

ST. JOHN BOSCO HIGH SCHOOL STUDENT – FAMILY GUIDE



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REFER TO OUR WEBSITE (www.bosco.org):

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- Tuition & Fees
- Campus Map
- Dean - Counselors - Leads
- Course Catalog
- Faculty and Support Staff

INTRODUCTION

Overview

Mission

Saint John Bosco High School is a Salesian Catholic college preparatory school in which young men are accompanied in the spirit of Don Bosco with reason, religion and loving kindness in their formation to be good Christians and honest citizens in the image of Jesus Christ.

Vision

We strive for excellence in Salesian Catholic male formation through the Salesian Oratory model and philosophy; we are a Home that welcomes, we are a School that educates the heart and mind, we are a Church that nurtures faith, we are a Playground that celebrates life and others. By doing so, we are a school of choice for young men to prepare for college and live the values of good Christians and honest citizens.

Characteristics of a Salesian Education

St. John Bosco was an exceptional educator. His acute intelligence, common sense, and profound spirituality led him to create a system of education that develops the whole person - body, heart, mind, and spirit. It enhances growth and freedom while putting the young person at the center.

This unique educational model embraces the concept of creating a caring, loving and nurturing environment where the young can learn (school), grow in faith (church), feel comfortable (home), and ultimately be happy (playground). This type of school environment will enable any young person to thrive academically, spiritually, and personally. At the heart of this Oratorian environment is our Salesian spirit, embodied in "the Preventive System," defined as educative love, common sense, and Christian humanism (Reason, Religion and Loving Kindness). Inspired by the style of the Good Shepherd as lived out by St. John Bosco, it is the hallmark of our spirituality and our educational and pastoral way of accompanying the young.

At the heart of this oratorian environment is our Salesian spirit. Inspired by the style of the Good Shepherd as lived out by St. John Bosco, it is the hallmark of our spirituality and our educational and pastoral way of accompanying the young. This Salesian spirit can be observed and experienced in each of our schools:

In our way of being a **eucharistic community**. We recognize that at the heart of the educational and pastoral community is God's love in the person of Jesus Christ. We experience his presence through loving the young and one another, and through the celebration of the sacraments. In this way, we ourselves become Christ's compassionate Good News in the world.

In the way we place the good of **the young at the center**, especially in all of our plans and actions. We recognize God's gift found in each young person. They are encouraged and empowered to become protagonists and participate actively in their own education; therefore, grow in personal and social responsibility as "good Christians and honest citizens".

In the way we embody a **family spirit** by building a culture of trust and mutual respect. We see value in partnering with one another in sharing the mission of educating the young and leading them to encounter Christ.

In the way we **educate for transformation**. We commit to forming the whole person to grow spiritually, intellectually, physically, emotionally, socially, morally, and religiously. We accompany the young and their families to become missionary-disciples. We create opportunities to practice social justice through service and love in action.

“This system is based entirely on reason, religion, and above all on loving-kindness” (Don Bosco).

Standards and Benchmarks for Mission and Identity of Salesian Schools

STANDARD 1

A Salesian Catholic school is guided by St. John Bosco’s mission based on the oratory experience of home, church, school, and playground.

Benchmarks:

1. All constituents live the oratory experience that reflects a home that welcomes, a school that educates, a church that evangelizes, and a playground where life is joyful.
2. The school’s mission statement is informed by the mission statement of the Salesian province and is reviewed on an on-going basis.
3. The school’s mission statement is clearly visible and community members know of its location in public places, official documents and in all student, parent, faculty and staff handbooks.
4. All community members know, understand, live, and model the school’s mission statement.
5. All planning, decision-making, and operations done by governing bodies and school leaders are guided by the school’s mission statement.
6. There is an on-going Salesian vocational formation and educational program for faculty and staff, administration and governing bodies, students and families that cultivates an understanding of Don Bosco’s mission.

STANDARD 2

A Salesian Catholic School educates the young through the Preventive System, which is characterized by reason, religion and loving kindness.

Benchmarks

1. Salesian educators are visibly present and actively engaged in the classroom and wherever students are gathered in any place and for any activity.
2. The school's academic curriculum and instruction are based on the needs of the young and integrate faith and culture.
3. The school community's student support services promote the use of the Preventive System through counseling, academic support/intervention, and social/emotional outreach or concern that creates effective opportunities for growth, learning, and collaboration.
4. The school's disciplinary system promotes fairness, due process, and self-discipline based on Don Bosco's principles of treating the young with reason, religion and kindness.

STANDARD 3:

A Salesian Catholic school is a community of faith that is rooted in Don Bosco's spirituality.

Benchmarks

1. The spiritual formation of the young is integrated into the academic and co-curricular programs.
2. The school community provides regular opportunities to celebrate the sacraments of Eucharist and Reconciliation.
3. The school community maintains a visible spiritual environment reflective of Don Bosco's educational system.
4. The school community engages students in timely, regular, and age-appropriate opportunities to reflect on their life experiences and faith through retreats, service learning, and other activities.
5. The school community begins each school day and each class with a prayer.
6. The school's religious education curriculum and instruction is based on the needs of the young and meets the standards of the (arch)diocese as delineated by the United States Conference of Catholic Bishops (USCCB).
7. The school implements a 4 year curriculum on the life, mission, and spirituality of Don Bosco.

STANDARD 4

A Salesian Catholic school animates the young to be honest and upright citizens for the local and global communities.

Benchmarks

1. The school community reflects the gospel values of openness, trust, service, courtesy, thoughtfulness, and the dignity of each person.

2. The school promotes and celebrates respect for diversity through an environment of support, respect, care, and acceptance.
3. Students experience role models of faith and service for social justice among the administrators, faculty and staff, families, and their peers.
4. Aligned with Catholic Social teaching, students develop an understanding of their vocation through participation in and reflection on service-learning.
5. The students actively participate in their own education and formation to care for the environment; moreover, they are engaged in creating a more just society and building a better future.

STANDARD 5

A Salesian Catholic school cultivates a family spirit celebrated through the oratory experience.

Benchmarks

1. Salesian educators - SDB (profesed) and lay faculty and staff - are formed together to visibly support the faith life of the school community.
2. A Council of the Educative-Pastoral Community (CEPC) gathers on a regular basis to assess the needs of the young in order to create and implement an annual pastoral plan to address those needs.
3. The school nurtures a relationship and partnership with parents who are the primary educators of their children.
4. The school community provides regular opportunities to build life-long relationships in an atmosphere of shared joy.
5. The school fosters a sense of belonging by helping all discover, develop, and celebrate their unique culture, gifts, and abilities.

Integral Student Outcomes (ISOs)

Don Bosco's vision established that the virtues of faith, knowledge, leadership, and citizenship create the conditions for success among the young. St. John Bosco High School is committed to forming young men of purpose – good Christians and honest citizens. To form our students, we seek to foster the skills, strength, values, and faith to meet the challenges of our times. Students will be prepared for the academic rigors of college and the demands of a professional career. In addition, students will be formed into faith-driven leaders of service for their families and their communities. The following summarize the core values of the Bosco Man. He is able to:

Reason: Students who have purpose and understanding behind all decisions. Students use logic, good intentions, and fairness to build their purpose.

Religion: Students who live life in such a way as to reflect Salesian values. Students engage in their Salesian practice by committing to spiritual growth and service.

Loving Kindness: Students who hold high expectations for themselves and others, value different perspectives, and treat everyone with respect.

General School Policies

Nondiscrimination

SJBHS admits students of any race, color, racial, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. SJBHS does not discriminate on the basis of race, color, racial, or ethnic origin in the administration of its educational policies, admission policies, grant programs, and athletic and other school-administered programs. SJBHS adheres to the educational codes of the State of California as they pertain to private school education within this state.

Safe Child Policy

"SJBHS must speak out and take action against child abuse. Young people place a profound moral and sacred trust in their religious and educational leaders. That trust must never be violated by any person associated with SJBHS. Betrayal of that trust must be dealt with legally and in a swift and compassionate manner for all concerned. Concern for the reputation of a suspected individual or the institution is secondary to the child's well-being; our primary concern is the welfare of the child." –Praesidium Inc.

SJBHS, together with the Province of Saint Andrew the Apostle, was found to be in compliance with the highest current national standards for protecting children by an independent team of specialists to meet or exceed all standards for accreditation by Praesidium Inc. (*More information on Province Certification can be found on www.donboscowest.org/childsafety*)

Admission

SJBHS is a Catholic, all-boys high school whose philosophy and mission is based on the call of the United States Catholic Bishops, "To Teach as Jesus Did." Admission to SJBHS is open to all boys who have successfully completed the eighth grade in good standing. Ninth grade applicants must:

1. Take the High School Placement Test (HSPT) examination in the year applying.
2. Submit a transcript of work completed in the seventh and eighth grades.
3. Submit a recommendation form completed by the present principal and eighth grade teacher(s).

Transfer students*: SJBHS has established enrollment policies in concert with the California Interscholastic Federation (CIF) with the following conditions:

1. Accepts students on a space available basis.
2. Charges tuition for its educational services.
3. Has admissions requirements pertaining to academic standards, behavior, and potential for success in a Catholic college preparatory environment.

*Applications are available on the school website.

A student with any learning disability must have the appropriate documentation on file with the Counseling Department. The school's curriculum and program of studies **does not** include special education, and student documents such as an IEP or 504 Plan **are not honored**. See more information in the "Learning Disability Policies & Procedures" section of this guide.

As per the CIF Blue Book, "undue influence is any act, gesture or communication (including accepting material or financial inducement to attend a CIF member school for the purpose of engaging in CIF competition regardless of the source) which is performed personally, or through another, which may be objectively seen as an inducement, or part of a process of inducing a student, or his/her parent or guardian, by or on behalf of, a member school, to enroll in, transfer to, or remain in, a particular school for athletic purposes." Violation of this policy may jeopardize the eligibility of the student. (Reference: CIF Blue Book)

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.
- Schools shall maintain a list of exempt and conditional entrants.

Personal Belief Exemptions

As of July 1, 2016, SB 277 eliminated the personal belief exemption from the immunization requirements for schools. Certain students with a valid existing personal belief exemption will remain exempt from the new requirements unless or until they enter transitional kindergarten or seventh grade.

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.

Custody of Student(s)

Divorced or separated parents of a student(s) must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

Emancipated Student

The school reserves the right to accept or deny emancipated students continuing enrollment at SJBHS. All school regulations apply to students who are emancipated as long as they are enrolled in the school. An emancipated youth is one who is either over 18 and who has declared himself emancipated. Students who are eighteen years of age and who declare their emancipation must do so in writing and present verification from a parent or guardian. A student not living in the home of a parent or legal guardian might not be allowed to attend SJBHS.

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. The involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school.

Married Student

Central to the philosophy of SJBHS 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 their 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 known to have married may not be allowed to attend SJBHS.

Skateboards, Bicycles, Etc.

For the safety of our students, school community, and school property, riding skateboards, roller blades, scooters, bicycles, etc. will not be permitted on campus at any time. Any one of these items will be confiscated if used on campus at any time. Retrieval of these items can only take place at the end of the regular school day.

Closed Campus

SJBHS is a closed campus. Parent permission to leave the campus must be provided to the Attendance Clerk. Students from other schools may not enter the school grounds during school hours without proper authorization. Likewise, SJBHS students may not visit another school unless permission is granted by the principal of that school. Students are reminded to stay away from other private or public schools when SJBHS is not in session.

School Buildings

Access to school buildings is permitted during the hours of operation published in the [Student/Parent Brave Calendar](#).

- **Oratory**
 - Through the ministry of Don Bosco, the importance of bringing youth together helped support prayer, organized recreation, and family unity. In an effort to extend this family concept, the Oratory is open before and after school. Students may use the Oratory for recreation or use table space for group-study sessions and assignment completion.
- **Main Office**
 - The Main Office is open from 7:30 a.m. to 3:30 p.m. on school days (See school calendar for any changes to daily office hours.). Students who have business in the office are permitted to use the office before and after school, as well as during the break and lunch period. Permission must be obtained to use the office at other times.
- **Learning Commons**
 - The Learning Commons (LC) is open before and after school, at break, and lunch as a place for students to study. It is used during class time for SJB Global students as their in-person classroom while they complete online work.

School Property

All damage done to school property shall be repaired at the expense of the person committing the offense.

Automobiles on Campus

SJBHS is not responsible for and assumes no liability arising from fire, theft, damage to, or loss of the vehicle or any belonging left therein.

- *Arrival and Departure:* Upon arrival on campus, students must move immediately onto the school grounds and are not to remain in their cars. There is to be no “hanging out” in the parking areas or in cars. After school, the same rules are to be followed.
- *Operation of Autos:* Students should note that the campus speed limit is 5 miles per hour. There is to be no exhibition of speed or noise making with an automobile including high volume of stereos. Any demonstration of this or excessive speed on the campus, out of the driveways, or on Bellflower Blvd. in front of the school will be considered a violation. If these policies are violated, appropriate disciplinary action and/or driving restrictions will be imposed.
- *Parking:* All students must park their cars on campus and only in designated parking areas while providing appropriate space to other cars. There is no parking in the fire lanes at either end of the parking lots.
- *Parking Lot Safety:* Saturday school or suspension may be issued to any student who is driving or is an occupant in any car that is not following directions, is driving above the designated speed limits, or is driving recklessly.
- *Searching of Vehicles:* Since the SJBHS campus is private property, the school reserves the right to search automobiles with the driver present as a preventive measure to ensure the safety and security for all.
- *Trips to Your Car:* Since the parking areas are off limits during the school day, there should be no visits to parked autos in the lot unless permission is obtained. All school items, lunches, athletic clothing/equipment, etc., must be brought with you or to your locker at the time of arrival.

Campus Cleanliness

SJBHS students are obligated to keep their campus clean and neat at all times, especially during the lunch period, to maintain collective school pride.

Student Property

Students are required to mark their own personal items with their name and student identification number clearly so that they may be identified if they are misplaced. Belongings should not be left unattended. Each student can be provided a locker where belongings can be stored. All missing items should be reported immediately to the Dean of Students.

Students are responsible for securing all belongings. Students are able to secure their belongings in their assigned locker (if requested) or designated areas.

If an item is lost or stolen, it is the student and parent’s responsibility to report the loss or theft to the Dean of Students. ***The school assumes no liability for lost or stolen items.***

Lost and Found

Lost and Found has locations in the office of Dean of Students, the LC, and the PE/Athletic locker room. Wallets, watches, cell phones, and other valuables can be turned in to the Main Office if prior locations are closed. Both locations will accept found items and release reclaimed items. All unclaimed articles will be held for five (5) school days. At the end of the school year, unclaimed items will be donated to charity.

Community Time

Community Time supports achievement of the school's co-curricular ISOs and promotes community. Community Time consists of, but is not limited to: assemblies, school masses, class meetings, and faith family or tribe meetings.

Community Time is also a source of communication for school procedures and activities such as course registration, class elections, standardized-testing administration, and college application procedures.

Parent-Teacher Conference Procedures

Students and parents should consult with the teacher or coach before conferring with an administrator. Conferences with an administrator will be by appointment only.

1. If the concern involves any school personnel (Teacher, Coach, Staff, etc.) the student or parent should first contact the individual to discuss the situation. A meeting may be arranged if the situation warrants it.
2. If there is no resolution to Step 1, the student or parent should contact the school personnel's immediate supervisor (Department Lead, Lead Counselor, Assistant Principal of Academic Affairs, Vice Principal of Student Affairs, Vice Principal of Student Conduct, Athletic Director) and arrange a meeting with the school personnel in attendance. The purpose of the meeting is to bring about an appropriate solution to the situation.
3. If an appropriate solution is not reached, the student or parent may contact the Principal and arrange a meeting. The purpose of the meeting is to bring about an appropriate solution to the situation.

By following these procedures, the problem can be identified early and addressed before the situation moves beyond a conflict resolution stage. This process encourages good communication between student or parent and school personnel.

Cell Phones & Electronic Devices

Electronic devices are defined as a laptop, tablet with a keyboard, and/or hybrid laptop/tablet that are used for the expressed purpose of classroom learning. Cell phones are not considered an acceptable electronic device for classroom use and should be stored away during class time, but students may have their cell phone with them during school hours. Listening devices and amplified sound (such as headphones, earphones, and/or speakers, etc.) are to be used only at the discretion of the teacher/school official, and not used outside of instructional time or on campus. Such devices are subject to confiscation if not used in an appropriate manner by any school official.

Electronic equipment/devices may be confiscated from the student should it be used during class time for purposes *other than* classroom learning. These items will then be held in the Main Office. Any confiscated device will result in disciplinary action and a parent/guardian may be asked to retrieve the item upon conferencing with a school official. Retrieval of item(s) can only take place at the end of the regular school day.

Access to the SJBHS network and electronic communications platforms is a privilege. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing the use of the

system and shall agree in writing to comply with guidelines addressed herein and inclusive of the school's Technology Acceptable Use Policy. The policies set forth in this Acceptable Use Policy for Computers pertain to all devices used on the SJBHS campus. Students and parents must understand that device and/or Internet privileges at SJBHS may be restricted or taken away if the user violates any policy. Finally, SJBHS is not liable for the use of electronic devices or for materials distributed to or acquired from the school's electronic devices.

Noncompliance may result in disciplinary action consistent with school policies, which include but are not limited to:

1. Each device must be registered with the IT Department. All non-registered devices will be prohibited access to the SJBHS wireless network.
2. All devices must run standard operating systems and may not be "rooted" or "jailbroken".
3. Autonomous programs including peer-to-peer, bittorrent and other file sharing programs are prohibited.
4. Use of proxies to bypass on campus filters is not permitted.
5. Devices that meet minimum specifications (see *BYOD Program Device Specifications*) must work with SJBHS's learning management system, school email, and online storage accounts.
6. SJBHS students are expected to be responsible "Digital Citizens."
 - a. It is unacceptable to use the SJBHS's name, initials, logo, or pictures of students, staff, the school or school activities with any image or message that is degrading, lewd, threatening, or inappropriate. Deliberate publication on the Internet or in any other venue may result in serious disciplinary action, including expulsion. This policy includes, but is not limited to participation on social media sites.
 - b. Any person accessing the SJBHS Network has no expectation of privacy. This means that anything done using a school device or while using the school network - e-mail sent or received, anything composed whether saved or not, anything recorded or posted publicly, *any keystroke made* - can be observed at the time it is happening or reviewed at a later time.
 - c. Students are not allowed to use their personal cellular technology to access the internet, personal WiFi or Hot-Spot without first registering the device.
 - d. Attempting to bypass or alter computer network security, to impair the functionality of any computer or network, or to bypass restrictions regarding technology use is prohibited and may result in suspension or dismissal. Assisting others in violating these rules by sharing information or passwords is also unacceptable.
 - e. Accessing and/or improper use of file(s) and accounts of others is prohibited. (i.e, accounts on social media, personal drives, and/or technology resources)
 - f. Improper use or distribution of information is prohibited. This includes, but is not limited to copyright violations, software piracy, and plagiarism.
 - g. Ignorance is not an excuse for the misuse of hardware or software. The fact that a user "can" perform a particular action does not imply that they "should take that action". When in doubt, ask for assistance.
7. Students are responsible to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.
8. Students should keep their web browsers updated. Mozilla Firefox and Google Chrome are recommended.

9. Students are responsible to bring their device(s) charged for a running time of no less than 6 hours and bring a charging cord.
10. Access to the school’s wireless network, including the Internet, shall be made available in accordance with the Technology Acceptable Use Policy.
11. SJBHS assumes no responsibility for the ability of devices to be accessed by others. Usage is done at the user’s own risk.

Bring Your Own Device (BYOD) Program

The BYOD Program will allow students and staff to access our wireless network with their personal devices (laptops, netbooks, tablets, etc.) during the school day. Students may use their own devices, excluding cell phones, to access the Internet and collaborate with other students for educational purposes.

BYOD Device and Application Specifications

	Windows Laptop/ Netbook	Apple MacBook	10” Android Tablet	iPad or iPad Mini	10” Windows Tablet
Minimum Storage Capacity	500 GB hard drive	500 GB hard drive	32 GB	32 GB	64 GB
Recommended Operating System	Windows 7 or higher	macOS 10.14+ or higher	Android 5.1 or higher	iOS 12.0+	Windows 8.0
Minimum Battery Life	6 hours	6 hours	6 hours	6 hours	6 hours
Recommended Accessories	Protective case/cover	Protective case/cover	External keyboard and protective case/cover	External keyboard and protective case/cover	External keyboard and protective case/cover

There are specific calculator requirements for certain Math and Science classes. Please refer to the class documentation for those specifications.

There are specific laptop requirements for the PLTW Engineering coursework, Computer Science coursework and the Animation course. Please refer to the class documentation for those specifications.

Applications and Requirements

The availability of needed software as web browser applications negates the need to have required programs loaded onto every student computer. In general, students will need the following types of applications (*other applications for use in specific classes may be required by the instructor*):

- Word Processing (i.e., Google Docs or Microsoft Word)
- Presentation (i.e., Google Slides or Microsoft Powerpoint)

- Spreadsheet (i.e., Google Sheets or Microsoft Excel)
- Web Browser
- *Note that all SJBHS students have access to Microsoft Office and Google Apps for Education.*

Students are required to:

- Bring their devices to school daily.
- Fully charge the device each night to ensure sufficient battery power to last throughout the school day. They should bring a charger daily.
- Install updates as they become available to keep the device's software and applications up-to-date.
- It is the student's responsibility to keep his devices safe at all times. SJBHS is not responsible for damaged or stolen devices.
- Students are required to have all apps and textbooks required by their teachers for each of their classes. A list of apps and textbooks for each class will be made available at the beginning of the school year and will be posted on teachers' course expectations documents.
- Students are required to hand over their devices for inspection at the request of any SJBHS teacher or staff member.

St. John Bosco & Archdiocese of Los Angeles C3 Consortium Partnership - iPad Acceptable Use Policy

iPad Program Overview

Providing students the opportunity to participate in a 1-to-1 environment will enhance each student's overall learning experience. Utilizing iPads at St. John Bosco High School gives students access to learn anywhere, anytime in the classroom. This personalized learning also increases access to educational technology during the school day, narrows the digital divide between students, and promotes responsible use of today's ever-changing technologies.

All iPads in use by SJBHS students under this program are subject to the responsibilities and restrictions in this policy as well as the Archdiocese of Los Angeles Acceptable Use Policy found in the Student-Family Guide available for viewing on our website <https://www.bosco.org/my-bosco/families>.

All iPads are subject to routine monitoring by teachers, administrators, and the technology staff. SJBHS technology staff will periodically monitor iPad wireless activity. In addition, SJBHS reserves the right to confiscate and search all student iPads to ensure compliance with SJBHS AUP. Students must comply with any individual classroom rules regarding the use of iPads set forth by each teacher and if asked to surrender the device, they must immediately surrender it to the staff member making the request.

Students in violation of SJBHS AUP will be subject to disciplinary action. In addition, their device may be confiscated during the day, and/or additional disciplinary action may be assessed. SJBHS may remotely lock

down and wipe a device. SJBHS is not responsible for financial loss due to personal material being deleted, including applications (apps), music or other media purchased by the student. Violations will result in restrictions being placed on the device by SJBHS (i.e. student only being able to access their academic content). Regardless of any disciplinary action, completion of all classwork remains the responsibility of the student. Parents should discuss their expectations for responsible, acceptable behavior with their students.

All students and their parents must sign the SJBHS iPad Student Responsibilities & Student Pledge before using an iPad at SJBHS.

ACADEMIC AFFAIRS

Section 1: Academic Programs and Policies

The Course Catalog, published annually, provides a complete list of all courses offered and their prerequisites.

1.1 The Semester Schedule

SJBHS's academic program operates on a semester system. Comprising two, eighteen-week semesters, the schedule allows students to earn at least 35 credits per semester, totalling in 70 credits per year, and 280 credits over four years. Each class generally meets three days a week.

1.2 Graduation Requirements

SJBHS's vital and comprehensive educational program has been developed in light of the school's mission and philosophy, student needs, state educational requirements, and college entrance requirements. Each spring, as a part of the registration process, the school guides each student in selecting their courses for the next school year. Before selecting coursework for the upcoming academic year, students should review SJBHS's Course Catalog for graduation and college entrance requirements.

Listed below are the course credit requirements for graduation from SJBHS. These requirements will not be altered or waived because of other college or university requirements.

Graduation Requirements - Class of 2024 - 2026

- 40 Credits Religion
- 40 Credits English
- 30 Credits Mathematics
- 30 Credits Science
- 30 Credits Social Science
- 20 Credits World Languages
- 10 Credits Visual and Performing Arts
- 10 Credits Physical Education
- 5 Credits Health

45 Credits Electives

Total: 260 credits

Graduation Requirements - Class of 2027 onward

40 Credits Religion

40 Credits English

30 Credits Mathematics

30 Credits Science

30 Credits Social Science

20 Credits World Languages

10 Credits Visual and Performing Arts

10 Credits Physical Education

5 Credits Health

5 Credits Financial Literacy

40 Credits Electives

Total: 260 credit

Additional graduation requirements include:

1. A history of good character and citizenship
2. Participation in a grade level retreat during each year of attendance at SJBHS
3. Successful completion of required Christian Service
4. Successful completion of Senior Exit Interview

1.2.1 Senior Exit Interview

The Senior Exit Interview (“SEI”) experience provides members of the graduating class with an opportunity to reflect on and share the experience of their four years of learning and personal growth in the presence of a panel, consisting of school stakeholders. The quality of the interview is assessed by the panel members using a common rubric and the senior must achieve a passing mark. If a senior does not achieve a passing mark, they will be scheduled for a second interview with a panel named by the Principal.

1.3 College Entrance Requirements

College entrance requirements for the University of California (UC) and California State University (CSU) systems are known as A-G requirements, and are listed below. SJBHS requires all A-G subject areas to be met through our graduation requirements. See <https://hs-articulation.ucop.edu/agcourselist/institution/2849> for a list of SJBHS approved courses.

A- History- 2 years

Must include one year of World/European History and one year of US History OR one half-year of US History and one half-year of Government

B- English- 4 years

C- Mathematics- 3 years, 4 recommended

Must reach Algebra 2, at a minimum, and Geometry must be included
Middle school courses in Algebra 1 and Geometry may count toward this

D- Science- 2 years, 3 recommended

Must include 2 of these 3 subjects: Biology, Chemistry, Physics

One year of approved interdisciplinary or earth and space sciences coursework can meet one year of the requirement. Computer Science, Engineering, Applied Science courses can be used in area D as an additional science (i.e., third year and beyond).

E- Language other than English- 2 years, 3 recommended

Must be at least 2 years of the same language

F- Visual and Performing Arts- 1 year

G- College-Preparatory Elective- 1 year

This can be satisfied by designated courses, or additional courses taken in the above subject areas

Students may obtain information about entrance requirements for other colleges and universities from their counselor.

1.4 Course of Study

Detailed course descriptions, as well as a schedule of the number of meetings, are contained in the annual Course Catalog. Other policies, such as those regarding Advanced Placement (AP) courses and overall course selection, are found in section 1 and in the Course Catalog.

The program of study for individual students can vary depending upon many factors, including the individual student's academic and co-curricular talents, interests, attitudes, goals, as well as the time available to the student beyond the regular school day.

1.5 Add/Drop/Withdraw Procedures

Changes or adjustments in a student's class schedule are handled through the student's counselor. All course change requests must be made prior to the end of the first week of the Fall and/or Spring Semester (these dates can be viewed on the Brave Calendar). Changes cannot be made based on teacher preference or period preference, and are subject to space and availability. Please see section for the Advanced Placement (AP) drop policy.

Should a student request to add/drop a course after the designated date in the fall or Spring semester, the following process will occur:

1. Formal request by parent and student to change courses.
2. A deliberation by the administration (and department lead/teacher, if necessary) regarding the request.
3. A review of the student's schedule to determine if such a request can be accommodated.

Please be advised that if a late drop is approved:

- A Withdraw (W) will be posted on the student's official transcript if it occurs before the mid-semester progress report.
- An F will be posted on the student's official transcript if it occurs after the mid-semester progress report.

1.6 Academic Support Period

The Academic Support period prepares students for “Office Hours” at the collegiate level by giving students the opportunity to seek extra help and make up assignments. Students who earn below a 2.0 GPA during a progress report/grading period may be required to attend the entire Academic Support period until the next progress report/grading period in order to ensure their success in a course. Any student earning a grade of D or F at any time during the academic term is required to meet with the teachers of those courses during the Academic Support Period .

All teachers are available for students, and no practices or meetings will take place during this period.

1.7 Advanced Placement (AP) Program

An established, nationally recognized program through College Board, Advanced Placement (AP) courses are available to students who are willing to undertake more complex, challenging coursework for potential college credit. The foundation for the skills and knowledge a student must master to succeed in an AP course is laid in the college-preparatory program beginning in the freshman year and built upon during each succeeding year. In general, superior performance in appropriate college-preparatory courses suggests readiness for AP work. While AP courses often emphasize a broad range of topics to study, SJBHS's AP teachers may emphasize additional topics and skills deemed necessary for students to succeed at the college level.

1.7.1 Expectations and Challenges of SJBHS Students

Enrolled in AP Courses

AP courses are very rigorous, and they accelerate a student's preparation for college. Each AP course poses its own distinct challenges, and as a result, departments have identified specific guidelines and indicators to assist faculty, administrators, students, and parents in determining whether a student is prepared for the challenges of an AP course. Refer to the Honors/AP Guide for information on the expectations for each AP course.

While SJBHS encourages students to challenge themselves academically, we also counsel prudence in course selection so that academic challenges are beneficial and not detrimental to student development, and allow for a well-balanced life. Once admitted into an AP course, a SJBHS student must be committed to completing the course and any preparatory summer work. Students may not be dropped from an AP course once courses have been finalized in the spring of the preceding year unless given

approval from their teacher, counselor, and school administrators. Students who earn a D or lower in the first semester of an AP course may be asked to move to the college-preparatory equivalent course.

SJBHS students enrolled in an AP course must take the culminating AP exam for that course. There is a College Board fee associated with each AP exam that a student will take. Registration for AP exams begins in the fall; each family will be billed through their FACTS account before the AP exams begin in May. Seniors who have already committed to a college that will not award credit for their exam score, and therefore, elect not to take the exam, will not receive a refund for any fees incurred by the AP Program. Freshmen, sophomores, and juniors who elect not to take the exam will be prohibited from taking future AP courses. Students who miss their exam for a valid reason (e.g., conflicts with another exam or school event, emergencies) are expected to take the late-testing exams and will incur an additional fee.

Students who are late to their AP exam without a College Board-approved excuse miss their opportunity to take their exam, do not receive any refunds for fees incurred by the AP program, and are not allowed to take the late testing exam(s).

Please refer to the SJBHS Course Catalog for specific prerequisites of Advanced Placement courses. A signed contract is required of all students who wish to take an Honors or AP course.

1.7.2 Interpretation of Individual and School-Wide AP Exam Performance

In addition to achieving the SJBHS learning outcomes (ISOs), a key goal for Advanced Placement students is performing successfully on the AP exam(s). SJBHS recognizes that students who successfully complete AP courses and the subsequent AP exams may derive a benefit in gaining admission to the colleges and universities of their choice. While SJBHS is proud of the success of its students on AP exams, “pass rates” alone do not indicate instructional excellence. More significant is the high number of SJBHS students qualified and willing and able to take on the educational challenge of AP courses.

1.7.3 AP Courses and Weighted GPAs

Students enrolled in Advanced Placement (and Honors) courses are awarded grade points as follows: A = 5.0; B = 4.0; C = 3.0; D = 1.0; F = 0.0.

In addition to the GPA increase, students who pass the AP exam of the AP course they have taken have the opportunity to increase the letter grade earned in class. Because passing of the AP exam demonstrates mastery of the course learning targets, an AP course grade will be adjusted accordingly. The passing exam score earned and the subsequent grade changes are listed in the table below.

Original Grade	AP Exam Score	Grade Changed To	Semester
B	4 or 5	A	Either or Both
B	3	A	Semester 1 or 2
C	4 or 5	B	Either or Both
C	3	B	Semester 1 or 2
D	any passing score	C	Semester 1 or 2

1.8 Summer Advancement

The SJBHS Summer Program provides opportunities for students to advance in person at St. John Bosco and online at SJB Global. Refer to the Course Catalog and/or Summer Programs website for courses offered for advancement. Upon administration, department, and counselor approval and a minimum of an A in the prerequisite college-preparatory course or B or A in the prerequisite Honors course, yearlong courses for advancement can be taken during the summer either in person or online.

1.9 College Dual Enrollment Programs

SJBHS students may enroll in community college courses in order to enrich their academic profile or to explore an area not available to them at SJBHS. Colleges require that the parent or guardian and the high school give written authorization to the college for the student to enroll.

Courses required by SJBHS are to be taken during the school year on campus, unless otherwise authorized. In general, students may not take more than one course per term off campus while taking courses at SJBHS.

Students who opt to take a course off campus must do so outside the SJBHS school day. Students enrolled in off-campus programs must remain fully enrolled in SJBHS courses, in keeping with the school's academic and graduation requirements. These courses will not appear on a SJBHS transcript and SJBHS graduation credit will not be granted.

Students will not be allowed to drop courses at SJBHS in the middle of a semester in order to enter an off-campus program conducted on a quarterly basis. SJBHS will not grant any reduction in tuition and fees to students who enroll in concurrent off-campus programs. Families are fully responsible for any tuition, fees, book purchases and any other charges associated with off-campus programs.

1.10 On-Campus Dual Enrollment Courses

SJBHS students have the opportunity to take college courses on campus and receive "dual-credit," meaning that the student receives high school and college credits. Students in these courses are required to register at the

applicable college before beginning the course. Upon completion, students will also receive a transcript from an accredited college. A list of the dual enrollment courses offered is included in the Course Catalog.

1.10.1 Dual Enrollment Course Credit

A student will receive 5.0 credits for a one-semester high school course taken at a community college via on-campus dual enrollment. Courses that are at least 3 units will earn 10 high school credits. An official transcript must be sent to the Main Office of SJBHS upon completion of the course. All courses taken at a community college for advancement that are passed with a grade of “C” or better will earn an extra grade point for purposes of calculating GPA.

1.11 Naviance

Naviance is an online program for students and parents that promotes college and career exploration.

Naviance is used by the Counseling Department to guide students in searching for colleges that are a good fit, identifying their strengths and weaknesses, and exploring college majors and career choices, as well as submitting documentation to colleges in the senior year during college application season.

Section 2: Academic Expectations

2.1 Course Syllabi

At the beginning of each term, each teacher will distribute a course syllabus and make available on Schoology and/or Brightspace that explains the expectations of the course, including how the student’s learning will be assessed, the grading policy, and other class procedures. The syllabus also includes descriptions of the types of learning experiences and assessments that will be expected of students during the semester.

2.2 Course Materials and Resources

Textbooks for each course are determined by the Academic Department and approved by the administration. Every effort is made to balance the need for textbooks that meet a high academic standard while doing so at a reasonable cost. Since many of the textbooks are in digital format, students are required to bring a digital device (a laptop or tablet) in order to access digital content. Required textbooks and materials can be found in each course syllabus.

2.3 Study and Class Preparation

Students are expected to dedicate time outside of school hours to study, read, and complete practice work for content already covered in class. Time needed to complete homework will vary by student and assignment.

Studying, reading, and practice work for Honors and Advanced Placement courses will require more time than college-preparatory courses.

2.4 Assessments

Assessments include, but are not limited to: essays, presentations, quizzes, tests, and projects. These grades are used to determine a student's progress in their individual courses. Feedback from these assessments is available to families via their son's teachers.

2.4.1 Processing of Assessments

Semester assessments will not be processed if the student has not been cleared financially, if there is a 'hold' due to athletics, and/or for disciplinary reasons.

2.5 Final Exams

In the final weeks of each semester, teachers of all academic courses administer final culminating assessments. These assessments may take various forms, including essays, projects, presentations, performances, or examinations. Students must complete final exams and culminating assessments on the days in which they are administered. Students will only be allowed to make-up final exams due to verifiable emergencies, serious illness, or other unavoidable circumstances, and only with the approval of the Assistant Principal for Academic Affairs.

2.6 Learning Disability Policies and Procedures

The main focus of our Support Team Education Plan (STEP) program is to assist students with documented learning needs by empowering each student to advocate for their needs within a supportive environment. Students who recognize their learning strengths and embrace their learning challenges have better success throughout their academic career.

SJBHS follows all guidelines provided by the College Board regarding accommodations for PSAT, SAT, and AP exams, in order to best serve our students with learning disabilities.

In an effort to educate the whole person by addressing the needs of all types of learners, SJBHS provides support for students with documented needs ranging from learning disabilities to medical/mental health conditions. To the degree possible, students who have a mild to moderate documented learning disability may receive support from designated school staff. The support made by the school is informed by the recommendations provided in previous educational assessments, completed by a licensed evaluator and through the STEP Plan process.

All documentation regarding a student's learning disability should be dated within the past three years, and the school reserves the right to request an updated assessment. This confidential assessment will become part of the student's file and should include the following: (1) a clearly stated diagnosis, (2) relevant educational, developmental, and medical history, (3) test results from both cognitive testing and achievement testing, (4) a description of the functional limitations resulting from the disability, and (5) recommended support/adjustments and a rationale explaining the need for such support.

Documentation (including medical notes) needs to be submitted to the school prior to planning adjustments for the student. Upon a thorough review of the documentation, the student's counselor will make arrangements to meet with each incoming student and their parent/guardian to create a STEP Plan. Families will also meet with all teachers each year to discuss progress and necessary adjustments. These meetings take place at the beginning of the school year (or as new information becomes available).

2.6.1 Translator Policy

SJBHS seeks to prioritize diverse, equitable, and inclusive teaching and learning that recognizes the needs and experiences of the whole person, while simultaneously ensuring the accuracy and integrity of classroom and standardized assessments. The school-wide policy regarding the use of translator devices in class is structured to ensure every student can maximize the learning experiences in the classroom and teachers can ensure the accurate measurement of student outcomes.

A translator device is defined as an "air-gapped" or non-internet-capable device that is only able to translate from English to the student's primary language. NOTE: Cellular devices or other internet-capable devices are UNACCEPTABLE as a translator.

The following are the expectations for all students regarding a translator device for classroom use:

- Translators are acceptable during classroom instruction as long as the student has cleared the device with the teacher.
- Translators may be used for assessments at the teacher's discretion. The exception to this is for any AP course or Standardized Exam in which those devices will not be allowed during the exam.

NOTE: Students may request accommodations for Standardized Exams through the governing body (i.e. College Board, ACT, etc.), but may not expect their teachers to honor these accommodations. A formal request to use translators during classroom assessments must be made to the instructor no less than 24 hours before the examination.

Students may use a translator for up to 2 years as an SJB student. After their second year, students are no longer eligible for translator use during class and/or for coursework

2.7 Academic Integrity

The guiding moral values of SJBHS embrace a commitment to the personal development of every student (mind, body, and spirit). The school utilizes characteristics of both Catholic and Salesian Educational Practices to challenge its students to exhibit the four ISOs in every decision they make. Being a man of Faith, Intellect, Leadership, and Citizenship necessitates that each student assume responsibility for their thoughts, words, and actions as they represent themselves and their school with pride, and that teachers and administrators, in support of parents as the primary educators of the student, provide the positive moral

companionship necessary to the development of a the whole person. Honesty, right-reasoning, and ethical decisions are upheld and advanced in all social, athletic, and academic endeavors.

Violations of Academic Integrity include, but are not limited to, the following:

- Unauthorized aid or assistance in the giving or receiving of information on any form of academic work.
- Copying language, structure, ideas, and/or thoughts of another (artificial or otherwise) and presenting as one's original work (i.e. using Artificial Intelligence to complete graded assignments, copying another student's work and submitting it for a grade, copying and pasting material from an online source without proper citation, etc.)
- Statement of any untruth, either spoken or written, regarding any circumstances relative to academic work.
- Failure to follow course assessment protocols, such as talking/communicating during an assessment using an electronic device

Just as academic integrity requires that each student assumes personal responsibility for academic work, moral integrity as spiritual beings, community contributors, critical thinkers, and lifelong learners demands a similar expectation of personal accountability. Therefore, the development of all students as Christian gentlemen is extended to all areas of school-life and school events including all social activities, which also demands a high moral standard of conduct.

Consequences for violation of this policy may include but are not limited to: (1) a failing grade for the assignment/assessment; (2) a failing grade for the entire course; (3) being placed on an academic probation/ineligibility contract; (4) in-school suspension and/or disciplinary board; and (5) dismissal from school. The school administration reserves the right to alter or revise the consequences based on the severity of the violation.

Section 3: Assessment

The primary purpose of assessments at SJBHS is to measure student learning of course standards. Student learning is objectively measured and is communicated in the form of a letter grade (A, B, C, D, F, P, CR, NC) to describe the level of learning in a course. Letter grades do not communicate a student's level of effort, behavioral conduct, potential, or any non-academic learning criteria. While diligent study and effort are expected from each student, it is the quality of the student's performance on assessments that determines the grades the student achieves. Teachers develop their own grading practices within the parameters of the school's grading policies to make the most accurate professional evaluations of student learning. These grades are included on official transcripts and are reported to colleges and universities.

3.1 The Academic Grading System

The academic grading system at SJBHS is as follows:

Grade	Achievement Level	Regular Unweighted GPA	Weighted GPA (Honors & AP courses)
A 90% - 100%	Indicates a student has demonstrated advanced mastery of the learning standards at the deepest level.	4.0	5.0
B 80% - 89%	Indicates a student has demonstrated mastery of the learning standards.	3.0	4.0
C 70% - 79%	Indicates a student has demonstrated basic mastery of the learning standards.	2.0	3.0
<i>Grades below this level are not college-approved</i>			
D 60% - 69%	Indicates a student is approaching mastery of the learning standards.	1.0	1.0
F 0% - 59%	Indicates a student has not yet demonstrated mastery of the learning standards	0.0	0.0
I	Indicates that the student has not provided enough evidence of learning to earn a final grade. This will NOT appear on a final transcript, but instead be replaced by the grade a student earns after completing course work.	0.0	0.0
P or CR	Indicates that the students achieved basic mastery of the course's learning standards and carries no GPA weight as courses with this distinction are non-academic in nature.	0.0	0.0
NC	Indicates a student has not yet demonstrated mastery of the learning standards. This grading mark carries no GPA weight as courses with this distinction are non-academic in nature.	0.0	0.0

* Grades of “C” or better in courses designated “Honors,” including AP courses, are according to the internal weighted grade column in the table above. Weighted grades are given extra weight internally to distinguish school honors and awards. Colleges and universities use their own internal formulas for GPAs for admission.

3.2 Academic Grading Criteria

Grading calculations and the weighting of grading criteria that assess student progress will be communicated at the beginning of each semester in each course. The following criteria provide a schoolwide framework for grading practices:

3.2.1 Practice of Standards Assessments/Formative Assessments

Student experiences or assignments presented during coursework that facilitate understanding and practice of the learning objectives. Practice of standards assessments evaluate process-based learning criteria such as student effort, class preparedness, and completion of assignments. These assessments are important, as they allow students to process content, but may not directly measure a student's skill level of learning the content. Consequently, practice of standards assessments are weighted as a minimal part of the student's final grade. For example, taking notes on a lecture would qualify for this category.

3.3 Department Grading Policies

Each department, based on its discipline, will have different assignments and assessments to demonstrate mastery. Consequently, each department has its own grading and assessments policy. Families can refer to the course expectations of each class which can be found in each course syllabus.

3.3.1 Make-Up Policy

Students absent on a previously announced full-period test day may be required to make-up the test on the day they return to class.

After an absence, a student is allowed a minimum make-up time, in school days, equivalent to the number of school days missed during the absence, to complete any assignments missing (i.e., if a student is absent from class on Thursday and Friday, and returns to class on Monday his assignments are due on Wednesday).

3.4 Extra Credit

Because grades are based upon mastery of course objectives, any extra credit must be approved by the course instructor and must be academic in nature.

3.5 Grade Remediation

3.5.1 Grades of "D" and "F"

A graduation requirement course in which a final grade of "F" was earned must be remediated. While a grade of "D" is considered passing, students will not be able to move on to the next level of a math or world language course until they have received a "C" or higher in the second semester. It is important to note that while students may graduate with a grade of "D", many colleges will only accept grades of "C" or higher. Students who plan to remediate any courses must do so before the next fall semester begins with our SJBHS Summer Program or any time throughout the year with SJB Global.

Other considerations concerning a "D" or "F" grade are:

- Students who earn a grade of "D" or "F" in a subject not obtainable in summer school (e.g. a Pathway course) are required to meet with their counselor to determine how they will make up the grade.

- In order to be eligible for graduation, the student's transcript must show that all graduation requirements have been successfully completed. No diploma will be awarded until all F grades in graduation-requirement courses have been remediated and/or until a student's college admission requirements have been met.

3.5.2 Grade of "C" and above

Students are not allowed to remediate any course in which they earned a "C" or above. Credit will not be given for any course that is taken a second time after having passed it.

3.5.3 Grade of "I" or Incomplete Grade

For students who are unable to complete the course requirements due to unusual circumstances, such as verifiable extended illness, accident, or some other debilitating contingency, the grade of "I" is a temporary grade. Students in such situations are required to make up the incomplete within four weeks of the last day of the relevant grading period. When the required work is completed by a due date approved by the administration, the "I" is removed and the appropriate letter grade is assigned. If the work is not finished by the administratively approved due date, the "I" grade becomes a permanent "F" grade and students must repeat the course.

3.6 Academic Standing Review

Students with multiple courses in need of remediation will be required to attend an Academic Review meeting to determine continued enrollment at SJBHS. The Academic Review Board will consist of the Principal, Assistant Principal of Academic Affairs and relevant personnel. The student and his family will receive notification regarding the Academic Review Board's decision within five days of the meeting.

Any student carrying five or more F's on a transcript into a new academic year will be asked to withdraw from SJBHS. Therefore, any student carrying five or more F's must remediate an administratively approved number of courses prior to the beginning of the academic year with SJBHS Summer Program or SJB Global.

3.7 Determining Grade Point Averages, Unweighted and Weighted

To determine a semester Grade Point Average (GPA), the points allocated to each grade are multiplied by the number of semester units of credit allotted to the class. The cumulative GPA at semester's end is calculated by dividing the total number of courses attempted into the total number of grade points earned. The highest possible reported GPA at SJBHS, both semester and cumulative, is 4.0, unweighted. SJBHS students' weighted and unweighted GPAs are published on official transcripts.

Students' grades in AP and Honors courses at SJBHS carry an additional grade point value, which is only used internally to determine academic honors and recognition. It is important to note that colleges and universities determine for themselves how much added value an AP or Honors course should carry during their own

admissions process. Please consult the SJBHS course catalog for information regarding courses that carry additional grade point value as a weighted grade.

Section 4: SJB Global Policies and Procedures

SJB Global is the online school within SJBHS. It supports the community by allowing for flexible schedules, year round remediation, and alternative options for students and families that need something different than traditional all day classroom experiences. All SJBHS students will take Health online sometime the summer before, during the year of, or the summer after their freshman year. This serves to teach them Health from a Salesian Catholic perspective, teaches them how to be a good online student, and serves as a guidepost for future success online. Students have the option of selecting a Flex 3 schedule which places them in four classes on campus during the day and three classes online. This allows them to be a part of the SJBHS community, play sports and participate in all school activities, but they also have preferred scheduling and are not required to be on campus for half of the week.

Getting the most out of an online experience is dependent upon the student. In a traditional classroom, students review lectures, complete assignments, and participate in classroom discussions. While it may look a little different, the same is true for an online classroom, as well. These are recommended processes for online students:

1. Check school email every day! This is the instructor's primary way to communicate with students. Reply to all emails within 24 hours of receiving them.
2. Each online classroom has lectures and other assigned readings. Students are expected to read and view videos for those lectures. The assignments and Discussion Board responses should show that the student has done this by reflecting on the materials.
3. Communicate with the Instructor. Things to let the instructor know include:
 1. Unplanned Absences - illness, injury, family crisis, etc. Send an email or have a parent/guardian send an email right away so the instructor is aware!
 2. Planned Absences - travel plans or other expected absences. Contact the Instructor early so that adjustments can be made to help during the absence.
 3. Asking for Extensions - life happens and sometimes the best-laid plans don't work out. The Instructor can give a one or two-day extension when needed. Communicate with the instructor - let them know what happened and when assignments will be completed.
 4. Ask for Help - The Instructor is here to help. If a student gets stuck, before they Google, get too frustrated, or take a shortcut, contact the instructor by email or phone to set up a time to talk or Zoom so that they can help.
4. Assignment Feedback and Grading Scale
 1. Every score is only part of the final grade. To explain more about the grade, the instructor will provide feedback in multiple ways - internal comments on documents, rubrics, and feedback boxes. Be sure to check all of them and use feedback to improve future assignments.

2. Feedback on class discussions will be found in the feedback box and participation posted by the instructor.
5. Assignment and Discussion Board Deadlines and Late Policies.
 1. All course assignments, quizzes, and initial discussion replies are due by the end of the day (11:59 p.m. in the student's time zone) on the due date of the Lesson.
 2. Participation posts are due within 2 days of the assigned Discussion Board (i.e., if the initial post was due on Monday, the participation posts are due by Wednesday). Participation cannot be made up after the 2nd day following the DB due date without discussing it with your instructor before the deadline.
 3. Assignments and initial discussion replies will have a completion deadline of every two weeks where if the assignments are not in by the cut off, they will not receive credit. These specific dates are highlighted in each course
6. Students should work to present themselves with Biblical Character and Integrity by:
 1. Using appropriate language, images, and content for a Catholic school.
 2. Respecting classmates and instructors in Discussion Boards and communications.
 3. Submitting work that is original to the student - do not collaborate with other students, copy directly from internet sources or use any sort of Artificial Intelligence unless explicitly directed to..

Troubleshooting

If the student runs into technical problems with the classroom. Please follow these steps:

1. Turn the computer on and off.
2. Clear browser cache and cookies from History.
3. Try a different browser.
4. Try a different device.
5. Email the teacher for help immediately to let them know what is happening if these steps don't resolve the tech issue.
6. Work to resolve all tech issues within 24 hours.

Academic Integrity

1. Online students should work independently and create all of their own original work. They can not collaborate on an assignment without the express permission from the teacher before collaborating or asking to see someone else's work. They can not copy and paste content from the internet. They can not use Artificial Intelligence or assignment generators. They must always properly cite researched content using MLA formatting.

2. The instructor is available daily to help support students. If they get stuck or need help on an assignment, if they are running out of time to turn an assignment in, or if they do not know how to cite work properly, they should be sure to talk with the instructor and not take any academic short cuts.
3. Students should protect themselves and their hard work. They should not share usernames, passwords, or their own original work with other students. If a friend asks for work, students should turn them back toward asking for help from the instructor.
4. All work is automatically submitted to Turnitin.com for an originality check to compare student work against the internet and other student work. All work is also submitted to AI generator detectors.

Original Work Issues and Consequences

The first instance of submitting unoriginal work, collaboration, or sharing of work or passwords sparks a conversation between the student, instructor, parent, and Academic Advisor about what it means to have integrity as a student and how to avoid making a similar mistake in the future. Students will be reminded how to complete work properly so there are no further incidents. Depending on the severity of the issue, they may be allowed to redo the assignment.

A second instance in the same class will result in communication between the student, the teacher, the Academic Advisor, and the Director of SJB Global. This may result in a zero on the assignment without the chance to make it up.

A third instance in the same class or other classes will result in a meeting with the Director of SJB Global, the student, the parent, the Academic Advisor. This may result in a zero on the assignment and a 10% deduction of the entire grade for the semester. This also could be elevated to the Assistant Principal of Academics Affairs

A fourth instance in the same class or other classes will result in a meeting with the Assistant Principal of Academic Affairs, the student, the parent, and the Director of SJB Global. This may result in an F in the class and the student will need to remediate the class at a later time if it is necessary for a graduation requirement.

Best Student Practices of Online Learning

Making the Most of Your Online Learning

- Treat your online class as a traditional class.
 - Set aside time each day for your online work.
 - Depending on the class you can expect to spend 45 minutes to 2 hours per lesson.
 - Look ahead for bigger assignments and work on them a little at a time.
- Accountability
 - Figure out who or what will hold you accountable for completing your work.
 - If you are a self-motivated student it may be simply putting it on your calendar for an allotted time each day.

- If you need a little more help in staying on track enlist a friend or parent who will check on you and your progress.
- Time Management
 - Best practices are to set aside a stretch of time that you will work on the class.
 - Think about it like going to class - focus on that course alone for that set time.
 - Look ahead at each week - plan to work on bigger projects throughout the week instead of waiting until the day it is due.
- Stay Organized and Eliminate Distractions
 - Print your course guide.
 - Each lesson will have an assigned due date. Everything in that lesson is due by the end of the day.
 - Turn off your other electronics and have only your course pages open.
- Actively Participate
 - What you get out of your online classes depends on you!
 - Read all the course materials and use them in discussions and assignments.
 - Be an active part of the class discussion. Read your classmates' responses and reply with thoughtful content-related replies.
- Growth Mindset
 - Learning is important and being a student is exciting. It is a way to learn more and have more options.
 - When encountering something difficult, always think: "I can figure this out or ask for help. I will be able to complete this project or resolve this issue so that I know how to complete something similar or resolve this same issue in the future. I have people who want to help me and see me succeed."

Section 5: Grading Purpose, Policies, and Reports

5.0 PowerSchool Student Information System

SJBHS uses PowerSchool, a School Information System (SIS) that allows students and parents to access the grades. SJBHS teachers update their grades at least every two weeks so that grades are current (see "Reporting Student Performance"). Each official grading period is roughly eight weeks long. Students' grades on those dates are official and are communicated to parents and students via PowerSchool. A summative (i.e., final) grade encompassing the entire body of student performance is reported at the end of each semester. At the end of each grading period, these grades figure in the calculation of a student's grade-point average (GPA).

5.1 Semester Grades

For all courses, the semester grade is cumulative of all work. For grade reporting, the academic year is divided into grading periods of approximately eight weeks each. Each semester course has a quarter/midterm progress report and a final grade report that are used to determine eligibility.

5.2 Progress Reports

Students may check their progress via Schoology Gradebooks or on PowerSchool. Teacher's typically update PowerSchool every 2 weeks. Quarter/Midterm progress reports at the middle of each semester determine a student's eligibility in co-curricular programs.

5.3 Grade Reports

Grade reports are official at the end of each semester. These reports are emailed out via PowerSchool and show the permanent grades recorded on a student's transcript. These grades determine academic probation, eligibility, and honors status. The grades included in the Grade Report include all work evaluated during the entire semester. While students are expected to retain and use material learned in the first semester of a two-semester course, the second semester's progress reports and report cards do not include grades or assessments from the first semester.

5.4 Grades on Transcripts

Semester grades are the only grades recorded on the student's permanent transcript. Grades recorded on the transcript cannot be removed or replaced by supplementary course work.

5.5 Grade Appeals

A student who questions a grade earned in an academic class must first discuss this matter with the teacher. Afterward, students who still wish to appeal a final grade after a semester must submit a request in writing no later than five days after final grades are published on PowerSchool. No appeals will be considered unless they are submitted formally to the Assistant Principal of Academic Affairs within the time allotted. Late work will not be accepted for semester grade appeals. Deadlines for submission of all assignments are set by each teacher, in concert with school-wide academic policies.

Grade appeals will only be considered under the following circumstances:

- A grade miscalculation that aligns with instructor records
- An incorrect transcription of a grade that aligns with instructor records
- An extenuating circumstance affecting student performance

The Assistant Principal of Academic Affairs will review the request in consultation with the teacher. All final grade determinations are confirmed by the Assistant Principal of Academic Affairs and, if necessary, the Principal.

Grade appeals that cite Habits of Scholarship will not be considered. Habits of Scholarship (e.g. effort, diligence, participation, enjoyment, attendance, punctuality, etc.) are not considered in a student's grade for their course work. Letter grades at SJBHS reflect academic achievement based on in-class and take-home assessments only.

5.6 Early Graduation

Some of our students have been granted the extraordinary opportunity to matriculate at a college or university prior to graduation. It is for that reason that SJBHS offers students the opportunity to “graduate early” by finishing all graduation requirements by the end of the Fall semester of their senior year. In order for an Early Graduation status to be granted students must complete the following steps DURING THE SPRING prior to the start of their senior year:

- Meet with their counselor to begin the planning process
- Obtain an official letter of admission from their prospective college or university
 - MUST be on school letterhead that explicitly states the request to have the student start school with them in the Spring of their senior year
- Parent and Student must attend a meeting with their counselor and the principal to review the plan to graduate early and receive final approval
- Use the summer to complete any required course work to ensure student is on track to graduate early
- Student will need to complete their Senior Exit Interview during Final Exam week of the Fall Semester

Section 6: Academic Standing

6.1 Enrollment

The normal attendance requirement is the equivalent of eight semesters. Students must take all required courses in the curriculum published in the annual course catalog. Only the Principal may waive curriculum requirements. Such waivers would only be considered in most unusual situations, such as student medical emergencies.

6.2 Academic Probation

Students will be placed on academic probation if they earn a Total Unweighted GPA of below 2.0 in a single grading period.

6.2.1 Probation and Co-Curricular Participation

Students on probation may practice and participate in school activities and/or athletic events. A student on probation will have one grading period to improve his GPA to a minimum of 2.0 and to avoid being placed on the ineligibility list. Students on probation are required to attend academic support periods, in addition to completing an action plan with their assigned counselor.

6.3 Academic Ineligibility

If a student earns below a 2.0 Total Unweighted GPA for consecutive grading periods OR is passing less than 20 credits in any grading period, the student will be placed on Academic Ineligibility.

6.3.1 CIF Ineligibility

Students who do not pass at least 20 credits in any grading period cannot practice nor participate in any school activity and/or athletics. He must completely disassociate himself from all sports programs (i.e. they cannot participate in practices, workouts, conditioning sessions, and/or extracurricular activities or leave class early, dress, or travel with the team of which they are a member). Students who are CIF ineligible must attend academic support sessions.

6.3.2 SJB Ineligibility & Co-Curricular Participation (not applicable to CIF Ineligible students)

A student will not be able to participate in interscholastic athletic events or in school co-curricular performances for the duration of the subsequent grading period. Eligibility can only be re-established if the student earns a GPA of at least 2.0 in the subsequent grading period. During the period of SJB ineligibility, a student may be conditionally approved to participate in co-curricular activities (excluding performances) or athletic team practices once a written study plan is developed by the student's counselor, working with the student's teachers, coaches or moderators, and parents. The study plan must be approved by the administration BEFORE the student is allowed to participate. The essential condition of continued participation is both compliance with the terms of the study plan and satisfactory academic performance.

Section 7: Academic Awards

7.1 Honor Roll

Honor roll status is determined each semester by the student's weighted academic GPA.

Honor Roll Status	Semester Weighted GPA
Principal's Honor Roll	4.0 and above
High Honors	3.75 - 3.99
Honor Roll	3.50 - 3.749

7.2 Honors at Graduation

The student's cumulative weighted GPA determines academic honors granted to seniors at graduation after seven semesters. Grades received for the spring semester of the senior year are NOT included in the determination of these awards.

Graduation Honor	Total Weighted GPA for 7 semesters
Summa Cum Laude	4.0 and above
Magna Cum Laude	3.75 - 3.99
Cum Laude	3.50 - 3.749

7.2.1 Valedictorian

SJBHS recognizes the student who earns the highest grade point average after seven semesters. To be considered to be valedictorian, the student must have attended all four years at SJBHS.

7.2.2 Commencement Speaker

SJBHS allows two seniors to represent their class at graduation as commencement speakers. These senior students deliver the address which is meant to recall shared experiences, thank those who have helped the class on its journey, and challenge the graduating class to take their best lessons learned at SJBHS and apply it to make the world a better place.

One speaker will be the valedictorian who meets the requirements outlined in Section 6.2.1. The second commencement speaker will be a salutatorian who is chosen by his peers and SJBHS faculty and staff. All seniors who have earned Summa Cum Laude at graduation are eligible to apply to be the salutatorian. Seniors interested in applying must submit an application to the Principal. A meeting will follow with all the applicants who have filed an application to review and clarify the process. Once applications are reviewed, senior students, administrators, faculty, and staff will vote to select the senior class salutatorian.

7.2.3 Other Graduation Awards

The St. John Bosco Award is presented to the outstanding student in each class who excels in Christian service and for his supportive cooperation with his peers, teachers, and administration.

The Monty McDermott Athlete of the Year Award is presented to a graduating senior who has excelled as an outstanding athlete in one or more varsity sports while a student at SJBHS.

The Scholar-Athlete of the Year Award is presented to the graduating senior who has achieved high quality academic grades (TGPA 3.0 or higher over first seven semesters of high school) and at the same time excelled in one or more varsity sports while at SJBHS. A Scholar-Athlete will also be awarded at the 9th, 10th, and 11th grade levels to a student who has achieved high quality academic grades (TGPA 3.0 or higher at the 1st semester grading period of that particular school year) and also excelled in one or more sports.

A “Scholar-Athlete” patch will be distributed to any student-athlete who appears on an official Varsity roster at the time that fall semester grades are posted. In addition, the student-athlete must appear on the fall semester honor roll list. A student-athlete may only earn one patch per school year. Patches will be distributed by the school and may only be worn on an official SJBHS letterman’s jacket.

7.3 Academic Awards

During the spring semester of the academic year, faculty members are asked to nominate students from their classes for an academic award. The number of students given awards by each faculty member is based upon the number of sections of a certain course taught by the faculty member. Academic awards are given to the students who have demonstrated passion for the subject through their contribution to the classroom learning community. Solely having the highest academic performance is not a necessary qualification for an academic award. Student recognition for a total GPA above 4.0 and above for 9th, 10th, 11th, and 12th grades is celebrated during the second semester. The "Academic Grade Point Average" (as explained on page 9) is used for the basis of the invitation.

7.4 Eligibility in the Local Context (ELC)

The top 9% of juniors with the highest UC/CSU GPAs are candidates to participate in the Eligibility in the Local Context for admission to the University of California. GPAs, and sometimes transcripts of these students, are sent to the UC for screening. Students who are identified as ELC will be guaranteed a seat in the UC System, but not to a specific campus. The ELC students must still apply to the UC during the regular application period in November of their senior year.

Section 8: Student Records

Although SJBHS is not a covered entity under the Family Education Rights and Privacy Act (FERPA), SJBHS generally follows certain guidelines of the FERPA to protect the confidentiality of student records.

The law provides for the following:

1. Parents or an eligible student may review and inspect the student's educational records by making an appointment with the Registrar.
2. Educational records generally mean those records that are directly related to a student and that are maintained by the school. Personal notes and records made by teachers and other school officials, including instructional, supervisory, and administrative personnel and educational personnel ancillary thereto, that are not shared with others, except for a temporary substitute for the maker of the record, are not considered educational records.
3. Parents or an eligible student may seek amendment of the student's educational records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights by submitting to the Registrar a written request clearly articulating the proposed amendment and the reasons for the amendment. The Principal will review the request, meet with the parents or eligible student if necessary, and make a determination on the request.

4. The school will obtain written permission from the parents or an eligible student before disclosing educational records to other persons except for the following: other officials of the school, including teachers, for educational purposes; officials of another school where the student seeks or intends to enroll; certain federal, state and local authorities performing functions authorized by law; individuals or organizations concerning a student's application for financial aid; organizations conducting certain studies for or on behalf of the school or other educational agencies; accrediting organizations; parents of a dependent student over 18; court or law enforcement officials to comply with a judicial order or lawfully issued subpoena; other persons in connection with a health or safety emergency; and to other persons and institutions in the event of specified disciplinary proceedings or legal violations.

8.1 Transcripts

The transcript is the official record of scholastic work accomplished by the student during high school. Transcripts are forwarded to colleges and universities upon request. Tuition accounts must be current before a transcript is released. After graduation, fees for services are as follows:

- \$5.00 fee for each transcript sent by the Registrar's Office.
- \$10.00 fee for outside agencies requesting graduation/attendance verification.

Your online request can be submitted through the SJBHS website (www.bosco.org).

8.1 Options for Transcripts

Email Option - Official transcripts can only be emailed to 3rd Parties. Unofficial transcripts can be emailed to either self or 3rd parties.

Mail Option - Official transcript can be mailed to either self or 3rd parties.

8.2 Transfers from SJBHS

Transfers to other schools are issued only at the request of parents or guardians. Such requests must be made in writing or preferably through a personal visit to the Assistant Principal of Academic Affairs. Transcripts of grades will reflect the last official grading period and will be forwarded only when financial obligations have been met.

STUDENT AFFAIRS & STUDENT CONDUCT

Student Services

Counseling Partners of Los Angeles (CPLA) Services

Additional counseling services are provided by CPLA. These services are meant to be supplemental to what is provided by SJBHS school counselors, and are for families who request additional ongoing social/emotional support. Student and parent consent is required for these services.

Academic Lockers

Lockers are available to students upon request to help them protect their personal property and books. Lockers are not to be shared by students. A student should not give his locker combination to any other student and is responsible to ensure that the locks are locked. Only school locks are to be placed on lockers. Lockers may be checked periodically by the Dean of Students and Vice Principal of Student Affairs. Students are to report any locker problems immediately to the Vice Principal of Student Affairs. SJBHS does not hold itself responsible for items stolen from any locker or other area of the school.

Campus Store

The Campus Store is located across from the Guidance & Counseling department offices. The store carries school uniforms, sweatshirts, spirit apparel and accessories, such as decals, license plate frames, and water bottles. New items are introduced throughout the school year. You may also shop online through the SJBHS website ([Campus Store](#)).

Food Services

Food is available daily from the SJB Canteen found just behind the 400 building near the SJB Athletic Complex. Students are not allowed to order food delivery from restaurants/food delivery services. Food delivery that is dropped off will not be given to students. If a parent/guardian is going to bring a student lunch then it needs to be dropped off at the Main Office.

Bell Schedule

The daily bell schedules are posted on our website.

Student Identification Card

The Student Identification Card is the student's official identification for school related activities and must be in the student's possession during school hours and at all student activities. ID cards are issued at the beginning of the school year and are necessary to gain admission to athletic events, school dances, etc. If a student should lose his ID, he should report the loss to the Activities Director as soon as possible. A new ID card may be requested from the Activities Director for a \$5.00 fee. No more than two (2) ID cards will be issued to a student during an academic year.

Disaster and Emergency Procedures

Faculty, staff, and students receive a yearly orientation and training regarding disaster procedures and evacuation. In the fall all school personnel, including students, will engage in a full-scale mobilization of SJBHS's emergency plan, simulating a response to a major emergency scenario. There are also modified emergency/evacuation drills in the spring.

In the event of a disaster, SJBHS will hold all students on campus. Parent(s) must report to school in person to take custody of their son(s). 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 school administration.

If necessary, SJBHS will utilize the local news and/or social media to distribute any information regarding any school closures.

Extended School Day

The school administration reserves the right to extend the school day with proper notice 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.

Injury or Accident

Any personal injuries incurred on campus or while going to or from school must be reported immediately to the Dean of Students and/or Vice Principal of Student Conduct at which time an "injury report" will be completed. This injury report will then be filed with the Main Office. Any medical treatment required should be filed with the student's own medical insurance as this would be considered the primary insurance. The school's insurance is considered secondary coverage. Claim form(s) for secondary coverage may be obtained from the Main Office.

Work Permits

SJBHS issues work permits in the Main Office. All work permits are to be approved by school administration. If students must work, it is required that they:

- 1) Maintain good academic and disciplinary standing
- 2) Work no more than 20 hours per week
- 3) Not work past 10:00 p.m. on school night.

Expectations for Student Decorum

As members of the SJBHS Community, we are called to recognize our high school experience not simply as a set of demands or a schedule of activities but as a formative part of our life's journey. This journey, as outlined

in the Gospel, challenges us to become people of service. God's will for us is to develop our true selves in honesty and integrity so that we may be trustworthy members of our community. Such personal growth, when genuine, lives itself out in respect for ourselves and reverence for others.

Ultimately, it is the care and concern we have for ourselves and others that will help us discover our most precious gifts, whether they be intellectual, physical, artistic, spiritual, or emotional. Moreover, it is in the discovery and sharing of our gifts that we may make the greatest difference in the world, and become a crucial part of the design of our loving God.

SJBHS ultimately regards discipline as a code of moral guidance, not as a list of punishments. The primary purpose of discipline is to promote genuine development of a student's capabilities and morality, and to engender in the student respect for duly constituted authority.

We provide a classroom environment that is conducive to learning and consider discipline to be only one aspect of our attempt to promote training in good character for our students. Such training should cultivate the virtues that ensure right living and redirect disorderly tendencies into wholesome endeavors.

SJBHS assists in the formation of each young man. As such, discipline is an aid to the spiritual and moral development of the young man. Therefore, discipline is administered in such a way as to help the young man to eventually and freely choose right rather than wrong, good rather than evil, order rather than chaos, and virtue rather than vice.

Discipline by parents and teachers must be administered justly, firmly, and intelligently. To do this, our motives must always stem from charity - never from outrage or emotions of exasperation. Parents and teachers are encouraged to work together and to be consistent in their discipline of students.

Brave Code of Conduct

Discipline is considered to be in evidence when students work in cooperation with each other, with teachers, and with the school administration to attain the objectives of the class and the school. Self-discipline, operating under a Code of Conduct, is one of the means by which students are expected to show evidence of development of the whole person.

Personal Integrity

1. Students respect themselves and others by:
 - a. Being on time to every class, following school dress and grooming policies.
 - b. Not using, selling, having intent to sell, distribute, purchase, or possess any form of drugs (but not limited to, federally controlled substances) such as tobacco, alcohol, inhalant, or smoking paraphernalia.

- c. Ensure all work he submits for credit is his own intellectual property, and giving proper attribution to outside sources when necessary
- d. Not assisting others to commit academic fraud
- e. Avoiding the use of profanity and/or racially insensitive verbal horseplay.
- f. Avoiding the possession of pornography in any form
- g. Avoiding gambling (defined by the exchange of money or items of value)
- h. Driving carefully and lawfully on campus, including the immediate area of the school (campus speed limit is 5 mph.)
- i. Avoiding the use of hateful or bigoted words, harassing, intimidating, hazing or bullying others
- j. Not physically assaulting, endangering others, or fighting for any reason

Maintaining the Integrity of the School Community

1. Students contribute to a positive, effective and safe school environment by:
 - a. Respecting school employees, visitors, or volunteers
 - b. Not having excessive tardies/absences (unverified/unexcused absence)
 - c. Not engaging in any off-campus behavior that negatively influences and/or undermines the integrity of the school
 - d. Not causing willful damage or defacing school/personal property
 - e. Not damaging, stealing, and/or possessing another person's property without their consent
 - f. Not tampering with and/or triggering any fire alarm or associated equipment
 - g. Not engaging in academic fraud or unauthorized/improper use of school documents (forgery of notes)
 - h. Not possessing or using any weapon or simulated weapon or pyrotechnic device
 - i. Adhering to all school policies
2. Families contribute to a positive and effective school environment by
 - a. Fulfilling financial obligations to the school (families more than TWO months behind in tuition may be held out of school until the student's balance is paid off).
 - b. Supporting decisions of school officials
 - c. Following promoting, and supporting school philosophy, administration, and policies

Specific forms of behavior as mentioned above are examples. Any actions which violate basic Christian and civil standards are unacceptable at SJBHS. The school administration is the final judge of what is unacceptable behavior and cause for disciplinary consequences including, but not limited to, temporary removal from the school community (suspension) and/or permanent removal (expulsion).

When a student is suspended he:

1. May be removed from class and/or school:

- a. Students who are removed from school may be asked to leave via parent/guardian pick-up, or upon contact and consent given by the parent/guardian and may surrender his ID card to the Vice Principal of Student Conduct;
2. May not participate or attend school activities or athletics, including social/athletic events and/or practices and competitions
3. May be required to return all school property;
4. Is responsible for his academic coursework
5. Reinstatement as a student will be determined by the circumstances of the incident.

Types of Discipline Actions

A. DETENTIONS

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

Saturday school will be set up in advance by the administration for the first Saturday of each month. The fee for Saturday School is \$10. To make the \$10 payment, please visit www.bosco.org/saturday. Please make sure to provide all of the information required, including which specific Saturday School your student was assigned. Failure to make payment will result in your student not being allowed to serve the Saturday School, and will lead to a suspension from school. Drop-off will take place at the main entrance of the school, in the lobby area. Saturday School's run from 8:00am (sharp start time) to 11:00am.

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

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

If a student accumulates 10 detentions in a semester, he will be placed on strict probation for the remainder of the semester and become eligible for withdrawal. The Academic and Disciplinary Review Board will review the student's file at the end of the semester and determine whether the student will be allowed to continue at SJBHS for the following semester, and if so, under what conditions. Parents/guardians will be notified either by phone or in writing if their son will be reviewed by the Board at the end of the semester.

The Dean's Office, as a means of communicating with parents and guardians, posts special codes on students' discipline records for each detention received. Attendance violations that qualify a student for a detention (e.g., unexcused absences/tardies) are found both in a student's discipline and attendance record. Excused attendance violations (e.g., tardies/absences due to verified illness, school-related absences) are found in a student's attendance record only. A key is provided at the bottom of each record to help parents/guardians understand the codes. The Dean's Office strongly encourages all parents/guardians to utilize both the attendance and discipline aspects of POWERSCHOOL to help monitor their son's behavior and attendance. If questions still remain, a parent/guardian may contact the Deans of Students for further help at (562) 920-1734 x 517.

1. DEAN'S DETENTION

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

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

2. BEFORE & AFTER SCHOOL DETENTION

School detentions will be held in room 324 Monday's and 2:45pm to 3:15pm. Failure to appear to a detention will result in either a reissued After School Detention or a Saturday School Detention (NOTE these may also be assigned as a condition of a probation contract). Students serving ANY School Detention must arrive on time and be in compliance with the school uniform and grooming codes. Failure to report to any School Detention is a very serious matter and will be noted by the dean of students for further action, which may include immediate suspension upon returning to school and/or disciplinary probation.

C. ACCUMULATED DETENTIONS

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

D. DISCIPLINE REFERRALS

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

The purpose of the discipline referral is to alert parents/guardians and counselors of the student's behavior, assist the student in determining the root of the behavior, provide written documentation of disciplinary

intervention, and to help curb discipline problems before other disciplinary action results. Upon receiving a second discipline referral, the student will be placed on a disciplinary contract and parent contact made. Additional action taken will depend on the nature of the offense.

E. STUDENT INTERVIEWS FOR DISCIPLINE REASONS

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

F. DISCIPLINARY CONTRACT

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

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

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

G. STRICT PROBATION

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

1. habitual or accrued violations of school rules, including 10 or more non-tardy detentions in one semester
2. violation(s) of academic integrity policies
3. failure to fulfill detention obligations
4. excessive tardies
5. repeated cutting classes or truancy
6. insubordination towards faculty and/or staff
7. repeated classroom disruptions
8. forging notes, permission slips, or other official school documents requiring parent/guardian signature
9. possession of cigarettes/tobacco and/or smoking on campus or at any school activity

10. gambling on school grounds
11. persistent violations of uniform dress code
12. habitual profanity or vulgarity
13. defacing or destroying school property
14. three or more unsatisfactory conduct marks
15. instigating or inciting a fight
16. any activity that discredits the school

H. SUSPENSION

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

I. REQUEST FOR WITHDRAWAL/EXPULSION FROM SCHOOL

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

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

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

All of the above apply to the school day (including transit to and from school), after school or evening activities, or at any time an individual is identifiable as a student at SJBHS. The school issues exit grades for the work a student accomplishes up to the time of dismissal. Students who are asked to withdraw or are expelled for disciplinary reasons may not attend any school-sponsored events or visit the campus. Law enforcement will be notified in the cases of possession of illegal substances and possession of weapons. Law enforcement may be contacted in other circumstances at the discretion of the school administration.

J. DISCIPLINE BOARD

In certain cases, the VP of Student Conduct may call upon a Disciplinary Board to review and discuss the case of any student who may be subject to dismissal from SJBHS. The board consists of the Vice Principal of Student Conduct, the Dean of Students, and three (3) faculty members whose role is to hear the information of the case and make a recommendation on whether that young man should remain a student at SJBHS. The 3

faculty members will be appointed/selected by the different constituents here on campus. One member will be selected by the ASB Executive Board, one member will be selected by the faculty/staff, and the final member will be selected by the administration.

K. DISCIPLINARY REVIEW COMMITTEE

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

Attendance Policies

Telephone Number: (562) 920-1734 ext. 224

Absences From School

The student will present himself to the attendance office before any class when he is late or absent.

When a student is absent, the parent/guardian must:

1. Call to notify the Attendance Office the same morning of the absence; and
2. Upon his return to school, the student must present a note to the Attendance Office, written by his parent/guardian, explaining the circumstances regarding his absence before he is readmitted to class.

**Failure to complete items #1 & #2 may result in an assigned Saturday School.*

Early Dismissal

A phone call and written request from a parent or guardian must be submitted to the Attendance Office before school on the day the student is to be excused. A phone call alone is not sufficient to have the student excused from school. Without both of these fulfilled, students would only be permitted to leave campus at the discretion of the administration.

Excused Absences

Absences may be excused in cases such as, but not limited to, personal illness, severe illness in the family, a death in the family and other situations at the discretion of school administration. Students may make up their missed work in these cases with proper documentation.

Extended Absence Policy

Requests for an extended absence must be made to the Vice Principal of Student Conduct. Students that are going to be absent for an extended period of time must pick up the proper notification and paperwork from

the Vice Principal of Student Conduct and submit them back to the Vice Principal of Student Conduct two (2) days prior to the absence. All extended absence arrangements are governed by the school's policy on semester absences.

The school's administration ultimately determines if an absence is to be considered excused, or unexcused. When a student accumulates six (6) or more absences in a single course in either semester, consequences may be issued at the disciplinary, or privileges level (non-participation in extracurricular and/or co-curricular events). Students in violation of excessive absences may not be granted academic credit. Only compelling personal or medical reasons will be considered by the school's administration, where absences beyond six (6) may be allowed. Students are required to make up any course work that is missed due to absence, regardless of reason for absence.

Field Trips

All students must submit a signed, school authorized parental and teacher release form prior to boarding the vehicle that will provide the transportation to and from the field trip site.

Leaving School Grounds

Students are not permitted to leave the school grounds, be in the parking lot without permission, nor leave before the final dismissal bell rings to end the school day once they have arrived at school. Once a student is dropped off on campus they should not leave campus without first acquiring permission from the Attendance Office. Students arriving on campus prior to 7:30 AM must enter through the Oratory. If a student is ill, authority to release the student is approved by the Vice Principal of Student Conduct in collaboration with the Attendance Office and parent/guardian. When a student must leave campus due to an illness, to attend a medical appointment or funeral, is serving suspension, or for any other reason(s), expressed permission by phone and/or email must be granted by the parent or legal guardian before the student is released. Students are released only to the physical custody of a parent, legal guardian, or designee

Tardiness to Class or School

A student may be subject to disciplinary action when tardy to class or school. Each student can accumulate two tardy notices without penalty. Upon the third tardy, disciplinary action will include verbal and/or written warning, detention, and/or suspension. A student may be placed on probation or asked to leave the school if the tardy problem is persistent. SJBHS considers habitual tardiness to be a very serious matter and will be addressed accordingly.

Truancy

A student who is not present in any class period(s) without a valid reason is considered truant. Truant students will be issued disciplinary consequences that may include Saturday School and/or suspension.

Personal Appearance

SJBHS recognizes that the presentation of its students in the school contributes to a professional environment and the public image that has contributed to the success of the SJBHS. Therefore SJBHS expects students to be well-groomed and appropriately attired.

Grooming

1. Hair must be styled in a neat and clean presentation free of hair designs shaved into or styled into the hair. Students with longer hair should have their hair pulled back so that their face is visible.
2. Facial hair must be styled in a neat and clean presentation free of designs shaved into or styled into the hair or eyebrows
3. Hair must be of a natural color.
4. No completely shaved heads or parts of the head are allowed (clipper length of 1 or higher).
5. Hair cannot have jewelry or flashy accessories
6. Inappropriate, vulgar, or offensive tattoos that depict explicit language, drug paraphernalia, alcohol, and/or sexually suggestive images must not be visible at any time.

NOTE: The school administration will be the final judge of what is and what is not acceptable regarding school dress and grooming. Any student in violation of school policy will be subject to disciplinary action.

Parental Responsibility

In order for SJBHS to be effective in its dealings with students it is essential that a spirit of cooperation, trust and support exist between the school and the parent(s) and/or guardian.

Formal Dress Days for Students

Students will be required to dress in an SJBHS tie, white Oxford-style dress shirt, dress slacks or uniform pants, belt, and dress shoes on all school wide liturgies and specified school days and/or events. The only outerwear allowed for formal dress days is the formal SJBHS sweater and/or vest. The tie, sweater and vest must be purchased at the Campus Store.

UNIFORM DRESS CODE

<u>Shirt</u>	Official uniform SJBHS polo shirt with collar or approved spirit wear on designated days. <ul style="list-style-type: none"> ● Polo shirt must not be worn over outside wear ● Undershirts must be solid sleeved and be white, gray, black, and/or blue
<u>Pants</u>	Uniform pants or uniform shorts

<p><u>Shoes & Socks</u></p>	<p>Standard dress shoes or athletic shoes with socks. Ankle boots or full boots, sandals, flip-flops and/or slippers are not acceptable.</p> <ul style="list-style-type: none"> • Formal Shoes can be dress shoes or boat shoes. Cannot have exterior designs of spikes, and/or large buckles, etc.
<p><u>Sweatshirt/Jackets</u></p>	<p>Official SJBHS hooded/non-hooded sweatshirts and/or jackets. <i>Note: Non-SJBHS hooded/non-hooded sweatshirts are <u>not</u> allowed and will be confiscated.</i></p>
<p><u>Hats</u></p>	<p>SJBHS Hats, knit caps, or “beanies” may not be worn indoors. Non-SJB hats or caps are not allowed at any time.</p>
<p><u>Piercings</u></p>	<p>One stud earring per ear is acceptable during the school day and at any school-sponsored event. Piercings other than earrings, as well as nose rings and spacers, are not acceptable during school or at any school event. Inappropriate, vulgar or offensive earrings are unacceptable at any time.</p>

NOTE: Final determination of the school dress code is to be made by the school administration.

SJBHS reserves the right to confiscate any items or possessions which a student may bring to school, which violate the school dress code or school rules. Said items or possessions will only be returned to the parent of that student and may be held until the end of the school year.

Disciplinary Policies

Courtesy

One of the chief virtues of the Christian person is courtesy. An SJBHS student is to show respect to all members of the faculty, especially when greeting them. At all times the terms “Father,” “Brother,” “Mister,” “Miss,” “Ms.” and “Mrs.” are to be used when addressing faculty members. A warm and friendly atmosphere between faculty, students, and visitors is encouraged.

Mutual and Communal Respect

Any loud, disruptive, confrontational, or abusive behavior by any student, parent or adult directed toward or in the presence of any employee of SJBHS will not be tolerated and, if egregious or continuing after warning, may result in dismissal of the student.

Off-Campus Conduct of Students

Although SJBHS does not hold itself responsible for offenses committed outside its jurisdiction, misconduct anywhere, which may hurt the reputation of the school and our students, may be cause for disciplinary action. As a private school, SJBHS has an obligation to our entire school community to ensure student safety and maintain the reputation of our school. SJBHS reserves the right to impose consequences on an individual whose misconduct has harmed member(s) of our school community or the reputation of SJBHS, even though it may have occurred away from school or at a school function.

Search Policy

SJBHS officials may search any individual student, his property, school property (locker, etc.) under his control when there is a reasonable suspicion that he is violating school policy or the law.

Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, book-bags, athletic equipment bags, student vehicles parked on school property, cellular phones, computers, or other electronic communication devices. Any search of a student, his possessions, or school property (lockers, etc.) under his control shall be limited in scope and designed to produce evidence related to the alleged violation.

Drug/Alcohol Policy

SJBHS is a community committed to providing an environment that is free from illegal drugs and alcohol. We believe that these substances severely limit the opportunities for students to become spiritual beings, academic achievers, critical thinkers, effective communicators, life-long learners and community contributors. As we focus on providing both an intellectual and spiritual education for our young men, we are joining with parents, faculty and students to provide and maintain a drug free school.

School-wide Drug Screening Program

The emphasis of our program is placed on a proactive approach in maintaining a drug free school. This random screening program is designed to create a safe, drug-free environment for our school community and to assist in getting help when needed. A preventive measure the school may do is random search, campus wide screening and surveillance.

Students using any form of drugs and/or alcohol that pose a threat to their own health and safety, as well as that of other students. The purpose of this program is four-fold:

1. To direct our young men to become good citizens and sound Christians through our preventive system.
2. To provide for the health and safety of all students.
3. To challenge the negative effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs/alcohol.
4. To assist students who use drugs to participate in drug treatment programs.

Harassment Policy

In accord with SJBHS's vision and mission, we are committed to providing an environment that is free from harassment in any form. The same respect afforded each student is, in turn, expected from each student toward their peers, teachers, coaches, staff, SJBHS parents, and visitors. If a student believes he has been harassed or is the subject of harassment, he should immediately report facts of the incident and the names of the individual(s) to the Principal. All complaints will be handled in a timely and confidential manner.

Harassment Defined

SJBHS is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. 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 which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school or during school related activities. 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, gestures

Cyber-Bullying Harassment: The use of electronic information and communication devices, to include but not be limited to email messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, unauthorized pictures or videos, and defamatory websites that:

1. Deliberately threatens, harasses, intimidates, disrespects an individual or group of individuals; or
 2. Places an individual in reasonable fear of harm to the individual or damage to the individual's property;
- or

3. Has the effect of substantially disrupting the orderly operation of the school

Sexual Harassment: Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress;
2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

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

- Making unsolicited sexual advances and propositions;
- Using sexually degrading words to describe an individual or an individual's body;
- Displaying sexually suggestive objects or pictures;
- Telling inappropriate or sexually related jokes;
- Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

It is SJBHS' responsibility to:

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

It is the STUDENT'S responsibility to:

1. Conduct himself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
4. Report all incidents of discrimination or harassment to the principal;
5. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

Complaint Filing and Investigation Procedures

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

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must

report the harassment to the Principal, or to a teacher who will report it to the Principal, or to the President if the Principal is the subject of the allegation, or ultimately the Salesian Provincial. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex, administrator if he/she prefers to do so.

2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the Principal, in consultation with the President, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination.
5. If the complaint is against a non-employee or non-student, such as a parent, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

STUDENT LIFE & CAMPUS MINISTRY

St. John Bosco High School & St. Joseph High School Joint Statement

Dear Parents,

Over the past several years, the students of our two schools have shared many activities and programs, and the administrations and faculties have also worked together to provide these students with safe, healthy environments in which to develop their abilities and talents to use their gifts. As Catholic schools, we teach the values that Jesus taught in this world and we stress the value of the human person. As educators, however, we recognize that you, the parents, are primarily and principally responsible for the education of your children. Our place is to reinforce the values you have already taught in your homes.

Consequently, it is very important that we clarify our mutual positions on several issues, since the society in which we live does not support our mutual values, it is even more important that we mutually support each other. In this letter, we wish to state clearly some of our principles and concerns.

- 1) Students are expected to respect themselves, each other, both campuses, both faculties, and the regulations of both schools.
- 2) Parties that are not chaperoned or serve alcohol in homes or rented hotel/motel rooms are not condoned.
- 3) Membership or association with gangs is unacceptable.
- 4) Use of social media (Facebook, Twitter, Instagram, etc.) must be done so in a manner consistent with the Catholic philosophy of both schools. Using social media for purposes of bullying, harassing, or threatening; or for transmitting inappropriate content (i.e., pictures, videos, language, etc.) is unacceptable.

We strongly urge you to discuss these concepts with your sons and daughters. Again, we emphasize that the only effective way we can be of service is in partnership with you as we agree on and stress the same values. It is our sincere hope that, knowing they have the love and support of their parents and their schools, your sons and daughters will make choices that will enable them to reach their full potential.

As we travel together through this school year, it is our hope that the heritage of quality Catholic education from which your sons and daughters have benefited will also be the legacy that they will leave and carry with them from Saint Joseph High School & St. John Bosco High School.

Thank you for your consideration and cooperation on this matter.

Mr. Ernie Antonelli
Principal
St. John Bosco High School

Dr. Terri Mendoza
Principal
Saint Joseph High School

SJBHS enjoys a special relationship with Saint Joseph High School, a Catholic all-girls school in Lakewood. Known as our “Sister School,” Saint Joseph interacts with SJBHS throughout the school year as students gather for numerous special events, dances, activities and theatrical productions. The cooperation between the schools provides a safe, healthy environment for social development and friendship-building among the students. Such interaction has been a valued tradition for five decades.

For more information about Saint Joseph High School, please visit their website at www.sj-jester.org.

Student Life

In a Salesian school, the “social” animates the HOME dimension of Don Bosco’s Oratory and is critical to compliment and balance academic coursework calling students to be involved and active outside the classroom in accompanying others. Student life at SJBHS involves the on-going formation of the whole person as a shared response to God’s call to be present with and for others. Student involvement in the various campus organizations, including student leadership, clubs, athletic teams, school wide religious/ spiritual and other activities (sometimes called co-curricular activities) are all essential in Don Bosco’s educational style. These activities are supported and guided by faculty, staff, coaches and administration; and are considered a vital component of the total school program.

Involvement in student life will lead to a greater connection and identity among all students and will foster a greater sense of belonging. Every student must participate in all school wide activities, and to take an active part, as far as possible, in at least one campus organization.

Seniors must successfully complete their Senior Exit Interview prior to Prom and/or Grad Nite.

Servant Leadership

All leadership at SJBHS follows the model of Jesus, who “did not come to be served, but to serve.” (Mark 10:45). This unique style is called Servant Leadership. Students serve as leaders in many ways. Some are elected by their peers to serve on the ASB Board or as class officers. Some serve as Campus Ministry leaders, club officers, as captains on athletic teams and some students who have no official title become peer leaders through their own personal style of interaction with others.

Co-Curricular Activities

For Ineligibility of Co-Curriculars Activities please refer to the “Ineligible – Probation Policies” found on page 34.

Clubs and Organizations

The office of the Director of Student Activities is responsible for all student activity programs in the school.

The many organizations, clubs, and activities (called co-curricular activities) are an essential part of modern education. Such activities are guided by faculty members and are considered an essential part of the total school program. Club advisors are managed and supported by the Director of Student Activities.

We feel every student should be involved in some phase of the activity program as a supplement to classroom instruction and as an opportunity for personal and social development. The more the student is a part of the school and the greater his share of participation in its program, the more intense will be his satisfaction and the sense of belonging. Every student not out for some school sport is encouraged to take an active part, as far as possible, in at least one of these school activities.

Club and Organization sign-ups take place in the first semester.

Note: All events and activities sponsored by any class or club must first be cleared by the moderator and approved by the Director of Student Activities. In order to receive a club/organization charter, each club/organization must present a Service project to the Director of Student Activities and then execute the agreed to plan by the end of the school year. For detailed descriptions of a club, see the school website.

Dances

Who May Attend?

All students are called upon to exemplify our Catholic and moral beliefs at all times. This expectation extends to any and all school functions. Any student or visitor attending any dance sponsored by SJBHS or co-sponsored with Saint Joseph High School (“SJHS”) dancing inappropriately, in defiant conduct, inappropriate dress, or violates any aspect of our handbook(s) will be asked to leave immediately. The school assumes no liability for any and all students who are asked to leave under these or any other circumstances. It is to be remembered that dances sponsored by SJBHS are closed dances for high school students. This means that they are sponsored solely for the benefit of SJBHS students.

Additional persons will be admitted to dances who:

1. Are currently enrolled at SJBHS, and their school dates, with high school ID.
2. Are currently enrolled in a private, Christian high school, upon presentation of a valid high school ID card.
3. Are boys and girls from other high schools, with valid ID cards who have a special “Guest Pass” issued by the Director of Student Activities for attendance at a particular dance. Note: “Guest Passes” are issued solely by the Director of Student Activities of SJBHS prior to each dance and are available only to SJBHS students.

Note: Passes will not be issued at the time of the dance.

The following regulations apply to all dances sponsored by SJBHS:

1. Appropriate dress is required unless a “theme” dance has been previously announced by the Administration. In all instances, dress of any kind must comply with good Christian moral values.
2. No inappropriate dancing (as determined by the administration) will be permitted.
3. Faculty members and administration have full authority to admit, refuse admission to, or dismiss any student from the dance.
4. No one will be admitted to SJBHS dances later than one hour after the start time, unless prior permission has been obtained.
5. Students will not be allowed to leave prior to 30 minutes before the end of the dance.
6. Students are to be courteous, friendly, polite and supportive of regulations, especially Christian moral values.
7. The possession or use of alcohol, narcotics or tobacco or any other dangerous chemicals is forbidden.
8. Students who appear to be under the influence of any substance will be refused admittance and their parents will be notified immediately and required to report to the venue to take custody of their son.
9. With the exception of Homecoming, Winter Formal, and Prom (or other stipulated events), non-high school students are not permitted to attend school or club sponsored dances and dismissal times may vary, *please see dance contract agreement*.
10. All students must be picked up promptly following all scheduled events. *Disclaimer:* The school will supervise up to thirty (30) minutes following any scheduled event. After that the school assumes no responsibility and/or liability for the student.
11. Contract must be signed by both student & parent for all semi-formal dances and Prom.

Student Leadership

The Student Council organizes the student activities of SJBHS. It consists of the ASB Executive Council, the officers of each class. The Student Council acts as a liaison between the students and the administration and coordinates all student activities.

Campus Ministry & Christian Service

Campus Ministry and Christian Service at SJBHS are integral components of our mission in the education of the whole person in the Salesian tradition of Don Bosco and grounded in the person and values of Jesus. All students are called to minister to one another and to engage in service both on campus and off campus. Ministry and service are important aspects of the formation of our students to become “Good Christians and honest citizens” so they may develop their full potential as children of God and members of the human family.

As a Salesian community, SJBHS, in the spirit of Vatican Council II (Nostra Aetate) respects and values its students from other Christian and non-Christian religious traditions. We recognize that all human beings hold inherent individual dignity since they are created in the image and likeness of God, and that we are called to value and engage with our brothers and sisters who are children of one Heavenly Father.

Campus Ministry

Campus Ministry supports the religious and spiritual dimension of student life at SJBHS. The Coordinator of Youth Ministry, Student Life Team, and various student leaders plan, prepare and animate a host of practices and activities such as daily morning prayer, school wide Masses, Triduum week events, the annual toy drive, blood drives, Senior Seminar, LA Catholic Worker Hospitality Kitchen, reconciliation services, prayer services Youth Day at Congress, Marian Day, etc.

Christian Service - *Men of Service*

At SJBHS, we believe that as a Salesian high school we are called to follow Jesus Christ's call to serve. We seek to emulate the love and compassion of Jesus who came to serve and not to be served. *Men of Service* requirement provides all students opportunities to engage in Christian service individually and as a school community.

As students develop at St. John Bosco, service should become a more integral part of their lives. For freshmen, sophomores, and juniors, service will be incorporated into their class's day of reflections. Seniors will complete their service project through their religion classes.

This process will be managed by the Theology teachers, counselors, Christian Service Director, and the Coordinator of Youth Ministry (CYM).

1. Requirements: Student must attend their class retreat day as designated by the school (typically a non-instructional Friday). All service days are a graduation requirement.
 - a. Failure to attend your class retreat will require the retreat/service day be made up by attending another class' retreat and serving in a Student-Leader capacity. For questions, see the Vice Principal of Student Affairs.

Daily Liturgy

Liturgies are celebrated for students, parents, faculty and staff at 7:20 a.m. in the school chapel during the week. All are invited. Please check the Bosco Google Calendar for dates. Also, the Theology curriculum requires students to participate in planning and attending one class liturgy per semester.

Prayer and Worship

SJBHS offers a wide array of spiritual growth opportunities. The foundation of our Salesian Catholic spirituality is to come together as a community in celebrating the Eucharist and recognizing God's presence in our lives. Because of the essential role of prayer in the formation of a personal relationship with God, students participate in the various and regular experiences of prayer and worship. Student-led prayer services are held throughout the year in accordance with the liturgical calendar. These gatherings provide opportunities for communal and individual reflection and celebration on the liturgical seasons.

Retreats

Class Days of Recollection

A Day of Recollection and Service is an occasion of spiritual renewal, which Don Bosco considered to be the fundamental part and the synthesis of all activities in each young person's faith journey. These mini-retreat(s)/one-day experiences are organized according to grade levels. Attendance at all grade level retreats is a graduation requirement. Students, who do not attend, will need to make-up their retreat by attending another retreat. Make-up retreats must be approved by the Coordinator of Youth Ministry (CYM).

Kairos Retreats

SJBHS offers three Kairos retreats. Seniors have the opportunity to attend one of the three senior Kairos retreats. Selected juniors are invited to participate in one of the three Kairos retreats in order to serve as leaders their senior year. Kairos is a Greek word meaning "God's time". The retreat is a four-day, three-night experience where students are challenged to know themselves, to form meaningful community and to strengthen their relationship with God through the encouragement of openness, reflection and trust. The Kairos retreat experience is a unique and life changing opportunity. While all SJBHS students are encouraged to participate in a Kairos retreat before graduation, they are not required to do so.

Sacrament of Reconciliation

The Sacrament of Reconciliation is offered several times during the year at school. Triduum Week, Advent, and Lent are the main times for reconciliation. Students and Faculty/Staff are invited to take part in this sacrament, and our non-Catholic brothers and sisters are invited to take part in this opportunity to speak to the priest for spiritual direction/advice. While we offer scheduled opportunities for reconciliation, our campus priests are always open and available for confessions when on campus.

School-Wide Masses

SJBHS sponsors several school-wide Masses each year. Attendance at Mass is required for all students. Active participation and respect for liturgy is the expectation.

INTERSCHOLASTIC ATHLETIC PROGRAM

Mission

The mission of the SJBHS Athletic Department is to prepare student-athletes to practice ethical behavior, including fair play, integrity and compliance to rules and policies set forth by the coach, department, league and the California Interscholastic Federation (CIF). The department will work constantly to develop competitive student-athletes and coaches who value compassion and a dynamic spirit.

All SJBHS student-athletes along with their coaches will represent in perception and practice, the appreciation for athletic excellence, a shared educational experience of competition and a valued, rigorous, well-rounded education.

All individuals associated with the BRAVE athletic programs will be aware of and responsible for their influence on the behavior of others, extending all positive aspects of reason, religion and loving kindness. Each coach and athlete will be a model of good sportsmanship and follow the ideals and standards adopted by the school, CIF and the Trinity League.

The CIF & Trinity League athletic program includes:

- Fall: Cross-Country, Football, and Water Polo the following sports
- Winter: Basketball, Soccer, and Wrestling
- Spring: Baseball, Golf, Lacrosse, Swimming, Tennis, Track, and Volleyball

Club Sports (Not affiliated with CIF): E-Sports, Ice Hockey, Rugby, Sailing

****SJBHS is a member of the Trinity League.***

Governance

SJBHS is a member of the California Interscholastic Federation (CIF) and the Trinity League. Furthermore, SJBHS is a school that will continue to “Pursue Victory with Honor.” All student-athletes, coaches, parents, fans are bound by and will follow all of the rules set forth by the CIF Bluebook, the Trinity League Constitution, the SJBHS Athletic Handbook, and the SJBHS Student-Parent Guide.

Student-Athletes

Athletic Department Office and Contact information

The Athletic Department office is on the south side of the second floor of the 500 building, which is the building right across from the swimming pool. The easiest way to enter is by going up the outside staircase by the outdoor basketball courts.

Contact information for St. John Bosco Athletic Department is as follows:

- Director of Athletics - Mr. Vince Brown Ext 250 - vbrown@bosco.org
- Athletic Department Aide - Ms. Jeanne Pantuso Ext 249 - jpantuso@bosco.org
- Assistant Athletic Director - Mr. Jon Hall - Ext 227 - jhall@bosco.org

Athletic Issues and Concerns

If any parent/guardian has an issue or problem with a decision made by a coach, please follow the proper chain of command to resolve issue(s).

Steps for Communication and Chain of Command:

Students and parents must consult with the coach before conferring with an administrator. Conferences with an administrator will be by appointment only. Always take the following steps when communicating with coaches.

1. All immediate concerns should first be discussed with the lower level head coach or the program head coach. The student or parent should call the coach to discuss the situation. The coach should not be approached during practice and/or on game days. A meeting may be arranged if the situation needs more attention than just a phone call or email. Most issues should be solved with proper resolutions at this level.
2. If there is no resolution to Step 1 (above), the student or parent should contact the program head coach's immediate supervisor (Director of Athletics) and arrange a meeting. Keep in mind that the coach involved, the program head coach, the parent(s) and the student-athlete may all be required to attend this meeting at the discretion of the Director of Athletics. The express purpose of the meeting is to bring about an appropriate solution to the situation.
3. If an appropriate solution is not reached with Step 2 (above), the student or parent may contact the Principal and arrange a meeting. As before, keep in mind that the coach involved, the program head coach, the Director of Athletics, the parent(s) and the student-athlete may all be required to attend this meeting at the discretion of the Principal. The express purpose of the meeting is to bring about an appropriate solution to the situation.

Keep in mind that playing time, level placement, positioning, team strategy, choice of awards, choice of starters and roster cuts are all examples of non-credible issues and will not be discussed. These are all coaching decisions and will be fully supported by the school's administration.

Also, keep in mind that if you have a credible issue, please be direct and work this out behind closed doors by using the proper chain of command. Making public comments and opinions may embarrass your son and undermine the entire team. Anonymous letters or emails will not be given attention. Please come forward and communicate so we can work together for solutions.

Athletic Medical Clearance

ATHLETIC CLEARANCE FORMS

We have partnered with a company called “Family ID” to accommodate our athletic department clearance needs. All of our athletic clearance forms, including your son’s physical will be filled out, signed and electronically submitted through Family ID. You will be registering with Family ID, but there is no cost. This must be done each year before your season of sport. The link to start this process can be found at www.bosco.org under the “Athletics” icon titled “Athletic Registration.”

PHYSICAL REQUIRED

All student-athletes are required to pass an annual physical examination performed by a medical doctor before they will be allowed to participate on any athletic team or club. Chiropractors are not accepted.

- This physical exam report must be completed on a "Bosco" physical form. The physical form can be found on the Bosco school website at www.bosco.org under the Athletics icon titled Athletic Registration.”
- Physical also must be signed by an MD and stamped by the hospital or clinic where physical was performed.
- All physicals for the current school year must be completed AFTER June 1. Any physical completed before June 1 will not be accepted.
- Completed and signed physical forms will not be turned into the school. Both pages will be uploaded onto the FAMILY ID website. We are doing this so your form is time stamped and does not get lost.

Upload Insurance Card - Vivature

We will be billing primary insurance carriers for rehabilitation and treatment services rendered in the St. John Bosco Athletic Training Clinic. If you already uploaded your insurance card there is no need to do it every year. If you have questions, our athletic trainer Ms. Melody Mohebbi can be reached at mmohebbi@bosco.org or [562-920-1734, Ext 219](tel:562-920-1734).

Baseline Concussion Testing

What is baseline testing? Baseline testing is a pre-season exam conducted by a trained health care professional. Baseline tests are used to assess an athlete’s balance and brain function (including learning and memory skills, ability to pay attention or concentrate, and how quickly he or she thinks and solves problems), as well as for the presence of any concussion symptoms. Results from baseline tests (or pre-injury tests) can be used and compared to a similar exam conducted by a healthcare professional during the season if an athlete has a suspected concussion. Pre-season concussion testing is required for some sports. Appointments will not be necessary. Student-athletes will be contacted for testing by Ms. Mohebbi. If you have questions, she can be reached at mmohebbi@bosco.org or [562-920-1734, Ext 219](tel:562-920-1734).

Emergency White Cards

All student-athletes must have an emergency white card filled out (front and back) and on file with their coach so they can be treated if injured when away from SJBHS. Cards will be handed out at a parent meeting or can be picked up at the athletic office.

Athletic Trainer (Injury Treatment and Rehab)

The school has a full time athletic trainer for the use of all of our student-athletes. Injured athletes should always report their injury to the coach and athletic trainer. They should also see the trainer as soon as possible for assessment, proper treatment and/or advice for the injury. If the trainer is not available or the training room is closed, first aid treatment will be given by the coach. In the event of a serious injury, 911 will be called so that professional medical treatment can be given as soon as possible. Training Room hours will be posted for each season. The training room phone number is (562) 920-1734, ext. 219.

Awards, Letters, Scholar-Athlete Patch

Each athlete agrees that, whether the emblems come to him as a gift, a personal purchase, an award, or from another source, the title emblem shall rest with the school. All other awards, patches, and/or medals must be approved by the school. A “Scholar-Athlete” patch will be distributed to any student-athlete who appears on an official varsity roster at the time that fall semester grades are posted. In addition, the student-athlete must appear on the fall semester honor roll list. A student-athlete may only earn one patch per school year. Patches will be distributed by the school and may only be worn on an official SJBHS Letterman’s Jacket.

Banquets and Award Ceremonies

To give proper closure and deserved recognition to the student-athletes, coaches and parents, attendance at the end of the season sports banquet is an important part of the sports season. All are encouraged to attend. Student-athletes who did not finish the season or have left the school should not attend the banquet.

Conduct Expectations

Relatives, Alumni, Friends, and Spectators

As stated earlier, SJBHS is a Salesian Catholic High School that “Pursues Victory with Honor.” With this said, the following guidelines shall be followed by all parents, family members, alumni, friends and fans.

Code of Conduct:

- Support all games and practices in a positive way. Negative comments towards visiting fans, coaches, players or game officials on either team are not acceptable.
- Remember we are a Salesian Catholic High School, please support and respect our environment.
- Never argue with a referee or complain about their decisions. Never approach the officials before, during or after any contest.
- Never show up under any circumstances under the influence of drugs and/or alcohol.

- Never confront a coach with an issue during practice or on a game day, especially after a contest. Make an appointment if needed, but never bring issue(s) up in front of the kids or in public.
- Under no circumstances, do you attempt to coach the kids or offer advice during a game. This will confuse the young man and may undermine what the team is trying to accomplish.
- If approached by any school official or coach, please cooperate fully with their request(s).
- Enjoy the game, have fun and no matter what the outcome or type of performance, please support your child before, during and especially after a contest.

SJBHS reserves the right to remove or ban any person from any contest, practice or any school related activity for any reason to ensure a safe and positive environment.

Student-Athletes and School Personnel

As stated earlier, SJBHS is a Salesian Catholic High School that “Pursues Victory with Honor.” With this said, the following stated guidelines shall be followed by all student-athletes, coaches, cheerleaders, support groups, and all other school personnel. Remember that sporting events are for everyone’s enjoyment and at no time should an unwilling young man be forced to participate in sports.

Codes of conduct:

- Play for the fun of it, not just to please your parents or coach.
- Play by the rules and pursue Salesian values.
- Never argue with a referee or complain about their decisions.
- Control your temper and never retaliate.
- Do not use vulgar or inappropriate language.
- Cooperate with coaches, teammates, opponents and the referees.

Dismissal from Team

The program head coach of any Bosco team reserves the right to dismiss any student-athlete from a team if he / she deems necessary for the betterment of the program. Some, but not all, reasons for dismissal are: failure to obey training rules, poor attendance, continued poor effort, attitude or conduct detrimental to the welfare of the team, as seen by the head coach. In addition, a student-athlete may be removed from a team due to inappropriate behavior by the student’s parents and/or family at any time. The coach may also exercise his/her judgment in determining that participation in a particular sport would be dangerous for an individual.

In some cases where the coach and Director of Athletics believe that the student-athlete may need a second chance to prove himself, he/she may place the student-athlete on an athletic probationary contract. This contract must be signed by the parents and the student-athlete in order to be reinstated. Please note that this contract is used only at the discretion of the head coach. It is *NOT* required for dismissal.

Fees for Athletes

The cost to run an athletic program is constantly growing (equipment, uniforms, travel, facilities, insurance, salaries, officials, etc.) and the school pays for a healthy portion of these costs, but it is absolutely necessary for the student-athlete's family to share in these costs for us to sustain our programs for the years to come. Every sport at SJBHS has different needs. Fees will be set by the SJBHS administration in conjunction with the head coach. These fees will be shared with the families at the beginning of each season.

Parents will be required to sign a contract in order for their son to participate. Once this agreement is signed, it is understood that the fees will NOT be refunded for any reason and must be paid by the selected due dates. Quitting a team for any reason, including leaving the school, or being removed from the team due to disciplinary, financial, attendance or academic reasons are not grounds for any sort of refund.

Families may be given opportunities to raise funds to offset the required fees. The head coach of each program will communicate those opportunities to the families at the beginning of the season. Once the money is raised by the student-athlete, it will be turned in and the head coach will credit the athletes account. Any money raised above and beyond the required fee will go to the individual sport program as a donation to help with overall costs.

Injury Reports and School Insurance

All athletic injuries incurred on campus or while participating in any athletic event/practice must be reported immediately to the coach and athletic trainer at which time an "injury report" will be completed. This injury report will then be filed with the Main Office. Any medical treatment required should be filed with the student's own medical insurance as this would be considered the primary insurance. The school's insurance is considered secondary coverage. Claim form(s) for secondary coverage may be obtained from the Main Office.

Locker Room

The locker room facility has been designed with the athletic and physical education programs in mind. The same regulations apply to this locker room as they apply to other school facilities, especially in regards to locks and locker use. The following regulations apply: 1) a school lock must be used on all lockers; 2) a student is assigned a locker by the Locker Room attendant or a coach; 3) any student using a combination or key operated lock not purchased through the campus store, or who occupies a locker not assigned to him, will have the lock removed and his belongings confiscated; and 4) any student-athlete who does not remove his belongings from his locker at the end of a particular season will have his locker cleaned out and items will be confiscated.

Athletic bags should be stored in a locker facility 15 minutes before the start of school and not carried throughout school. The locker room and the area outside the locker room are off limits during the school day

except during the period of the student's physical education class. The parking lot is off limits during the school day for any student-athlete.

Multi-Sport Student-Athletes

SJBHS encourages and supports student-athletes participating in multiple sports. No student-athlete should be steered away from this philosophy. If a student-athlete is participating in two or more CIF sponsored sports, he will put his full effort and attention into the sport that is currently in-season. While participating in a CIF sport at SJBHS, mandated work-outs, practices or training may not be allowed for another sport in or out of the school. However, with parental consent, a student-athlete may work-out or practice with another sport during his season of sport if BOTH program head coaches agree on the terms. This policy covers all student-athletes on all levels.

National Signing Day

To recognize student achievement in all aspects of student life, SJBHS will host National Signing Day events for student-athletes who are signing National Letters of Intent to continue their academic and athletic careers at the collegiate level.

Eligibility for participation:

SJBHS student-athletes who wish to participate in SJBHS's National Signing Day event must meet the following requirements:

- The student-athlete must be a senior;
- The student-athlete must have received a letter of intent financial agreement from an officially recognized Letter of Intent member institution (NCAA or NAIA);
- The student-athlete must express the desire to sign the letter of intent financial agreement whereby he/she will continue his/her athletic career at the college or university which tendered it.
- The student-athlete must have been a rostered player in the SJBHS Athletic Program sport he is signing in.
- A SJBHS student-athlete who signs a similar, non-financial agreement with an Ivy League institution or military academy is also eligible to participate in one of SJBHS's National Signing Day events. A roster spot must be confirmed in writing by a collegiate head coach.

A SJBHS student-athlete who signs a preferred walk-on agreement must obtain a college acceptance letter from their college coach indicating their involvement with that college or university's athletic program. A roster spot must be confirmed in writing by a collegiate head coach.

A SJBHS student-athlete who will be attending an NCAA Division 3 University may also be able to participate in one of SJBHS's National Signing Day events. However, the student-athlete must obtain a college acceptance letter from their college coach indicating their involvement with that college or university's athletic program. A roster spot must be confirmed in writing by a collegiate head coach.

Only four-year universities will qualify for this event. Community colleges, prep schools and / or any other type of institutions that are not recognized by the NCAA or NAIA do not qualify.

SJBHS retains sole discretion in determining student-athlete eligibility for participation in SJBHS's National Signing Day events. SJBHS also reserves discretion in contacting any and all colleges, universities or military academies to verify student-athlete eligibility for participation in SJBHS's National Signing Day events.

Outside Club, Travel Teams and/or Private Lessons

SJBHS understands that student-athletes will be involved in athletic programs outside of the school, but under no circumstances will that involvement be prioritized over participation in our athletic programs. Student-Athletes may not miss practice, contests, work-out sessions, meetings, etc. due to outside club, travel team or private lessons unless prior approval is given by the program head coach. This includes in and out of the CIF season of sports.

Team Parent Meetings

It is required that you attend all scheduled parent meetings for your son's sport(s). Team schedules, rules, sport fees and fundraising are some of the topics that will be covered.

Tryouts and Cuts

SJBHS offers 13 sports comprising 40 teams, which allows multiple opportunities for students to participate and compete. However, due to the popularity of some sports and the high level of competition, programs are forced to host tryouts and make cuts. Tryouts are one of many factors used to determine rosters. Performance at tryouts and perceived talent are not the only factors that determine the final decision made by the coach. Final team rosters are decided solely by the program head coach.

Participation

To participate in interscholastic sports, a SJBHS student must first fulfill the requirements set forth by the CIF. Second, he must be cleared by the Athletic Department completing the following requirements:

- The Physical - Medical Authorization for Treatment form (same as school-required physical exam); this must be completed every year during the summer time. More detailed information can be found on the SJBHS website under the Athletics icon, clicking on the "Athletic Clearance/Physicals" link. This form must be uploaded through Family ID along with other required electronic signatures.
- Register through Family ID, by completing and electronically signing all online forms. This link can be found on the SJBHS website under the Athletics icon, clicking on the "Athletic Clearance/Physicals" link.
- Uploaded insurance card.

- Emergency white card (must be obtained from the head coach) must be with the head coach when the student-athlete travels (must have a new card on file each season).
- Baseline concussion testing if needed.
- Completed and signed athletic fees contract.
- Payment of all athletic fees.

Moreover, he must also maintain the following SJBHS standards:

1. **Conduct:** Any student whose conduct is unsatisfactory may be declared ineligible by the Principal or the Director of Athletics for an indefinite period of time.
2. **Academics and Eligibility:** All students involved in athletics are expected to maintain a total unweighted GPA of 2.0 in all credits attempted during each grading period / progress report. All Students must also PASS the equivalent of 20 units (4 classes) each grading period. Refer to “Academic Probation and Academic Ineligibility” in the Academic Affairs section above.
3. **Appearance:** Participation on an athletic team involves discipline and willingness to make sacrifices. For this reason those who wish to participate in interscholastic sports at SJBHS must abide by the grooming and dress code policies established by the school.
4. **Practice:** Participate on a regular basis in team practice as determined by the head coach.

Proper Care and Responsibility for Athletic Equipment/Uniforms

Depending on the sport, each athlete may be given, on loan from the athletic department, equipment/uniforms proper to that sport. It is the athlete’s individual responsibility to take care of that equipment/uniform for the duration of that sport. If the athlete does not have the equipment/uniform at the end of the season, he will be required to pay the current replacement price for those items he was issued.

The days and times to turn in these items will be communicated to student-athletes by the program head coach. Student-athletes are financially responsible for any missing or lost equipment.

Quitting a Sport / Team Integrity

Once rosters are set and a student-athlete either quits or simply stops showing up, the student-athlete may not participate (training, practices or contests) with a different sport until the regular season of sport he quit is finished. If an athlete is cut from one of the teams, he may go out for another sport immediately.

Schedules – Directions to Contests – Updates

For all updated schedules, changes, postponed games and directions to contests, please visit www.bosco.org, click on the Athletics icon and select “Athletic Teams”. Each athletic team listed will host a link to a schedule of competitions.

School Attendance for Student-Athletes

On game/contest/practice days, athletes must be in regular school attendance. Any failure to do so may result in his being declared ineligible for the game/contest/practice scheduled for that day. Students may be cleared to participate in a practice and/or a game on a day that they are absent if they receive permission ahead of time for extraordinary circumstances (funeral, death in family, etc.). Permission must be granted by the Director of Athletics or another administrator for this to occur.

On the day after a game or contest, athletes must also be in regular school attendance. Failure to do so may result in his being declared ineligible for the next contest and/or any practice on that day.

Summer Athletic Camps

Our summer athletic camps are designed for registered SJBHS students who plan on participating in the SJBHS athletic program the following school year. These camps are required for all returning student-athletes that are planning on participating in athletics the following school year. Returning student-athletes may be asked to receive permission from the program head coach to participate. These camps are not required for incoming freshmen, but are highly recommended. Costs and camp schedules will be available in April - May of the year the camp is to be held.



Trinity League Schools

The SJBHS CIF Athletic Program competes in the powerful Trinity League. See member schools below and directions to their campuses:

<p>Orange Lutheran High School 2222 North Santiago Boulevard Orange, CA 92867 (714) 998-5151</p>	<p>91 Freeway east to 55 Freeway south. Exit Nohl Ranch. Go south 6 - 7 blocks on Santiago Boulevard.</p>
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<p>Junipero Serra High School ("JSerra") 26351 Junipero Serra Road San Juan Capistrano, CA 92675 (949) 493-9307</p>	<p>5 Freeway south to Junipero Serra Road. Go west one block; right to school.</p>
<p>Mater Dei High School 1202 West Edinger Avenue Santa Ana, CA 92707 (714) 754-7711</p>	<p>405 Freeway; exit at Bristol; north to Edinger. At the corner of Bristol and Edinger.</p>
<p>St. John Bosco High School 13640 Bellflower Boulevard Bellflower, CA 90706 (562) 920-1734</p>	<p>105 Freeway to Bellflower Boulevard; south to school on left.</p>
<p>Santa Margarita High School 22062 Antonio Parkway Rancho Santa Margarita, CA 92688 (949) 766-6000</p>	<p>Toll road directions: 605 Freeway (south) to 405 (south). Take Highway 133 (north) to toll road 241 (south) to Antonio Pkwy. Go left on Antonio Pkwy. to school. <i>Other directions:</i> 5 Freeway; exit Alicia; left to Santa Margarita Parkway; right to Antonio; right to school on left.</p>
<p>Servite High School 1952 West La Palma Avenue Anaheim, CA 92801 (714) 774-7576</p>	<p>Exit 91 Freeway at Euclid; south to La Palma; west on La Palma.</p>

Transportation

Since SJBHS has committed to an interscholastic athletic program, part of the commitment includes the transportation of those student-athletes to and from the various contests except in certain circumstances*. It is not permissible for a student-athlete to drive his own car from school to any athletic contest or practice unless permission is given by the school administration under the following guidelines:

1. Written note from parent or guardian with reason for student having to drive; or
2. Proper transportation form submitted to the Director of Athletics one (1) day prior to the contest.

** SJBHS does not give permission to any student to transport any other student(s) to an athletic contest or practice session unless a proper transportation form is submitted and approved by the Director of Athletics.*

All student-athletes must travel with the team transportation provided and return via the same transportation. However, a head coach may release the student-athlete to his parent or legal guardian after the contest at the coach's discretion.

For athletic contests which take an unusual amount of time to be completed or if the contest is within a reasonable distance from SJBHS, the Director of Athletics, at his discretion, and in consultation with the head coach, may provide one-way transportation to the contest, making the return trip the responsibility of the parents. This information will be given to the athletes by the coach before the contest.

** The school may not provide transportation on Saturdays and/or non-school days. Parents may be asked to provide transportation to and from athletic contests on these days.*

Use of Facilities

Gymnasium / Locker Room / Wrestling Room

- Athletic equipment must be pre-approved by athletic department
- No cleats. Athletic / tennis shoes only footwear allowed
- These areas are not to be used by individuals or groups unless there is a faculty member capable of supervising the activity
- Always lock personal belongings up in athletic issued lockers. Do not leave bags or personal belongings

Panish Family Stadium Rules and Regulations

- Athletic equipment must be pre-approved by athletic department
- Clean spills immediately
- Molded cleats or other athletic shoes only
- No dogs or pets
- No drinks except water allowed, including gatorade, sports drinks
- No food items, including gum, tobacco, and sunflower seeds
- No sharp objects, including tent stakes, corner flags or other objects that can penetrate the field
- No tobacco products of any kind
- Only players, coaches and officials permitted
- Private property - not for public use unless approved by school administration.
- Spectators stay outside of fencing at all times

Track / Soccer Turf Rules and Regulations

- Athletic equipment must be pre-approved by athletic department
- Clean spills immediately
- If wearing cleats, only cross track where tarps are set up. If tarps are not set up, take off cleats when crossing track
- Molded cleats or other athletic shoes only
- No bicycles or other non-approved vehicles
- No cleats of any kind allowed
- No dogs or pets
- No drinks except water allowed, including gatorade, sports drinks

- No fb sleds, goals, or benches are to be on track.
- No food items, including gum, tobacco, and sunflower seeds
- No sharp objects, including tent stakes, corner flags or other objects that can penetrate the field
- No skating or bicycling
- No tobacco products of any kind
- Only players, coaches and officials permitted
- Private property - not for public use
- Spectators stay outside of fencing at all times
- Use outside lanes while walking or jogging

Training Room

- The training room is for student-athletes to receive injury and rehab care
- Students are not to loiter or socialize in the training room. They need to obtain treatment and move on to practice and / or contest
- Students should never be in the training room at any time unless the athletic trainer and / or approved faculty member is present

Weight Room

- The weight room is not to be used by individuals or groups unless there is a faculty member or approved Bosco coach supervising the activity and is physically present in the facility.
- Students should never lift weights without proper instruction by a coach or teacher
- Students should never lift alone and an experienced lifting spotter should always be present
- No cleats. Athletic / tennis shoes only footwear allowed
- Do not leave personal belongings in or outside the weight room. Lock belongings up in locker room before practice or weight lifting session

PARENT INFORMATION

Family Educational and Privacy Right Act

According to the Family Educational and Privacy Right Act of 1974, all personal information relating to the student which is kept on school records may not be released without the consent of parents or legal guardian or adult students (18 years or older). All student records are open to both student and parent by appointment with the Principal.

SJBHS Parent Association

Every parent/guardian of a SJBHS student is a member of the Parent Association (“PA”). The association provides support and services to the students, faculty, administration and staff through various fundraisers and social events. All parents/guardians are expected to partner with the school and take an active role in their son’s education. Parents/guardians are also encouraged to join the PA board. All elected members of the board serve one school year and adhere to the by-laws of the association.

Margherita Guild

The Margheritas Guild, formed in 2010, is a group named after St. John Bosco’s mother, Margherita Occhiena Bosco, who gave essential support to St. John Bosco’s mission of serving underprivileged youth. It is the mission of the Margheritas Guild to continue the tradition of support and appreciation for the faculty, staff and young men of SJBHS.

All women associated with SJBHS are invited to join: mothers, grandmothers, sisters, aunts, faculty, wives of coaches, etc.

Frequently Asked Questions: Where to go & Who to Call

Attendance Office: (562) 920-1734 ext. 224 IF YOU...

- Have been absent or tardy to school/class
- Become ill and/or need to leave campus
- Return from absence
- Have an accident

Director of Student Activities: (562) 920-1734 ext. 596 IF YOU...

- Need club information
- Need dance information and/or guest pass
- Need to replace Student ID Card
- Need picture information

Academic Counseling Department: (562) 920-1734 ext. 261 IF YOU...

- Need career information
- Have scheduling problems
- Need college information

Director of SJB Global: (562) 920-1734 ext. 261 IF YOU want information about:

- SJB Global
- Health online
- Flex 3 Schedule
- Full Time online

Registrar: (562) 920-1734 ext. 511 IF YOU...

- Need transcripts sent
- Moved or have new contact information

Dean of Students: (562) 920-1734 ext. 517 IF YOU...

- Have lost a book or other item(s)
- Have locker trouble

Athletic Office: (562) 920-1734 ext. 249 IF YOU...

- Need athletic forms
- Varsity letters / Varsity Letterman Jacket information

Main Office: (562) 920-1734 ext. 0 IF YOU...

- Need a Work Permit
- Have any other questions

If you have any other questions, please visit the SJB Website through the following link:

<https://www.bosco.org/admissions/frequently-asked-questions>.

Reflection

The Preventive System

(Excerpts translated from Petitclerc, J. M. (2009) Congresso Internazionale “ Sistema Preventivo e Diritti Umani” *The most significant parts of the preventative system*. Roma, 2 – 6 Gennaio)

Some remain quite doubtful at the thought that a 19th century educator and priest could have developed a pertinent pedagogical response for our youth. The socio-economic realities of our countries at the beginning of

the 21st century are so different from the ones prevailing in Turin in the 19th century. However, they have a common characteristic: that of a society in crisis. In Don Bosco's days, people were experiencing several transitions: from a farm to an industrial society, from a rural society to an urban one, from monarchy to a republic. Even today, we live in a crisis, marked by important mutations on the economic, technological and cultural levels. We are entering in a society that economists and sociologists call post-industrial or post-modern, and, as in all eras of social crisis, the transmission of values becomes a crucial question, and the problems of youth are acute, particularly those related to the immigration phenomenon.

The three important guidelines of the preventive system which still remain very pertinent in a time of crisis are: to restore authority by developing an educative relationship based on trust, to allow the young male to project himself in the future as a witness of hope, and to learn to live together among young people and with adults by building an alliance with them.

Let us reflect a few moments on these three values of the Salesian pedagogy: trust, hope, and alliance.

A Pedagogy of Trust

Without trust, there is no education. This is the basic principle of education as understood by Don Bosco. The authority of the educator can only be rooted in this relationship of trust between him and the young person. Research conducted on the topic of resistance confirms that the capacity for change in a young person involved in repeated offensive behaviors rests on the relationship with an adult that knew how to trust the young person, without locking the young person in his or her past. An education based on trust, is an education based on reason. The educator who acts in a reasonable manner, convinced that the young person is gifted with the capacity to reason, is able to understand the interests of the young. An education based on trust is rooted in an unshakable faith in the capacity of a young person to grow, regardless of his present difficulties. The preventive system rests on this conviction.

A Pedagogy of Hope

The motto given by John Bosco to his disciples deserves to be heard: "The Salesian never complains about time". Time is not a reality to complain about, but on the contrary it is an asset in helping young people to maximize all the avenues of progress in order to build a just, fraternal and peaceful world. Nowadays, it is very important to teach the child, the adolescent, to be in awe when encountering beauty and progress! Of course, we must warn them against the possible abuses of new discoveries. But, let us make sure that this warning does not stop them from being capable of marveling at what emerges. "*A falling tree makes more noise than a growing forest tree*" says an African proverb. It is time, for the sake of the happiness of our youth, that we stop bombarding them with the noise of the falling trees (largely diffused by the medias), and that we expose them to the beauty of growth. It is this attention to the process of growth that characterizes the way John Bosco looks at the young. The story of the seed, called to become a great tree, is certainly the best parable on education. There are three categories of men and women in the narrative of the seed. First of all, there are those

who only see a seed (let us admit that the vision is quite limited!). Then, there are those who, in looking at the seed, only dream about the tree (these idealists risk, in only dreaming, crushing the seed). Finally, there are those who see both the seed and the tree. These are conscious of the grounds. To educate, according to John Bosco, is to offer the best ground in order to allow the child to take root in their family, social, and cultural heritage and to bloom as a unique person.

The Pedagogy of Alliance

This pedagogy is not about doing for, but with the young; the young person is not only a recipient but rather a partner of the educative interaction. John Bosco used to repeat to his educators: “What matters is not that young people be loved, but that they know that they are loved”. In other words, the essential is in the perception of the child. This great educator, called “Father and Teacher of Youth” in the ecclesial tradition, is often presented with the popular imagery of a tightrope walker. It refers to the fact that, as an adolescent, John Bosco loved to play as a street entertainer to gather his friends. But there is also a more symbolic meaning: isn’t the art of education somehow like the art of a tightrope walker? To know how to say yes, but also to know how to say no; to be sufficiently close, but also sufficiently distant. To offer security, but also to make responsible. It is always a question of balance.

We are talking not only about a covenant with a young person but also with the group. To experience the group, not like a burden, but like an opportunity for the process of socialization. With a group, the educator sometimes has a tendency to only perceive a sum of individual relationships, while it is a question of interactivity between the members of the group.

John Bosco, thanks to his undeniable talents as a comedian, knew how to transform the group as an ally. He was able to see the dynamic of the group, not as a difficulty, but rather as an opportunity to promote the growth of the responsibility of each one toward the others. Finally, it is also about building an alliance between all the adults which relate with the same young person. In the last letter which he addressed to the directors, John Bosco stressed the quality of the relationships between the members of the educational community. The first right of the child is certainly the right to the coherence between all the adults that accompanies his growth.

ALMA MATER

When the twilight shadows gather
out along the campus green,
and the stalwart Bosco Brave
comes upon the scene.

Mighty sons of St. John Bosco
sing their hymn of praise
to their loyal Alma Mater
and their high school days.