

# Parent/Student Handbook



## 2024-2025

*RECOGNIZE YOUR SIGNIFICANCE* ✝ *SEIZE YOUR OPPORTUNITIES*

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# GENERAL INFORMATION

## Accreditation

**Western Catholic Education Association (WCEA):** The Western Catholic Educational Association is a private educational accrediting agency established under the auspices of the Bishops of the Catholic (Arch) Dioceses of California granted St. Pius X-St. Matthias Academy a full 6 year accreditation from 2020-2026.

**Western Association of School and Colleges (WASC):** St. Pius X-St. Matthias Academy received full-term accreditation by the Western Association of Schools and Colleges in 2020-2026 with subsequent renewals

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**PIUS X AND ST. MATTHIAS, PATRONS OF OUR SCHOOL.**

**Statement of Belief**

*“Go therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the*

**DEDICATED TO THE GREATER GLORY  
OF GOD THROUGH THE INTERCESSION OF ST.**

*Holy Spirit; Teaching them to observe all things whatsoever I have commanded you: and, behold, I am with you always, even unto the end of the World” (MT 28: 19-20).*

With this statement, Christ sent forth His apostles on a mission of evangelization. Catholic education promotes and fosters the teaching and values of the Catholic Church as written in Sacred Scriptures and professed by the Magisterium of the Catholic Church articulated in the *Catechism of the Catholic Church*.

Catholic schools, through their educational efforts, provide an essential ecclesiastical ministry, the primary purpose of which is evangelization through a critical transmission of culture in the light of faith and the integral formation of the human person, mind, body, and spirit, to fulfill God’s calling for all to a fullness of Christian living in this world and the next.

Catholic education is an expression of the Church’s mission of salvation and an instrument of evangelization: to make disciples of Christ and to teach them to observe all that He has commanded.<sup>a</sup> Through Catholic education, students encounter God, who in Jesus Christ reveals His transforming love and truth.<sup>b</sup> Christ is the foundation of Catholic education;<sup>c</sup> He is the Master who journeys with students through school and life as genuine Teacher and perfect Man.<sup>d</sup> As a faith community in communion with the Church, all its members give witness to Christ’s teachings as set forth by the Magisterium and especially as articulated in the *Catechism of the Catholic Church*. With a Christian vision, Catholic education fulfills its purpose of the critical transmission of culture in the light of faith and integral formation of students in body, mind, and spirit.<sup>e</sup>

**Evangelization.** Our school assists in the salvific mission of the Catholic Church by preparing all students to seek and proclaim the Good News through education and formation in the Catholic faith.

**Encounter with Christ.** Through daily interaction, prayer, liturgies, and participation in the sacraments, all members of the school community encounter

Christ and His transforming love and truth and in so doing are drawn to proclaim and fulfill His calling for them and for the Christian community. Through this encounter, students are moved toward the fullness of their humanity, becoming more aware of the gift of Faith given them at Baptism, to mature into adults who will bear witness to the Mystical Body of Christ, respect the dignity of the human person, provide service, lead apostolic lives, and build the Kingdom of God.

**Community of faith.** As members of a Catholic educational community, we are all called to model confident and joyful public witness in both word and deed and to live by the moral demands of the Gospel in order to model for students the integration of faith and life and to assist in the development of virtues characteristic of the Catholic Christian. We do this by living in communion with the Church and its teachings.

Believing in the mercy and forgiveness of Christ, we acknowledge our sinful and fallen nature and look to Christ and to the Sacraments He has given us as sources of grace and strength, particularly when striving to live according to the Ten Commandments given to us in the Old Testament and the Beatitudes given to us by Christ in the New Testament.

**Authority for teaching.** We profess that all authority for our moral and spiritual teaching is based on the Gospels of Jesus Christ and the traditions of the Catholic Church as taught by its ordinary and extraordinary Magisterium, and especially as contained within the *Catechism of the Catholic Church*.

**Transmission of culture.** Permeated by an evangelical spirit of authentic freedom and charity, our school provides a unique setting where everyone is aware of the living presence of Jesus Christ as evidenced throughout the daily rituals of prayer and Sacraments, harmonious and friendly relationships, and curricular selections where faith and culture are intertwined in all areas of school life. Cultivating within students their intellectual, creative, and aesthetic faculties in order to develop the right use of reason, promote a sense of values, and encouraging just attitudes and prudent behavior, our school environment strives to hand down the cultural patrimony of previous generations, in particular a Christian anthropology which teaches that man was made in the image and likeness of God.

St. Pius X-St. Matthias Academy is a Catholic Archdiocesan high school for young men and women. A unique family atmosphere permeates all aspects of school life, and a fundamental focus is placed on the development of a positive sense of self-worth and individual importance. Students are encouraged to develop their God-given potential to grow into mature Christian men and women, ready to take their place as leaders in service to their church, their community, and the world.

### **Vision Statement**

PMA will excel in creating a Catholic educational environment where students recognize their significance in our school community, are encouraged and supported to seize opportunities to grow and to lead, emerging as empowered, faith-inspired and contributing citizens of their community and the world.

We will be known for visionary leadership; innovative and passionate educators; inspired, tenacious and optimistic students; supportive families and an engaged community.

### **Mission Statement**

Recognizing that education is the key that opens the door to countless opportunities in life, PMA exist to provide a challenging Catholic college preparatory education in a supportive learning community that will positively affect the lives of teenagers, and provide opportunities for all students to grow in faith, learn without limits, and live with a purpose.

### **Philosophy**

We believe that a college education is a right rather than a privilege, and that every student deserves a chance to pass through that gateway to success in life. Everyday, our caring teachers enthusiastically promote each student as a significant member of the community, guiding them past any obstacles that could keep them from seizing academic, personal, and spiritual growth opportunities.

Our philosophy is rooted in the concept of family. As members of the family of God, students are encouraged to grow in their relationship with the living, loving God, who calls each by name.

Essential to this philosophy is the recognition of the importance of each student's family and the role of parents as primary educators. A unique family atmosphere permeates all aspects of school life. The faculty and staff are committed to cooperating with

parents in meeting the spiritual, academic, and social needs of the students. We respect and love the cultural heritage each student brings to the school community and strive to broaden the student's appreciation of the customs and traditions of all cultures.

Within the PMA family, a fundamental focus is placed on the development of a positive sense of self-worth and on the importance of each individual. Students who value themselves and others have the potential to grow into mature Christian men & women, ready to take their place as leaders in service to the world community in their chosen fields. Concern for peace and justice is encouraged as part of the Christian life. Emphasis on responsible decision making and on accountability for choices made is key to the moral and personal development of each student. Expectations regarding conduct, both in and out of school, are clearly delineated and promote growth in self-discipline.

### **Our Catholic Identity**

The Holy See's teaching on Catholic schools lays a foundation for the five marks of Catholic education which indicate that the Catholic school community is:

- Inspired by a supernatural vision
- Founded on a Christian Anthropology
- Animated by Communion and Community
- Imbued with a Catholic Worldview throughout its curriculum
- Sustained by Gospel Witness

*"You have to stand for something or you will fall for anything"* This old adage is just as true today, especially in a highly secularized and materialistic culture. There are so many demands and requests made of our educational and extracurricular programs. Everyone seems to have an opinion on what the school and its programs should look like, do, not do, cost and accomplish. With all these ideas flying around, how can we create a clearer identity? How can everyone involved in our mission know what they are working for?

The spiritual principles outlined below are the fabric of our identity as a Catholic community. These seven spiritual principles guide and represent who we are called to be as a ministry of the Church and as children of a loving God. It is our sincere desire that these values serve as a "spiritual barometer" for us as individuals and as a community of faith. By adopting



them we can ensure that we are all working toward the same goal (Romans 15:6). Finally, they can be used as a measuring stick, giving the Spirit the freedom to show us where we still need to be perfected (Matthew 5:48).

### **Guiding Spiritual Values**

#### **LOVE**

“We love because He first loved us” 1 John 4:19. We strive in all moments and circumstances to love others as Christ loved. This foundation, simple in premise and command, serves as the basis of our ministry.

#### **A SPIRIT OF EVANGELIZATION**

We speak truth to God’s children through our words and actions, inviting them to know Him more deeply. Driven by our desire for all of our students and families to know the mercy and love of God, we are committed to our ministry with this spirit that permeates every aspect of our school community.

#### **JOY**

We live by an unrelenting belief in the goodness of God, and in His desire not for our momentary happiness, but our everlasting life. Our spirit is one of true joy, keeping life in perspective and allowing the peace of God to reign in our hearts, regardless of what the world might bring at any given moment.

#### **FAITHFULNESS TO OUR PRIMARY VOCATION**

We maintain openness to the call of God in our lives and a willingness to discern, respond and prioritize our lives according to that call. Whether designed for the religious, married, or single life, we not only embrace the vocation we were designed for, but ensure that it remains primary, not allowing God’s work in ministry to overtake God’s call to holiness.

#### **AFFIRMATION**

We refuse to be overwhelmed by the negativity pervading our culture. Words and actions are designed by the Creator to bring life to creation, not death. We make every effort and take every opportunity to build up the Kingdom on Earth, rather than tear it down.

#### **AUTHENTICITY**

We live authentically, not denying our human weakness or shying away from the need for personal improvement, but working towards holiness, with resolve. The world needs quality examples of Christian men and women who live out their faith. As leaders in ministry, we live our faith authentically, providing the living example of a Christian, and giving hope that others, too, can follow Christ.

### **A EUCHARISTIC SPIRITUALITY**

We seek to become one with Christ in all ways. Through a faithful devotion to the Blessed Mother, we develop a more profound understanding of Jesus Christ. Through the Holy Scriptures, we grow in sanctity through the Incarnate Word. Through openness to the Charisms of the Holy Spirit, we allow God’s love to permeate this world. Through adherence to the Church that our Lord established, we act in obedience and humility. Through our frequenting the Sacraments, especially the Eucharist in Most Holy Communion, we become one with the living God. These intimate experiences with Christ are unmistakable signs of His love.

#### **Core Values**

- **FAITH IN GOD** – We seek to embody the love of God to our students and families by being committed to our ministry.
- **ACADEMIC GROWTH** – Our rigorous core curriculum is designed to meet the educational needs of a diverse student population, while emphasizing academic progress and improved performance for each student.
- **SUPPORTIVE COMMUNITY** – All Catholic Schools provide family environments, but ours is a family whose arms are tightly linked with each other, to ensure our students reach and exceed their educational, emotional, physical goals.
- **OPPORTUNITY** – St. Pius X - St. Matthias Academy builds confidence in our students by recognizing their significance in our school community and thus empowering them to seize opportunities as students and leaders.
- **INCLUSIVE COMMUNITY** – Diversity is embraced at St. Pius X - St. Matthias Academy, and the whole school shares the responsibility for modeling and teaching the value of being a welcoming and inclusive community.
- **SERVICE INSPIRED BY FAITH** – We believe in growing highly compassionate young adults who care about each other and the world, and who recognize the power of living their lives in service of others.

#### **The Sisters of Notre Dame**

PMA is proud to adopt the rich educational heritage offered by The Sisters of Notre Dame Educational Partnership Alliance. The Sisters of Notre Dame have been a part of the community since its inception and

we proudly carry forth their rich traditions of Catholic education.

Impelled by Jesus Christ and his mission and through this educational heritage of the Sisters of Notre Dame we provide a Catholic-Christian environment of educational excellence for the transformation of individuals and society. We form persons who are skilled and committed to journey together in hope as witnesses and catalysts for the responsible care of all God's creation and for justice and peace, especially for those on the margins of society.

### **Principle One**

#### **The Centrality of a Good and Provident God**

1. We are grounded in the Word of God and share this source of light and strength.
2. We cultivate a sense of the sacred and search for transcendence that leads to a deeper meaning in life.
3. We integrate the teachings and values of Jesus in all aspects of our educational ministry.
4. We provide religious and moral education to develop an integrated spirituality for global citizenship.
5. We initiate and deepen faith formation of Christian through a variety of specific programs and experiences.
6. We promote a spirit of dialogue with diverse cultures and religions and are open to mutual enrichment.
7. We live a simple Gospel lifestyle and educate for solidarity so that all might enjoy the blessings of the earth.
8. We commit ourselves through selfless serving to be bearers of hope in a world of need.

### **Principle Two**

#### **The Human Dignity of Each Person as an Image of God**

1. We appreciate, respect, and revere the uniqueness of each individual and diversity among all persons.
2. We actively support a holistic education, which encourages a positive sense of self-worth and the full development of the person.
3. We reverence the image of God in each person we encounter through respectful listening and availability.
4. We create a welcoming atmosphere that builds relationships leading to unity and community.

5. We provide opportunities and environments to help persons to claim and regain their human dignity, identity and self-worth.

### **Principle Three**

#### **The Notre Dame Educator as a Gospel Witness**

1. We follow Jesus, our Master Teacher, and give witness to his spirit of compassion, hope and joy, especially to those who experience poverty in its various forms.
2. We nurture the Notre Dame charism, spirit and mission among ourselves as educators and among all with whom we work.
3. We revere Mary, the Woman of Hope, who made visible the glad tidings of the Gospel.
4. We share the rich spiritual and educational heritage of the Sisters of Notre Dame by using opportunities for ongoing formation and professional growth.
5. We promote collaborative programs and processes to assure the continuity of the excellence of Notre Dame education through our commitment, competence and dedication.
6. We affirm that goodness supported by firmness is a characteristic mark of our educational heritage.
7. We create clean, orderly and attractive surroundings in order to provide a safe environment conducive to learning and respectful of all.

### **Principle Four**

#### **An Integrated Education for Transformation**

1. We ensure a thoroughness of instruction that is rooted in Gospel values, the Social Teachings of the Church and an understanding of complex world realities.
2. We provide an integrated education that leads people to a fully human life in relation to themselves, God, others and all creation.
3. We create the environment to develop value based leadership skills and the ethical use of communications media and technology.
4. We form students to be reflective critical thinkers and life-long learners who have the determination to influence systemic and structural change.
5. We nurture in others and ourselves an ongoing commitment to act with preferential care and love on behalf of those who are poor and marginalized, especially women and children.
6. We transform our institutions to be centers of non-violence, compassion and justice, and

give personal and corporate witness to peace building and the responsible care of creation.

### **Parent's Role in Education**

We, at PMA, consider it a privilege to work with parents in the education of their children because we believe parents are the primary educators of their children; *"Parents are the first and most important educators of their own children, and they also possess a fundamental competence in this area: they are educators because they are parents."* (1994 Letter to Families Pope John Paul II). Therefore, it is your right and your duty to become the primary role models for the development of your child's life-physically, mentally, spiritually, emotionally, and psychologically. Your choice of PMA involves a commitment and exhibits a concern for helping your teenager to recognize God as the greatest good in their life.

Being a good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your teenager relates to God and others. Ideals taught in school are not well rooted in a young person unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at PMA, we trust you will be loyal to this commitment. During these maturing years (9<sup>th</sup>-12<sup>th</sup> grade), your teenager needs constant support from both parents and faculty in order to develop their moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, and the student to reach their potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both

understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits, which provide a young person with both guidance and security.

It is essential that a student takes responsibility for grades he or she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

We must have a commitment to partnership as we support one another in helping each student become the best person he or she is capable of becoming.

### **Parents As Partners**

As partners in the educational process at PMA, we ask parents:

To set rules, times, and limits so that your teenager:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

### **We further encourage parents to:**

- To actively participate in school activities such as Parent-Teacher Conferences.
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
- To become involved with the school by attending and participating in various community events.
- To grow in faith by participation in faith formation events for parents.
- To notify the school office of any changes of address or important phone numbers.
- To meet all financial obligations to the school in a timely manner.
- To inform the school of any special situation regarding the student's well-being, safety, and health.
- To complete and return to school any requested information promptly.
- To regularly check a student's academic progress through available means (Powerschool).

- To read school notes and newsletters and to show interest in the student's total education.
- To support the religious and educational goals of the school.
- To support and cooperate with the discipline policy of the school.
- To treat teachers with respect and courtesy in discussing student problems.
- To abide by the rules, regulations and guidelines set forth in the Parent/Student Handbook.
- To process all school communications (phone, social media, email, postal mail) with detailed attention.

### **Mission Integrity**

The school joyfully exercises its responsibility to teach Catholic faith and morals in all fullness and especially as expressed in the *Catechism of the Catholic Church*. Parents or guardians and non-Catholics whose religious practices and beliefs run counter to Church teaching might experience possible conflicts as we maintain mission integrity. Sincere questioning of the practices of the Catholic faith in order to more deeply understand them are welcome, but openly hostile, public defiance and challenge of Catholic truths or morality, are signs that a student, parent, staff or faculty member may not be a fit for our school's primary evangelical mission and, thus, may be denied admission or may be asked to leave the school.

### **ST. PIUS X - A SHORT BIOGRAPHY**

Pope Saint Pius X (Latin: *Pius PP. X*) (2 June 1835 – 20 August 1914), born Giuseppe Melchiorre Sarto, was the 258th Pope of the Catholic Church, serving from 1903 to 1914, succeeding Pope Leo XIII (1878–1903). He was the first pope since Pope Pius V (1566–72) to be canonized. Pius X rejected modernist interpretations of Catholic doctrine, promoting traditional devotional practices and orthodox theology. His most important reform was to publish the first Code of Canon Law, which collected the laws of the Church into one volume for the first time. He was a pastoral pope, encouraging personal piety and a lifestyle reflecting Christian values. He was born in the pastoral town of Riese.

Pope Pius was a Marian Pope, whose encyclical *Ad Diem Illum* expresses his desire through Mary to *renew all things in Christ*, which he had defined as his motto in his first encyclical. Pius believed that there is

no surer or more direct road than by Mary to achieve this goal. Pius X was the only Pope in the 20th century with extensive pastoral experience at the parish level, and pastoral concerns permeated his papacy; he favored the use of the vernacular in catechesis. Frequent communion was a lasting innovation of his papacy.

Personally, Pius combined within himself a strong sense of compassion, benevolence, poverty, but also stubbornness, and certain stiffness. He wanted to be pastor and was the only pope in the 20th century who gave Sunday sermons every week. His charity was extraordinary, filling the Vatican with refugees from the 1908 Messina quake, long before the Italian government began to act on its own. He often referred to his own humble origins, taking up the causes of poor people. *I was born poor, I have lived poor, and I wish to die poor*. He died on 20 August 1914 of a heart attack.

Following his death, Pius X was buried in a simple and unadorned tomb in the crypt below St. Peter's Basilica. Considered a holy person by many, public veneration of Pope Pius began soon after his death. Numerous petitions resulted in an early process of beatification. He was canonized on May 29, 1954.

**Patron:** Archdiocese of Atlanta, Georgia; diocese of Des Moines, Iowa: first communicants; diocese of Great Falls-Billings, Montana; pilgrims; diocese of Springfield-Cape Girardeau, Missouri.

### **ST. MATTHIAS - A SHORT BIOGRAPHY**

Mathias was one of the first to follow Jesus Christ, our Savior; and he was an eyewitness of all His divine actions up to the very day of the Ascension. He was one of the seventy-two disciples; but our Lord had not conferred upon him the dignity of an apostle. After the Ascension of Jesus, St. Peter proposed to the assembled faithful that they choose a disciple of Christ to fill the place of the traitor Judas in the first missionary band. Lots were drawn, with the result in favor of Matthias (Acts 1:18-26). According to one ancient tradition, this missionary labored in Ethiopia and was martyred there by stoning and beheading. Thus did St. Matthias receive "the crown of life which God has promised to those who love him." The Church venerates St. Matthias on an equal footing with the other Apostles, whose voices resound throughout the world, from generation to generation, giving testimony of what they saw and heard in their life with our Lord. His name is mentioned in the Canon of the Mass.

And yet, he was to have this great glory, for it was of him that David spoke, when he prophesied that

another should take the bishopric left vacant by the apostasy of Judas the traitor. In the interval between Jesus' Ascension and the descent of the Holy Ghost, the apostolic college had to complete the mystic number fixed by our Lord Himself, so that there might be the twelve on that solemn day, when the Church, filled with the Holy Ghost, was to manifest herself to the Synagogue. The lot fell on Matthias; he shared with his brother-apostles the persecution in Jerusalem, and, when the time came for the ambassadors of Christ to separate, he set out for the countries allotted to him. Tradition tells us that these were Cappadocia and the provinces bordering on the Caspian Sea.

**Symbols:** Halbert; lance; carpenter's square; sword held by its point; axe; saw; scroll; scimitar and book; stone; battle axe; two stones; long cross; hatchet.

**Patron:** Alcoholism; carpenters; reformed alcoholics; smallpox; tailors; diocese of Gary; Indiana; diocese of Great Falls-Billings, Montana.

### PRAYERS IN HONOR OF ST. MATTHIAS AND ST. PIUS X

O God, who assigned Saint Matthias a place in the college of Apostles, grant us, through his intercession, that, rejoicing at how your love has been allotted to us, we may merit to be numbered among the elect.

Through our Lord Jesus Christ, your Son, who lives and reigns with you in the unity of the Holy Spirit, one God, forever and ever.

O God, who to safeguard the Catholic faith and to restore all things in Christ, filled Pope Saint Pius the Tenth with heavenly wisdom and apostolic fortitude, graciously grant that, following his teaching and example, we may gain an eternal prize. Through our Lord Jesus Christ, your Son, who lives and reigns with you in the unity of the Holy Spirit, one God, forever and ever.

### EXPLANATION OF THE SCHOOL SEAL



- Cross- symbol of our Christian faith-reminder of Jesus' death and resurrection
- Winged Lion of St. Mark-taken from St. Pius X's papal coat of arms. (The papal coat of

arms was included in the Pius X High School shield [1953-1998]). The **winged lion** is the traditional symbol for, the evangelist **Saint Mark**, for three primary reasons. At the beginning of his Gospel, Saint Mark presents "a voice of one crying out in the desert," as if the **roar of a lion** (Mark 1:3), calling for conversion and necessary preparation in welcoming Jesus into the world and our lives. The winged lion also is used to represent Saint Mark because his Gospel reveals Jesus as the **Lion of the Tribe of Judah**. Finally, the wings of the lion represent the revelation, from the very beginning of the Gospel according to Saint Mark, of "**Jesus Christ [as] the Son of God**" (Mark 1:1); the wings signify a connection to the Divine, or, indeed, the Divine itself.

- Sword-the instrument of martyrdom for St. Matthias which tradition tells us was beheaded
- Scroll-with the words "Virtus-Veritas"- Latin for Virtue and Truth. (The scroll was included in the St. Matthias High School shield [1963-2013]).

### SCHOOL MOTTO

The school's motto is PRIDE – VIRTUE – PURPOSE. Each word has a unique call that students are challenged to live by:

Pride arising from humility & service where,

- Students will understand the source of their self-worth as being loved by God.
- Students will share their God given gifts with the school and global community.

Virtue shaped by faith & morals where,

- Students will deepen their faith through knowledge and experience.

Purpose driven by goals & determination where,

- Students will become holistic learners who exhibit perseverance and self-motivation.
- Graduates will emerge poised to succeed in college, career, and life.

### SCHOOL MASCOT

By definition, the WARRIOR is the person who is engaged in or experienced battle and fights these battles with great courage, valor and vigor. In the Christian sense, the warrior is constantly fighting spiritual battles through prayer with the same courage and strength that Jesus Christ exemplified. The WARRIOR fights to overcome the toughest battles with resilience and vigor in order to reach his eternal destiny with PRIDE-VIRTUE-PURPOSE. Like the warrior, students and graduates of St. Pius X-St.

Matthias Academy recognizes their call to fight for Truth, Justice, and Righteousness while preparing for these battles with prayer, knowledge and grace.

### **SCHOOL COLORS**

The color gray, which represents penance and repentance, reminds us of our imperfections as human beings and that we are stained by original sin. It is also a reminder that our lives will sometimes be faced with challenges that remind us of our need for divine grace, prayer, and the humility to recognize our shortcomings.

Crimson (red) represents the God who loved us so much that he became human flesh and blood to redeem us from our sins and failings. It is symbolic of the blood of Jesus Christ, who gives himself to us on the cross and in the Eucharist and the martyrs who throughout time have sacrificed their blood to perpetuate our faith. Red is also the color of fire and so symbolizes the presence of God through the Holy Spirit which engulfs us at Confirmation and prepares us for our mission in this life: to love and serve God and each other with Pride, Virtue, and Purpose.

### **PMA ALMA MATER**

Hail! The Crimson and the Grey  
Hail! The Warriors of PMA  
Our Alma Mater's praise we sing  
St. Pius your glory rings!

**Warriors we stand Victorious  
With the sword of strength and truth  
Pride and Virtue we will show  
with Purpose we will go!**

Loyalty and lasting love will  
Guide our Glorious view  
St. Matthias standing true your  
Faith will see us through

### **INTEGRAL STUDENT OUTCOMES (ISOs)**

St. Pius X-St. Matthias Academy's ISO's are the educational outcomes that it hopes all of its students will achieve by the time they graduate. The ISO's ideally set the direction for the school's educational and co-curricular programs. The ISO's were developed based on the acronym PIOUS which, by definition, is marked by or showing reverence for deity and devotion to divine worship. At graduation a PMA graduate:  
**P**ursues academic excellence  
**I**nvests in responsible decision-making

**O**vercomes adversity  
**U**pholds their faith through service  
**S**trives to think critically and communicate effectively

### **BRIEF SCHOOL HISTORY**

PMA was born from two great traditions of Catholic Education in the Archdiocese of Los Angeles- Pius X High School (1953-1998) and St. Matthias High School (1963-2013).

In 1953, the Archdiocese of Los Angeles launched Pius X High School. Pius X served a co-ed population from the southeast area of Los Angeles county. Pius X entered into the most revolutionary concept of modern teaching--the Model Schools Project. During this time it became a powerhouse in athletic competition while graduating countless alumni who had "Warrior Pride" ingrained in their being.

For thirty-seven years, St. Matthias High School was located on Stafford Avenue and Belgrave Streets in Huntington Park, California. The school was devoted to academic, spiritual, and character building excellence, attracting students from the surrounding communities of South Los Angeles, Watts, Compton, Downey, Bellflower, Huntington Park, Southgate and Paramount. As an all-girls Catholic school, a true "sisterhood" was established among classmates across generations. The well-known "Spirit Week" was a highlight of the high school experience. In 2001 it was recognized as a National Blue Ribbon School of Excellence by the US Department of Education.

In March of 1995, the Archdiocese of Los Angeles announced a school realignment transforming Pius X, a co-educational high school, into a co-institutional high school with St. Matthias, phasing out the Pius X program over a three-year period. About 80% of St. Matthias' all-girls student body of 300 transferred to Pius. This resulted in larger all-girls high school located on the sprawling 17-acre Pius X campus.

In the spring of 2012, the St. Matthias High School Advisory Board and the Archdiocese of Los Angeles asked Loyola Marymount University's (LMU) Center for Catholic Education to conduct a detailed feasibility study on potential growth options for St. Matthias High School. The Center for Catholic Education study looked at how we were achieving our Catholic education mission during this time. It also looked for ways in which we could better serve the needs of our community.

The LMU team sought the opinions of current students and their families; current and former teachers and staff; alumni of both St. Pius X and St. Matthias; priests, lay leaders, teachers and administrators from surrounding parishes and schools; and educators and lay leaders from the Archdiocese of Los Angeles. They also reviewed the history of St. Matthias and St. Pius X, the current use of campus and other resources, and estimated the number of students who might attend a Catholic high school in future years as well as the number of schools that could meet their needs.

As a result of this study, the Archdiocese of Los Angeles announced that St. Matthias High School would transition to a co-ed school as PMA enrolling freshman boys and girls in the fall of 2013. With this transition, the school saw many transformations both in its student profile and the facility upgrades and renovations that have taken place since the spring of 2013. A grand rededication and blessing with the Archbishop of Los Angeles took place on August 9, 2013.

### **PMA Established 2013**

With the transition to a co-ed school, every effort had been made to continually improve the programs and services offered by the faculty and staff of PMA. The fall of 2013 began with a student body of 27 boys in the freshman class and 237 girls in the 9<sup>th</sup> through 12<sup>th</sup> grade classes. Boys had the opportunity to participate in cross-country, boys' soccer, boys' basketball, and track and field. Varsity Cross Country won the Santa Cruz league title and qualified for CIF prelims and finals for the first time in the new school's history. Track and Field finished its season winning the last Santa Cruz League title before that league was dissolved. The school launched its 3 year 3 phase technology improvement program beginning with the newly added WIFI infrastructure, short throw projectors in classrooms and meeting rooms. This was all made possible through the generosity of the Shea Foundation.

The renovations from that first year as a co-ed school included biology and chemistry labs, an unused classroom converted to a Physics lab, repainting of the entire school with the new school colors, the gym floor being refinished with the new school name and colors courtesy of the Dan Murphy Foundation. The spring prior to the grand opening saw the library refurbished, creating a research lab and collaborative work center through the generosity of the John H. & Cindy Lee Smet Foundation.

In academics, the research-based curriculum was established requiring all teachers to incorporate research components into all coursework. Greater learning expectations were required of the students in order to better prepare them for the rigors of college work. The focus on Common Core and increased technology set the foundation for continued academic and curricular growth within all departments. The introduction of AP Euro History, AP Government & Economics and AP Psychology strengthened the course offerings for high achieving students.

Student activities were vast and introduced the first Spirit of Charity week, a five day event that was based on raising awareness and donations for five charities. The spring sports rally recognized our spring sports and also unveiled our new spirit flag for the school as well as the introduction of the new PMA Alma Mater which was written in collaboration with various students and faculty.

### **ASSOCIATED STUDENT BODY (ASB)**

All students are members of the Associated Student Body. Its aim is to promote harmonious relationships throughout the school by means of organized activities and projects.

Associated Student Body (ASB) is a school group of elected and appointed student leaders. The purpose of ASB is to provide campus leadership, plan student events, promote better student relations, and raise funds for student activities.

ASB officers are leaders who represent their classmates and make important decisions about our school and school events and about how to spend ASB funds. The Student Council is made up of an elected Executive Council consisting of Executive President, Vice-President, Secretary and Treasurer. The Executive Council with guidance from the Dean of Student Life, helps to facilitate ASB meetings and oversees individual class councils which consist of elected grade level presidents, vice presidents, secretaries, and treasurers. Club representatives and elected/appointed commissioners may also participate in ASB meetings.

ASB is responsible for annual fundraisers, planning dances, organizing community service projects, and helping with school improvement projects. Class Officers are responsible for promoting pride within the school and its community. Like ASB, class officers will

represent all students and work as a team to accomplish student council goals. Class officers work with ASB to create an effective academic community. See attached organizational chart.

## **ASB ORG CHART**

### **PMA WARRIOR WIN PROGRAM**

The St. Pius X – St. Matthias Academy Warrior Win program is a positive reinforcement initiative designed to facilitate the incorporation of PMA's Integral Student Outcomes (ISO's) into the student's daily lives and to offer students the ability to demonstrate said incorporation and be rewarded for it.

Students may be recognized and awarded a Warrior Win by a faculty or staff member for the incorporation of each individual ISO throughout the school year.

#### **ISO's**

- P—Pursues Academic Excellence
- I -- Invests in Responsible Decision Making
- O – Overcomes Adversity
- U – Upholds Their Faith Through Service
- S – Strives to Think Critically and Communicate Effectively

Students awarded a Win for living out of one of the school ISO's on a regular basis will receive a certificate and be eligible for selection of a monthly recognition or incentive.

### **Warrior Degrees**

Students who consistently demonstrate adherence to the schools ISO's and are awarded each of the 5 Integral student outcomes in one school year will be recognized as a First Degree Warrior. Students who consistently demonstrate and are awarded each of the 5 ISO's during a single school year for a second year will be recognized as a Second Degree Warrior and will receive all the status as such.

Students who consistently demonstrate adherence to the school ISO's and are awarded Win's for each of the schools 5 ISO's for a third year will obtain the status of Third Degree Warrior and will be recognized as such

#### **Warrior levels:**

- 1<sup>st</sup> Degree: Warrior Wins in each of the five Integral Student Outcomes in one or more school year(s).
- 2<sup>nd</sup> Degree Warrior: Warrior Wins in each of the five Integral Student Outcomes for a second school

year.

3<sup>rd</sup> Degree Warrior: Warrior Wins in each of the five Integral Student Outcomes for a third school year. Third Degree Warriors may be eligible to issue Warrior Wins to their peers upon recommendation by a teacher and approval by Administration. 3<sup>rd</sup> Degree Warriors will be recognized with a special stole at graduation.

### **P.I.O.U.S Warrior Win Criteria**

- P - Pursues Academic Excellence:** Student repeatedly strives to attain a higher understanding of the course content. This may be described as regularly going above and beyond assignment requirements.
- I - Invests in Responsible Decision Making:** Student regularly devotes conscious thought and effort to their decision making process resulting in decisions that benefit the students future and/or the safety and well being of the student or their peers.
- O - Overcomes Adversity:** In the face of academic or personal struggles due to deficiencies or environment, the student regularly prevails where others may have failed.
- U - Upholds Their Faith Through Service:** Regularly confirms and/or supports their faith by volunteering at their Parish, school, medical or caregiving facility or other charitable organization to help and benefit society. Lives out the corporal or spiritual works of mercy consistently. This service must not be done solely to fulfill community service hours for graduation, but is incorporated regularly as part of the students lifestyle.
- S – Strives to Think Critically and Communicate Effectively:** Makes great effort to understand complex problems and/or issues from different angles to gain a thorough understanding and to convey such information to others in a clear and concise manner.

### **SCHOOL GOVERNANCE**

Archdiocesan high schools are administered by principals, and where applicable, presidents. Parish high schools are administered by pastors and principals. All high schools in the archdiocese, whether archdiocesan, parish, or private, are missioned to



serve the young people from the entire archdiocesan community and those from outside the archdiocese who attend the school.

Archdiocesan high schools are organized and governed by the archdiocese through the Department of Catholic Schools.

Parish high schools are organized and financially supported by specific parishes but serve the community of students who attend. The principal of a parish high school is responsible to the pastor and accountable to the Department of Catholic Schools for the implementation of archdiocesan policies and procedures.

Private high schools are directly accountable to the religious institute or the governing board that owns and sponsors the school according to its individual bylaws. Private schools exist in the Archdiocese of Los Angeles with the approval of the archbishop.

All high schools in the archdiocese have a written statement of philosophy that explains the purpose of the institution. The philosophy is based on the archdiocesan mission for Catholic education, follows the guidelines of the Western Catholic Education Association and Western Association of Schools and College, and is approved by the Department of Catholic Schools.

All high school boards, organizations, and/or committees are advisory to the president or principal. These groups include parent-teacher organizations, booster clubs, development boards, and any official organization of the school. No school organization may operate independently of the school principal. All activities of the organization must receive the approval and permission of the president or principal.

## **GENERAL POLICIES**

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

The Principal reserves the right to amend school rules and regulations as necessary during the school year. Parents will be notified by mail or email of any such amendments. The Principal is the final recourse within the school and may waive any regulations in this handbook if deemed in the best interest of fairness and justice. The Principal is the final interpreter of all regulations and policies in this handbook.

## **B. NON-DISCRIMINATION POLICY**

PMA, 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.

PMA 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, and some archdiocesan schools operate as single sex schools.

While PMA 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.

## **C. ADMISSIONS GUIDELINES**

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

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

The school joyfully exercises its responsibility to teach Catholic faith, morals and academic curriculum in all fullness and especially as expressed in the *Catechism of the Catholic Church*. Sincere questioning of the practices of the Catholic faith in order to more deeply understand them are always welcome, but openly hostile, public defiance and challenge of Catholic truths or morality, are signs that a student, parent, staff or faculty member may not be a fit for our school's primary evangelical mission and, thus, may be denied admission or may be asked to leave the school.

## **D. ADMISSIONS PROCEDURES**

The following procedures for testing and evaluating applicants to the high school will be followed:

1. Junior High Teacher and Principal recommendation forms are used
2. An interview with student and parents is included in the admission process
3. Notification of admission status is given on the dates indicated on the archdiocesan calendar.
4. A complete transcript for each student is requested from the elementary school at the end of the school year.

### **E. INTERNATIONAL STUDENTS**

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community.

All international students who do not live with a relative must live with host families who are identified on the student's I-20 forms. Student apartments, dormitory-style living, and unsupervised living are not permitted, even if the students are 18 years old or older.

The school is not involved in the selection of host families. A student's ISEVPO or parents/guardians must fill out the Archdiocesan "[Host Family or Custodial Parent Form](#)"

The parents/guardians, host family, and/or ISEVPO, if used, shall notify the school if there is any change in the student's host family or residence within 48 hours.

Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians.

Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so.

All international students are required to be enrolled in a religion course for a grade/credit each semester (see Knowledge of the Faith). The international student will be expected to participate, as appropriate, in religious functions and events. For more information about international students see [The Archdiocese of Los Angeles Handbook](#)

### **F. SCHOOL INCLUSION**

As a Catholic school every attempt is made to serve students whose parents desire a Catholic education. Although a full range of services may not be available to every student, the school will strive to include students with varied learning needs. All educators in Catholic schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP).

The Support Team Education Plan (STEP) is a collaborative process that brings together students, parents/students, teachers, and administrators to seek positive solutions based on a student's strengths and special needs to help that student benefit from his or her education and to facilitate participation in the Catholic school curriculum. See the [Support Team Education Plan \(STEP\) flowchart](#).

Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should talk to the student's teacher and Dean of Student Success to implement the STEP process. Parents or guardians who need a structure for resolution of complaints arising out of a student's disability may request the "Disability Discrimination Complaint Review Process" from the principal.

### **HOW TO REQUEST A MINOR ADJUSTMENT PURSUANT TO SECTION 504 OF THE REHABILITATION ACT OF 1973**

If you feel that your disabled child needs a minor adjustment to enable him/her to participate in the general education curriculum of the School, please talk to your child's guidance counselor, Dean of Student Success, and/or the Principal of the School. Be prepared to submit medical documentation to verify both your child's disability and the nature and extent of the requested minor adjustment.

### **DISABILITY DISCRIMINATION COMPLAINT AND REVIEW PROCESS FOR STUDENTS AND THEIR PARENTS OR GUARDIANS**

Section 504 of the Rehabilitation Act of 1973 is a federal statute that prohibits discrimination on the basis of disability in certain settings. The purpose of this Complaint and Review Process is to provide a structure for bringing about resolution and reconciliation when disagreements arise between a school family and the school arising out of a student's physical or mental impairment or disability.

Everyone involved in the Complaint and Review Process is to be free from restraint, coercion, discrimination, or retaliation in any form. The Complaint and Review Process should be followed when issues arise at the school relating to a child's disability, and the parties have been unable to reach a resolution with the child's teachers or other members of the school staff.

The definition of a disability under Section 504 is a mental or physical impairment that substantially limits a major life activity. Major life activities include breathing, speaking, walking, eating, working, learning, etc. Under Section 504, the standard for a covered private school to provide services to a student with a disability differs from that of a public institution. A public school must provide a student with a disability with "reasonable accommodations" to assist him/her in accessing the education provided in a general education classroom. In contrast, Section 504 only requires certain private schools to make "minor adjustments"—a different and lesser standard than "reasonable accommodations"—to their programs for students with disabilities.

The minor adjustments provided by the school must be documented in order to comply with the requirements of Section 504. In the public school, this documentation is called a Section 504 Plan. A Section 504 Plan applies only to the school that creates the document. It is not transferable and is not applicable to a private school. So, if parents/guardians have a Section 504 Plan that was written for their child by a public school or any other school, that plan is not valid at your school. The minor adjustments provided by the school are documented in the STEP process and in the STEP plan and are compliant with Section 504.

In the event of a disagreement arising out of a child's physical or mental impairment or disability, the school shall adhere to the process that follows.

#### **INITIAL COMPLAINT PROCESS**

1. If you have a complaint or disagreement regarding your child's disability, you should first try to resolve your complaint by discussing it promptly with the person(s) directly involved.
2. If you cannot reach a resolution or you are not comfortable with discussing the issue with the person(s) directly involved, you may bring the matter to the Principal of the School, in writing, within 15 days of the event which is the

subject of your complaint. You should also send your complaint to the President of the school and the Archdiocesan Compliance Officer, who is charged with monitoring such complaints at:

Archdiocesan Compliance Officer  
Department of Catholic Schools  
3424 Wilshire Blvd.  
Los Angeles, CA 90010

If you do not submit a written complaint to the Principal of the School within the 15 day period it will be considered untimely.

3. The Principal will conduct an investigation as promptly as possible. The scope and nature of the investigation will depend on the nature of the issue presented. The goal is to achieve a just resolution and reconciliation with everyone concerned. The parties are advised to maintain confidentiality. The Principal will advise you in writing of the outcome of the investigation and his or her decision within 20 days of submission of your written complaint.

#### **REVIEW LEVEL**

1. If you disagree with the decision of the school Principal and/or President, you may appeal the decision in writing to the next level for review. The request for review must be submitted within 10 days of the Principal's written decision or it will be considered untimely. The request for review must be sent to the Supervisor at the Department of Catholic Schools assigned to this School. The Supervisor can be reached at: (213) 637-7313. The School Supervisor, with the assistance of the Archdiocesan Compliance Officer, will conduct the review of your complaint.
2. The School Supervisor will set the date, time and location for the review and will facilitate the review process. Your review may be conducted by a single person or by a representative committee, including the Archdiocesan Compliance Officer, as the case warrants. All persons involved in the complaint may select someone to help in preparations for the review, to attend the hearing, and to provide support during the process. No attorneys are allowed to appear at or participate in the hearing. The hearing will be set within 10 to 15 days after receipt of your request for review, giving consideration to the

- schedules of all persons involved.
3. At the Review Hearing:
    1. You explain your complaint, present relevant documentation, and answer questions the reviewer(s) may have.
    2. The reviewer(s) interview(s) other parties involved in the case, giving each an opportunity to respond to the complaint and present relevant facts and documentation.
    3. The reviewer(s) will encourage the parties to reconcile their differences and come to a mutual agreement on some or all issues.
    4. If the complaint cannot be resolved at the review hearing, the reviewer(s) will prepare a final, binding decision, which will be communicated to all parties, in writing, within 10 days of the hearing.

Your participation in this Complaint and Review Process does not prevent you from making a complaint to an applicable government agency. For complaints about discrimination, you can go to: U.S. Department of Agriculture, Office of Assistant Secretary for Civil Rights  
[http://www.ascr.usda.gov/complaint\\_filing.html](http://www.ascr.usda.gov/complaint_filing.html)

The addresses of the government offices closest to you can be found in the front of your telephone book.

### **G. CLOSED CAMPUS**

To preserve the academic environment and school security, archdiocesan and parish schools are designated as "closed campuses." No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office if they are seeking information or have business to conduct with the school. They must sign in.

### **H. WORK PERMITS**

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. See the school's registrar for needed paperwork to initiate the process. Information regarding work permits and how to apply is available from the

California Department of Education website:  
<http://www.cde.ca.gov>.

The minor student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit." The minor, the employer and the parent or guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent or guardian and will also examine the student's records and consult the student's teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority." If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work." The "work permit issuing authority" is the Superintendent of the local public school or those persons authorized in writing by the Superintendent to issue the permit.

A copy of the signed work permit will be kept in the student's file. For additional information and forms, see <http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

### **I. WITHDRAWAL/DROPOUT/FINANCIAL OBLIGATIONS**

The name of any student who is a minor that drops out of school for any reason is reported to the County Superintendent of Schools. Whenever a pupil transfers from PMA to a school district within the state, PMA shall transfer the pupil's permanent enrollment and scholarship record or a copy thereof upon a request from the district or private school where the pupil intends to enroll. The school reserves the right to withhold a diploma or disallow the taking of quarter or final exams until the financial obligations of the pupil have been met.

### **STUDENT WITHDRAWAL PROCEDURES**

(There are four types of student withdrawal)

**PARENT WITHDRAWAL** A parent must fill out a student withdrawal form if a student is transferring to another school. An admission coordinator will meet with the parent and after the Registrar Office's will issue an official transfer paper, containing the appropriate signatures to be signed and returned to the Registrar in the Main Office. Failure to comply with this process will delay the issuance of transcripts to the receiving school.

**DISCIPLINARY WITHDRAWAL** Upon the recommendation of the Discipline Board, the Discipline office will inform parents and students of the school's decision for withdrawal. The Dean's Office will also inform the Counseling Office and Business Office of the withdrawal. The Dean's Office will try to give the Counseling Office 48 hours notice to complete transfer forms. However, situations may arise when the parents may request the forms immediately. The Counseling Office will inform teachers, at least 24 hours in advance of the withdrawal, so that transfer papers may be completed. Completed transfer papers will be turned in to the Registrar in the Main Office. The Counseling Office will issue the release of information form to the parents. The Dean's Office will assist the counselor as necessary.

**ACADEMIC WITHDRAWAL**

A student receiving three or more "F's" in any one term of the academic school year or a cumulative grade point average of 1.0 may be asked to withdraw from the school. The Counseling Office will refer the student to the Academic Review Board which will determine if the student will qualify for academic dismissal. If the student is dismissed, the Counseling Office will follow the same procedures for notifying teachers as in the disciplinary withdrawal process.

**CONFIDENTIAL WITHDRAWAL** In special cases of confidentiality, the Administrator to whom the case is referred will handle the transfer forms. The Counseling Office will be informed of the withdrawal

**J. PRIVACY AND ACCESS TO RECORDS**

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

**PUPIL RECORDS**

"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include "directory information" or a school employee's informal notes, if

the notes remain in the sole possession of the maker and are not made available to others, except to a substitute. Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records. Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

**DIRECTORY INFORMATION**

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil. The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. PTO parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

**VERBAL/WRITTEN CONFIDENCES**

Confidential information may be provided by students or parents or guardians to school employees in many

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

#### **K. CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS**

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

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

These Christian principles include but are not limited to:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel, volunteers, or third party agents. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- In a place where a school employee, volunteer, or third party agent is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor. This statement does not apply to any otherwise

lawful employee-concerted activity, including but not limited to picketing and distributing handbills.

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

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

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

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

Any parent or guardian or other person who materially disrupts classwork or extracurricular activities in a place where a school employee, volunteer, or third party agent is required to be in the course of his or 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 or guardian or other family member who insults or abuses any **school personnel, volunteer, or third party agent risks his or her child's continuation in the school**.

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

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions or attitudes of parents; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents or guardians as described above might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible.

In such a case, it is imperative that the opinion of the principal regarding the practical impossibility be sustained from a pastoral point of view. The regulations governing recommended transfer would then be applicable.

#### **L. POLICIES OF STUDENT GUARDIANSHIP AND MARRIED STUDENT POLICY**

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

#### **STUDENTS NO LONGER LIVING WITH THEIR PARENTS**

Central to the philosophy of PMA is the belief that parents are the primary educators of their children. In support of this, the school and the parents work in close collaboration in all aspects of the student's educational process. A student not living in the home of a parent or guardian may not be allowed to attend an archdiocesan/parish secondary school.

#### **EMANCIPATED OR 18+YEAR-OLD STUDENTS**

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

#### **M. IMMUNIZATION REQUIREMENTS**

The California Health and Safety Code requires students to provide proof of immunization for school entry and also requires schools with kindergarten or seventh grade to assess and report annually on the immunization status of students in these grades. Schools may report online at Shots for School. Issued annually by the State of California, all directives regarding immunization shall be implemented.

Up-to-date information on immunization requirements can be found at [Shots for School](#), the [County of Los Angeles Department of Public Health](#), and the [California Code of Regulations section on immunization](#).

School procedures pertaining to the health of students

must be communicated in writing to parents/guardians, generally in the parent/student handbook. Students, with the permission of the parents/guardians, may be subject to routine examinations in school, including hearing, vision, dental, head lice, and scoliosis.

#### **1. PUPILS NOT MEETING REQUIREMENTS**

Pupils who do not meet these State requirements are referred to their physician or local health department, providing them with a written notice giving dates of vaccine doses received and indicating which doses are lacking.

#### **2. DOCUMENTATION**

All pupils must present an *immunization record*.

##### **a. What is it?**

It is a written immunization record, either a personal record with entries made by a physician or clinic, or a school immunization record -- the blue California School Immunization Record (PM286) or another states school record. It must include at least the month and the year each dose was received; for measles, rubella and/or mumps vaccine given in the month of the first birthday, month, day and year are required. A record saying only "up-to-date," "all requirements met," or "series complete" is inadequate. Also, the record must show that all due or past due vaccine doses have been received. Parents cannot simply fill out a California School Immunization Record but must present a written immunization record.

##### **b. Who must present it?**

All pupils entering school or transferring between school campuses. Kindergarten entrances and entrances from outside the U.S. must present a personal immunization record. Pupils transferring from other schools in California or other states must present either a personal immunization record or a state school immunization record.

##### **c. When must it be presented?**

Pupils transferring from other schools in California or in other states may be given up to 30 school days of attendance while waiting for the records to arrive from previous school.

#### **3. INCOMPLETE IMMUNIZATION**

Pupils lacking one or more required vaccine doses but not currently due for a dose may be admitted on condition that they receive the remaining dose when due. If the maximum time interval has passed, the pupil must be excluded until the next immunization is obtained

#### 4. IMMUNIZATION EXEMPTIONS

In California, there are two exemptions to the immunization requirements.

##### Medical Exemptions

- Temporary or permanent medical conditions prevent a child from receiving immunizations.
- Both temporary and permanent medical exemptions require a letter from a doctor that states the medical condition and which immunizations the student cannot receive.
- In the case of a temporary exemption, the doctor must also specify how long the immunization should be postponed.

##### Personal Belief Exemptions

- Immunization is contrary to the religious or personal beliefs of the parents/guardians.
- Parents/guardians must conform to the requirements of the State of California by providing a Personal Beliefs Exemption to Required Immunizations that health care practitioners have informed the parents/guardians about the risks and benefits of immunizations.
- See Shots for School for additional information and to obtain the exemption form in other languages.
- See Frequently Asked Questions on Personal Belief Exemptions (AB2109).

Schools shall maintain a list of exempt and conditional entrants.

If there is a disease outbreak at school, the exempt student may be excluded from school to protect him or her and prevent others from becoming ill.

#### II. ATTENDANCE POLICIES

Students and parents must be impressed with the importance of regular school attendance, as required by law. Regular attendance is an important factor in academic success. **Students are expected to arrive at school before 8:10am.** The tardy bells ring at 8:10am.

**Current home and work phone numbers must be provided to the school on the emergency card, so that immediate contact can be made regarding any emergency or any irregularity in attendance.** When parents are out of town, it is the parent's responsibility to inform the school as to who will assume guardianship (responsibility for the student). Students may not leave the campus during the school

day or during school functions without the knowledge and permission of the administration. Students are not released to strangers or to callers without written parental consent.

#### A. PROCEDURES REGARDING ABSENCES

Parents/Guardians must call the attendance office between 7:30 AM and 8:30 AM **each day** the student is absent.

##### 1. WRITTEN NOTICE

**Upon returning to school** after an absence, the student will bring to the Attendance Office a note containing:

1. Student's full name
2. Student's grade
3. Date(s) of absence
4. The explicit reason for absence
5. The signature of the parent/guardian and
6. The phone number(s) at which parent/guardian may be contacted during the school day

**Students without a valid excuse will receive truant admit slips and cannot make up work or exams. This missing of class will count as an unexcused absence.** Please see below, Section B, types of absences.

#### STUDENT ID CARDS

Students will be issued ID cards with barcodes and their current student number. These may be used for various tracking purposes.

The use of the ID cards are as follows:

- Student ID cards must be carried at all times during the school day and presented upon request by any faculty or staff member.
- ID cards are eligible to be required for admittance to extracurricular activities including school dances.
- Loss of ID requires purchase of new ID at \$5 per card.

#### ADMIT SLIP

By 8:00 AM on the day of the return to school after the absence of any duration (even one period), **a student must obtain a re-admit slip from the Attendance Office. No student will be admitted to class without a re-admit.** In the event of a student accumulating ten (10) or more unexcused absences in



a term (per class period), the student may be Denied Academic Credit for the term. Students accumulating fifteen (15) or more excused (or a combination of excused and unexcused) absences will be brought to Academic Review Board to determine enrollment status and academic credit for the term.

## **B. TYPES OF ABSENCES**

### **1. EXCUSED**

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

1. Illness\*
2. Medical/Dental appointments\*
3. Funerals
4. Quarantine
5. Court appearances\*
6. Approved school activities
7. Retreats

### **2. UNVERIFIED ABSENCES (No written documentation)**

Unverified absences are considered truanancies unless reclassified within two days of return to school.

### **3. UNEXCUSED ABSENCES (Truancy)**

All absences that are not excused are considered truanancies.

## **C. UNEXCUSED ABSENCES (TRUANCY)**

1. Absences for other than the above reasons, even with the permission of parents, are considered unexcused. Parents should realize that a student's grade may suffer because of unexcused absences. Students may not request makeup work for an unexcused absence. However up to two unverified absences due to illness will be eligible to request make-up work. Students who accumulate 10 or more unexcused absences in a term (per class period) may be denied credit for the term.
2. Our School does not recognize "ditch days." Truancy is a serious matter for a number of reasons. Truancy encourages dishonesty, a violation of the Eighth Commandment. Truancy can lead to unsafe, even dangerous activities when large numbers of teenagers are without adult supervision. These activities include and are not limited to injury, illegal drinking, drug use, and illicit sex. Truancy is wasteful because it causes loss of instruction time and parent's tuition money. Truancy

"teaches" a lack of order and discipline. Truancy sets a bad example for the younger students.

**Parents, who "cover" for their son/daughter by writing a note saying they were sick when they were not, provide a bad example and engage in dishonest and sinful behavior.**

The following consequences may be given to students who have truanancies/unexcused absences.

1. **First Truancy:** Saturday detention, parent conference, and disciplinary probation
2. **Second Truancy:** Saturday detention, parent conference, and strict probation
3. **Third Truancy:** Suspension, parent conference, and strict probation.
4. **Fourth Truancy:** Parent Conference, suspension; expulsion or withdrawal

## **D. "MAKE-UP" WORK FOR EXCUSED ABSENCES OR SUSPENSIONS**

When students return to class with appropriate documentation and are issued a readmit indicating that the absence was excused, they have an equivalent amount of time to make-up assignments or exams. (For example, if they were out two school days, they have two school days after their return to make-up any work or exams.) On the day the student returns to school it is their sole responsibility to make arrangements with their teachers to obtain and complete any missing work. (Early College Program/ Dual Enrollment Programs will abide by College protocols)

A plan for make-up work/assessments for students who have been suspended will be created on a case by case basis and communicated by the Dean of Students.

## **E. EXTENDED ABSENCES**

Parent requests for an extended absence (**two or more days**) are to be directed to the Principal who will determine the status of the absence.

## **F. VACATIONS**

**PMA strongly discourages parents/guardians from withdrawing their students from school for vacations or family trips during the regular school year.** The school does not allow the student to make up work he/she misses. Parents/guardians are asked to plan vacations during regular school vacation periods. Any extended vacation requests must be made with the Principal prior.

## G. COLLEGE VISITATIONS

Every attempt should be made by parents/guardians to schedule college visitations so as to not to interfere with the school day. Absence due to a college visit must be cleared by the counselor one week **before** the actual visit in order to obtain an "excused" status. (A maximum of two college visit days per year will be allowed.)

## H. TARDINESS

A student arriving tardy to school, after 8:10am, is to report directly to the Main Office for a tardy admittance slip. This slip must be given to the teacher for admittance to class. Such tardies are noted on the permanent record. Tardies will be given excused status for the following reasons only:

1. Medical/Dental Appointments (with an official note of verification from the doctor's office.)
2. Court Appearances (with official documentation from the court.)

**All other tardiness will be considered unexcused.**

Any student with an unexcused tardy to class will be assigned a Dean's detention after the second tardy, to be served **Wednesday or Friday** (pending the detention schedule). Detention will begin at 3:05 pm and ends at 4:00 pm. If the student does not show up, he/she will serve a Saturday detention with the Dean or suspension.

### Tardy Violation Progression Per Semester

1st Tardy:	Warning
2nd Tardy:	Warning
3rd Tardy:	Detention
4th Tardy:	Detention and Disciplinary Probation
5th Tardy:	Conduct Referral, Saturday Detention
6 or more tardies:	Strict Probation, Parent/Student Conference, Suspension or Expulsion

The Administration reserves the right to conduct unannounced tardy lockouts. **Remember students may be marked tardy if not in their seat when the bell begins to ring.**

Students may be assigned a detention for each recorded tardy after the first 2 tardies. Detention rosters are posted regularly. If a student is assigned a

detention for a tardy recorded in error, the student must clear the error with a note from the teacher to the Dean and registrar before the date and time of detention. If the student does not clear the tardy before the date and time of the detention, the student will be held responsible for serving the detention and the usual consequences for missing an assigned detention.

## I. LEAVING SCHOOL EARLY

A student may not leave PMA before the regular dismissal time without a written request from a parent or guardian. The request must state the reason for early dismissal.

Parents are asked to refrain from requesting off-campus permits except in the cases of emergency. Early departure should be avoided at all costs so as to maximize use of learning time in school. Leaving school five to thirty minutes early should also be unnecessary. **Normally, medical, dental or other appointments should be made for after school.** However, if medical appointments are made during the school day, an official note from the doctor's office must verify them. Students must sign in and out at the Main Office.

If your student is to leave school early, have him/her bring a note to the attendance office **before** school so as to avoid the need for telephone calls to the office. Your student will then wait for your arrival in the main office at the designated time.

Following this procedure will assist in a more efficient running of the main office and also help to avoid unnecessary interruptions of the other students in the classroom.

## J. OFF-CAMPUS FOR SAME DAY ILLNESS

Students who become ill are to inform their classroom teacher and obtain a pass to the Main Office and then wait for the Attendance Officer to complete the necessary phone calls and issue an off-campus permit so they may go home. A parent or person authorized by the parent must pick up the student. It is school policy that a student who is too sick to remain in class is too sick to walk, use public transportation or drive home. Students must sign out at the Main Office including the date; time the student left campus and their name.

## K. ATTENDING/PARTICIPATING IN SCHOOL

## EVENTS ON DAYS OF ABSENCES

A student who does not report to school for at least half the school day may not participate in any extracurricular activity or event. Exceptions to this rule are VERIFIED medical/dental/court appointments. A student is to have a statement from the doctor noting the time and length of the appointment. Violation of this rule may result in disciplinary probation.

## L. CAMPUS BOUNDARIES

Students are to stay in the designated student areas during the school day. The rear of the campus (adjacent to Consuelo St.), is off limits to students during the school day as are all parking lots and athletic fields unless supervised by a teacher. During break and lunch students may use the east basketball courts. These are the courts adjacent to Senior Square.

During break and lunch, students are to stay in the café, arcade area, east basketball court area, and Senior Square (for Seniors only). The building is off limits at this time except for use of the restroom, club or organization meetings, or teacher tutoring/conferences. Students are to refrain from being in the hallways or going to their lockers during these times. Lockers are to be visited during passing periods only.

## M. ARRIVAL AND DEPARTURE FROM CAMPUS

**PMA cannot be held liable for students arriving before and after the regularly scheduled classes on a given day (except for students registered in a zero period class). Parents can drop off students as early as 6:30 am. The school building will be open for students beginning at 7:30 am.** Students who repeatedly loiter on campus outside the usual hours may be subject to disciplinary action, including being asked to withdraw from school. PMA is not responsible for the behavior of students providing rides to school. However, such students are strongly exhorted to obey all traffic and safety rules and to drive with the utmost caution and care at all times. Any reckless or careless driving of vehicles observed in the immediate vicinity of the school will be followed up by disciplinary action whenever possible. Out of respect for those living on or near the campus, students are asked not to play their car radios/stereos loudly in the parking lot or while parked anywhere near the boundaries of the campus.

## PARENT RESPONSIBILITY FOR PICKING UP STUDENTS

All students must be picked up from school within a reasonable amount of time. Students should not be left on campus for extended periods of time waiting for transportation. Please arrange for your student(s) to be picked up from school by 4pm unless they are participating in a school event such as athletic practice, play rehearsal, etc.

## DAILY DROP OFF AND PICK-UP GUIDELINES

**(Subject to change due to facility construction)**

1. Students are to be dropped off in the east parking lot on Gardendale Street (the east parking lot is the one adjacent to the football/soccer field). Vehicles are to enter through gate D (the gate closest to Paramount Blvd) and proceed to the drop off area. Once students are dropped off vehicles are to exit out of gate B. For safety and efficiency, please obey posted signs and/or school officials.
2. At the end of the school day, students are to be picked up in the east parking lot off of Gardendale St. Vehicles may enter through gate D and exit through gate B. Students may also be picked up after school from the exit on Consuelo St. at the back of the campus. Parents are advised to pick up their students at 3pm on normal dismissal days..
3. Avoid dropping students off **across the street** from school. Most end up **jaywalking** across busy Gardendale rather than walking the distance to the intersections.
4. **Never block** our neighbors' driveways. **Never block** ANY school driveway.
5. Make a **right turn only** out of the student parking lot.
6. Avoid double parking in front of the school both before and after school.

## STUDENT PARKING GUIDELINES

Students who bring automobiles or other motor vehicles to campus must be licensed and insured drivers. Therefore, they are responsible for all regulations in using these vehicles on or near campus. On campus parking is restricted to those students who fully subscribe to all parking lot regulations of PMA. Any students that park on campus must register a vehicle with the Dean of Character and Discipline.

They are as follows:

- Seniors and juniors who want to use the parking lot must register and obtain a parking permit for a \$20.00 charge. Parking permits must be obtained from the Dean of Character

& Discipline.

- Parking permits must be displayed from the rear view mirror of the vehicle (REMOVE BEFORE VEHICLE IS IN MOTION).
- The maximum speed limit is 10 miles per hour.
- Students are not to park in unauthorized areas.
- Detention notices or conduct referrals will be issued for all parking violations. Upon the second violation, parking privileges may be revoked.
- The school is not legally liable for any accidents occurring on campus, i.e., hit and runs, fender benders, etc. All who use the parking lot do so at their own risk.

Those who are irresponsible in their use of vehicles on campus are subject to disciplinary action and will be denied the use of the parking lot. PMA is not responsible for any cars parked in the school parking lot. Student drivers are responsible for adhering to all school regulations regarding the parking areas on campus.

#### **N. COMMUNICABLE DISEASE**

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

#### **O. STUDENT DELIVERIES POLICY**

The main office will not accept deliveries for students or page students for deliveries. This includes fast food lunches, flowers, gifts, etc. Such deliveries are disruptive to the educational program and the efficient operation of the main office.

#### **P. ON-CAMPUS VISITOR POLICY**

Parents and guardians are welcome to visit the campus anytime during school hours, student activities and athletic events. Common courtesy usually dictates calling to make an appointment when desiring to meet with a school administrator, counselor, or faculty member.

Students are not permitted to bring siblings or friends to campus except to athletic events or student activities open to non-PMA students.

Students are not permitted to “baby-sit” children or infants on campus at any time. Faculty and staff are

not permitted to “baby-sit” children or infants on campus during the school day or while on supervision.

Students who are expelled or asked to withdraw for disciplinary reasons are not permitted on campus at any time.

All visitors to the campus must first report to the main office for a visitor’s pass. Students’ guests at school activities must follow school rules, including conduct code and dress code. Student hosts of visitors not complying with visitor policy may face disciplinary action. (See CLOSED CAMPUS POLICY under General Policies Section G.)

#### **Q. OTHER CAMPUS VISIT POLICY**

Students must seek permission from the Dean in order to visit another high school campus or nearby locations unless attendance at an athletic event or dance is the reason for the visit. Unauthorized visits may result in detention, suspension, probation, etc. Students responsible for unauthorized visitors from other schools on our campus may also be eligible for detention, suspension, probation, etc.

### **III. ACADEMIC POLICIES**

#### **A. CURRICULUM**

PMA provides for the needs of the college-bound student. The school’s curriculum meets Archdiocesan and college requirements. Please note the requirements for graduation from PMA aligns itself with entrance into the University of California and the California State University systems.

#### **RELIGIOUS REQUIREMENTS**

All students must take the required religion curriculum courses. In these classes, all students are graded on academic achievement and not on their religious affiliation, personal belief or the practice of their faith. All students are required to attend the general and class religious activities of the school including annual retreats.

#### **B. GRADING POLICY**

We believe all students can learn at high levels. While learning is the ultimate goal, grades are established in convention to the educational system to determine academic growth and learning. PMA uses a traditional grading scale with category weights entered on PowerSchool, our school’s grade manager.

The grading policy varies by department but is unified throughout the curriculum by category weights system.

Teachers use various categories of assignments: classwork, homework, writing assignments, participation, projects, performance based tasks, quizzes, tests, midterms and final exams. Within each of these categories there may be two types of assignments: formative and summative. Formative assessments are for practice to help check a student's comprehension and understanding of the content material. Summative assessments are any graded assignments with rubrics or criteria such as projects, writing assignments, quizzes, tests, and final exams.

A	4.0
B	3.0
C	2.0
D	1.0
F	0

Each academic course has assigned various weights (percentages) to each category of assignments. Final exams and are 15% of the final grade while other categories may vary. To determine the category weights for each course, please see the student's syllabus at the beginning of the year. If there are questions or concerns, please contact the student's teacher.

Failing to complete assignments, especially major assessments like projects, labs, essays, or research papers is not acceptable. Students will be expected to complete these assignments and parents will be notified by the teacher if a student has failed to do so. Because late work is a sign of poor work habits and lack of responsibility, a late penalty will be applied to any and all late work.

When parents are concerned about the circumstances in which a particular grade was given, they should first talk directly to the teacher involved. If talking to the teacher does not clarify the situation to the parent's satisfaction, then the grade level counselor should be contacted. If this does not clarify the situation to the parent's satisfaction, the Dean of Academics should be consulted (the Principal has the final say in such matters). Any challenging of grades must be made within two weeks of the receipt of the grades. (Early College Program/ Dual Enrollment Program will abide by College protocols)

### C. UNWEIGHTED AND WEIGHTED GRADE POINT AVERAGE

**1. The Unweighted Grade Point Average** is based on a traditional grading scale and is applied to all college-prep or required classes which do not have an Honors or AP distinction. (Early College Program/ Dual Enrollment Program will abide by College protocols)

The traditional scale we use is as follows:

**2. All honors or Advanced Placement (AP) courses are weighted** so that they are given higher credit than the regular or non-honors course. **The weighted GPA is used to determine class ranking and honor roll only.** The incentive for choosing the more challenging course of studies is thus rewarded. Where colleges/ universities do use weighting it is based on their own particular subject area requirements. Grades below "C" are NEVER weighted. (Early College Program/ Dual Enrollment Program will abide by College protocols)

The weighted grade is given credit according to the following scale:

A	5.0
B	4.0
C	3.0
D	1.0
F	0

### 3. Other GPA Calculations

Essentially, our graduates have multiple GPAs:

PMA GPA, which reflects the cumulative of all courses taken;

UC/CSU GPA, which reflects only the courses that meet UC/CSU a-g subject requirements;

NCAA GPA for athletic eligibility, which reflects only the courses that meet the NCAA course requirements.

In addition, private colleges/universities each view GPA and accept courses based on their individuals requirements. (Early College Program/ Dual Enrollment Program will abide by College protocols)

### D. COLLEGE AND "D's" AND "F's"

College bound students must make up the classes in which they received a "D" or "F." This is particularly true in the UC/CSU A-G Requirements. The University of California and the California State University systems only give credit towards admission for classes with grades of "C" or better. All coursework taken outside of PMA must be A-G approved and verified by the counseling department prior to enrolling. Any coursework submitted to PMA that is not A-G approved will not be accepted as a valid

replacement for grades of D or F

### E. GRADING SCALE

All teachers in computing assignments, tests and report cards will use the following scale:

<b>A</b>	<b>100 - 90</b>
<b>B</b>	<b>89 - 80</b>
<b>C</b>	<b>79 - 70</b>
<b>D</b>	<b>69 - 60</b>
<b>F</b>	<b>59 - Below</b>

### F. STANDARDS FOR ESSAYS/TYPED ASSIGNMENTS AND WRITTEN WORK

At the beginning of the academic year all teachers will provide students with a syllabus for the course. In that syllabus, teachers will indicate the standards for written assignments including the citation style that will be required (MLA, APA, Chicago Style...). Students who do not follow these standards may risk loss of credit for the assignment.

### G. CHEATING POLICY

Teachers will impress upon their students that they have a moral responsibility to themselves and each other not to cheat. Cheating on any assessment will result in suspension from school, a parent meeting with the Dean of Students, and disciplinary or strict probation for the student for the remainder of the semester or school year, or expulsion. All other forms of cheating will result in appropriate disciplinary action up to and including detention, probation, community service, suspension, or any combination therein. Teachers will provide a classroom environment that is not conducive to cheating. Cheating is not ignored; action will be taken that will reflect a lower grade.

If a student is caught cheating, the teacher will take the following steps:

1. Call Parents
2. Issue a Conduct Referral to the Dean
3. Give a grade of "0" for the exam or assignment

Plagiarism (copying from existing sources and/or from other students) or submission of any work created by Artificial Intelligence software without teacher consent is unacceptable. Any work containing plagiarized material will receive no credit and no opportunity for makeup. Plagiarism (taking ideas, writings, etc. from someone else and passing them off as one's own) and homework/project copying on assignments submitted for points is considered cheating and

will be dealt with as such. Collaborative learning assignments do not constitute cheating.

Early College Program/ Dual Enrollment Program will abide by College protocols.

### H. SCHEDULE CHANGES

It is important that parents and students understand that occasional scheduling conflicts and insufficient enrollment may necessitate a change in student schedules. For this reason students may be asked to choose alternate classes when making choices. During the first week or before, any student wishing to change a class must communicate with their counselor via email or in person and submit the appropriate documentation.

In order to add/drop a class after the first week of classes, students must communicate the request with counselors and complete an add/drop form within the first days of school. In order to ensure a logical and beneficial sequence of classes, counseling is provided and consultation with parents and teachers will occur. No program change will be made without the approval and consultation of the parents, the counselor, the Dean of Student Success or Dean of Academics as indicated by the completed Add/Drop form. Early College Program/ Dual Enrollment Program will abide by College protocols and timelines.

### I. REPORT CARDS

Semester Report cards are issued upon request by parent(s) or guardian(s) through the Registrar's office. Semester grades can be accessed through PowerSchool after the completion of Final Exams.

#### **Sequence of Parent Notification of Student Progress**

1. **Mid Term Report:** Reports will be issued by the counseling department.
2. **Report Cards:** Report cards are issued upon request through the Registrar's office. Given at the end of the Fall and Spring Terms. These grades appear on transcripts as Q1, Q2, Q3 and Q4 final grades.

### J. PARENT/TEACHER CONFERENCE NIGHTS

It is the responsibility of parents/guardians to attend the parent/teacher conference nights in order to be fully informed of their student's progress at the middle of the quarter. Parents/guardians who do not attend the conferences are responsible for calling the teacher to set

up an alternative time according to the teachers availability and office hours. Although regular communication with parents continues to be the ideal, especially when students are in danger of failing, teachers will not be responsible for calling home at the middle of the quarter.

### **K. FINAL EXAMINATIONS AND INCOMPLETE GRADES**

All students are expected to take final examinations. Students are not allowed to opt-out of these important exams. Students who are absent for a final exam without a valid excuse will be issued a final grade with the missed exam grade recorded as a zero. **Make-Ups for final exams missed will be conducted on the Saturday immediately following Final Exams.** Appropriate documentation will be required in order for a final exam to be made up within the allowable time frame. **Please make sure that all financial obligations are met before final exams.** A student who receives an incomplete grade(s) has two weeks from the start of the semester to remove the incomplete. If a student fails to remove an incomplete by the end of the second week period, the incomplete will be changed to the default grade. The default grade is calculated using a zero (0) as a final exam score.

### **L. ACADEMIC PROBATION**

Academic probation reinforces the school's commitment to create an accountability process for the entire school program while providing a motivational incentive to students to commit to and improve their academic growth and progress for eligibility.

Any student with a total weighted grade point average below 2.0 at the end of the semester grading period will be placed on academic probation. **Any student who receives two or more semester grades of "F" in a single term will be referred to the Academic Review Board and may be asked to withdraw from St. Pius X-St. Matthias Academy.**

Any student who is placed on academic probation may participate in extracurricular activities for the current semester. If at the end of the current semester the student does not have at least a 2.0 then that student will be ineligible and cannot participate in activities for the following semester. The student will be placed on academic ineligibility until they earn a minimum of a 2.0 total un-weighted GPA at the end of the next semester. All athletes will also follow C.I.F. rules for eligibility.

### **Requirements for students and parents on Academic**

### **Probation**

1. Participate in the AIM Program
2. Complete and turn in weekly tutoring form.
3. Make up all semester F's and D's prior to the next academic school year.
4. Attend mandatory parent support workshops.

### **M. ACADEMIC DISMISSAL**

The Academic Review Board will meet at the end of each school year to review the academic progress and enrollment status of students. At this time, the Academic Review Board will determine if a student will qualify for academic dismissal. Should a student qualify, both the student and parents will be notified.

The qualifications for academic dismissal are but not limited to the following:

1. **Any student who fails two or more courses in one semester or term.**
2. Any student whose cumulative GPA is at or below 1.0.
3. Any student who qualifies for academic probation for two consecutive semesters.

### **N. RECORDS**

It is assumed that parents of students enrolled in PMA implicitly authorize release of non-confidential information such as names of honor roll students, award recipients, and activity participants, unless they inform the school to the contrary. Custodial parents of currently enrolled or former pupils have an absolute right of access to all pupil records related to their children. A parent does not cease being a parent when he or she loses custody. Non-custodial parents will be given access to unofficial copies of records and information unless there is a court order to the contrary. (See PRIVACY AND ACCESS TO RECORDS under General Policies-Section J)

### **O. TRANSCRIPTS OF GRADES**

All transcript matters are handled in the registrar's office. **It is the student's responsibility to request that courses completed at other schools be sent to PMA to be added to their official PMA transcript.** Students requesting transcripts to be sent to other schools or colleges must fill out a Transcript Request Form available in the Main Office at least one week in advance of the deadline. All transcripts must be mailed. Each student is reminded to request final transcripts to be sent to the college of his/her choice at the conclusion of the Spring term of the senior year.

### **P. HONORS AND/OR AP COURSES**



In order to maintain the rigor and high standards of honors and advanced placement classes each student is expected to maintain a passing grade to remain enrolled in said honors or AP level course. **At the end of the second week of the fall term, students earning a grade of D or F may be unenrolled from the Honors/AP class and moved to a general section of the same course if available or an alternative course if unavailable.** Students earning a failing grade in an Honors or AP course at the end of a quarter will be dropped and moved to a general section of the same course if available or an alternative course if unavailable. Students and parents are advised to consider the consequences of dropping an Honors or AP course during the year when making the decision to apply for these rigorous courses.

#### **Process for enrollment**

1. Students must complete a Honors/Advanced Placement Application by the due date.
2. To earn the AP Committee's Recommendation for enrollment, students must meet the following criteria:
  - a. Meet the prerequisite course grade, and
  - b. Meet the recommended GPA of 3.5 or
  - c. Earn a satisfactory score on the Honors/AP Diagnostic Assessment, depending on the course.

Students who do not earn the AP Committee's Recommendation may still submit a petition letter to their counselor to be considered for the course should spots still remain open after the application process.

In order to receive the additional GPA weight for an AP course as well as the AP distinction on their transcript, the student must take the official College Board AP Exam as scheduled in May of that academic year. Any student who does not take the exam as scheduled will lose the AP distinction on their transcript as well as the extra GPA weight. AP Exams have an additional fee associated with each AP course taken by the student.

#### **Q. HONOR SOCIETIES**

##### **California Scholarship Federation (CSF)**

Application for membership in CSF must be made at the beginning of each semester for the previous semester. The chapter advisor will email the application and instructions to eligible students in grades 10-12 to apply in the Fall and to eligible students in grades 9-12 to apply in the Spring. To be eligible for membership, a student must accumulate ten points from no more than four classes in a

semester. A grade of "A" equals 2 points and a grade of "B" equals 1 point. One additional point shall be granted for a grade of A or B in an AP, IB, or Honors course, up to a maximum of two such points per semester. College courses taken through Cerritos College during the academic year are granted the same number of CSF points as if taken at the high school. If only one grade was earned at the end of the term, CSF points are granted as follows: A = 3 CSF points; B = 1 CSF point. College courses do not earn an extra point. Each D or F in any course, even in one you cannot use to qualify, disqualifies you from membership at this time

**It is the responsibility of the student to apply for CSF each semester, and to pay the dues of \$5.00 per semester due at the time of application. Students are reminded of deadlines for several weeks.**

##### **National Honor Society (NHS)**

Application for membership in NHS must be made at the beginning of the Spring term. The chapter advisor will email the application and instructions to eligible students in grades 10–12 who meet the requirements for membership. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. **For the scholarship criterion, a student must have a cumulative GPA of 3.5 or better on a 4.0 scale.** Student members are required to participate in at least one service project per year to maintain membership. Not participating in the service project may impact membership for the following academic year.

**It is the responsibility of the student to apply for NHS each year and to pay the dues of \$5.00 per year due at the time of application. Students are reminded of deadlines for several weeks.**

#### **R. STUDENT PUBLICATIONS**

The principal is the publisher and has the legal responsibility for all student and school-related publications. The principal may appoint moderators who review all materials. **No material contrary to the teaching of the Catholic Church or offensive to Christian values and sensitivity may be published.**

#### **S. TUTORING**

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



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

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

## **T. ELECTRONIC COMMUNICATIONS POLICY**

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

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

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

- a. All electronic communications systems, devices and materials

whether in a parish, school, or archdiocesan department or office.

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

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

- a. All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices and materials are to be used primarily to conduct official parish, school or archdiocesan business, not personal business.
- b. With permission from the pastor, principal or other person in charge, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.
- c. Parish, school and archdiocesan systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on

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

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

- a. All users of parish, school or archdiocesan communications systems and devices should use care in creating email, text, instant or voice mail messages. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its

creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.

- b. Email and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to "All Employees," "All Parents" "All Parishioners" and the like on intranets or the Internet or the World Wide Web **must be approved** by the pastor, principal or other person in charge at the parish, school or archdiocesan department before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

#### 5. Prohibited Practices

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

- a. Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.
- b. Post or distribute personal contact information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal contact information includes names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLS) of social networking sites or blogs.
- c. Post or distribute communications or pictures which a reasonable person,

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

## U. Academic Technology Policy

All enrolled students are responsible for the following information in addition to the Acceptable Use Policy (AUP) outlined in the Parent/Student Handbook. Please read and understand the policies and guidelines regarding using technology during school hours. Ultimately, please remember that technology must be used only for academic reasons only - no exceptions. The **Academic Technology Policy** includes the following:

**1. GENERAL:**

- a. Your computer will have a unique IP address. This address will be monitored by the IT Manager for any inappropriate conduct online which includes but is not limited to : streaming movies or shows, iMessage, Google Chat, messaging, unauthorized Skype or video messaging, video games, illegal downloading of movies on bittorrent, and any non-academic related sites while on campus and using PMA WIFI.
- b. Per the Zero Tolerance Phone Policy, students are not allowed to use their phones during school hours, unless given explicit permission from a teacher.
- c. Headphones/Earbuds should not be used during class time unless doing an academic activity. This means you cannot walk around school with headphones/Earbuds on. This implies that your phone is on and being used in a non-academic situation.
- d. Google classroom will be used by teachers to collect assignments, give feedback and make announcements. Everyone MUST have a PMA email account.
- e. Anyone with smartwatches (Apple, Google, etc) must take off their watches during quizzes and tests. Please turn off all messaging notices during class.

**2. EMAIL**

- a. The PMA email is exclusively for academic matters only. Students may not use their email address to sign up for anything other than school related apps.
- b. The picture for PMA Email should be of the student and not of a celebrity or symbol.
- c. Students are expected to write respectful emails to teachers as needed and start with "Dear Mr./Ms./Mrs./Dr. Teacher's Last Name".
- d. Students must understand that all correspondence will be answered in no later than 24 hours. Some teachers may respond

earlier. However, please only send one email for each matter,

- e. Do not share your email password or account access with another student.
- f. All emails must have a signature at the end of the email with the students name and class year:

First Name Last Name, Class of \_\_\_\_.

**3. DEVICE**

- a. All classes are required to use Macbooks or Chromebooks made 2015 and up.
- b. Students who do not have a laptop for more than three days will be referred to the Dean of Student Success. It is imperative that all students have a laptop device to academically participate at PMA.
- c. All notifications for social media (i.e. Twitter, Instagram) must be turned off on the computer. If a teacher sees notifications come on, they may take your device.
- d. GB Storage and RAM are only important if you want to use the computer for graphic design and moviemaking of your own. We will be using the Google Apps for Education which give students Unlimited storage for files.

**4. CLASSROOM**

- a. Teachers may ask students to put "Lids down" as a sign to stop working on the computer and to listen to instructions.
- b. If you forget to bring your laptop, you will be writing everything on paper. Each teacher will give you alternative instructions if available. If an alternative is not available, it is the students responsibility to either make up the work or face the possible consequence of not earning credit for that activity, The student is always responsible for the completion of that assignment.
- c. Notes being taken in class may be collected by the teacher in Google Classroom.
- d. Screens (Macbooks) may not have multiple desktops. We are aware of switching desktops, One swipe will reveal all activities you are conducting on your computer. Any person who is playing a game, watching a movie, or anything other than what they are supposed to do in class will be issued a detention. Repeat offenders will be referred to the Dean of Character & Discipline and face further disciplinary action.
- e. iMessaging, texting, group texting, Tweeting,

or chatting with others, being on social media (for non-academic purposes), online shopping and being on any non-academic, non subject related website is strictly prohibited. Anyone caught doing these activities in class may have their device taken away for that day. Devices will be turned in to the Dean of Character & Discipline.

## V. SUMMER SCHOOL

PMA runs three summer school programs. All incoming freshmen are required to attend our Freshman Summer Experience which is used to orient students to the PMA community and to ensure proper placement in their core courses. In addition to the incoming freshmen program PMA offers both recovery and advancement courses for its returning students.

Students with a strong academic record and prior approval from their academic counselor are provided an opportunity to advance in their studies over the summer. Students who have acquired credit deficiencies, earning a "D" or an "F" for a semester grade are required to attend the PMA summer recovery program. All students who earned a "D" or "F" in the first semester must register for summer school by the end of the 3rd quarter.

## W. GRADUATION REQUIREMENTS

**A student of PMA must meet** the following requirements for graduation.

To graduate from PMA, a student must:

1. Earn passing grades in each course, every semester for a minimum of 320 semester credits beginning with the class of 2026.
2. Take an English, Math, and Religion course each academic year.
3. Complete one hundred (100) hours of Christian service and attend the annual retreats.
4. Recommended to Complete an SAT Preparation Course by the beginning of their senior year and take the SAT or ACT.

## A. CREDITS REQUIRED FOR GRADUATION

NOTE: Participation in the graduation ceremony and receipt of a diploma are privileges, not rights. PMA reserves the right to deny participation in graduation and to deny a diploma. Any student subject to such penalties will be granted a transcript, in accordance with the requirements of California law.

Any student who is deficient in five credits (one class)

of **coursework** at the time of graduation, will be allowed to participate in the graduation ceremony, but **will not receive a diploma** until documentation is received that the appropriate class has been successfully completed. This class must be pre-approved by the counselor.

Any student who is deficient in ten or more credits (two or more classes) of required coursework will not be allowed to participate in Prom, Graduation Ceremony, the Baccalaureate Mass, Grad Nite, or rehearsals. Attendance at any senior events is a privilege that can be taken away on the Senior Citizenship Contract. Seniors who do not submit copies of all college acceptance letters and college scholarship letters to the senior counselor by the second Friday of May also lose the privilege of attending Grad Nite.

## B. VALEDICTORIAN AND SALUTATORIAN SELECTION PROCESS

The Valedictorian and Salutatorian are selected each year from the graduating class. The Valedictorian ranks first in scholarship and is considered the top student of his/her class; the salutatorian ranks second in scholarship and is considered the second highest student in his/her class. Criteria are based primarily on cumulative GPA, the number of advanced placement classes, and must have attended PMA for at least 3 years.

**The following point system will be used to determine valedictorian/salutatorian:**

1. **Cumulative GPA (total/weighted) shall be determined at the end of the December grading period of their Senior year.** The top 5 seniors shall be ranked by academic weighted GPA and given the following point values. 1st: 30 points; 2nd: 27 points; 3rd: 24 points; 4th: 21 points; 5th: 18 points; 6th: 15 points; 7th: 12 points; 8th: 9 points; 9th: 6 points; and 10th: 3 points (70%).
2. The number of advanced classes taken by the top 5 GPA seniors shall be determined **at the end of the December grading period of their Senior year.** The following point values will be awarded: 1st: 10 points; 2nd: 9 points; 3rd: 8 points; 4th: 7 points; 5th: 6 points; 6th: 5 points; 7th: 4 points; 8th: 3 points; 9th: 2 points; 10th: 1 point (30%).

The point totals from the above two categories will be used to determine Valedictorian and Salutatorian. The Principal/Academic Guidance Counselor will meet with the qualifying students after March of their senior year to inform them of their honor and to begin preparing for graduation.

Note: Under this point system, it is possible that more than one student may qualify for the valedictorian and salutatorian distinctions. Should there be more than one valedictorian or salutatorian, candidates must write a speech and the best one will be selected by for the commencement ceremony

### C. GRADUATION WITH HONORS

**Summa Cum Laude** Students maintain an academic grade point average of 3.80 to 4.00 over the first 7 terms.

**Magna Cum Laude** Students maintain an academic grade point average of 3.60 to 3.79 over the first 7 terms.

**Cum Laude** Students maintain an academic grade point average of 3.40 to 3.59 over the first 7 terms.

### D. HONOR ROLL

Honor Roll status is based on the previous term's grades. Students earning a 4.0 GPA and above are placed on the Principal's Honor Roll. Students earning between 3.50 and 3.99 GPA are placed on the PMA Honor Roll. Principal's Honor Roll and PMA Honor Roll students will receive a certificate and recognition on stage. Students earning between 3.49-3.0 GPA are recognized with the PMA Academic Excellence distinction.

### E. COLLEGE ENTRANCE REQUIREMENTS

#### 1. REQUIREMENTS FOR ENTRANCE UNIVERSITY OF CALIFORNIA

<http://admission.universityofcalifornia.edu/freshman/requirements/index.html>

- 4 years English
- 3 years Mathematics (4 recommended)
- 2 years of the same Foreign Language (3 recommended)
- 2 years of Lab Science (3 recommended)
- 2 years of History/Social Science (including 1 yr World History and 1 yr. US History or US History/Government)
- 1 year of Visual and Performing Arts
- 1 year of U.C. approved College-Prep electives

UC GPA: includes 10th and 11th grade required

courses, weighted for honors/AP.

RECOMMENDED: SAT I or ACT test (see counselor for scores required) and SAT II (if needed) Subject Area Tests (one Math, one English, and one additional) UCs also consider essay, school/community activities, honors and awards, and work experience. UC will not consider ACT or SAT test scores for admissions decisions or the awarding of scholarships for any applicants. If you choose to submit test scores as part of your application, they may be used for course placement after you enroll.

#### Things to Know for UC:

1. UC and all other SELECTIVE colleges (Harvard, Stanford, Notre Dame, etc.) require the most rigorous course sequence possible, i.e. 4 years Math, 4 years science, 3 years language, AP and Honors courses, etc.
2. Electives include all courses beyond the minimum requirement, e.g. Physics, Spanish III, Econ., and Psychology. Not all electives are U.C. approved. Check with the counselor for details.

#### Things to know for CSU:

CSU GPA: includes both 10th and 11th grade required courses, weighted for honors/AP

NOTE: CSU requirements meet most out of state college requirements but there are differences. Check with the school counselor for specific requirements for specific schools. Most electives meet CSU Requirements but there are exceptions. Check with your counselor before completing your schedule for junior year.

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

These vary in requirements; it is best to try to match UC requirements. Private colleges also consider test scores, essays, activities, and also look at recommendations from teachers and others. Students and parents are encouraged to meet with a guidance counselor to discuss these requirements.

#### 4. COMMUNITY COLLEGES OF CALIFORNIA

Requirements: High School Diploma. Community colleges now have transfer and matriculation services to help all students reach their goal of transferring to 4-year colleges/universities and/or earning an AA/AS degree.

**Please be sure to see the counselor if you have**

any questions regarding college admission requirements. Senior Counselor reserves the right to deny writing a recommendation for any student who does not meet the minimum requirements for admission into the university or college.

#### **F. CHRISTIAN SERVICE PROGRAM HOURS & CLASS RETREATS**

The Christian Service Program at PMA is rooted in the Gospel of Matthew, which reminds us of our call as Christians to serve Christ through others:

“Inherit the kingdom prepared for you from the creation of the world. For I was hungry and you fed me, I was thirsty and you gave me drink. I was a stranger and you welcomed me, naked and you clothed me. I was sick and you cared for me, in prison and you came to visit me...I assure you, as often as you did for one of my least brothers or sisters, you did it for me.” Matthew 25:34-40.

At PMA, Christian service experiences are inspired by this Gospel message that calls for us to love and serve our neighbor, especially the marginalized. Our program is linked to Catholic Social teaching embodied in PMA’s philosophy and mission statement. PMA strives to create a sense of school pride through community engagement.

PMA understands that the opportunity to service is in our surrounding community and fully empowers our students in direct service that will develop them as lifelong learners.

#### **TOTAL NUMBER OF CHRISTIAN SERVICE HOURS REQUIRED FOR GRADUATION**

1. Every PMA student will engage in 25 hours of service every year.
2. Every PMA student will meet the graduation requirement of 100 Christian service hours by his/her senior year.

All service hours must be submitted via the Helper Helper service hour platform. A service learning reflection rooted in Catholic social teaching and the Corporal Works of Mercy is required per service opportunity and an explanation of its connection to the Gospel.

#### **IV. FINANCIAL POLICIES**

#### **A. TUITION AND FEES**

There is no difference in tuition for Catholic and non-Catholic students. For a complete list of tuition, fees and other current financial information, please refer to the published Schedule of Tuition and Fees.

#### **B. WITHDRAWAL/DROPOUT/FINANCIAL OBLIGATIONS**

Whenever a pupil transfers from PMA to a school district within the state, PMA shall transfer the pupil’s permanent enrollment and scholarship record or a copy thereof upon a request from the district or private school where the pupil intends to enroll. The school reserves the right to withhold a diploma or disallow the taking of quarter or final exams until the financial obligations of the pupil have been met.

#### **C. TUITION ASSISTANCE**

A limited amount of assistance is available through the various foundations. Families must apply by published deadlines to qualify for assistance.

#### **QUALIFICATION FOR CONTINUED ASSISTANCE.**

The Tuition Assistance committee considers the following criteria:

- Financial need; Based on Financial Aid assessment
- Faithful adherence to the Parent/Student Pledge
- “C” (2.0) grade point average
- “S” satisfactory grades in citizenship and effort;
- Student involvement in at least two or more clubs, teams, or other activities on campus;
- Agreement to pay the remainder of tuition, registration and other fees on time each month

Failure to maintain these standards could mean loss of financial assistance.

#### **D. WITHDRAWAL/REFUND POLICY**

St. Pius X – St. Matthias Academy incurs costs after a student has committed to enrollment. When a student voluntarily withdraws, St. Pius X – St. Matthias Academy will incur an additional loss of tuition. The following is the tuition refund policy for students who voluntarily withdraw from PMA: Families who withdraw prior to August 30, 2024 will not be charged tuition for the remaining months left in the payment plan. Withdrawals after August 30, 2024 are responsible for the remaining payments for the fall term. Families who withdraw prior to January 20, 2025 will not be charged tuition for the remaining months left in the payment plan. Withdrawals after January 20, 2025 are

responsible for the remaining payments for the spring semester. All payments and fees received prior to withdrawals are only eligible for prorated refunds.

#### **E. MAKING PAYMENTS**

All tuition and fees are to be paid online. Enrollment in the schools online billing platform is mandatory. Please see the front office or the website for further details.

#### **F. DELINQUENT ACCOUNTS**

For families on the monthly payment plan, tuition and fees are due no later than the 20th of each month. All other payment plans are due on the dates selected in the SchoolAdmin. A \$40 late fee will be assessed by the school for all outstanding balances when they become overdue.

#### **G. TUITION SUSPENSION**

If a student account becomes past due, the student will be placed on tuition suspension and may not attend school or school activities until past due balances have been received and paid by cash, cashier's check, or money order ONLY. Tuition suspension occurs every month. Students with a 60 day past due balance may be automatically withdrawn and the account will be turned over to a collection agency. Students will not be permitted to take final exams unless all balances on accounts are current. Students with outstanding balances may not participate in activities including but not limited to athletic team participation, dances, Grad Nite, Baccalaureate, Prom, Graduation, etc... Any monies paid for these activities will be applied toward the student's outstanding balance. Diplomas, official transcripts, report cards, and class schedules may be withheld or marked incomplete until accounts are cleared. All classwork/tests should be made up within 1 week of being cleared. A student will not be permitted to re-register in the fall term if there is an outstanding balance of any amount from previous school years.

#### **H. RETURN ITEMS/NSF**

Payments returned for nonsufficient funds will be billed a fee by SchoolAdmin Tuition and \$35 by PMA for each return. After one returned item the school will only accept payment in Cash, Money Order or Cashier's check.

#### **I. PARENT SERVICE HOURS**

Each family is expected to contribute parent service hours each year. Each family is expected to serve 20 service hours per term.

Half of the required service hours are due each term. 1st term due December 15th/ 2nd term due April 30<sup>th</sup>. Parent service hours will be billed at \$10 for each hour not served by the required deadlines.

Failure to attend mandatory parent meetings will result in a \$50 no-show fee per missed meeting. Mandatory meetings are indicated as such on the school calendar.

It is the parent/guardian's responsibility to contact the school for service hour opportunities. All service hours must be recorded in the parent service sheet issued by the school administrator. Failure to perform required hours by the due date will result in a \$20 fee per hour not serviced. Only designated school administrators and/or PTO representatives are authorized to sign the parent service sheet.

#### **Service Hours Fulfilled by Contributing Products**

Service hours may be given when products are contributed for special events and/or specific needs. One hour is given for every \$10.00 worth of product. Paper products are limited to 10 hours total. Receipts are required for proper credit.

### **V. STUDENT SUPPORT SERVICES**

#### **A. ACADEMIC GUIDANCE**

The counselor sets conferences with students. 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. Students may request appointments whenever help is needed.

#### **B. PERSONAL GUIDANCE COUNSELING**

Although PMA does not take responsibility for psychological counseling or therapy, services could be provided by one of our licensed counselors. Students may be referred for counseling by:

1. self-referral
2. school faculty
3. staff referral or
4. parent referral

Parents are also encouraged to contact our guidance counselors for referrals to local community service providers.

#### **C. TESTING PROGRAM**

**\*Please note: STAR, PSAT, AP Exams, and SAT Exams may be conducted digitally thus students are**



required to have a device (Macbook or Windows based) to conduct these assessments.

**FRESHMEN:** Most freshmen are given an entrance exam before enrollment in St. Pius X-St. Matthias Academy. The results of this test, in addition to the student's performance in the required incoming summer program, helps with appropriate class placement.

Freshmen are also given the PSAT-8/9 and STAR Reading & Math assessments to help gauge their initial college readiness benchmarks.

**SOPHOMORES:** Sophomores take the PSAT/NMSQT and STAR Reading & Math assessments. These tests provide valuable practice for the SAT and help to monitor their progress towards college readiness benchmarks.

**JUNIORS:** Juniors take the PSAT /NMSQT (Preliminary Scholastic Aptitude/ National Merit Qualifying Test) and STAR Reading & Math assessments. PSAT/NMSQT is the first step toward college admissions; the test both prepares students for the SAT and allows them to qualify for possible National Merit consideration. Junior students are encouraged to take the SAT I, SAT II, and/or ACT tests in the Spring of this year.

**SENIORS:** Seniors take the college entrance exams (SAT I / SAT II/ACT) in the Fall of 12th grade, if needed. All Seniors are encouraged to take at least one SAT, regardless of college plans. Seniors are encouraged to discuss college options with their counselor. Decision-making, meeting deadlines and other considerations make the Fall of Senior year a crucial time for these students.

#### 1. SCHOOL CODE 051232

#### D. TUTORING PROGRAM

The tutoring program is designed to offer additional support for the students who are at risk of not passing. Students who earn less than a 2.0 (C- or below) must participate in the tutorial program. Early College Program/ Dual Enrollment Program will abide by College protocols and requirements.

Students who are required to attend tutoring, but choose not to participate, and whose grades do not show improvement, will receive less favorable reviews by the Academic Review Board at the end of the semester.

#### AIM PROGRAM

The Academics in Motion "AIM" Program is an all-inclusive academic, tutoring, student accountability program. It is open to all full time students. Students who qualify for academic probation will automatically participate and adhere to all its requirements.

#### VI. DISCIPLINE POLICIES

"Real love is demanding. I would fail in my mission if I did not clearly tell you so. For it was Jesus – our Jesus Himself – who said, "You are my friends if you do what I command you" (Jn 15:14). Love demands effort and a personal commitment to the will of God. It means discipline and sacrifice, but it also means joy and human fulfillment."

(Pope John Paul's address at Boston, October 1979)

Discipline in the Catholic school is considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate that is conducive to learning and promotes character development and the common good. Each school must publish its discipline policy in its parent/student handbook.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards class and school objectives. However, the legitimate interest of the school extends beyond the school day and school hours.

#### Maintenance of Effective Discipline

Effective discipline is maintained when there is:

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult students
- Consistent follow through

#### Formal Titles and Names

Students will address all adults by their proper titles as based on school employment documents (Mr., Mrs., Miss, Dr., Sr., Brother, etc.) and surname (last name). School personnel will address students by the original name with which the student was registered (or its common derivative). If a student wishes to be called by a name other than their legal name, school personnel will do so with written consent from the parent.

#### Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and

- slapping
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background
- Using religious exercises or important class assignments as punitive measures
- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision

#### **A. GENERAL BEHAVIOR**

It is expected that all students conduct themselves in a manner consistent with the accepted norms of Christian values on campus and at all school activities. Respect and love of others should be a pervasive theme guiding all student interactions. Students should address faculty, staff and other students politely, courteously and respectfully in a spirit of friendliness and in an atmosphere of cooperation essential to an educational community. Repeated negative attitudes and behavior destructive to the community will not be tolerated and will result in immediate action or remediation. Such action includes but is not limited to: teacher conference, professional counseling at parent's expense, probation, suspension or expulsion.

#### **B. CLASSROOM BEHAVIOR**

The usual rules of common politeness are to be observed in dealing with teachers and other students. Behavior which disrupts or in any way hampers class progress is unacceptable.

1. Students are to enter the classroom and be seated promptly. Students should not be opening or closing windows, blinds or walking around. Students will be in their seats and on task when the bell begins to ring, otherwise they can be issued an unexcused tardy. Students will have their materials in class when the bell rings. (May not leave class to get materials)
2. All classes will begin with a prayer. Students will be held accountable for respectful silence during prayer and announcements.
3. Students may not engage in any activity which prevents the teacher from teaching or another student from learning.
4. Homework assignments must be ready to be handed in at the beginning of class. Students may not complete unfinished assignments during class time unless the teacher advises.

5. No food or drink in the classroom (except for curricular related events approved in advance by appropriate administrator). No gum chewing.
6. All uniform regulations will be enforced. No grooming in class.
7. Students may only leave class for emergencies and then only one at a time and with hall pass.
8. No disrespect, foul language or violent behavior will be tolerated.
9. Students will not be allowed to leave trash or litter anywhere on the campus.
10. Vandalism and graffiti will not be tolerated. Instances of vandalism and graffiti may result in suspension or expulsion.
11. The school's policy on cheating will be consistently enforced at all times.
12. Students will not sit on top of desks or tables, or put their feet on desks or seats.
13. Articles on or near the teacher's desk are not to be touched or removed without permission.

#### **C. REMOTE LEARNING (ZOOM)**

1. Behavior During Zoom Sessions: Please understand that while we are not physically in school, the Parent/Student Handbook still applies. When on ZOOM you must show respect to teachers and students at all times. Also you must wear appropriate clothes when entering the virtual classroom. All joking, insults and misbehavior will be reported to the Dean of Students, and you will be removed from the virtual classroom. A conference with Parents, Student and the Dean of Students will be required and the student will be placed on Strict Probation

#### **2. Zoom - Online Classroom Etiquette**

1. Please take care of your personal needs (appropriate dress, basic hygiene, eating, etc.) prior to entering a Zoom classroom.
2. Sit at a table or desk in a well lit, distraction-free, quiet environment during zoom sessions.
3. Login into every session using your full first and last name.
4. Be on time for class. Join your zoom session early - up to five minutes before the meeting start time to test your audio and video connections
5. Make sure your video is on. Important: If your device camera capabilities are compromised (broken) please inform your teacher in

advance of the zoom session. Your teacher will notify the counseling department who will follow up with you and your parents/guardians to support.

6. Please keep your audio on mute until it is your turn to speak. This will help to limit background noise.
7. Consider using a headset with an external mic for best hearing and speaking capabilities.
8. Close unneeded applications on your computer to optimize the video quality.
9. Conduct yourself respectfully during each zoom session and follow the directions given to you by your teacher.

#### **D. HALLWAY BEHAVIOR**

1. No bouncing or throwing of balls or other objects.
2. No food or drink.
3. No loud talking or screaming.
4. No pushing, shoving, running or jumping.
5. No slamming of lockers.
6. Stay to the right when possible.

#### **E. MASS/ADORATION/ASSEMBLIES BEHAVIOR**

1. No excessive or disruptive talking
2. Must be respectful
3. Follow staff instructions for seating arrangements

#### **F. LEVELS OF DISCIPLINARY ACTION**

There are various levels of disciplinary action that can be taken by the school to address disciplinary problems. The Dean of Character & Discipline and the Principal reserve the right to determine the level of disciplinary action taken by the school in dealing with disciplinary matters.

##### **1. DETENTIONS**

Detentions may be issued by administrators, faculty or staff for any misconduct or breaking of school or class rules or regulations. Students who are issued a detention will be assigned a specific detention date. Students may not accumulate detention hours. Failure to serve an assigned detention is considered a serious infraction and will result in an escalation of disciplinary action.

##### **A. TEACHER'S MEDIATION CONFERENCES**

There are two levels of a Teacher Mediation Conference.

**Level 1:** A Level 1 Mediation Conference is an opportunity for the teacher to review classroom rules and serves as an opportunity to dialogue with the student in hopes of building rapport while redirecting behaviors.

**Level 2:** For a level 2 Teacher's Mediation, a teacher may request a student to report before or after school for up to a maximum of (30) thirty minutes due to behaviors demonstrated in the classroom. A Level 2 Mediation Conference will be logged and reported to the guardian and to the Dean of Students.

Students who fail to report to a teacher Mediation Level 2 Conference will be assigned a dean's detention.

Reasons for Level 1 or Level 2 Mediation Conferences may be found below but are not limited to these only:

1. Disrespect towards the teacher (defiance, talking back...)
2. Excessive talking
3. Disruptive Behavior
4. Leaving Class without permission
5. Failure to use Technology appropriately (phones, devices)
6. Any behavior that limits the teacher from effectively teaching

##### **B. DETENTION SLIP**

Violation slips may be issued by administrators, faculty or staff. Failure to bring a violation slip with parent signature to dean's detention will result in an absence from detention and the assignment of a Saturday detention.

##### **C. DEAN'S DETENTION**

A student may be issued an after school detention (3:00 PM - 4:00 PM) for violation of school rules. A dean's detention is viewed as the continuation of the instructional day and therefore takes precedence over transportation concerns, student jobs, athletics, and all co-curricular activities, etc. Failure to report to a dean's detention is considered a serious infraction and the student will be assigned a Saturday detention.

Causes for receiving a teacher or dean's detention include but are not limited to:

1. Eating or drinking in indoor areas not designated for this purpose
2. Chewing gum or sunflower seeds on school premises.
3. Students loitering inside the school buildings

during break and lunch.

4. Littering on campus.
5. Student out of class without a pass.
6. Possession of personal audio or visual equipment on campus.
7. Gang or "tagger" style writing on school work, books or property. Possession of permanent marking materials is not allowed without school permission.
8. Tardiness to class.
9. Student in violation of the appearance/dress code.
10. Possession of disruptive electronic device on campus.
11. Distribution or posting of flyers, pamphlets or any material not approved by the activities director.
12. Presence in an unauthorized area at an unauthorized time.
13. Unauthorized fundraising or selling of products on campus or at off campus school activities.

#### **D. SATURDAY DETENTIONS**

Serious or repeated violations of school rules and/or policies or failure to appear to a dean's detention will result in a Saturday morning detention. Students serving Saturday detention must arrive on time and be dressed in the school uniform. Failure to report to a Saturday detention is a very serious matter which will be referred to the Dean of Character & Discipline for further action which may include immediate suspension and/or disciplinary probation. Parents who do not pick up their students in a reasonable amount of time will be charged the Supervision fee. Dates for Saturday detention will be on the school's master calendar.

#### **2. REFERRALS**

A student whose conduct is not corrected by parent-teacher efforts will be referred to the Dean of Character & Discipline. Any serious violation will result in that student being referred to the Dean of Character & Discipline immediately.

Causes for receiving a referral include those listed above for detentions, which go uncorrected, and any other violation considered sufficiently serious by the dean.

#### **3. REPEATED MINOR INFRACTIONS**

A student who consistently receives detentions for minor infractions without showing signs of improvement contributes to the overall erosion of discipline and the lack of an educational environment

truly conducive to building community and learning. Students who receive more than five detentions in a given semester will be liable to serious disciplinary action by the dean's office (usually a suspension, parent conference, and probation).

#### **4. SUSPENSION**

Suspension is the denial of the right of class attendance for a stated period of time. A conference with the dean, student and parent(s) is mandatory before the suspension is lifted. A period of probation, established by the Dean of Students, will follow a suspension. Suspensions cannot be appealed.

#### **Causes for Suspension include but are not limited to the following:**

1. Fighting.
2. Truancy.
3. Racing or driving cars at excessive speeds in and around the school grounds.
4. Throwing of food, water balloons, or other objects, or contributing to the disruption of the school's environment.
5. Use of falsified/forged notes, hall passes or forms, including ID cards.
6. Possession of pornographic materials.
7. Cheating/Plagiarism
8. Tampering with or any misuse of bathrooms.
9. Harassment
10. Five or more unexcused tardy in a given semester.
11. Third violation of the appearance/dress code.
12. Any violation listed under detentions, probation and strict probation above which the dean feels merits suspension as part of the punishment.
13. Possession of tobacco or tobacco/nicotine related paraphernalia on campus.

#### **IN-HOUSE SUSPENSION**

For less serious infractions, PMA reserves the right, at the school's discretion, to impose In-House Suspension. In-House Suspension is designed to give the student the opportunity to stay current with the content in the classes they are enrolled. Work from their classes, including quiz' and tests, may be sent to the In-House Suspension room. As with traditional suspension, no schoolwork credit is earned for suspension days. Failure to show up for an assigned In-House Suspension will jeopardize the student's enrollment status at PMA.

#### **5. DISCIPLINARY PROBATION**

Disciplinary Probation is a restriction from participation in school activities and privileges. The Dean of Character & Discipline determines the extent to which the probated student may participate in any school activity or privilege. Students may be restricted from holding and/or participating in ASB offices, sports, cheer, flags and from any clubs and/or activities, normally for one to four weeks but possibly for the semester or year depending on the violation. Senior citizenship contracts for seniors or second semester juniors will last for the entire senior year. If a student is on disciplinary probation twice during the school year, the student's enrollment status for the next school year will be evaluated regardless of whether or not the terms of the probation are violated. Violation of disciplinary probation may lead to strict probation, withdrawal or expulsion.

**Causes for disciplinary probation include but are not limited to the following:**

1. Lying.
2. Cheating/Plagiarism.
3. Insubordination.
4. First truancy or "ditching"
5. Ineligible extra-curricular attendance.
6. Possession of morally offensive material.
7. Inappropriate public displays of affection (PDA)
8. Excessive detentions and/or repeated offenses, even of a less serious nature.
9. Harassment
10. Lack of respectful and dignified conduct at religious services.
11. Use of profanity or vulgarity.
12. Any other action not listed above considered sufficiently serious by the Dean of Character & Discipline.
13. Fourth unexcused tardy in a given semester.
14. Sixth violation of the appearance/dress code in a given year.
15. Exclusive and inappropriate romantic relationships.
16. Academic probation violation.

**6. STRICT PROBATION**

Strict probation is a more serious form of disciplinary action imposed by the school. Strict probation indicates that the PMA community will no longer tolerate a student's behavior and that one more offense or dean's detention may result in the student's expulsion. Students on strict probation may NOT hold ASB office, class/club offices or participate in any

extracurricular activities, including sports, drama, newspaper or yearbook production, etc. and may have other privileges denied as specified by the Dean. **The type and length of probation is determined by the gravity of the offense.** Seniors citizenship contract for seniors or second semester juniors will last for the entire senior year. When a student is placed on strict probation a conference with the student, parents and Dean is required or a letter is sent certified mail. Parents and students may be asked to sign all strict probation agreements if they wish the student to remain in school.

Violations of the terms of strict probation may result in withdrawal or expulsion. If a student is on strict probation one or more times during a school year, the student's enrollment status for the next school year will be evaluated regardless of whether or not the terms of the strict probation are violated.

**Causes for Strict Probation include but are not limited to the following:**

1. Violation of conditions of disciplinary probation.
2. Second truancy in one year.
3. Defiance of school personnel. Disrespect for faculty, staff, students or others.
4. Forging or using forged notes, or any school form.
5. Possession of tobacco or any form of tobacco/nicotine product or paraphernalia, including electronic smoking devices, on the school premises or at a school-related event.
6. Stealing.
7. Participating in a food fight.
8. Fighting.
9. Use of extreme profanity or vulgarity.
10. Second harassment
11. Fifth unexcused tardy in a given semester.
12. Ninth violation of the appearance/dress code in a given year.
13. Any action not listed above considered sufficiently serious by the Administration.

**7. EXPULSION**

Students can be expelled from the school for violating a probation contract, continued non-compliance with school regulations or any infraction listed below.

Causes for expulsion may include but are not limited to:

1. Adopting or professing a morality of lifestyle in conflict with the Catholic philosophy of the school.
2. Hazing.

3. Possession of harmful materials such as fireworks or other combustible materials.
4. Cutting, defacing or otherwise injuring in any way, the property real or personal, belonging to the school, staff or fellow students. Parents/students are financially liable for damage to school property whether intentional or accidental.
5. Fighting, or causing physical harm to another or threatening to cause physical harm to another, assault or battery or any threat of force or violence directed toward anyone on or off campus.
6. Encouragement of illegal and unauthorized demonstrations.
7. Violation of the conditions of admissions letter, disciplinary probation, strict probation or suspension.
8. Suspension while on probation.
9. Any activity on or off campus injurious to the good name and reputation of PMA.
10. Gangs: Membership or involvement in, or association with, a gang or group that is responsible for coercive or violent activity is grounds for expulsion.
11. Graffiti: Defacing school property with graffiti is grounds for expulsion. Restitution must be made.
12. Any words or actions of a racist nature.
13. Arriving at school or any school function having previously used drugs or alcohol or in a manner that indicates prior use of drugs or alcohol.
14. Possession, consumption or sale of narcotics, alcohol or other intoxicants on campus, at school functions or any event under school supervision.
15. Possession of harmful weapons on campus or at school related events.
16. Insult or profanity or vulgarity or assault or battery or threat of force or violence directed toward a teacher or staff member of PMA. This includes such action by any student's parent, stepparent, guardian or other family member who insults or abuses a teacher, staff member, administrator or school official.
17. Theft of school or student property (parents will be held financially responsible).
18. Theft of or tampering with a teacher's grade or attendance records, keys, test manuals or other belongings.
19. Tampering with fire alarms or extinguishers, or setting fires of any kind.
20. Chronic truancy. (Third truancy or more in one year)
21. Chronic tardiness. (Sixth unexcused tardy or more per semester)
22. Chronic appearance/dress code violations (Ten or more in one year)
23. Unauthorized opening, tampering or misuse of any school locker.
24. Being the means through which violence from outside sources is brought on campus in such a way that it poses an immediate threat to other students.
25. Any pattern of harassment of others. Three or more instances unless first or second are serious enough to warrant expulsion.
26. Illegal or unethical use of the Internet through the school computer system.
27. Three (3) semesters below 2.0 grade point average (Summer School is considered a semester.)
28. Three or more semester F's in a single year.
29. By the end of the academic year (June) no more than 2 D's or F's or combinations of the two are in need of being made up.
30. Chronic tuition suspension (more than two times in one academic year.)
31. Any infraction considered sufficiently serious by the principal.

NOTE: A student accused of a serious wrongdoing can be placed on a home study program pending the outcome of an investigation.

#### **8. DISCIPLINE REVIEW BOARD**

The Discipline Review Board normally consists of at least 5 voting faculty members and/or administrators. A student who must appear before the Board is immediately suspended and sent home pending the Board meeting (at which at least one parent or guardian must be present). Before the Board takes place, the Dean of Character & Discipline will make every effort to contact the parent(s) and/or guardian(s) involved and explain the procedures of the Board. Only parents and/or legal guardians may be present before the board. The Board is convened as soon as possible after the infraction at the convenience of the school. This board will recommend what action is to be taken by the school (in serious cases where culpability is clear, this usually means strict probation or immediate expulsion).

During the process of the Board, the school reserves the right to question any students who are involved in or who have knowledge of the specific case under review and the students may be asked to write a statement. Such questioning and/or the writing of a statement can take place without the presence of the student's parents. Only students who are charged with an infraction of school rules have the right to have a parent/guardian present during the discipline board.

#### **Routes to the Discipline Board:**

Route 1. Parent appeals decision of Dean of Character

& Discipline and/or Principal to the Board. Parent has forty-eight (48) hours after notification to request appeal.

Route 2. The Dean and/or Principal send a student and case to the Board to consider serious discipline infraction. Board makes a recommendation to Principal.

Only expulsions of the Board may be appealed to the Principal who should not be contacted until the Board has made its decision. Parents appealing a Board decision must present concrete, objective reasons for their appeal.

The Discipline Board is composed of the following members:

1. Dean of Student Life (Permanent voting member and Chairperson)
2. Dean of Character & Discipline (Permanent non-voting member)
3. Two Faculty Members with votes (chosen by the faculty each year)
4. One Faculty Member with vote (appointed by the Principal)
5. One Faculty Member with vote (elected by the Student Council for the academic year)

#### **Discipline Board Format:**

1. Overview of Case - by Dean (5 minutes)
2. Questions by Parent(s) (15 minutes)
3. Questions by Committee Members (10 minutes)
4. Parent(s) and student are excused from the room.
5. Members consult and vote.
6. Decision: parents will be called within 24 to 48 hours or notified by certified mail.

Points to be considered when a decision is appealed:

1. Was the decision or action in accord with the Parent/Student Handbook?
2. Was the decision or action fraudulent?
3. Did the Principal and Dean or Discipline Board act arbitrarily?
  - a. Did the Principal and Dean or Discipline Board have rules and criteria by which it reached its decision?
  - b. Did the Principal and Dean or Discipline Board follow its own rules and criteria?
  - c. Does the action or decision have a basis in reason, or in other words, a reasonable basis? The test to be

employed in the application of this criterion is whether responsible people, acting in a thoughtful manner, could reasonably have reached the same decision and not whether others might personally believe the decision.

#### **9. SCHOOL'S RIGHT TO SUSPEND OR EXPEL**

PMA's failure to invoke its right of suspension or expulsion on one occasion for the occurrence of a matter constituting a basis for discharge shall not affect the right of PMA to invoke discharge when the same or a different basis for suspension or expulsion arises at a later date.

#### **F. ACTIONS/ATTITUDES OF PARENTS/GUARDIANS OR OTHERS**

The son or daughter of any parent, guardian, or other person who upbraids, insults, or abuses any student, teacher, staff member or administrator of the school is eligible for withdrawal from the school. If the person is insulted or abused by any person on school premises, in public ways adjacent to the school or at another place where the person is assigned, the abuser's son or daughter is eligible for withdrawal. Under normal circumstances a student is not to be deprived of a 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 education process that continuation of the student in the school may be impossible. Parents whose behavior at school activities (especially athletic activities) is not consistent with the Catholic Christian philosophy of the school may be asked by the principal or another administrator to refrain from such behavior. Repeated refusal to comply with such requests may result in removal of the student from school. (See Code of Christian Conduct for Students and Parents, General Policies-Section K)

#### **G. HARASSMENT**

In accord with the Catholic Church's respect for the dignity of each individual, St. Pius X-St. Matthias Academy is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to

faculty, staff, volunteers, parents or guardians, and students.

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

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

**Verbal harassment** Derogatory comments and jokes; threatening words spoken to another person

**Physical harassment** Unwanted physical touching, contact, assault, deliberate 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.

### **Bullying/Cyber-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, e-mail, 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

### **Hazing**

Hazing is any method of initiation or preinitiation 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.

### **Responsibilities of the School and Students**

It is the responsibility of the school to:

1. 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
2. Make all faculty, staff, students, parents or guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
3. Remain watchful for conditions that create or may lead to a hostile offensive school environment

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

1. Conduct himself or herself in a manner that contributes to a positive school environment
2. Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
3. If possible, inform the other person(s) that the behavior is offensive and unwelcome
4. Report all incidents of discrimination, harassment, bullying or hazing to the Principal, Dean of Character & Discipline or teacher
5. 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

### **H. ASSAULT, BATTERY OR THREAT**

The school will take all student threats seriously, including those from students that threaten to inflict serious harm to themselves or others or to destroy property. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, the principal, or a teacher. The principal should notify the police and the Department of Catholic Schools immediately.

The student who has made the threat will be kept in the school office under supervision until the police



arrive. The parents/guardians of the student who has made the threat will be notified by the school. Any student or adult 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 police and school investigation has been completed, and at that time the student may face other disciplinary sanctions, up to and including removal from school.

The school will take all actions of a threatening nature seriously, including practical jokes or offhand comments, and the school will investigate them. The school may suspend or remove a student from school while the investigation is pending.

On a case-by-case basis, the principal will make any decision to re-admit a student who has made a threat after a review and recommendation of the disciplinary review board. This student threat policy shall be communicated clearly to students, parents/guardians, faculty, staff, and volunteers.

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.

Assault, battery or any threat of force or violence directed toward any school personnel or student is one of the offenses for which a student may face expulsion or suspension. When we become aware of any threat of force or violence directed toward any school personnel or student, the following steps are observed:

1. Student is removed from the classroom
2. Student's backpack, personal belongings, locker, and vehicle (if applicable) are searched
3. Parent is notified
4. Police are notified
5. Student suspended from school until an investigation is conducted
6. Investigation ensues
7. Disciplinary Review board convenes and makes a recommendation to the principal.
8. Decision is reached

Procedures are followed to insure the safety and welfare of all students and staff. **Careless speech in society can be harmful and have significant effects on the speaker and on the listener.** All cases of indiscriminate speech involving threats will be treated

in a responsible Christian manner with compassionate and just decisions which insure a safe learning environment.

The ramifications of using indiscriminate speech involving threats should be discussed in the home. Threatening to bring a weapon to school can be treated no differently than when anyone uses the word "bomb" in an airport. All threats are taken seriously in the context of our society and to provide safety within that society.

#### **I. STUDENT LOCKERS & FACILITY USE**

At the beginning of the school year, a locker is assigned to each student. Lockers are the property of the school and their use is a privilege granted to the student by the school. It is the proper function of school authorities to inspect lockers at their own discretion. Students may not change lockers or use another student's locker without expressed permission of the Dean of Character & Discipline. Lockers must always be neat and in a usable condition. **Stickers and decals are not permitted on or in the lockers.** Students are held responsible for all damages and defacing of their assigned lockers. No unauthorized locks are permitted on school lockers. School locks must also be used on PE lockers. All other locks will be removed. Lock lockers securely. Do not leave locks in set positions. **The school is not responsible for any items that are missing, damaged, or stolen from PMA lockers.**

Chaste behavior and modesty in dress and deportment is expected at all times on school property and at school events. All students, staff, faculty, and visitors are to observe modesty when using changing facilities, locker rooms, showers, and restrooms and may only use facilities that conform to the individual's biological sex. The latter policy applies in any state of undress in front of others.

#### **J. SCHOOL SEARCHES**

To ensure that school campuses remain safe for students searches for drugs and weapons are conducted by necessity without warrants. In the process of teaching and training students, school administrators have a responsibility of protecting the health and safety of pupils and maintaining order on the school premises and at school activities. In discharging this duty it may be necessary for the administrator to conduct searches. The perimeters of the campus extend to student automobiles for search

purposes.

The possessions of students in a given classroom or area may be searched when the theft of another student's belongings are reported before the end of a class period.

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

If school officials have a reasonable suspicion that the student has violated or is violating the law or a school rule, school officials do not need a warrant or permission from parents/guardians to conduct the search.

A "reasonable suspicion" may be established in many ways, including but not limited to personal observations, information provided by third parties or other students, or tips provided by law enforcement. An alert from a trained and certified detection dog is sufficient to establish a reasonable suspicion and serve as the basis for a warrantless search of the student's person, locker, car, or personal property and effects.

Whenever a school official conducts a search of a student's person or personal effects, an adult witness should be present. The school should notify the student's parents/guardians of any search of a student's person or personal effects.

### **Expectations of Privacy**

A student does not own a locker or other school property. The school makes lockers available to the student. The student does have some expectation of privacy in his or her locker from other students. However, a student does not have a high expectation of privacy in his or her locker from the school and may not prevent school officials from searching the locker if the school official has a reasonable suspicion that the student has violated or is violating a law or school rule.

A student has a greater expectation of privacy regarding his or her person and personal effects. A school official who conducts a search of a student's backpack, purse, clothing, footwear, cell phone, or other personal effects must have a reasonable suspicion that the student has violated or is violating a

law or school rule. Strip searches or searches that include a student's underwear may only be conducted by law enforcement and may not be conducted by a school official.

Every student is subject to the Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP") and Archdiocese of Los Angeles Privacy Policy of the archdiocese and school; these types of policies concern cell phones and other electronic devices, whether the devices belong to the student or the school.

### **Student Cooperation**

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

### **K. CONFISCATION OF STUDENT PROPERTY**

Teachers have the right to confiscate and destroy notes and other papers of the student if such papers are interfering with the learning process of the classroom. Teachers may confiscate books and other materials from a student if the student is using them in a way which distracts from the learning process.

All electronic devices, including but not limited to: iPods, tablets, video cameras, radios, musical devices, earphones, cell phones, caps, book bags or notebooks with gang-like writing on them, all communication devices, text message units, and clothing items in violation of dress code will be confiscated by the dean and held for the remainder of the year. Students may retrieve these items during the last week of school. Any item not retrieved at that time will be given away to charity.

The following items will be confiscated by the dean and disposed of: matches, markers, water guns, dice, pornography, firecrackers, alcohol, fake weapons, laser scopes, and illegal substances and weapons. (The latter three may be given to the police.)

If any of the student's items are confiscated, the person in charge should document the confiscation and when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

### **L. COMMUNICATION DEVICE/CELL PHONE POLICY**

Students may NOT use phones during the instructional day or make phone calls during class time or passing periods. **PARENTS ARE NOT TO CALL STUDENTS EXCEPT IN EXTREME EMERGENCIES AND VICE VERSA.** In such cases parents should call the main office. Arrangements for pick-up time or location should be taken care of while the student is at home.

Any phone that is confiscated will be turned in to the main office and/or the Dean of Students. The first infraction will result in confiscation and a warning. The second offense will result in confiscation of the phone, a \$25 fee, and a detention. Three or more offenses will result in a parent meeting.

All communication devices, text message units, cell phones, electronic tablets and laptop computers are on the list of student property that can be confiscated by the dean.

1. Phones must be kept in the OFF position and out of public view from when school begins until the end of the school day.
2. No cell phones may be used for picture taking, unless specific permission is granted by teacher or facilitator.
3. No harassment or threatening of persons via the cellphone is permitted.
4. Cell phones may not be used for playing music, game playing, gambling or making purchases of any kind (uber eats, postmates, doordash, any food delivery service, and etc.)
5. Cell phones may not be used in any of the buildings or on campus during school hours at any time without specific granted permission from a faculty or staff member.
6. When these devices disrupt classroom instruction time and the culprit does not admit guilt or is not detected by the teacher, the dean can confiscate the cell phones of all students in the vicinity of the disruption even though their phones may have been hidden and turned off.

7. Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.

8. Cell phones are not to be used for academic work on campus.

### **9. Headphone/Earbuds Policy**

Students are to abstain from using or wearing headphones/earbuds throughout the day. Students are not to have headphones/earbuds in or on ears unless permission is granted by a teacher.

### **M. SCHOOL-WIDE ANTI-SMOKING/VAPING POLICY**

PMA is a smoke-free/tobacco-free campus. No smoking/vaping etc. is allowed.

PMA recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The administration believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and visitors.

No student shall be permitted to possess a tobacco product while in any school building; while on school grounds or property; or at any school-sponsored or school-related event, or at any other time that students are under the authority of school personnel.

For the purposes of this policy, the following definitions have the following meanings:

1) "Electronic Smoking Device" means any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user. "Electronic Smoking Device" includes any such electronic smoking device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen or any other product name or descriptor.

2) "Smoke or Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated

tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form.

3) "Tobacco Product" means:

(a) Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff;

(b) Any electronic smoking device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to an electronic cigarette, cigar, pipe, or hookah;

(c) "tobacco product" includes any component, part, or accessory of a tobacco product.

4) "Tobacco use" means smoking, chewing, dipping, or any other use of tobacco products, including electronic smoking devices.

Violations of this policy will result in disciplinary action.

#### **N. PUBLIC DISPLAYS OF AFFECTION (PDA)**

The school community must be inclusive of ALL people. Public displays of affection (hugging, kissing, cuddling, sitting on laps, etc.) prohibits others from being included in a deeper relationship with God through you. Public displays of affection lets others know that you are only interested in your own feelings with another person and not interested in growing with Christ through them. All students are asked to respect and honor each other as brothers and sisters in Christ by abstaining from such displays of affection.

#### **O. BIRTHDAY PARTIES**

Birthday parties on campus are permitted. Any gifts, balloons, flowers, edibles, etc. that are delivered to the school for a student or presented to a student while the student is entering campus will be held in the main office until the end of the school day at which time the student may claim his/her items and take them home. Birthday locker decorations may be in place for 2 days during the week of the student's birthday.

#### **P. EXTENDED SCHOOL DAY**

PMA reserves the right to extend the school day for necessary reasons. Examples may be an emergency situation, certain disciplinary reasons, an unclean campus, etc. With student cooperation, such extensions of the school day should be minimal.

#### **Q. STOLEN PROPERTY**

PMA is not responsible for stolen or lost property.

#### **R. AFTER SCHOOL AND OFF CAMPUS**

PMA does not and cannot supervise students after school off campus (local parks, etc.). On-campus supervision ends at 3:30pm.

While we cannot supervise off campus after school non-official activities, students are still held accountable for any misbehavior that may occur (e.g. drinking, fighting, smoking, sex, etc.).

PMA cannot be responsible for students arriving before and after the regularly scheduled classes. Students who loiter on campus outside the usual hours may be subject to disciplinary action, including being asked to withdraw from school.

#### **S. INSURANCE**

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 school, while traveling to or from school, or while participating in a solely school-sponsored and supervised activity.

#### **T. TRANSPORTATION**

Students driving to school must park on campus in the student parking lot. Students are to observe all city posted signs regarding parking. Students are not to park in the staff parking lot.

Students are to observe all driving laws and any reckless or careless driving of vehicles observed in the immediate vicinity of the school will be subject to disciplinary action. Out of respect for those living on or near the campus, students are asked not to play their car radios/stereos loudly in the parking lot or while parked anywhere near the boundaries of the campus. Students are not permitted to go to their cars during the day unless they have permission from an administrator.

The use of open-bed trucks to transport student is forbidden to all students and staff of the school. Serious consequences will follow for anyone involved. Speeding in the vicinity of the school constitutes dangerous driving and makes a student liable for disciplinary action.

Rollerblades and skateboards are not to be ridden on the school premises, walkways, blacktop, and lunch areas or in the school buildings. Bicycles are to be parked in designated areas.

PMA wishes it to be understood that transportation of students to and from practices off the school grounds is the sole responsibility of the parents. It is also the sole responsibility of the parents to allow their sons/daughters to be driven to practice by another parent or student of the school. This transportation is done on a totally voluntary basis and is in no way connected with the program of the school. The school is not responsible for the behavior of students providing rides to school. Parents of students who drive other students are highly encouraged by the school to make sure that:

1. The car is properly insured
2. The car is properly serviced and in good running condition
3. All safety and driving laws are followed to the letter.

Parents who drop off their child at school are asked to follow all posted safety signs and the published drop-off instructions accordingly.

#### **U. SENIOR PRIVILEGES**

Privileges are earned not by age or status but by leadership and exemplary behavior. Privileges may be taken away from individuals because of disciplinary infractions. A class "ditch day" will result in the loss of some or most privileges for the whole class. Examples of Senior privileges that may be withheld follows but is not limited to:

- 1.
2. Special dress on approved days.
3. Birthday celebrations during lunch. Food, gifts, flowers, balloons, etc. stored in main office before and after lunch. Seniors are responsible for clean up.
4. Attendance at Grad Nite is a privilege that can be taken away on the Citizenship Contract for Seniors. Seniors who do not submit copies of all college acceptance letters and college scholarship letters to the senior counselor by the second Friday of May also lose the privilege of Grad Nite.

## **VII. DRESS CODE**

### **A. PHILOSOPHY**

A dress code is a preparation for many facets of life, including awareness of appropriate dress in various settings, specifically a Catholic Christian setting. PMA considers the dress of its students a significant factor in their educational experience. The dress code is based on modesty, decency, cleanliness and commonly accepted norms of good taste. The dress code is also intended to help students avoid excessive concern about their appearance and keep their focus on the more important aspects of their education. In the specific circumstances of the times in which we live, the value of a uniform dress and appearance code is also widely recognized by educators in both private and public schools as a means of providing a safe learning environment.

In order to maintain uniform appearance and proper comportment throughout the school day and at school events, all students must follow the dress code expectations of their biological sex while on campus and while representing the school at outside functions. Modesty is expected at all times.

**PMA Administration is the final arbiter on what constitutes proper uniform and hair compliance.**

### **B. GENERAL GUIDELINES**

1. A good rule of thumb in any doubtful situation is: "avoid all extremes."
2. All clothing will be clean, neat, modest and in good taste.
3. Students are required to be in proper uniform/dress code at all times on campus and within sight of the school building.
4. All students out of uniform are in violation of the code.
- 5. Admission to school or class may be denied because of code violations.**
6. The Dean of Students reserves the right to request a change of student's attire.
7. Students in violation of the code may be held in the office until parents are notified.
8. Parent notes will not excuse appearance/dress code violations.
9. The administration is the final interpreter of the dress code.
10. All pants, shorts, blouses/shirts and skirts shall be purchased through Michael's Uniforms.
11. Any alteration of the uniform to give it a "gang-style"

look is grounds for expulsion.

13. The Dean of Character & Discipline reserves the right to regulate against unbecoming fads or fashions.

**Note: All uniform items must be purchased at PMA or Michael's Uniform and must display the appropriate labels.**

### C. THE PMA UNIFORM

#### WOMEN'S DRESS CODE-STANDARD

**Skirt:** Black or grey.

- Must extend to the top of the knee.
- Waistbands may not be rolled. A slit on the skirt is not allowed.
- No denim, stretch, or see-through fabrics should be visible protruding from below the skirt.

**Shirt/Blouse:** Official PMA polo.

- Red, White, Burgundy, Black, Grey
- Solid white undershirts, turtlenecks and solid white crew necks ONLY may be worn under a uniform shirt. These undershirts may not have logos or visible writing.
- No rolling of the sleeves.

**Pants:** Black

- Must be hemmed.
- May not be torn at the seams, oversized or worn hanging below the hips.
- Jeans/skinny jeans/or jean style pants are not allowed. No leggings
- No Cargo Pants

**Shorts:** Black

- Must be hemmed to touch the top of the knee.
- May never be rolled. No stretch or sweat fabrics may be worn.
- NO Cargo shorts

**Shoes:** Solid white, black, grey or crimson in color.

- Must have closed toe and heel and look appropriate with the uniform.
- Vans or converse with white bottom and dark top are permissible.

**Socks/Stockings:** White or black.

- Must reach and be pulled above the ankle or higher and be visible.
- *Small* brand logo on the top of the sock is permissible.

**Sweatshirt:** School sweatshirts only.

- Shirt collar must be worn over sweatshirt

neck.

**Hair:** Girls hair dyes and highlights/streaks should be moderate.

- No non-natural colors, including but not limited to primary colors, neon colors or fluorescents.

**Earrings:** Two pairs of earrings only.

- No larger than two (2) inches in diameter.
- No other visible part of the body may have an earring or stud in it (e.g. eyebrows, nose, lips, belly button, tongue, etc.)

**Bracelets:** Maximum two per wrist.

**Hats/Caps:** No head covering may be worn in the building. Only PMA hats/caps may be worn outside on campus during the school day.

**Make-up/Nails:** Make-up and nail grooming must be in good taste, stress moderation and avoid exaggeration.

**Bags/Backpacks:** All bags should be free of writing on the outside, except for the students name and company label if there is one.

- Only school pins or patches are allowed.

**Tattoos:** Tattoos must be completely covered at all times during the instructional day and while representing the school (ie. open house, ambassador visits...)

#### WOMEN'S DRESS CODE-FORMAL

Black Skirt or black slacks, Tucked in Oxford Shirt, Vest, Pullover or Cardigan Sweater, School Tie, White Socks (long), Black Dress Shoes.

#### MEN'S DRESS CODE-STANDARD

**Shirt:** Official PMA polo

- Solid white undershirts, turtlenecks and solid white crew necks ONLY may be worn under a uniform shirt.

**Pants:** Black

- Must be hemmed.
- May not be torn at the seams, oversized or worn hanging below the hips.
- Jeans/Skinny jeans/or jean style pants are not allowed.
- No Cargo Pants

**Belt:** Black

- Must be worn and visible.

**Shorts:** Black

- Must be hemmed to touch the top of the knee.
- May never be rolled. No stretch or sweat



fabrics may be worn.

- No Cargo Shorts

**Shoes:** Solid white, black, grey or crimson in color, or any combination thereof.

- Must have closed toe and heel and look appropriate with the uniform.
- Vans or Converse brands with white bottom and dark top are permissible.

**Socks:** White or black crew socks.

- Must reach above the ankle but may not go above the calf.
- Small brand logo on the top of the sock is permissible.

**Sweatshirt:** School sweatshirts only.

- Shirt collar must be worn over sweatshirt neck.

**Hair:**

- Students with facial hair must keep their facial hair lined up/shaped (minimal stubble), no longer than a quarter inch, and consistent with grooming standards befitting a professional workplace requiring formal business attire.
- Hair must be styled in a neat and clean presentation free of hair designs shaved into or styled into the hair or eyebrows.
- Hair dyes and highlights/streaks should be moderate.
- No non-natural colors, including but not limited to primary colors, neon colors or fluorescents.
- Hair must not be styled (or kept) to cover a student's face.
- Hair cannot have jewelry or flashy accessories.
- Sideburns may not extend beyond the bottom of the ear and cannot be flared.

**Earrings:** Males are allowed one stud per ear.

**Bracelets:** Maximum two per wrist.

**Hats/Caps:** No head covering may be worn in the building. Only PMA hats/caps may be worn outside on campus during the school day.

**Bags/Backpacks:** All bags should be free of writing on the outside, except for the students name and company label if there is one.

- Only school pins or patches are allowed.

**Tattoos:** Tattoos must be completely covered at all times during the instructional day and while representing the school (ie. open house, ambassador visits...)

## **MEN'S DRESS CODE-FORMAL**

Black Pants (Slacks), Tucked In White Oxford Shirt, Tie, belt, Vest or Pullover Sweater, Black socks, Black dress shoes.

### **ADDITIONAL UNIFORM GUIDELINES:**

1. **UNIFORM SALES:** All formal uniform items, uniform skirts, pants, shorts, oxford shirts, and blouses must be purchased through Michael's Uniform. PMA Polo shirts, PE Uniforms, and other outerwear items are available for purchase at the student store.

### **2. SWEATSHIRTS AND OUTERWEAR OR OPTIONS FOR STAYING WARM AT ST. PIUS X - ST. MATTHIAS ACADEMY**

**All PMA outerwear deemed official must go through an approval process before students are allowed to wear it.**

- a. Official PMA letterman jacket over uniform shirt or blouse.
- b. Official PMA School/Programs uniform jacket over uniform shirt or blouse.
- c. Official PMA School/Programs sweatshirt over uniform or blouse.
- d. Solid white turtleneck under uniform shirt or blouse.
- e. Solid white turtleneck under uniform shirt or blouse with one of the above jackets or sweatshirts.
- f. Official PMA pullover.
- g. Official PMA sweater.

This also applies to rainy days. If you choose not to buy the uniform jackets then an umbrella may be necessary.

**No other outerwear brands are allowed.**

- h. No Blankets may be worn as a coat
3. Athletic uniforms may not be worn during class time.
  4. **FIELD TRIPS** The school uniform is to be worn on all field trips unless excused by the Principal.

### **5. THE ADMINISTRATION WILL DETERMINE VIOLATIONS OF THE DRESS CODE.**

#### **D. SPECIAL DRESS CODE**

(Permitted on designated days at school or when attending school-sponsored events such as dances and athletic games).

When deciding what to wear for a special dress, students must keep in mind the general principles of the regular dress code, especially with regard to neatness, cleanliness, modesty, good taste and gang-style attire. Anything, which violates these

principles, is not acceptable at any school-sponsored event. The following are specifically not allowed on special dress days.

#### **E. UNACCEPTABLE AT ANY SCHOOL SPONSORED EVENT**

- Pants/jeans with holes, tears, or frayed edges
- Low rise or hip hugger pants, jeans or skirts
- Attire with offensive logos (e.g. alcohol, tobacco, satanic symbols, sexual innuendos, etc.)
- Form-fitting or clinging tops, skirts, or shorts
- Revealing clothing (e.g. tank tops, sleeveless attire, crop tops, halters, off the shoulder or one shoulder, sheer, low-cut, strapless, spaghetti string tank tops for girls, any tank top, etc.)
- Any shirt or top which does not provide coverage of the cleavage, midriff, and lower back at all times
- Shorts or skirts more than 3 inches above the top of the knee cap, including mini-skirts
- Bike or knit shorts, stretch pants, non-nylon sweat pants, pedal pushers, beach wear, skorts, cargo, athletic shorts, leggings or pajama pants.
- Any oversized, baggy, gang-style or related attire
- Head coverings of any kind, sunglasses, earrings on boys, chains suspended from pocket.

The Dean of Student Life will publish exceptions to this policy before specified school events. Formal and semi-formal dress codes will be published prior to the related individual event.

**\*On school photo day:** School Formal Uniform must be worn.

The first violation of the special dress code by a student may result in the loss of the privilege by the student for the rest of the year.

### **VIII. EXTRA CURRICULAR ACTIVITIES**

#### **A. CO-CURRICULAR AND ATHLETIC ACTIVITIES**

All such activities are scheduled in the calendar. Extracurricular activities may begin 30 minutes after dismissal time to allow for tutoring and teacher check-ins. Each activity is assigned a moderator. All activities and events are opportunities for the school community to apply the teachings of the Church to human relationships. Parents, coaches, and administration will be responsible for promoting the qualities of healthy competition and good sportsmanship, self-discipline, teamwork,

emotional control, doing one's best and good citizenship.

These are not an adjunct to the High School Program, but are an essential part of our educational goals. Regulations for such activities are in accordance with Archdiocesan policies. Proper supervision is provided at all events. Scheduling of practices and events should not interfere with obligations, like family, homework, etc.

#### **B. ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

Students are academically eligible to participate in extracurricular activities as long as they maintain an unweighted Total GPA of 2.0 or higher at each grading period.

Any student with a total unweighted grade point average below 2.0 at the end of the grading period will be placed on academic probation. Any student who is placed on academic probation may participate in extracurricular activities for the current grading period. If at the end of the current grading period the student's total unweighted GPA falls below 2.0 then that student will be ineligible and cannot participate in extracurricular activities for the following grading period. The student will remain on academic ineligibility until they earn a minimum of a 2.0 total unweighted GPA at the end of the next official grading period.

The Dean of Student Success, at the close of each grading period and/or date of transfer will notify all Directors and Moderators of those students who are on Academic Probation or Ineligibility.

No activity moderator is permitted to allow an ineligible student to participate in any extracurricular activity without written notification from the Principal.

**Incoming freshmen** are eligible to participate in the extracurricular program.

**Returning students** who are academically eligible - earning an unweighted total GPA of 2.0 or higher at the end of the prior grading period - and not on disciplinary probation are eligible to participate in extracurricular activities.

**Students who transfer** to PMA with a total unweighted GPA less than 2.0 will be considered



Academically Ineligible. They will not be permitted to participate in extracurricular activities until they earn an unweighted total GPA of 2.0 or higher at the end of the following grading period.

### **Requirements for students on Academic Probation/Ineligibility**

1. Participate in the AIM Program
2. Complete and turn in weekly tutoring form.
3. Make up all semester F's and D's prior to the next academic school year.

### **C. ADDITIONAL SUPERVISION FEE FOR ALL ACTIVITIES**

All students must be picked up from school functions and activities within a reasonable amount of time. A reasonable amount of time is defined as thirty minutes after the stated end time of the school event. A \$25 fee will be assessed per 30 minute interval that the parent/transportation is late after the first 30 minutes have passed.

### **D. FIELD TRIPS AND EXCURSIONS**

The curriculum may incorporate excursions and field trips. They must be educational in nature and related to the curriculum and content of the course of study.

Each school establishes definite guidelines and systematic procedures for such trips. There must be adequate supervision on trips, and school rules of conduct must be maintained. For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur costs, the financial impact of the trip on other school fundraising activities, and class work missed by students. The principal is to consult with the regional supervisor if there is any question about the appropriateness of such trips.

The archdiocesan field trip form must be used for all field trips and excursions. The completed forms must be kept in the school file until the end of the school year.

State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. A snakebite kit must be included if the trip is to be in an area where there may be poisonous snakes.

The school provides supervision and all school rules are enforced on such trips. The school uniform must be worn on all field trips. Please note that participation in a field trip is a privilege not a right. The school may withdraw this privilege.

### **E. RETREATS**

Retreats are an integral part of forming the heart and encountering an experience of faith with the divine. Students will experience at least 1 grade level retreat each school year (12 graders attend: Kairos week). The retreats will be coordinated by the Director of Faith and Leadership and supervised by faculty members and additional adults as needed. Prior to each retreat, students will be required to complete retreat forms packet with a behavior contract, allergy, medical and release forms included. Students are expected to be present and participate at retreats as part of their formation during High School. Retreats should not be missed and will be an unexcused absence unless there is a medical reason. We will take necessary precautions to keep students safe during retreats including all code of conduct and CDC guidelines. **If a student is at an off campus retreat and a disciplinary issue arises, parents will be contacted and required to pick up their child from the retreat location.**

### **F. DANCES**

In keeping with the Christian mission and moral standards of our school, student dress and behavior is to conform to those characteristics of a virtuous and Christ-centered person at all times, including dances and social activities. Consistent with these expectations, students are to refrain from any sexually suggestive behavior both on and off the dance floor. Because the Church teaches that same-sex attractions are disordered, advocating for or expressing same-sex attractions, including same-sex couples at dances, is not permitted. The rules governing dances are:

#### **1. ADMISSION**

- A.** Dances are school-sponsored activities at which all-relevant school regulations are applicable.
- B.** Dances are scheduled between 7 and 11:30 p.m.
- C.** Doors close 45 minutes after the start of the event and re-open 30 minutes prior to the end of the event.
- D.** All PMA dances are closed dances unless otherwise publicized.
  - a.** All guests at formal dances (such as Prom) must have a signed contract turned into the main office.
  - b.** Approved guests must be 9th grade through 12th. Prom guests may not be

- below 11 grade or above 20 years of age.
- c. Students must accompany their guest through the entrance to the dance.
- d. All guests must have valid school and/or CA. picture and must follow all school rules.
- e. Guests are the responsibility of the PMA students.
- f. Unauthorized/unassigned parent chaperones are not permitted at the dance.

**E. Prom**

- a. Prom is a Senior-Junior event only.
- b. Prom guests must be approved 1 week before event. Prom guests must have an approved guest pass and copy of photo ID on file with the school. Prom guests cannot just show up.

- F.** All students must be picked up by 11:30 p.m. or late fee will be levied. Chaperones will leave by 12:00 a.m. Any student not picked up by 11:30 p.m. is no longer the responsibility of PMA and will not be allowed to attend the next dances.

**2. DRESS CODE**

“Special Dress” is usually the dress code for campus dances. Formal and Semi-Formal dress codes will be published prior to the related individual event. Students and parents are reminded that students found in noncompliance with the dress code will be asked to leave the dance and their money will not be refunded.

**3. SUSPENSIONS**

The PMA handbook and state law requires that the following be adhered to regarding grounds for suspension from this school function: "While on school grounds or elsewhere when under the authority or direct supervision of school personnel or when such conduct is otherwise related to school activities or attendance, a pupil shall refrain from any and all of the following acts: immorality, profanity, the use or possession of tobacco, liquor, or other hallucinogenic or dangerous substances."

**4. UNACCEPTABLE DANCING**

Activities that may cause injury to oneself or others and gestures or simulation of immoral activity are strictly prohibited. Sexually explicit and/or violent dancing is banned at PMA. Any student who

participates in such dancing or other overly sexually provocative behavior will be removed immediately from the dance. The student may be suspended from school pending a meeting with the dean, parent/guardian and the student. Consequences for such behavior will include exclusion from future dances and probationary status for a specified time.

**5. ALCOHOL/NARCOTICS/TOBACCO**

Being under the influence of alcohol or drinking alcohol at school-related activities are causes for expulsion or withdrawal from the school. The implication of this policy is that there will be a ZERO TOLERANCE of alcohol, drugs, and/or narcotic possession or consumption before, during and after any school-related activity.

If a student is thought to have violated any of the zero tolerance policy, the student will be removed from the dance area and an administrator will contact the parents and arrangements will be made for the parent to pick up his/her child. The student will then be suspended from school and further actions may be determined pending a meeting of the dean, parents and the student.

Guidelines for Substance Use/abuse:

- Policy will comply with state and federal law which prohibit the use, sale or delivery of alcohol to persons under 21 or of controlled substances to persons of any age, without a prescription
- The school will consult law enforcement agencies when an alcoholic or controlled substance violation occurs or comes to the attention of the school with each case to be judged individually
- School policy will be enforced

Students are to be encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol or controlled substance-related problems that are not publicly known in the school or community. School personnel should acquaint themselves with referrals for alcohol and controlled substance abuse so that help can be offered to parents and students.

If a student is known to be dealing in controlled substances or providing alcohol on or off campus, or if a student is convicted in court for drug sale, possession or use, the student may be asked to withdraw from PMA, or may be expelled.

**6. DRUG TESTING**

In an effort to preserve a drug-free atmosphere, all PMA students can be subject to random drug tests. Before a student is tested, that student's parents will be contacted and notified of the impending test. Upon parental consent, the student will submit a urine sample to be tested for any illicit drugs.

If a student produces a positive test (indicating drugs in their system), that student will be placed on strict probation for a semester and required to meet with CPLA counselors on a weekly basis. If, while on probation, that student tests positive a second time, that student will be expelled from PMA.

Parents who do not consent to PMA drug testing students randomly chosen to provide a urine sample for drug testing must get a test done by an **OFFICIALLY APPROVED** outside testing agency. That student will not be allowed to return to school until the results of that test are provided.

## 7. SIGNATURES

All contracts must be properly signed. PMA reserves the right to deny permission for a person to attend a PMA function. No student may substitute a guest for one whose name appears on the original dance contract without completing a new contract with the approval of the Dean.

## G. PARENTS OF WARRIORS

Mission: The mission of the Parent of Warriors is to build a strong bond that supports and involves parents, students, faculty and staff in the PMA community.

The purpose of Parent of Warriors is to further our school's vision through a combination of volunteer work, fundraising, education, and special events. The purpose of the PMA Parents of Warriors is to build a strong school community by providing support for the parents, students, faculty and staff. Every parent at PMA is a member of the Parents of Warriors. There are no membership dues.

## ATHLETICS PROGRAM

### 1. GENERAL BACKGROUND

PMA will continue to contribute to the spirit and pride of the area through excellence in athletics and the consistent fielding of highly competitive programs. This quality athletics program is a natural outgrowth of

the Catholic Christian philosophy of PMA which seeks to develop all aspects of the human person. The primary goal of the athletics program is to build physical strength, self-discipline, and team spirit in an atmosphere permeated with idealism, energy, and the values proclaimed to us by Christ.

### 2. STUDENT-ATHLETES

To be part of the athletics program is not the right of any student, but rather a privilege which demands a commitment to strive for excellence in all other areas of school life: spirituality, academics, school government, social activities, and discipline. Perhaps in no aspect of school life is the individual called upon to represent PMA in such a public forum as in the athletics arena. Student-athletes must therefore be made aware of their constant privilege and responsibility to represent PMA and Christian values to the world. The true PMA student-athlete wins respect by playing hard and demonstrating the highest degree of sportsmanship at all times. This sportsmanship is especially demonstrated in showing fraternal respect to members of opposing teams and schools. This sportsmanship is also demonstrated in obedience to coaches, appreciation for the talents of other team members, respect for racial diversity in all circumstances, use of acceptable language and an overall attitude of respect and involvement in the life of the school community.

Student-athletes are eligible to participate in our school's athletics programs consistent with their designated biological sex at birth. In order to maintain dignity, modesty, and respect for forms of physical contact between members of the opposite sex, at no time will members of the opposite sex competitively compete and/or participate athletically against each other in intra-school or inter-school events **as long as an equivalent sport is offered.**

Student-athletes are eligible to participate in the following athletics programs at PMA:

Boys' Teams:

- Football
- Volleyball
- Soccer
- Basketball
- Baseball

Girls' Teams:

- Volleyball
- Soccer

- Basketball
- Softball

Coed Sports:

- Cross-Country
- Track & Field

### 3. COACHES

Coaches play a highly significant role in the PMA athletics program. They are the natural role models who nurture and guide young student-athletes by their living example to the realization of all the goals of the athletics program. In order to be such a role model, coaches need to be completely imbued with the athletics philosophy of PMA. Coaches exercise their leadership from the perspective of faith. Outside the athletics arena, they continue to lead their teams by prayer, support and the example of a Christian lifestyle. Whenever exercising their authority, coaches demonstrate respect for the dignity of every student-athlete entrusted to their care and thus win for themselves the true respect of their athletes. Coaches also deal with parents, opposing coaches, administrators and other adults in a highly professional and Christian manner. A true PMA coach represents the ideals and values of the athletics program with dignity, pride, confident leadership and self-discipline.

### 4. PARENTS

Above all, success starts with supporting families. Parents are the primary educators of their student-athletes. PMA parents are therefore called to teach by word and example the values of the school's philosophy and athletics code. Parents are strongly encouraged to support their daughters/sons during team competition with their presence and positive school spirit. Parents also need to be aware that they represent the school in a special way during all athletics contests. Parents and members of the opposing teams are always treated with cordial respect. The same is true of those officiating in the game, and any official school personnel serving in a working capacity at the athletics event. Parents should especially realize that their support of the PMA coaching staff, both on and off the field, is a highly significant factor in the achievement of an effective team spirit. PMA parents represent the ideals of PMA both in the home as well as at all athletics events.

### 5. SCHOOL COMMUNITY

The PMA school community, including students, faculty, staff and administration, show their support of

the athletics program by being present to witness and celebrate the talents of student-athletes. Their support of PMA teams is marked by energy, enthusiasm and a positive attitude that flows from the school's commitment to Christ and His way of life. In a special way, the school community demonstrates its PMA spirit by offering warm and friendly hospitality to all visiting teams, their families, schools and fans.

### 6. RELIGIOUS DIMENSION OF THE ATHLETIC PROGRAM

Coaches are responsible for the spiritual welfare of their student-athletes. They should lead their teams in prayer before all practices and games. The most effective way that PMA student-athletes experience their unity and oneness on the deepest level is through their celebration of the Eucharist together. There should also be a public prayer at the beginning of all home athletics events, immediately preceding the national anthem or pledge to the flag.

### B. REQUIREMENTS FOR PARTICIPATION

#### 1. PHYSICAL EXAMINATION

A yearly physical examination is required. The standard physical form must be completed by a physician deemed under the purview of California State law, and submitted to the athletics department prior to participation.

#### 2. ATHLETICS CLEARANCE

Each student-athlete's parent(s) / guardian shall complete a Medical Release Authorization Form through [athleticclearance.com](http://athleticclearance.com), giving permission for treatment by a physician or hospital when the parent(s) / guardian is not available. This form along with other forms are filled out by the student-athlete and parent and must be completed prior to participation.

#### 3. INSURANCE

This insurance is available to all student-athletes participating in an athletics program for a nominal fee. Football student-athletes are required by the Archdiocese of Los Angeles to purchase additional insurance. Parents will need to verify they have purchased additional school insurance or possess a primary insurance plan for student-athletes to participate.

#### 4. ATHLETICS FEE/SPIRIT PACK FEE

The required athletics fee will vary for each athletics program sport during the school year and must be paid prior to the students' participation in that given sport.

Fees will be billed or paid after students are registered for the sport. These fees are non refundable if a student-athlete withdraws from a sport after official practice and/or competition. Some necessary items will not be reusable; each sport may require a fee for such items. These may include practice uniforms, personal practice equipment and practice shirts and / or shorts or attire. These fees are non refundable. By signing and returning the Athletics Fee Agreement parents/guardians and student-athletes are certifying that the athletics requirements and policies have been read, are understood, and will be followed in compliance. This signed document will be filed in the Main Office and/or Athletics Office.

### **C. ATHLETICS POLICIES**

A firm and fair policy of enforcement is necessary to uphold regulations and standards of the PMA Athletics Department. Participation in the athletics program is a privilege provided to student-athletes involving discipline and a willingness to make sacrifices. For these reasons those who wish to participate in an interscholastic sport at PMA must adhere to these policies.

Discipline in the athletics program is to be considered an aspect of moral guidance, and not simply a form of punishment. The purpose of discipline is to promote genuine development, to increase respect for authority, to assist in the growth of deeper motives of self-discipline and to provide a team situation conducive to winning.

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

The principal reserves the right to amend the athletics policies and rules as necessary during the school year. Parents will receive written notice of any such amendments.

#### **2. ELIGIBILITY**

Students are academically eligible to participate in athletics as long as they maintain an unweighted Total GPA of 2.0 or higher at each grading period.

Any student-athlete with a total unweighted grade point average below 2.0 at the end of the semester grading period will be placed on academic probation. Any student-athlete who is placed on academic probation may participate in athletic activities for the current quarter. If at the end of the current semester the student's total unweighted GPA falls below 2.0 then that student will be ineligible and cannot participate in athletic activities for the following semester. The

student will remain on academic ineligibility until they earn a minimum of a 2.0 total un-weighted GPA at the end of the next official grading period.

The Dean of Student Success at the close of each grading period and/or date of transfer, will notify the Director of Athletics of those students who have become ineligible, are placed on Athletics Trial, or have regained eligibility. The Director of Athletics will notify the head coaches of those students.

Coaches are not to approach teachers regarding student's coursework, grades or eligibility. Coaches are to direct any questions regarding eligibility to the Dean of Student Success. No coach is permitted to allow ineligible student-athletes to practice and/or participate in any activity without written notification from the Principal. Incoming freshmen are eligible to participate in the athletics program.

Returning students who are academically eligible - earning an unweighted total GPA of 2.0 or higher at the end of the prior grading period - and not on disciplinary probation are eligible to participate in athletics activities.

Students who transfer to PMA must first consult with the Director of Athletics concerning their eligibility before beginning any conditioning or practice with any team. The Director of Athletics will file the appropriate paperwork with the CIF-Southern Section office. PMA follows the policies of the State C.I.F., Southern Section and the C.A.A. with respect to the open enrollment transfer rule. In addition to CIF policies for transfer students, PMA upholds an Athletics Trial Policy.

Athletics Trial Policy: Any student who transfers to PMA with a total unweighted GPA less than 2.0 will be placed on Athletics Trial. They may practice but not participate and/or compete in any interscholastic athletics events (games/competitions) until they earn a 2.0 at the end of the following grading period even if deemed eligible by CIF rules. These students will be put on an academic contract by the Director of Athletics and must follow all requirements for students on Academic Probation, including participation in the AIM Program. Students who fail to follow the Requirements on Academic Probation/Ineligibility listed below will be dismissed from the athletics program.

Requirements for Students on Academic Probation/Ineligibility

1. Participate in the AIM Program
2. Complete and turn in weekly tutoring form.
3. Make up all semester F's and D's prior to the next academic school year.

### 3. **ATTENDANCE**

A student-athlete who does not report to school for at least half the school day without prior clearance from the Director of Athletics and/or administrator, may not participate in after school or athletics events. (An athlete must report to school for at least half the school day on Friday in order to participate in weekend activities.)

Student-athletes are expected to be punctual. Tardiness may result in a loss of playing time. Tardiness to more than three (3) practices, meetings or games will result in an unexcused absence.

**Student-athletes must attend all required practices and games. This may include the summer conditioning program. Three (3) unexcused absences or any unexcused absence from a contest may disqualify a student-athlete from participation in the athletics program. Detention is not an excuse to be absent from practices and/or meetings. If you are injured you must attend all required practices, competitions, and meetings unless cleared by the Head Coach. Absences may be excused for the following reasons only:**

1. **Medical illness (medical documentation)**
2. **Death of a family member**
3. **Court Appearances**

**In all instances parents/guardians must inform the Head Coach whenever a student-athlete will be absent. A student-athlete will not be penalized by coaches for excused absences.**

### 4. **GRADING /DISCIPLINARY PROCEDURE**

Individual sports are registered as a five credit physical education course. These courses may be used to replace existing Physical Education requirements but cannot be used to replace the five credit Health requirements. The PMA grading scale will be used for these courses. Grading is based on the student's ability to participate and commit themselves to the philosophy, policies and rules of the PMA athletics department and their particular sport. Grading rubric for the specific sports will be provided to participants

before official practices begin which will clearly outline the criteria for earning specific grades in the given sport.

Disciplinary infractions of school rules while in attendance or while being transferred to or from an athletics event come under the jurisdiction of the regular school disciplinary procedures. The head coach must inform the Director of Athletics of any such infractions. Student-athletes can be disciplined for the following infractions but are not limited to:

1. Being tardy to meetings, practices or games;
2. Unexcused absence from practice or game;
3. Lack of sportsmanship;
4. Failure to contribute 100% effort;
5. Breaking training rules.

Sanctioned disciplinary procedures include:

1. Benching (sitting out of practice or games as designated by the Head Coach);
2. Grade reduction in course;
3. Suspension or expulsion (only instituted with the permission of the Varsity Head Coach of the sport and the Director of Athletics).

Any student-athlete, who remains in a sport and after minor disciplinary action, continues to demonstrate poor team morale can be dismissed by the Head Coach with notice to the Director of Athletics.

### 5. **EXPULSION/WITHDRAWAL FROM A SPORT**

The Administration feels that team members have made a commitment to the school, fellow teammates and coach. A student-athlete who withdraws or is expelled has disrupted team unity and may have deprived another student-athlete of participating. Therefore an student-athlete who has withdrawn or been expelled from a sport after practice or competition has begun will disqualify that student-athlete from participating in any other sport during that particular season. Conditions must be met if the student-athlete is allowed to participate in another sport. The student-athlete also cannot use school athletics facilities during the season.

The student-athlete will receive a "withdrawal" mark on the official transcript if that student-athlete quits or is expelled from a specific sport. .

### 6. **PARTICIPATION IN AN OUTSIDE ATHLETIC TEAM IN THE SAME SPORT DURING THE SCHOOL ATHLETIC SEASON**

This is specifically forbidden by C.I.F. Rules. The Director of Athletics and Head Coach of the individual sport must approve all personal trainers and / or coaches, participation on club and travel teams. Any student-athlete, who does so, must be withdrawn from the sport and all games, which he/she has participated in, must be forfeited. A season of sport is defined as beginning with the first day of official practice and ending with the last possible day for a contest.

#### **7. CHEERLEADING AT PMA**

The cheerleading program at PMA is considered a coed-club. Students that attend PMA are not allowed to try out, cheer, and compete for another school at any time.

#### **8. LOCKER ROOM USE**

Student-athletes are responsible for the cleanliness of the locker room and for any damage that might occur. Student-athletes are not to use athletic facilities unattended at any time for any exception. The school is not responsible for any items that are missing, damaged, or stolen from PMA lockers.

#### **9. EQUIPMENT AND FACILITIES USE**

Student-athletes and their parents/guardians are financially responsible for any equipment or uniforms that are issued to the student-athlete during the sport season. Before awards are received, or a new sport is begun, the student-athlete must return or pay for the equipment that has been checked out. No uniforms will be issued if a student-athlete has equipment from another sport still due. All items will be billed accordingly per the market value to recover lost or unreturned equipment.

No equipment or uniforms may be used for personal use outside practice and/or games.

Chaste behavior and modesty in dress and deportment is expected at all times on school property and at school events. All students, staff, faculty, and visitors are to observe modesty when using changing facilities, locker rooms, showers, and restrooms and may only use facilities that conform to the individual's biological sex. The latter policy applies in any state of undress in front of others.

#### **10. EARLY DISMISSAL AND DEPARTURE**

Due to the nature of athletics and the travel involved,

it is often necessary for student-athletes to be released from class. This in no way releases the student-athlete from academic responsibility, including in-class assignments, quizzes, tests and homework. Student-athletes are expected to notify their teachers prior to leaving and arrange to make up all assignments, quizzes or tests, and obtain homework according to the makeup policy.

#### **11. TRANSPORTATION AND TRAVEL**

When school transportation is provided for a sport, all members of the team will ride in the vehicle provided to and from the event unless specific written permission in advance is received and approved by the Head Coach with notice to the Director of Athletics. Student-athletes may not drive themselves or other students to home and away games.

#### **12. VARSITY LETTERING**

The awarding of an athletics letter at PMA is an acknowledgement of excellence and achievement. In order to receive a letter a student-athlete must abide by the policies and rules of the handbook, play significant playing time in a season and in the Head Coach's discretion be deserving of such a letter. A letter will be bestowed during the end of the season at the respective sport's banquet ceremony or if the student-athlete with proof of purchase of a letterman jacket may receive a letter earlier per the discretion of Head Coach and the Director of Athletics.

The letterman jacket vendor is listed below.

IDC Embroidery  
9727 Somerset Blvd  
Bellflower CA 90706  
562-202-9794

Further, to letter in Varsity, these are the minimum requirements for each sport, but a coach may waive certain requirements, and award a letter because of injury, inspiration, or leadership per the Director of Athletics discretion and approval.

#### **13. ADDITIONAL POLICIES SPECIFIC TO A PARTICULAR SPORT**

Because of the uniqueness of each sport and difference in coaches' philosophies, some coaches may wish to augment this policy with rules that pertain only to that sport. This would be in addition to the Athletics Policy. Additional rules and policies will be distributed by the Head Coach to the student-athletes



before the beginning of each sport season.

## **D. BEHAVIORAL EXPECTATIONS**

### **1. STUDENT ATHLETES**

Being a member of a PMA athletics program carries with it the responsibility of maintaining our athletics tradition while conducting yourselves in a manner consistent with our Christian values.

Student-athletes should address coaches and other team members politely, courteously, and respectfully in a spirit of friendliness and in an atmosphere of cooperation essential to a team morale conducive to learning, growth, and success.

Any questionable behavior by a student-athlete will not be tolerated. Acts of unacceptable conduct such as, but not limited to, insubordination, theft, vandalism, use of tobacco, alcoholic beverages or drugs, infractions of school rules, violation of the law, or immorality tarnish the reputation of PMA and the athletics program and will not be tolerated.

At all times student-athletes are expected to conduct themselves as Christian emissaries of PMA.

### **2. PARENTS/GUARDIANS**

Parents/guardians are expected to support the school's athletics philosophy as detailed in this handbook. Failure on the part of parents/guardians to do so will result in the removal of their son/daughter from the athletics program.

Parents/guardians must support the decisions of the athletics department and coaching staff in the presence of their child even if they personally do not agree with the decisions. Parents/guardians whose behavior at athletics events is not consistent with the Catholic Christian philosophy of the school may be asked by the principal and/or another administrator to refrain from such behavior. Repeated refusal to comply with such requests may result in the removal of the student-athlete from the school.

It is inappropriate to discuss with the Head Coach and/or their respective coaching staff the following:

1. Playing time
2. Team strategy, play-calling, and philosophy
3. Other student-athletes on the team

If a parent or guardian has a concern to discuss with any coach, the following procedure must be followed:

1. The student-athlete must speak with the Head

Coach first regarding the issue.

2. After this has occurred, the parent/guardian may make an appointment with the Head Coach.

3. The parent/guardian may not contact a Head Coach before, during, or after a contest. These can be busy or emotional times for both the parent and the coach. This period does not promote objective analysis of the situation.

4. If the Head Coach cannot be reached, contact the Director of Athletics to set up an appointment with the Head Coach.

5. If the parent/guardian feels a satisfactory solution has not been reached with the Head Coach, the parent/guardian may schedule an appointment with the Director of Athletics.

6. There is no appeal beyond the Director of Athletics regarding playing time or team membership non-selection.

## **E. GUIDELINES FOR SPECTATORS AT ATHLETIC EVENTS**

In light of growing violence associated with high school athletics, the C.I.F. Southern Section (SS) has issued the following guidelines for spectators at athletics events.

These guidelines are an invitation to put into practice the ideals of sportsmanship, which can truly make high school athletics a positive experience for all involved.

1. Remember that school athletics are learning experiences for student-athletes and mistakes will be made. You would not jeer a student who makes a mistake in the classroom; why is an athlete an exception?

2. A ticket is a privilege to observe a contest, not a license to verbally assault others and be generally obnoxious.

3. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.

4. Show respect for all players, coaches, spectators and support groups. Treat them as you would treat a guest in your own home.

5. Respect the integrity and judgment of game officials. Do not question an official's call.

6. Recognize and show appreciation for an outstanding play by either team.

7. Refrain from the use of any controlled substances (alcohol, drugs, etc) before and during games and afterwards on or near the site of the event (i.e. tailgating).

8. Refrain from cheers which downplay the opponent or which use profane or abusive language.



## MISCELLANEOUS POLICIES

### A. EMERGENCY PROCEDURES

Faculty, staff and students are orientated yearly regarding disaster procedures and evacuation. Emergency/evacuation drills are practiced at random. In the event of a disaster, PMA will hold all students on or near the campus (depending on the nature of disaster). Parent(s) or an adult designated on the emergency card must report to the school in person to take custody of their student. Upon the declaration of an emergency, no student is to leave campus until given specific permission to do so by school officials. Any truancy or misconduct during a school emergency will be considered gross insubordination by the administration and followed up with severe disciplinary consequences.

### B. FIRST AID

Only minor and very basic first aid may be administered to students. No secondary treatment, such as changing or removing bandages, may be administered. Parents/guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from any injury. A complete and current emergency card is to be available for each student so that if he/she becomes ill or meets with an accident, the parent or guardian can be contacted immediately. Parents/guardians must inform the school office regarding any special medical need or needs for medication regarding their student.

### C. MEDICATION DISPENSING POLICY

The school shall not furnish medications. All medications administered at school shall be provided by the parents/guardians.

- The Medication Authorization and Permission Form must be provide. This form, which states the nature of the medication, must be signed and dated by the doctor and the parents/guardians.
- Medication administered at school must be in the original container and labeled. The day's dosage must be sealed, and be labeled, and have the student's name attached. It shall be in an appropriate container and be kept in the school office or nurse's office.
- The student shall come to the office for medication.
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. If a student is seriously at risk

without an EpiPen or inhaler on his or her person, the student may receive special consideration.

- A student may not be given medicine prescribed for family members.
- These medication regulations apply to both prescription and non-prescription medications.
- A student who is diabetic is allowed to test his or her blood sugar at school in the health room or office and self-administer medication as necessary. If a student is too young or otherwise unable to self-test his or her blood sugar, arrangements must be made with the student's family to assist with testing. All medications must be kept in the school office or nurse's office and appropriately labeled as described above. School employees may not administer injections to a diabetic student except in emergencies, unless other arrangements are made in advance.

If parents/guardians do not complete the Medication and Authorization Form by indicating the student's prescribed medication, the parents/guardians will have to come to school and personally administer that medication.

### D. PARENT/STUDENT COMPLAINT REVIEW PROCESS

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

### SCHOOL LEVEL

1. The person bringing the complaint is encouraged to try to resolve the complaint by discussing it frankly with the persons directly involved.
2. If resolution is not achieved, the complaint should be discussed with the personnel according to the chain of command.
3. If the principal is unable to resolve the conflict,

the principal will bring the President and/or the Dept. of Catholic Schools into the process as appropriate.

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

#### **DEPARTMENT OF CATHOLIC SCHOOLS LEVEL**

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

#### **E. CHILD ABUSE**

Child abuse is a reality of our society. Child abuse includes physical injury which is inflicted on a child by other than accidental means, sexual exploitation or assault and child neglect. Out of concern for abused children and their families, California State Law requires that known or reasonably suspected incidents of child abuse must be reported immediately, or as soon as practically possible by telephone to a child protective agency\* by a child care custodian or health practitioner. A "child care custodian" includes a pastor in his role as ex officio administrative officer of the parish school, a teacher, a principal, a teacher's aide and an administrator of day camps. A "health practitioner" includes a social worker, a psychologist, a licensed nurse and marriage, family and child counselor. "Reasonable suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse. After the initial report by telephone, a written report must be sent to the child protective agency within thirty-six hours of receiving information concerning the incident. For the purpose of the reporting statute, "child" means a person under the age of eighteen years.

\*A Child Protective Agency: A child protective agency is defined as a police or sheriff's department, probation

or county welfare department. In Los Angeles County, for example, the appropriate child protective agency would be either the Los Angeles County Department of Children's Services or the law enforcement agency having jurisdiction over the area where the abuse occurred. In most cases this is where the child resides.

#### **F. SAFE ENVIRONMENT POLICIES**

Reporting Allegations of Sexual Abuse of Minors to Public Authorities California law and Archdiocesan policy and procedures require all statutory mandated reporters to report abuse or neglect of minors in any situation in which a minor might currently be at risk of abuse or neglect, or in which there is the possibility of prosecution no matter how remote, and also expect such persons to make non-mandatory reports where the victim is no longer a minor. The policy is based on mandated reporting duties under California law and the archdiocesan commitment that its employees and officials fully comply with those responsibilities. The non-mandatory reporting, which is broader than California law, arises from the archdiocesan commitment to cooperate with law enforcement authorities as required by the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons (norm 11) and the Charter for the Protection of Children and Young People adopted by the United States Conference of Bishops in 2002 ("Essential Norms" and "Charter"). The archdiocesan policy includes training for reporting as part of annual in-service training at schools and as part of ongoing training for all other clergy, religious, volunteers and staff in the Archdiocese.

#### **Safe Environment Training for Children and Youth**

Each school and religious education program must establish an ongoing safe environment training program for the children at its site. Home-based materials must be provided to all parents to help them understand and support their children's education regarding child sexual abuse. The approved programs include the Archdiocese of Los Angeles Self-Protection Program, 1-12, Good-Touch/Bad-Touch® and VIRTUS® Teaching Touching Safety (Mandated September 1, 2006).

The Archdiocese of Los Angeles Self-Protection Program 1-12 was developed by the Archdiocese of Los Angeles to assist the parishes and schools to comply with the mandate. This archdiocesan program is to be presented annually at each grade level.

Good-Touch/Bad-Touch® is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support children in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

VIRTUS® Teaching Touching Safety is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give children and young people the tools they need to protect themselves from those who might harm them.

The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning this program can be forwarded to Chancellor, Coordinator of Children's Programs at (213) 637-7460.

#### "Zero Tolerance Policy"

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

Under the "Zero Tolerance Policy" of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a minor under the age of 18:

- May not have any paid or volunteer assignment in any "ministry" in the archdiocese, and
- May not volunteer in any "non-ministerial" activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy. As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

#### Formal Titles and Names

Students will address all adults by their proper titles as based on school employment documents (Mr., Mrs., Miss, Dr., Sr., Brother, etc.) and surname (last name). School personnel will address students by the original name with which the student was registered (or its common derivative). If a student wishes to be called by a name other than their legal name, school personnel will do so with written consent from the parent.

#### VOLUNTEER POLICY

A volunteer is defined as someone who performs a service for another with no expectation of payment or compensation of any kind, and who is in fact not paid or compensated in any way.

The law allows non-profit charitable organizations to use workers without paying for their services, provided that the work is done for a charitable purpose. The Church has a long tradition of relying on the charity and good will of the faithful to provide services.

Archdiocesan policy requires that all volunteers who come into contact with minors must be fingerprinted, have their backgrounds checked and participate in VIRTUS® training. They must also receive and sign the Guidelines for Adults Interacting with Minors or the Guidelines for Secondary School Students Interacting With Minors. Contact the school Main Office for more information on becoming an approved volunteer.

#### Guidelines for Adults Interacting with Minors at Parish or 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.

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.

- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure” which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor’s parent or guardian.
- Staff members/faculty/volunteers may not

drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.

- Parent or guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.

Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth  
All Junior High and High School Students should recognize that while they are engaged in service or activities involving children or youth they are role models who are called to treat each child with respect and care.

- Student leaders, workers and volunteers are required to observe all rules and regulations established by their school and by the school or agency they are serving
- Student workers and volunteers may not associate or be present with children or be party to activities where civil law and/or school rules are violated
- Caution is to be observed in all interactions with children including verbal, written and electronic communications
- Games or sports activities with children should be engaged in only in the presence of adults, or in a place openly accessible and visible to adults
- While in a room with children present, the door should remain open, or there should be visibility through door windows
- Topics or vocabulary which could not comfortably be used in the presence of parents or the school principal should not be used with children
- Gifts or mementos should never be given to individual children unless authorized by the principal
- Student workers and volunteers must respect the physical boundaries of children. Children must never be touched punitively, nor should they be touched in any way that could be construed as inappropriately affectionate
- Student workers and volunteers must sign the

Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth. See: Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth. Guia de Limites Para Jóvenes en Junior High and High School Trabajando o Siendo Voluntario con Niños o Jóvenes.

### **G. STUDENTS WITH HIV/AIDS**

The Archdiocese of Los Angeles has accepted the United States Bishop's Statement "The Many Faces of AIDS: A Gospel Response," as adapted for use within the archdiocese. The document states:

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

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

### **H. COMMUNICABLE DISEASE**

The principal shall cooperate with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children –Education Code, Section 49403 (a). A student who has been absent from school because of reported communicable diseases must have a permit (release) issued by the Public Health Department, a physician or nurse before he/she is admitted to school. The Principal may readmit a student absent because of non-reportable communicable disease, such as chicken pox, German measles and influenza.

### **I. CATHOLIC TEACHING OF HUMAN SEXUALITY**

"Sex" means the biological condition of being male or female as based upon physical differences at birth.<sup>38</sup>

"Gender" is a person's identity as male or female, harmonious with one's biological sex upon birth.<sup>39</sup> "Chastity" is the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being.<sup>40</sup> "Marriage" is the Sacrament of Holy

Human sexuality and sexual morality are studied within the context of moral formation in Christ. The [Catechism of the Catholic Church](#) and the [United States Conference of Catholic Bishops' National Directory for Catechesis, Doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age](#), and Catechetical Formation in Chaste Living: Guidelines for Curriculum Design and Publication provide authors of textbooks and teachers with a holistic view of moral formation and formation in sexual morality.

A positive and balanced Catholic view of sexuality begins with the premise that human sexuality is a gift from God in whose image human beings are created. Human sexuality should be viewed as a gift possessing inherent goodness and properly placed within a faithful, fruitful, and lifelong marriage (National Directory for Catechesis, 45.F).

A primary purpose of Catholic education in a school, religious education program, or another parish program, whether for youth, adults, staff, or clergy, is to guide all 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 in marriage.

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/guardians are expected to love and respect each other and their children. To their children, they are to be the principal role models, examples, and educators of these teachings. All faithful are called to continue their formation and serve as examples for others throughout their life. Those who are not married should reserve for marriage the expressions of affection that belong to married love.

"All the baptized are called to chastity. The Christian has 'put on Christ,' (Gal 3:27) the model for all chastity.

All Christ's faithful are called to lead a chaste life in keeping with their particular states of life. At the moment of his Baptism, the Christian is pledged to lead his affective life in chastity" ([Catechism of the Catholic Church, 2348](#)). Chastity is not limited to sexual conduct, but includes moral decision-making and mutual respect for people, through interactions with others and respect for one's own body. Accordingly, whether in thoughts or acts, lust, masturbation, fornication, adultery, prostitution, pornography, and rape involve a disregard for the call to chastity.

Pornography and sexting immerse all who are involved in the illusion of a fantasy world. They offend against chastity because they pervert sexual acts. They do grave injury to the dignity of participants: actors, vendors, the public (see [Catechism of the Catholic Church, 2354](#)).

"Homosexual persons are called to chastity. By the virtues of self-mastery that teach them inner freedom, at times by the support of disinterested friendship, by prayer and sacramental grace, they can and should gradually and resolutely approach Christian perfection" ([Catechism of the Catholic Church, 2359](#)).

Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person, not only violates these moral teachings but also may be unlawful under civil 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.

## EDUCATION IN HUMAN SEXUALITY

Education in sexuality is a continual process, an invitation for people to grow and develop as morally mature sexual beings, regardless of age or calling in life. Parents/guardians are the first educators of their offspring. In our Catholic tradition, education in human sexuality begins with them as parents/guardians and educators imparting understanding and knowledge in the context of Catholic teachings and its vision of the development of morally mature sexual beings. A Catholic vision of human sexuality, from childhood through adulthood, affirms that:

- All human life is created in God's image and has inestimable value.

- All persons are challenged to develop moral decision-making skills that would enable them to make responsible choices in human sexuality.
- All persons, while recognizing that weakness and sinfulness are part of the human condition, are called to respond with compassion and understanding to those who misuse the gift of human sexuality. Interior transformation in light of the Paschal Mystery and the role of grace, virtue, formation of conscience, and sin are foundational themes that pave the way for a balanced approach to human sexuality.

The ultimate objective of education in human sexuality is the personal realization of total sexual identity and the effective maturation of the person. The purpose of education in human sexuality, whether formal or informal, is threefold:

- To give each person an understanding of the nature and importance of sexuality as a divine gift, a fundamental component of personality, and an enrichment of the whole person
- To give each person an understanding of chastity as a key virtue that develops a person's authentic maturity and makes one capable of guiding the sexual powers in the service of love and integrating it into psychological and spiritual development
- To give each person an appreciation that sexuality is intended to express and to lead all to a knowledge of, respect for, and sincere personal adherence to the moral norms regarding sexuality that are taught by the Church

### Definition of terms:

"Sex" means the biological condition of being male or female as based upon physical differences at birth. "Gender" is a person's identity as male or female, harmonious with one's biological sex upon birth.<sup>a</sup> "Chastity" is the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being. <sup>b</sup> "Marriage" is the Sacrament of Holy Matrimony, by which one man and one woman unite in a lifelong partnership for the good of the spouses and the procreation and education of children.<sup>c</sup>

## EDUCATIONAL FRAMEWORK FOR HUMAN SEXUALITY

Programs and courses in human sexuality must be holistic, positive in their approach, and based on the fundamental truth that all human life is created in God's image and has inestimable value. "Sexuality affects all aspects of the human person in the unity of his body and soul. It especially concerns affectivity, the capacity to love and to procreate, and in a more general way the aptitude for forming bonds of communion with others" ([Catechism of the Catholic Church, 2332](#)). Education in human sexuality must be designed to assist each person in the Catholic Christian community to form a correct and informed conscience in order to be morally responsible. Persons given the responsibility of assisting others in their sexual formation should be:

- Committed to their own growth in sexual development
- Accurately informed with the necessary knowledge to discuss sexual issues
- Able and willing to follow and communicate authentic Church teaching regarding sexual morality "with authority, candor, sound reasoning and fidelity" (Human Sexuality: A Catholic Perspective for Education and Lifelong Learning, p. 25)

Those engaged in human sexuality education and formation must demonstrate, in word and attitude, a sensitivity to gender issues by presenting the equality of the sexes as designed by the Creator and discourage stereotyping and/or exploitation of the sexes.

Curriculum content and concepts must be introduced at maturity levels according to the emotional, intellectual, and physical development of the person. Programs and courses in human sexuality formation require ongoing collaboration and evaluation involving those affected by the process. The decision to implement programs and courses in human sexuality education must involve parents/guardians, pastors, teachers, catechists, and other leaders in catechetical ministry. Parent/guardian representation is important in setting goals and selecting programs and courses for children and youth. All parents/guardians should be given a reasonable opportunity to preview the selected materials. Having studied a program, they have the right to remove their children from any human sexuality course. In addition to formal instruction, consideration should be given to providing informal opportunities to address these issues, including activities such as retreats and other programs.

The content of the instruction and the textbooks and supplementary materials must conform to the authentic teachings of the Church as proposed in the [Catechism of the Catholic Church](#). The promotion of Catholic Christian values in the midst of the pervasive influence of media (advertising, books, films, magazines, music, radio, television, videos, and the Internet) requires that:

- Media be considered a valuable and effective educational tool
- Care be taken to provide the learner with the skills of discernment in the use and evaluation of all forms of media, including social media and the Internet.
- Prudent judgment be exercised in the selection and use of all media for human sexuality programs and courses

### **Chastity**

"Any catechesis on human sexuality must begin with a discussion of the goodness of all of creation and the place of chaste sexual intimacy in the plan of human flourishing before any discussion of the offenses against chastity."

"It cannot be said enough: Chastity should not and cannot be equated with abstinence, continence or even with vowed celibacy. To do so is reductive and damaging to the authentic virtue of chastity which flows not out of vows, deliberate privation or even necessity but out of the baptismal call to discipleship . . ."

"Chastity is an authentic expression of our understanding of ourselves and others as the Imago Dei (the image of God). Chastity is respect for ourselves and others and is part of the path to authentic human flourishing . . ."

"Chastity is not abstinence or celibacy; it is the right use of human sexuality for authentic human flourishing and happiness according to one's state in life. It is essentially the same call to everyone but is lived out differently by married, single or vowed persons. In other words, every baptized Catholic is called to perfect chastity . . ."

"Catechists and parents must resist the temptation to reduce chastity to 'abstinence based on fear' or to simply 'give up' to the 'sitcom' morality that is evangelizing our youth. Sex does not, and in fact cannot, lead to true love (in fact, it is often destructive of potentially life-giving relationships). Rather, true, abiding, lifelong committed love is expressed through



sexual intimacy."

"From within an authentic, life-giving understanding of sexuality as gift, and chastity as a desired goal, the parent and catechist can then move to those actions and desires that attack and offend human sexuality, prevent true human integrity and can never lead to happiness for oneself or another. To discuss offenses against chastity without presenting sexuality in its life-giving context is to trivialize moral education and reduce Catholic morality to one of 'obligation' rather than 'beatitude' or happiness." (Rev. Richard Benson, CM, "What Are They Saying About the Sixth Commandment?" The Tidings, September 11, 2009)

The focus of sexuality education in a Catholic school is to assist students to understand human sexuality and live mature, chaste lives. The topic of chastity is a part of at least two religion courses outlined in the USCCB's Doctrinal Elements of a Curriculum Framework. In addition to classroom instruction consideration should be given to providing an annual campus program since many high school students struggle with issues related to human sexuality during their adolescence years.

Human sexuality and chastity education will be provided in the religious education curriculum in an age appropriate manner. All members of this Catholic school community are called to a life of chastity appropriate to their vocation as single, married, or consecrated religious. This requires modesty in language, appearance, and behavior.

### **Same Sex Attraction**

In the spirit of Gospel love, students will be instructed in authentic Catholic church teaching and practice concerning same sex attraction and related issues.

Because the Catholic Church teaches that same-sex attraction is inherently disordered and that sexual activity is only appropriate for the purposes of love and life within Holy Matrimony, individuals experiencing this disordered inclination may not advocate, celebrate, or express it in the context of our Catholic school classes, activities, or events.

The use of the term "same-sex attraction" in discussing homosexual inclinations is preferred, since there is only one proper sexual orientation: that which orients a man to a woman in the bonds of matrimony. Because labels can falsely promote a

lasting identification or enduring notion of self, the school avoids labeling individuals with such terms as "gay," "lesbian," "bisexual," or "queer," even when the individual might desire such identification.

### **Gender Identity**

The school will interact with students according to their biological sex as based upon physical differences at birth. A member of the school community who wishes to express a gender other than his or her biological sex is understood as operating outside of the "reality deeply inscribed" within. Assisting the person in his or her disconnect with this reality, however sincerely experienced, by agreeing to participate in any efforts to change natural gender expression is contrary to the pursuit of the truth. Authentic love, a gift of the self for the good of the other, requires that we compassionately dwell in the truth and assist those we love to do the same.

The school recognizes that occasionally there may be instances where young people experience dissonance between their biological sex and the roles and norms advocated by society. Some young people might feel drawn to dress, act, and even manipulate their physical bodies in ways contrary to God's plan. The school advocates that young people, working with their parents, bring these types of issues to their pastor as well as to other trained professionals who might best assist them in clarifying and defining issues of self (and sexual) identity in accord with Catholic teaching and God's natural plan.

For families and students who may be in need of support and guidance, the school offers its pastoral and counseling services with regards topics covering human sexuality.

### **Pregnancy Involving Students or Other Minors**

Should a pregnancy occur involving a student or other minor, 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/campus minister, and other appropriate staff should meet with the pregnant couple and their parents/guardians to plan for the



pregnancy, including discussing alternatives to school and religious education arrangements that are appropriate for the needs, 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 schools 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 father (if known) and mother of the child will be encouraged and assisted to obtain professional medical care and counseling consistent with Catholic teachings, including teachings on the immorality of abortion. The Department of Catholic Schools can assist in the process and serve as a resource for services and referrals.

**Abortion**

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

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

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

In accord with the policy above, each situation regarding abortion will be handled on an individual

basis, applying the following suggested procedural guidelines:

1. If it becomes known to any member of the school community that a student is contemplating or planning an abortion, that member of the school community is to advise the student to contact the principal or counselor. All reasonable encouragement should be given to the student to save the life of her unborn child. In all circumstances, the mother of the unborn child is to be treated with compassion and respect.
2. If the student intends to proceed with the abortion, does proceed with the abortion or make known that she has undergone an abortion or that she/he has assisted in procuring an abortion, the administrator, teacher or counselor to whom this fact is made known, without jeopardizing the privacy of the student, is to contact the Regional Supervisor or Associate Superintendent of Schools for further guidance as to handling the situation.

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

[Further documents relating to the Catholic Church’s teaching on human sexuality can be referenced here](#)

**XI. HELPFUL INFORMATION**

**A. WHAT TO DO/WHERE TO GO IF YOU...**

Have been absent	Attendance Office
Have an accident	Attendance Office
Want career information	Counseling Office
Club information	Director of Faith and Leadership
Retreat Information	Director of Faith and Leadership
Academic concerns	Counseling Office
Become ill	Attendance Office
Need to leave campus	Main Office
Have locker trouble	Dean of Students
Lost Items	Dean of Students
Move to a new address	Registrar
Need to buy tickets	Main Office
Need to have transcripts sent	Registrar
Need to pay tuition and fees	Business Office
Need a guest pass	Activities Director
Have an issue with laptop	Technology Office

Laptop not connecting	Technology Office
Need email password reset	Technology Office
Want to make a donation	President

**Certain members of the staff handle particular areas of school life. Please note the title of the person below:**

Eligibility	Dean of Student Success
Athletic Equipment	Athletic Director
ASB	Director of Faith and Leadership
Change of Class Schedule	Counselors
Registration Information	Main Office
Ambassadors	Marketing Office
Tuition Assistance	Business Office

**B. TEXTBOOK SECURITY**

1. Write names in three different locations in each textbook.
2. Lock lockers securely. Do not leave locks in set positions.
3. Do not leave texts, backpacks or personal belongings unattended.
4. Students or former students may sell used textbooks at PMA campus. PMA students are discouraged from buying used textbooks from present or former students making sure books will be used next year. Such books on the approved list may be sold back to the bookstore or students at a reduced rate on the assigned calendar dates.
5. Inform the teacher of theft before class ends.

**C. St. Thomas Aquinas Study**

Students may use the library after school and at lunchtime. Library hours are posted. Students wanting to use the library during class time must present a library pass from their classroom teacher. During class time, no student will be allowed in the library without a pass. The pass is signed by the librarian and the student returns it to the teacher before the end of the period. Students are not allowed to bring food or drink into the library. Students must exhibit good library manners at all times. All library users are entitled to the right of silence in the library in order to concentrate on their tasks.

**1. BEHAVIOR**

The following behavior is unacceptable: Eating, drinking, loud talking, conversations, horseplay, disturbing others, playing unauthorized computer games, socializing and destruction of books, magazines, computer facilities or other library materials or furniture. Students who have to be disciplined for poor conduct in the library will have their

library privileges revoked.

**ACCEPTABLE USE OF TECHNOLOGY POLICY**

**A. TECHNOLOGY POLICY/INTERNET USE**

Students are permitted to access the Internet on the library computer system or in designated classrooms for academic research purposes only. Each individual student wishing to access the Internet must receive access through the librarian or supervising teacher for each use. It is not permitted for one student to turn over the open Internet line to another student who has not received clearance from the librarian or supervising teacher. Students are not permitted to enter chat rooms except for academic research purposes. Students who use the Internet for purposes other than academic research may be liable to serious disciplinary action including but not limited to the permanent loss of the Internet use privilege. Illegal or unethical uses of the Internet may result in the student's being asked to withdraw from the school. Only students with signed Computer Access Release Form (see Appendix) may use campus computers.

It is unacceptable to use the PMA name, initials, logo, or pictures of staff, students, the school or school activities with anything that is degrading, lewd, threatening or violent. Deliberate publication on the Internet, or anywhere else, may result in serious disciplinary action including expulsion.

**B. Introduction**

Access to technology is integral to the educational mission and purpose of our institution. We utilize technology in nearly every facet of instruction, activity, service, research, and operation of our school. This policy provides expectations for the use of technology as it affects our school and educational community. The school's computer network is provided for educational purposes, not as a public access service. Due to the evolutionary nature of technology, it is imperative for students to realize that our policies regarding the use of technology in our community will also be evolutionary. We ask all students to employ their best judgment when it comes to the use of school technology and keep in mind that our policies related to technology are not meant to supersede our other school policies, but rather to complement them. Although our school provides certain technologies, we recognize that members and guests of our community also have their own technology devices that they bring to our campus and school events. Our policies address the appropriate use of both technologies provided by the school and personally owned technological

devices. Please read the policies below before using our network and computers, because by using our technology you agree to be bound by the terms, conditions and regulations below.

No policy can detail all possible examples of unacceptable behavior related to technology use. PMA technology users are expected to understand that the same rules, guidelines, and policies that apply to non-technology related student behavior also apply to technology-related student behavior. Our school technology users are expected to use their best judgment when it comes to making decisions related to the use of all technology and the Internet. If there is ever an issue about which you are unsure, seek the advice of legitimate authority. This Policy applies only to students, including students enrolled in additional programs and exchange students. All children visiting our campus are also subject to the terms and conditions of this Acceptable Use of Technology Policy. All students and their parent or guardian must sign a parental authorization form before they can utilize any school technologies. This authorization must be signed on an annual basis at the beginning of every school year. The use of all school owned technology is a privilege not a right. This privilege comes with personal responsibilities and if you violate the responsible use of any school technologies, your privilege may be suspended and/or revoked.

### **C. Legitimate Authority**

Throughout this document, the term “legitimate authority” is used. Legitimate authority indicates a school, parish, or diocesan employee with the authority to grant explicit permission for specific actions (i.e., a teacher may give permission for a student to use the Internet during class but another student does not have the legitimate authority to grant such permission). It is up to individual institutions to define and limit “legitimate authority” (i.e., a teacher may have permission to allow students on the Internet during class, but such permission does not assume he/she may allow young people to override school policies and permit use of social networking sites or video games).

### **D. Personal Responsibility**

We expect our students to act responsibly and thoughtfully when it comes to using technology. Technology is a finite, shared resource offered by the school to its students. Students bear the burden of responsibility to inquire with the IT Department or other school administrator when they

are unsure of the permissibility of a particular use of technology prior to engaging in the use.

### **E. Purposes and Use Expectations for Technology**

The use of all school-owned technologies including the school network and its Internet connection is limited to educational purposes. Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high quality self-discovery activities. Commercial and recreational use of school technology resources for personal gain is prohibited. Students may not resell their

network resources to others, including, but not limited to, disk storage space. Students may not utilize school technology to play games, visit social networking websites, or send instant messages or photos (i.e. SnapChat) or emails unrelated to the educational purposes stated above. The school is not responsible for any damages, injuries, and claims resulting from violations of responsible use of technology.

### **F. Privacy**

All communication that takes place using personally owned or school owned technology must reflect the mission and values of PMA and the Archdiocese of Los Angeles. This includes emails, texts, pictures, instant messages, and posts online. Your attendance at PMA acknowledges your commitment to upholding the values and mission taught in this school. Students should not expect that what they write or publish online is private. As such, the school reserves the right to monitor and track all behaviors and interactions that take place online or through the use of technology on our property or at our events. We also reserve the right to investigate any reports of inappropriate actions related to any technology used at school. All emails, photos, and messages sent through the school’s network or accessed on a school computer can be inspected. Any files saved onto a school computer can also be inspected. Students have a limited expectation of privacy when using their own technology on school property or at school events so long as no activity violates policy, law and/or compromises the safety and well being of the school community. Parents or guardians can request permission to see the emails and other data for their child’s computer account at school.

### **G. School Provided Technology Resources**

Network storage is a finite school resource and we

expect students to be respectful of other users and limit the amount of space and memory taken up on school computers and on the school network. Any student (those provided with a school email account and those who are not provided such an account) must understand that all emails and messages sent from this account or via a school network are representative of the school and must reflect the mission and values taught here. Electronic communication by students must be in accord with school policies regarding appropriate language use, bullying, stalking, and other policies and laws. Student email accounts are subject to monitoring and have limited privacy. Students should be aware sharing resources such as bandwidth and server space with others and downloading large files utilizes finite resources. Abusing these resources can result in the loss of this privilege. Please delete old emails and save large attachments elsewhere to limit the amount of storage space used. The Archdiocese of Los Angeles requires that any schools with wireless Internet access must protect Internet connections with a password. Connection to wireless Internet by students is prohibited unless otherwise directed/instructed by legitimate authority. Only IT personnel may connect computers and devices to the school's Ethernet ports and disconnect computers and devices currently connected to the school's network. The school provides individual technology accounts for students to keep track of their technology use. Users must log off when they are finished using a school computer. Failing to log off may allow others to use your account, and students are responsible for any activity that occurs through their personal account.

#### **H. Termination of Accounts and Access**

Upon graduation or other termination of your official status as a student at our institution, you will no longer have access to the school network, files stored on the school network, or your school-provided email account. Prior to graduation, we recommend saving all personal data stored on school technology to a removable hard drive and set up an alternative email account.

#### **I. Respect for the Privacy of Others and Personal Safety**

Our school is a community and as such, community members must respect the privacy of others. Do not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others. Do not misrepresent or assume the identity of others. Do not repost information that was sent to you

privately without the permission of the person who sent you the information. Do not post private information about another person. Do not post photos or videos of others without prior permission of those who appear in the photos or videos. Do not use another person's account. If you have been given an account with special privileges, do not use that account outside of the terms with which you were given access to that account.

Except as required for educational purposes, do not voluntarily post private information about yourself online, including your name, your age, your school name, your address, your phone number, or other identifying information.

PMA prides itself on its reputation for excellence; therefore, you may not use the school's name, logo, mascot or other likeness or representation on a non-school website or app (i.e. SnapChat, Instagram) in a manner that compromises the mission and values of the school or Archdiocese of Los Angeles. This includes pictures of anyone wearing clothes with the school name, crest, emblem, or logo. This also includes listing our school name or our employees on a social networking profile, a dating website profile, or a rating website.

#### **J. Use of Personal Electronic Technology Devices (PTD)**

All extraneous personally owned technology devices (PTD), including, but not limited to, Smartphones, gaming devices, headsets, PCs, Macbooks, laptops, mobile presenters, wireless tablets (iPad, Samsung Galaxy, Kindle), digital audio and video recorders, iPod Touch, texting calculators, phones with cameras, or digital cameras are to be used only when permission has been granted by legitimate authority for educational purposes. This includes devices that are run using commercially available networks (i.e., AT&T, Verizon, Sprint, etc.). The use of SnapChat or FaceTime on PTD are not allowed at all during classes, school hours and at school grounds and facilities.

During a period of heightened security or an actual lockdown of a school or campus, care must be given not to compromise the instructions of emergency or school personnel (i.e., common sense dictates that parents would naturally begin trying to reach their children (and vice versa) during an emergency but every effort must be made to limit communication so that instructions are clear and consistent). Young

people may not use photos, recorded sounds, or recorded images or videos in such a manner as to embarrass or humiliate another person, student or adult. Devices capable of capturing, transmitting, or storing images or recordings may never be accessed or operated in restrooms, sleeping areas, dressing rooms, or other areas where there is a reasonable expectation of privacy.

To protect the safety and well-being of students', staffs' and other community members' personal property and to avoid disruptions to the learning environment; group leaders, teachers, or school personnel reserve the right to confiscate or collect any PTD. The content of any PTD device may be reviewed by a designated school official as part of any investigation of policy violation or other suspected inappropriate, immoral and/or illegal use. If an illegal act is discovered, local law enforcement officials will be contacted. The Archdiocese of Los Angeles along with PMA are not responsible for any harm to PTDs, including but not limited to the loss, theft, damage, or destruction of PTDs or any contents therein.

#### **K. Social Network and Website Usage**

There are educationally sound exceptions to many of the rules stated in this section. The administration and leadership team reserves the right to grant exceptions. Aside from the outright dismissal of these policies, some leeway is allowed. Social networking websites, profiles, or accounts, may only be accessed through the school's technology or via personally owned technology devices when directed by legitimate authority for educational purposes (unless the site is blocked). Because the terms of service of most photography sharing websites transfers ownership of uploaded images from the individual (or school) to the website itself, extreme caution must be taken when accessing any photography sharing websites including, but not limited to, Twitter, Imagur, Tumblr, and Instagram. If the terms of service indicate such a transfer of ownership (i.e., the website can do as they wish with the photos), such websites must not be used, even for educational purposes.

Students may not access material that is offensive, profane, or obscene including pornography and hate literature. Hate literature is anything written with the intention to degrade, intimidate, incite violence, or incite prejudicial action against an individual or a group based on race, ethnicity, nationality, gender, gender identity, age, religion, sexual orientation, disability, language, political views, socioeconomic class,

occupation, or appearance (such as height, weight, and hair color).

Students are not permitted to access, using the school's technology, any instant messenger services including, but not limited to, Skype, SnapChat, FaceTime, and Instant Messenger. Google Chat will only be used at the educator's discretion.

It is not acceptable for students to create social networking pages, accounts, sites, or groups that impersonate or misrepresent teachers or administrators, other students, or other adults in the community. Students may not utilize social networks or websites to harass, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community, including adults. This is unacceptable student behavior known as cyber-bullying and will not be tolerated. Any cyber-bullying, on or off-campus, that is determined to substantially disrupt the safety and/or well being of the school is subject to disciplinary action. There is zero tolerance .

#### **L. Communication: Instant Messaging, Email, Posting, Blog**

Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students. Inappropriate communication includes, but is not limited to the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If you are told by another person to stop sending communications, you must stop.

Do not post or send chain letters or spam. Spamming is sending an unnecessary and unsolicited message to a large group of people. Spamming occurs through email, instant messages, or text messages.

#### **M. Data and Gaming Devices**

Unless explicit permission is granted by legitimate authority, students are not allowed to bring iPods, MP3 players, DVD players, or other similar data-accessing devices, or personal video game systems onto school property or to school events. Unless legitimate authority grants explicit permission, students may not use the school's technology to play computer games.

#### **N. International Websites**

Because foreign language websites cannot be filtered using our current system, these websites may only be accessed from school owned technology under the direction of legitimate authority.

#### **O. Downloads and File Sharing**

Students may never download, add, or install new programs, software, or hardware onto school-owned computers. Downloading sound and video files onto school-owned computers is also prohibited. This prohibition applies even if the download is saved to a removable hard drive.

Students may never configure their school computer or personally owned technology device to engage in illegal file sharing. The school will cooperate fully with the appropriate authorities should illegal behavior be conducted by students. The likelihood of accidentally downloading a virus or spyware when downloading music and movies are very high; therefore students may not download any sound or video files onto their personally-owned technological devices through the school's technology. Students also may not download any computer game files or attachments from unknown senders.

#### **P. Intellectual Property, Academic Honesty, Personal Integrity, and Plagiarism**

All students are expected to maintain academic honesty. Do not claim or imply that someone else's work, image, text, music, or video is your own. This is plagiarism and will not be tolerated. Plagiarism is also when you incorporate a piece of someone else's work into your own without giving them appropriate credit. Do not pretend to be someone else online or use someone else's identity without express permission from that person and/or his/her parent/guardian if he/she is a minor. Do not use, post, or make accessible to others the intellectual property; including, but not limited to text, photographs, and video; of someone other than yourself. This includes intellectual property that you were given permission to use personally, but not publicly. This behavior violates school policy as well as state and federal laws.

A work or item is copyrighted when, among other issues, one person or one group owns the exclusive right to reproduce the work or item. Songs, videos, pictures, images, and documents can all be copyrighted. Copyright infringement is when you violate copyright law and use or reproduce something without the authority to do so. Make sure to appropriately cite all materials used in your work. Do not utilize someone else's work without proper permission. If students take photos or videos as part of an assignment or an extracurricular club ,program, or service (i.e., newspaper, yearbook, news channel), with either school owned or personally owned technology devices; those photos and videos are the property of the school, not the individual. Therefore, students may not post, share, or take possession of photos and videos collected.

#### **Q. Commercial and Political Use**

Commercial use of school technology is prohibited. Students may not use school technology to sell, purchase, or barter any products or services. Students may not resell their network resources to others, included, but not limited to, disk storage space. The school is not responsible for any damages, injuries, and/or claims resulting from violations of responsible use of technology. Students who are engaged in fundraising campaigns for school sponsored events and causes must seek permission from legitimate authority before using technology resources to solicit funds for their event.

#### **R. Filtering**

Our school adheres to the requirements set forth by the United States Congress in the Children's Internet Protection Act. This means that all access to the Internet is filtered and monitored. The school cannot monitor every activity, but retains the right to monitor activities that utilize school owned technology. By filtering Internet access, we intend to block offensive, obscene, and inappropriate images and content including pornography.

#### **S. Computer Settings and Computer Labs**

Unless legitimate authority grants explicit permission, students are not allowed to alter, change, modify, repair, or reconfigure settings on school-owned computers. This includes deleting cookies, and history, taking selfies on the iMacs, changing wallpaper, and re-setting the time and/or date on the computer. Students are not permitted to alter, change, modify,

repair, or reconfigure settings on their own computer or other technology device with the intent to hide unacceptable or illegal use of their own devices. This includes deleting cookies and history and re-setting the time and/or date on the computer.

Purposefully spreading or facilitating the spread of a computer virus or other harmful computer program is prohibited. Food and drink are prohibited from school computer labs and anywhere near keyboards or equipment. Students may not eat or drink while using any school-owned computers or other technologies. Students may not circumvent any system security measures. The use of websites to tunnel around firewalls and filtering software is expressly prohibited. The use of websites to anonymize the user is also prohibited. The use of websites, both domestic and international, to circumvent any school policy is prohibited. Students may not alter the settings on a computer in such a way that the virus protection software would be disabled. Students are not to try to guess passwords. Students may not simultaneously log in to more than one computer with one account. Students are not to access any secured files, resources, or administrative areas of the school network without express permission or the proper authority.

#### **T. Responding to Violations of this Policy**

Violators of our technology policies will be provided with notice and opportunity to be heard in the manner set forth in the PMA Parent-Student Handbook, unless an issue is so severe that notice is either not possible or not prudent in the determination of the school administrators. Restrictions may be placed on violator's use of school technologies and privileges related to technology use may be revoked entirely pending any hearing to protect the safety and well being of our community. Violations may also be subject to discipline of other kinds within the school's discretion. Our school cooperates fully with local, state, and/or federal officials in any investigations related to illegal activities conducted on school property or through school technologies. School authorities have the right to confiscate personally owned technological devices that are in violation or used in violation of school policies.

If you accidentally access inappropriate information or if someone sends you inappropriate information, you should immediately tell a staff member or teacher to prove that you did not deliberately access inappropriate information.

If you witness someone else either deliberately or accidentally access inappropriate information or use technology in a way that violates this policy, you must report the incident to a school administrator as soon as possible. Failure to do so could result in disciplinary action.

The school retains the right to suspend service, accounts, and access to data, including student files and any other stored data, without notice to the students if it is deemed that a threat exists to the integrity of the school network or other safety concern of the school.

#### **U. School Liability**

The school cannot and does not guarantee that the functions and services provided by and through our technology will be problem free. The school is not responsible for any damages students may suffer, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or the quality of the information obtained through school technologies. (Although the school filters content obtained through school technologies <if you do filter, use this>), the school is not responsible for student's exposure to "unacceptable" information nor is the school responsible for information. The school is not responsible for financial obligations arising through the use of school technologies.

#### **V. Right to Update this Policy**

Since technology is continually evolving, PMA reserves the rights to change, update, and edit its technology policies at any time in order to continually protect the safety and well being of our students and community. To this end, the school may add additional rules, restrictions, and guidelines at any time.

#### **W. Gmail and Google Apps for Education (GAPE)**

PMA provides all students with a Google Apps account. That account gives students access to Gmail, Google Docs (Docs, Sheets, Presentation, Forms), Apps, Google Sites and Google Calendar.

The Gmail accounts provided to our students are only for use within PMA. This means that students can only write and collaborate with teachers and students with a PMA Gmail account. Because no email can come from outside of the school, students will not receive spam, unsolicited messages or anything inappropriate from the outside world. Students cannot send messages to

people who are not Faculty, staff or students.

### **X. Monitoring and Filtering**

All student email passes through Google's Security System. Filters are set up to monitor student email from profanity, harassment, and other inappropriate content. Student email that is identified as inappropriate will be blocked from delivery, and instead be sent to the school administration for review.

### **Y. Access to Student Email**

Student email will be their lastname.firstname@piusmatthias.org. Their password can be their own. The administration reserves the right to suspend, reset or review the email account at will without notice.

Email can be accessed from any computer (Mac or PC) or server. Student email is to be used only for educational purposes which include but is not limited to: collaborating, sending information, asking general information or instruction, and creating Google Sites for educational purposes. These are not personal emails.

For more information, please feel free to contact

Policies are in compliance with the Acceptable Use and Responsibility Policy for Electronic Communications by the Archdiocese of Los Angeles.

### **Z. General Safety Tips**

Posting Online and Social Networking These guidelines prohibit young people from accessing social media sites except when instructed to do so in the course of an educational activity. When at home, be sure to follow these guidelines.

- Most social networking sites have an age requirement; make sure you follow that requirement.
- Never post personal information about yourself online. Personal information includes your phone number, address, full name, siblings' names, and parents' names.
- When creating an account on a social networking website, make sure to set your privacy settings so only your friends can view your pictures and your profile.
- Avoid accepting a friend you do not already know.
- If possible, set up your account so that you are notified of any postings onto your wall or page.
- Setup your account so that you have to

approve all postings to your wall or page.

- Setup your account to notify you when someone else has posted and tagged you in a picture.
- If you have a public profile, be careful about posting anything identifiable such as a sports team number or local park where you spend your free time.
- In general, do not post pictures of friends or other young people (or adults) without the expressed permission of those in the photos/videos.
- Communications: Think before you send all forms of communication, including emails, IM's, and text messages. Once you send the data it is not retrievable, and those who receive it may make it public or send it along to others, despite your intentions.
- Strangers: Do not feel bad about ignoring instant messages or emails from unknown people. Save all contacts from known or unknown people who are repeatedly contacting or harassing you. These saved messages will help authorities track, locate, and prosecute cyber-stalkers and cyber-bullies.
- Passwords: Do not share your passwords with your friends. When creating a password, do not make it anything obvious such as your pet's name or favorite sports team. Also remember to include both letters and numbers in your password if possible.
- Downloads and Attachments: Do not open or run files on your computer from unknown or suspect senders and sources. Many viruses and other undesirable consequences can result from opening these items.
- Stay Current: Do protect your own computer and devices by keeping antivirus and antispyware up to date. Keep your operating system and application software up to date. Turn off file sharing as an option on your computer. Remember that once words are published online, those words are online forever. Think before you post, send, or text.

### **AA. BRING YOUR DEVICE POLICY**

PMA is committed to assisting students in becoming responsible digital citizens. By giving students authentic experiences that build their skills in collaboration, creativity, communication, and critical thinking we can prepare them for their current and future educational experiences and careers. The archdiocesan Bring Your Own Device (BYOD) Policy is designed to meet this objective for students who bring



or use their own electronic devices in school or as part of their student life.

Students may bring personal electronic devices to school for educational purposes with the approval of the school administration. While at school, students are required to connect to the school's filtered network connection.

#### Responsibility for Devices and Their Use

- All students and their families are required to follow the Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP"), whether the device is provided by the student or the school.
- Students are solely responsible for their own personal devices and are to permanently label devices with identifying information.
- The school assumes no financial responsibility for personal devices if they are lost, loaned, damaged, or stolen.
- Personal devices are subject to investigation in accordance with the Archdiocesan AUP and the archdiocese Administrative Handbook (see School Searches).
- Students are expected to keep their devices secure at all times and not loan them to others unless required to do so for an educational assignment.
- Students are expected to protect their devices by bringing them to school in a case or cover to avoid damage.
- If a student uses a personal or school device or any of its functions in a manner that intentionally violates the school's policies or the Archdiocesan AUP, the student will be subject to consequences in accordance with the school's disciplinary policies and procedures.

### **XIII. ADDITIONAL POLICIES OF THE ARCHDIOCESE OF LOS ANGELES**

#### **A. RIGHTS OF PARENTS/GUARDIANS**

Parents/guardians must be informed if a research project involving their child is to be conducted at the school and they must be provided with sufficient

information about the research to enable them to give informed consent. Parents/guardians have the right to withhold permission allowing their child to participate in research studies. Parents/guardians have the right to withdraw their child at any time from a research project without reprisal.

Parents/guardians have the right to request to preview the materials to be used in a research study that involves their child. Requests to review the Research Materials should be made with appropriate written advance notification to the school and to the researcher.

Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the right to withhold their assent and have the right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

#### **Rules for Non-Custodial Parent/Guardian Visits**

Parents/guardians are responsible for providing any custody orders or other legal documents to the school that they wish the school to follow. Schools should take all reasonable steps to comply with these orders and are advised to ask the parents/guardians to provide the underlying agreements for these matters. The archdiocesan Office of the Legal Counsel is available to advise on how to handle these matters. The parent/guardian who has custody should be encouraged to present legal evidence to the school regarding the extent of the visitation rights of the other parent/guardian.

If a parent/guardian does not have legal custody of his or her child but has visitation rights, that parent/guardian may visit the child (subject to the school's visitation policy and if the school does not have a legal order prohibiting such a visit). Prior to taking action, the principal must identify the parent/guardian and determine if he or she has visitation rights.

Visitation rights are usually limited by the court to specified days and hours. The principal must be aware of these restrictions. If a parent/guardian without visitation rights attempts to visit a student at school,

the principal shall inform the custodial parent/guardian.

Schools may not provide legal analysis of custody orders or advise parents/guardians on the interpretation of custody orders. If parents/guardians disagree on the meaning of a custody order, the parents/guardians must consult legal counsel or come to an agreement on its meaning and provide the school with written documentation of their decision. Schools do not guarantee enforcement of custody orders. If a parent/guardian violates a custody order, schools should call the other parent/guardian, the police, or both for assistance.

### **CHILDREN IN FOSTER CARE**

When a child is in a foster home and the parents/guardians request to visit the child at school, the school shall inform the agency that is responsible for placing the child in the foster home.

### **B. STUDENT INTERVIEWS BY LAW ENFORCEMENT**

In performing their official duties and upon presenting proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and Child Protective Services shall be allowed to interview students in those cases where an interview outside of school hours is impossible or impractical or would duly interfere with the enforcement of law.

Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.

Before releasing a student for an interview, the person in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties.

In the archdiocese it is the policy that the person in charge should inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason to not inform the parents/guardians. In all events, it is the policy of the archdiocese that an adult, either a parent/guardian or a school staff member, will be present for any interview unless the student being

interviewed elects otherwise.

### **C. STUDENT REMOVAL BY LAW ENFORCEMENT**

A properly identified representative of a law enforcement agency or Child Protective Services has the right to enter a school to take a student into temporary or protective custody or to make a lawful arrest of a student. In the case of an arrest, the person in charge shall request to see the warrant for the student's arrest or court order issued by the juvenile court. A warrant is not necessary if the officer has reason to believe that the student has violated the law and makes an oral statement to this effect. The person in charge and at least one other staff member should be present to hear and witness the officer's oral statements.

The officer or representative may also remove a student from school with the permission of the student's parents/guardians or, in the case of exigent circumstances, without the permission of the parents/guardians.

While it is primarily the role of the law enforcement officer to notify the parents/guardians that a student has been taken into custody, the person in charge shall also take immediate steps to notify the parents/guardians about the release of the student to the officer and where the student has reportedly been taken.

However, the school shall not notify the parents/guardians when a student has been removed from school as a victim of suspected child abuse or the officer has specifically requested that the student's parents/guardians not be notified. In the case of suspected child abuse, the officer will determine whether to notify the parents/guardians that the student has been removed from school. The person in charge shall provide the officer with the address and phone number of the student's parents/guardians.

The person in charge should always obtain the following information:

- The name of the law enforcement officer or Child Protective Services representative
- The officer's badge or ID number
- The phone number of the police station
- Instructions from the officer regarding parent/guardian inquiries concerning the whereabouts of the student

#### **D. Acceptable Use and Responsibility Policy for Electronic Devices ("Archdiocesan AUP") - Definitions and Coverage**

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

The Archdiocesan AUP covers:

- using devices appropriately from a social and moral perspective
- maintaining data confidentiality
- protecting proprietary, confidential, and privileged data, and personally identifiable information
- maintaining the integrity of security controls and passwords
- immediately reporting any suspicious conduct or actual violations, and
- other activities implicated in the use of electronic devices.

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

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

The complete Archdiocesan AUP text is comprised of this section page and all topic

pages under this section.

#### **Definitions**

Electronic communication systems include but are not limited to email, telecommunications systems (including telephone, voice mail, and video), stand-alone or networked computers, intranets, the Internet, and any other communication or data storage or transmission systems (including "the cloud" or cloud-based services) that may be created in the future.

Electronic communication devices include but are not limited to wired and wireless telephones, smartphones, computers, laptops, tablets, photographic, audio and video equipment, flash drives, memory sticks, media players, facsimile machines, scanners, copiers, printers, two-way radios, and other communications equipment that may be created in the future.

Electronic communication materials include but are not limited to emails, text messages, instant messages, postings on social media, audio and visual recordings, photographs, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer and web applications, and all other electronic content that is created, downloaded, uploaded, retrieved, opened, shared, saved, forwarded, printed or otherwise accessed or stored.

Person in charge refers to the department head, manager, or supervisor of an archdiocesan department, entity, or corporation; the pastor/parish administrator, parish life director, pastoral associate, or business manager at a parish; the principal or president of a school.

Location refers to an archdiocesan school, a parish, the seminary, a cemetery or mortuary, the Archdiocesan Catholic Center, or another archdiocesan department or operating unit.

#### **Electronic Communication Systems, Devices, and Materials and the Users Covered**

Electronic communication systems, devices, and materials and the users covered include:

All electronic communication systems, devices, and materials used at any Location

All electronic communication devices and materials

taken from a Location for use away from the Location

All personal devices and materials brought from home and used at a Location

All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or a Location may be implicated in their use

All users of electronic communication systems, devices, and materials, including but not limited to volunteers, clergy and religious, students, parents, employees, staff, or contractors, when those contractors are associated with any activity of the Archdiocese and/or the Location

#### Ownership and Control

All electronic communication systems, devices, and materials, provided to users by the Archdiocese or the Location, are to be used primarily to conduct official Location and/or Archdiocese business, not personal business, whether during or outside regular business hours.

With permission from the person in charge of the Location, individuals may use archdiocesan systems,

devices, and materials to access and use the Internet for personal business and web exploration outside regular business hours or during breaks. The Archdiocesan AUP applies to all uses.

The Archdiocese and Locations, as applicable, reserve the right to monitor, access, retrieve, read, edit, redact, remove and/or disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices, and materials (including connections made and sites visited). The Archdiocese also cooperates with law enforcement officials or others, without prior notice. Users can have no reasonable expectation of privacy in use of archdiocesan systems, devices or materials. The Archdiocese reserves these rights with respect to systems, devices and materials not owned by the Archdiocese when they are used under circumstances that implicate the Archdiocese.

Further policies of the Archdiocese can be found at: <http://handbook.la-archdiocese.org/>

### **PMA EARTHQUAKE RESPONSE PLAN**

1. Drop, Hold and Cover. Instruct students to do this: do it yourself.
2. Exit. When the shaking stops, survey the scene; if you are by yourself and can do so, report to the athletic field. If you are with students, direct those who are able to move under their own power to exit to the athletic field. If any students are trapped or injured and not able to leave (a) apply first aid to stop severe bleeding; (b) use appropriate methods to start breathing, if necessary, (c) assure these students that search and rescue/first aid help will be coming shortly, then exit yourself.
3. Report immediately to the Coordinator. This assures us that you are okay and can be counted on to carry out your task(s). Take roll and stay with class in designated area.

4. Carry out your pre-assigned task when authorized to do so. Search and Rescue/First Aid, Supervision of Students, Gas Check, Radio and Phone Monitoring, etc.
5. Report to the Coordinator when you have completed your task. You will then be given a secondary task.

**PRIMARY TASKS (PRE-ASSIGNED)**

Coordinators	Search and Rescue/First Aid
Supervisors of Students	Gas, electric, water check,
Radio & Phone Monitor	Provide First-Aid Supplies

**SECONDARY TASKS**

- Comfort the injured
- Calm, reassure students
- Supervise gate; meet parents; release students
- Coordinator at gate for release of students
- Transport injured to hospital if no emergency services available
- Keep informed; listen to radio
- Monitor phones (bilingual staff)
- Communicate conditions at school to radio, television, Archdiocese
- Provide food & drink to students and staff
- Provide toilet facilities
- Provide blankets

**FIRST - AID STATION**

**SUPERVISOR**

- Decides who gets attention, first, second, etc.
- Gives directions to assistants.
- Takes information of injured who cannot be moved; sends help to these.
- Let Coordinator know if more help is needed.
- Gives report to Coordinator when demands permit.

**ASSISTANTS**

- Accept directions from the supervisor.
- Use your own training and knowledge in attending to the injured.
- If assigned, go to the injured who cannot be moved.
- Inform the coordinator of what has been done in attending each injured person.

**Earthquake Response Plan  
RESPONSIBILITIES**

**THOSE MAKING INCOMING PHONE CALLS**

- Information to share with the caller:
- All students have been evacuated from the buildings.
- Staff members are conducting search and rescue tasks, applying first aid techniques and supervising the students.
- We cannot provide you with any information on a specific student or staff member, but we can take messages.
- Parents may come to the school to pick up students; we will not release students except to a parent (unless written release is already on file).

**THOSE MEETING PEOPLE AT THE GATE . . .**

- Information to share with those coming to the gate:
- All students have been evacuated from the buildings.
- Staff members are conducting search and rescue tasks, applying first aid techniques, and supervising the students.
- We cannot provide you with any information now on a specific student or staff member.
- In order to keep students calm and to enable us to release the students in an organized way that allows us to account for each of them, we cannot allow you to enter the premises at this time.
- Please tell me the name of the student whom you wish to take home; tell me your relationship with her, and show me some identification; I will then send for that student.

### THOSE ON SEARCH AND RESCUE TEAMS

- If the person is not conscious, check the vital signs -- breathing, pulse; use the appropriate procedures.
- After checking vital signs, for conscious or unconscious, check for bleeding; use appropriate procedures.
- If the injured person is not able to move on his/her own power, do not move him/her unless there is imminent danger (fire; broken and/or live power lines, etc.) Fill out a report for the First Aid Coordinator, identifying the person, the location, and the condition of the injured.
- If the injured person is able to move, accompany him/her to the first-aid station.
- Put out fires; or report those not containable.
- Report any chemical spills, broken power lines, potential hazards, to the coordinator.
- When the entire area is checked, and you have done all you can for the injured, report to the Faculty Coordinator; submit a written report.

### THOSE PERSONS RELEASING STUDENTS . . .

- Ask for the name(s) of the student(s) and the person(s) requesting the student(s); check identification.
- Give names to the Gate Coordinator who will pull out the student Emergency Release Form and verify information.
- If the name of the person(s) requesting the student is not on the release form, the teacher will return to the gate and explain that the student cannot be released.
- If the name of the person(s) requesting the student is on the release, the teacher will go and get the student.
- If the student is being released, indicate on the back of the emergency release form the name of the person(s) taking the student. Return the form to the Gate Coordinator.
- The teacher then releases the student to the person(s) at the gate.

## ST. PIUS X - ST. MATTHIAS LOCKDOWN PROCEDURES 2022-23

# Graduation Requirements Checklist

### St. Pius X- St. Matthias Academy Graduation Requirements

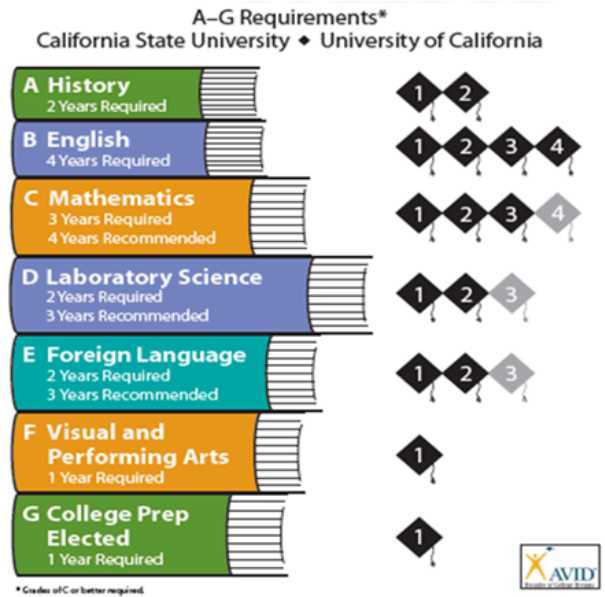
To graduate from PMA, a student must:

1. Earn passing grades in each course, every semester for a minimum of 240 semester credits.
2. Take an English, Math, and Religion course each semester.
3. Complete one hundred (100) hours of Christian service and attend the annual retreats.
4. Complete an SAT Preparation Course by the beginning of their senior year and take the SAT or ACT.

*Note: By meeting these PMA requirements with a 'C' or better in each course, you ensure a pathway to college (see UCA-G Requirements below)*

Subject Area	Required Credits
English	40

Theology	40
Mathematics	40
History/Social Science	30
Laboratory Science	30
World Language	20
Visual & Performing Arts	20
Physical Education/Health	10
Electives/Co-Curriculars	90
Total:	320



**\*\*\*Above requirements are effective beginning the Class of 2026 and beyond.**

**\*\*\*Class of 2025 has a graduation requirement of 290**

**\*\*Class of 2024 has a graduation requirement of 270**

# ST. PIUS X ST. MATTHIAS ACADEMY

## PARENT/STUDENT POLICIES AGREEMENT FORM

## ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has received and read the St. Pius X-St. Matthias Academy Parent/Student 2023-2024 Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended.

We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

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Father's Signature Date

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Mother's Signature Date

Print & Sign student names and grades:

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1<sup>st</sup> Student's Full Name Student Signature Grade

---

2<sup>nd</sup> Student's Full Name Student Signature Grade

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3<sup>rd</sup> Student's Full Name Student Signature Grade

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4<sup>th</sup> Student's Full Name Student Signature Grade

**Please return this signed form promptly to the School Office.  
This form will be placed in the student's permanent files.**