the gym). Students chewing gum or having gum in their possession before, during and after school will receive a Dean’s detention.. Repeat offenders may be placed on strict probation

### **XVII. INFORMATION SPECIFIC TO PARENTS/GUARDIANS AND NON-CUSTODIAL PARENTS**

#### **A. PARENT ORGANIZATIONS**

Parent support is encouraged through participation in organizations such as the Booster Club, Parent Association, and Performing Arts Association.

#### **B. PUPIL RECORDS**

Parents of currently enrolled students or former pupils have an absolute right to access any and all pupil records related to their children which are maintained by school districts or private schools. This is true for parents/guardians and non-custodial parents.

#### **C. FINANCIAL POLICIES**

Registration fees, tuition fees, parent volunteer hours and financial obligations are found in the tuition contract that parents sign when registering their sons/daughters for school. Parents are expected to fulfill the obligations contained therein. Failure to fulfill financial obligations will result in withholding grade reports, blocking online gradebook access, and prohibiting the student from sitting for semester exams. July tuition payments must be received before the Fall

schedule is released; July and August tuition payments must be received for a student to start classes in the Fall. Furthermore, students wishing to attend the Junior-Senior Prom must have fulfilled all financial obligations for the school year prior to the Prom.

Payments of tuition and fees must be made through FACTS tuition management system according to the terms of their service agreement. SM PREP payment due date is the 5<sup>th</sup> of every month July-April. School-generated incidental fees (e.g., technology, class, athletic, and/or yearbook fees as applicable) are also billed through FACTS. A list of incidental fees is provided by the Finance Office with the schedule packet received prior to the start of the school year. Registration fees and monthly tuition are non-refundable if a student withdraws from the school for any reason. Please refer to the tuition contract for more details.

#### **D. TUITION ASSISTANCE**

Two forms of tuition assistance are offered for students at SM PREP:

1. Los Angeles Catholic Education Foundation Assistance (funded/awarded through the Archdioceses of Los Angeles)
2. Saint Monica Preparatory Tuition Assistance (funded through SM PREP)

Assistance is offered to families demonstrating financial need and is awarded based upon the funds available for any given academic year and the documented financial needs of the family. Parents requesting consideration for financial assistance must complete the application, provide required documentation, pay the processing fee, and meet the deadline set by the school. Applications are submitted to, and evaluated by FACTS tuition management, an organization contracted to objectively analyze financial need and make recommendations to SM PREP according to family needs and SM PREP' available funds. SM PREP students that, in any given semester, qualify for academic and/or strict disciplinary probation, regardless of financial need, will forfeit any financial assistance designated for the following semester.

#### **E. PARENT VOLUNTEER HOURS**

As a community, we rely on our families to support the school by participating in the life of the school. Each family must complete a minimum of 25 hours of volunteer service in areas requested by the school. In lieu of physical service, a family may receive credit for up to 5 hours for requested donated goods. A receipt must be submitted in order for the staff member to credit the appropriate hours. Any goods donated beyond the maximum allotted (5), will not be credited by the Finance Office for completion of Parent Volunteer Hours. No single event may account for more than half of each family's annual commitment. **Any hours not completed or documented by April 22 for grade 12 or by May 14 for grades 9-11 will appear as a charge to the student account at a rate of \$15 per unfulfilled hour.**

#### **F. COMMUNICATIONS FLOW-CHART & RESOLVING PARENT/GUARDIAN CONCERNS**

It is always the school's hope that problems be solved at the source whenever possible. Thus, it is advisable that anyone having a difference of opinion or having a need for clarification regarding policies or procedures goes directly to the SM PREP faculty/staff member responsible before going to that person's superior. For example, if there is a concern about a student's grade in a class, this issue should be discussed with the teacher first, then with the Department Chair if necessary. Only after the student, teacher and parent meet, and only if a solution is not reached, should the Vice Principal be contacted for an appointment. When parents/guardians call or email to make an appointment with a faculty/staff member, please note that it is a general policy that they will return the call/email within two business days. Please note that anonymous correspondence regarding personnel cannot be adequately addressed and will not be considered due to limited constraints and because proper follow-up is impossible.

Responding to parent/guardian questions and concerns, in a timely manner, is extremely important to SM PREP. To best support good working relationships between parents, faculty, staff, and administration, an appropriate and consistent method of communication is essential. When parents work with teachers and staff to resolve problems at the source, it affirms the professional accountability that should be present in our community.

The Communication Flow-Chart (p. 39) was created to assist parents/guardians in their communication with the appropriate contact person at SM PREP and to ensure timely responses to questions and/or concerns. This chart identifies potential parent/guardian concerns and the points of contact for each of these potential concerns. This chart

is intended to aid in opening the lines of communication between parents/guardians and SM PREP faculty/staff.

Ultimately, SM PREP is here to provide students with an exceptional education. Productive, proactive communication and parent/student support of SM PREP procedures enable us to do our best to serve the parents and students to that effect.

#### **G. PARENT/GUARDIAN EMAIL CORRESPONDENCE**

Though email is a convenient way to correspond with SM PREP faculty and staff, it is not an adequate substitute for dialogue when an issue or concern is complex or sensitive. Parents/Guardians are asked to keep email correspondence with SM PREP faculty/staff brief. If an issue requires discussion, SM PREP parents/guardians are asked to email the appropriate faculty/staff member.

#### **H. 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 SM PREP officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, SM PREP may find it necessary, in its discretion, to require parents/guardians to withdraw their children. SM PREP strives to work with parents and to assist in achieving resolution in relation to school concerns. This can only be accomplished in an environment of mutual respect and support. Parents are expected to speak to school personnel in a respectful and non-threatening manner at all times.

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

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

- Parents/guardians are expected to work courteously and cooperatively with SM PREP to assist the student in meeting the academic, moral, and behavioral expectations of SM PREP.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel (to the appropriate 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 SM PREP personnel, student(s), or parent(s) 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 SM PREP. It should also be known that "Every parent, guardian, or other person 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" (Ed. Code: 13559). "If the teacher is insulted or abused by any person in the presence of other school personnel on school premises, on public ways adjacent to the school or at another place the teacher is assigned, that person is also guilty of a misdemeanor" (Ed. Code: 3559, 13560)
- SM PREP personnel may discontinue communication with parents and refer the matter to an administrator if they feel that the boundaries of respect have not been maintained. Verbally abusive, offensive gestures, offensive, unreasonable or threatening behavior on the part of any parent or guardian will result in that parent/guardian being required to leave the SM PREP campus and being banned from SM PREP for a specific period of time as determined by the Principal.
- These expectations for students and parents/guardians include but are not limited to, all SM PREP-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

Under normal circumstances, a student is not to be deprived of Catholic education on grounds relating to the actions/attitudes of parents; it is recognized, however, that a situation could arise in which the uncooperative or

disruptive attitude of parents might so diminish the effectiveness of the educational process that continuation of the student in the school may be impossible. SM PREP reserves the right to determine, at its discretion, when conduct is of such severe nature as to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

## **XVIII. POLICIES OF THE ARCHDIOCESE OF LOS ANGELES, DEPARTMENT OF CATHOLIC SCHOOLS**

### **A. STUDENT SEXUAL CONDUCT AND PREGNANCY**

A primary purpose of Catholic education, whether in a school or in religious education or other parish programs, is to guide young persons in the growth and formation of Christian values and moral conduct, including Catholic teachings on the sanctity of all human and family life and a recognition that the sanctity of family life is enhanced by a loving, permanent and mature commitment.

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age-appropriate expressions of affection, friendship, and love. Parents are expected to love and respect each other and their children and are to be the principal role models, examples, and educators for their children of these teachings. Sexual activity that is unwelcome, that threatens an individual, or involves any misconduct by youth or an adult toward another person not only violates these moral teachings but also may be unlawful under state law. Misconduct, whether it occurs in the school, church, home, or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual must be reported and can have criminal implications if one of the participants is not yet 18.

However, should a pregnancy occur, the entire school or parish community should offer Christian support to the mother and father to assure appropriate prenatal medical and counseling care so that the pregnancy can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God. In such circumstances, the Principal, Pastor, youth minister, and other appropriate staff should meet with the pregnant couple and their parents to plan for the pregnancy, including alternatives to school and religious education arrangements that are appropriate for the medical, health, and safety of the child in the womb, the pregnant couple and the school or parish community. In schools, the Principal, in consultation with the Department of Catholic Schools and the Pastor (for elementary and parish high schools) shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.

In cases of pregnancy, the mother and father (if known) should be encouraged and assisted in obtaining professional medical care and professional counseling consistent with Catholic teachings, including teachings on the immorality of abortion, relevant to the pregnancy and the future of both parents and the unborn child. The Department of Catholic Schools in the Archdiocese can assist in the process and serve as a resource for services and referrals.

### **B. BULLYING, HARASSMENT, CYBERBULLYING, AND HAZING**

Saint Monica Preparatory is committed to providing a safe and comfortable learning environment that respects Christian values and is free from harassment, and 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.

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.

## **1. HARASSMENT**

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:

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

## **2. BULLYING**

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Students also may be involved in cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, email, or instant messages
- Posting inappropriate pictures or messages about others in blogs or on websites
- Using someone else's username to spread rumors or lies about someone

## **3. HAZING**

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.

## **4. CHAPTER 10 SECTION 1 IN THE ADLA HANDBOOK READS:**

### **RESPONSIBILITIES OF THE SCHOOL AND STUDENTS**

It is the responsibility of the school to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment
- Make all faculty, staff, students, parents or guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment It is the student's responsibility to:
- Conduct himself or herself in a manner that contributes to a positive school environment
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- If possible, inform the other person(s) that the behavior is offensive and unwelcome
- Report all incidents of discrimination, harassment, bullying or hazing to the Principal or teacher
- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties; confidentiality will be maintained as much as possible

## **C. STUDENT THREATS**

- All threats by students 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 and the Department of Catholic Schools immediately.
- The student who has made the threat should be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as a 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 and at that time may face other disciplinary sanctions, up to and including removal from school. Any 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 or guardians, and students.

**The Archdiocese of Los Angeles maintains policies and procedures as they relate to all Archdiocesan and Parish Schools. These policies and procedures are published by the Archdiocese online at:**

**<http://school.policy.la-archdiocese.org/>**

# APPENDIX

## ACADEMIC INTEGRITY CONTRACT

Saint Monica Preparatory (SM PREP) is a school rooted in Gospel values. We are committed to supporting students' realization of their God-given gifts and the inherent value of moral character. Therefore, each student is held to the highest standard of personal and academic integrity. Students who cheat or plagiarize violate this standard and are subject to severe disciplinary action, including possible requests for withdrawal from SM PREP. *Plagiarism is to appropriate passages or ideas from another and use them as one's own, with or without the intention of cheating.*

At a minimum, cheating or plagiarism as defined in the Academic Integrity Contract will result in disciplinary action including no credit on the assignment and a disciplinary contract issued. A second instance of cheating or plagiarism during a student's tenure at SM PREP, regardless of the class, would result in a zero on the assignment and Strict Probation for a minimum of 5 weeks. The third instance of cheating or plagiarism would lead to a zero on the assignment and a request for withdrawal from SM PREP. Egregious violations of academic integrity policies may result in a request for withdrawal or in expulsion, even if a student's first offense. **Students are responsible for carefully proofreading assignments before submitting them and for not sharing their work with other students.**

Examples of cheating and plagiarism include:

- stealing or using someone else's work or ideas and presenting them as your own;
- submitting a paper that someone else has written;
- allowing or making it easy for someone to use your work to present as their own;
- using information from the Internet or print sources without citing the source(s) properly;
- having someone else do your work for you;
- having your work edited to the point that it is no longer your work;
- obtaining an exam or assignment without teacher consent;
- distributing the contents or answers of an exam or assignment to other students without teacher consent;
- buying a paper from any source;
- submitting anything that is not your own work;
- submitting the same paper for more than one class without ascertaining the expressed permission of the instructors involved;
- copying another student's answers on homework, assignments, quizzes or exams;
- directly copying text from a textbook to answer review/reading comprehension questions unless instructed to do so by teacher;
- when working in groups, submitting identical answers to those of other group members unless instructed to do so by teacher;
- being in possession of "cheat sheets", "crib notes", or other information for use as unauthorized aids during a quiz or exam

I have read the above explanations and understand that if I am guilty of academic dishonesty, **either intentionally or unintentionally**, I will be subject to severe disciplinary action as outlined above. I understand it is my responsibility to seek clarification on policies, as necessary, **prior** to the submission of work. My signature below indicates my understanding of and my commitment to compliance with the Saint Monica Preparatory Academic Integrity Policy.

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Student name (Please print)	Student signature	Grade	Date
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I have read the Academic Integrity Contract and understand that if my son/daughter is guilty of academic dishonesty, **either intentionally or unintentionally**, he/she will be subject to severe disciplinary action as outlined on the contract. I understand it is my son's/daughter's responsibility to seek clarification on policies, as necessary, **prior** to the submission of work. My signature below indicates my understanding and my commitment to assist with the compliance of the Saint Monica Preparatory Academic Integrity Policy.

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Parent name (Please print)	Parent signature	Date
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