

**DON BOSCO TECHNICAL INSTITUTE**  
**STUDENT - PARENT HANDBOOK**

**2024 - 2025**



**1151 San Gabriel Boulevard**

**Rosemead, CA 91770-4299**

**Phone: (626) 940-2000 — FAX: (626) 940-2001**

**[www.boscotech.edu](http://www.boscotech.edu)**

*This planner belongs to:*

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_

Student ID No. \_\_\_\_\_

*Developing Leaders in  
Science, Technology, Engineering & Math*

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## TELEPHONE DIRECTORY: AREA CODE (626)

### Administrative Personnel

Mr. Memo Gutierrez	President	940-2026
Mr. Jeff Krynen	Principal	940-2012
Mr. Phil Consuegra	Vice-President for Strategic Initiatives	940-2028
Mr. Richard Ronan	Registrar	940-2020
Mr. Eric Tom	Asst. Principal of Curriculum	940-2025
Mr. Luis Garza	Asst. Principal of Technology	940-2079
Fr. Thien Nguyen, SDB	Salesian Director	940-2015
Mrs. Cathy Rivera	Executive Assistant to the Principal	940-2006
Mr. Carlos Plantillas	Dean of Student Services	940-2115
Mr. Rudy Herrera	Coordinator of Youth Ministry	940-2087

### Department Chairpersons

Mr. Alex Ortiz	Instructional Area Dean <i>(English &amp; Social Sciences)</i>	940-2127
Ms. Eric Tom	Instructional Area Dean <i>(Math, Science, &amp; Health)</i>	940-2025
Mr. Miguel Ramirez	Instructional Area Dean <i>(LOTE, Fine Arts, &amp; Theology)</i>	940-2124
Mr. Brendan Chua	Instructional Area Dean/Chair of MAT <i>(Technologies)</i>	940-2045
Mr. Brian Waters	Department Chair of ACE	940-2065
Ms. Joma Jenkins	Department Chair of BMET	940-2120
Mr. Marwan Shawky	Department Chair of CSEE	940-2040
Mr. Anthony Campa	Department Chair of MSET	940-2000
Mr. Alejandro Pina	Department Chair of IDEA	940-2059

### Counselors

Ms. Christine Gambill	Director of College Counseling & Academic Counselor—Gr. 12	940-2038
Mr. Paul Ortiz	Academic Counselor—Gr. 10-11	940-2036
Mr. John Garcia	Academic Counselor—Gr. 9	940-2135
Counseling Partners of Los Angeles (CPLA)	Emotional Support Counseling	940-2024

### Co-Curricular Activities

Mr. Rudy Herrera	Director of Student Activities	940-2087
Mr. Samuel Hankins	Band Director	940-2092
Mr. Ricardo Gonzalez	Athletic Director	940-2101

### Administrative Support Staff

Ms. Isabel Robles	School Receptionist	940-2004
Ms. Jill Gatti	Human Resources Coordinator	940-2037
Mr. Thomas Hogan	Director of Admission	940-2011
Mrs. Darlene Tom	Accounts Payable/International Student Designated School Official	940-2031

Mrs. Doris Longoria	Accounts Receivable/Student Billing	940-2018
Mr. Brian Mathess	Senior Accountant	940-2017
Mr. Paul Garcia	Bingo/Parent Volunteer Coordinator	940-2147
Mrs. Anne Sigoloff	Manager of Foundation Relations	940-2027
Mr. Jack Findley	Development Project Manager	940-2072
Mrs. Karen Krynen	Communications Officer	940-2148

<p><b>24-hour Attendance Office Line</b></p>	<p><b>626-940-2002</b></p>
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All faculty and staff can be contacted through the main switchboard at (626) 940-2000 or directly at their phone extension which may be obtained from the receptionist. There is also an automated system for reaching a teacher's extension after hours that is accessed through the school's main number.

All faculty, staff and administration may also be contacted via e-mail. Use the initial of their first name, plus their last name followed by "@boscotech.edu".

For example: Mr. Jeff Krynen can be reached at [jkrynen@boscotech.edu](mailto:jkrynen@boscotech.edu)

**WELCOME TO THE  
BOSCO TECH  
COMMUNITY!**



**COAT OF ARMS**

*GEAR: Symbol of Technology*

Bosco Tech exists to prepare young men for the science and engineering world of today and tomorrow.

*OLIVE BRANCH: Symbol of Peace*

Bosco Tech develops students into leaders whose ideals will lead to peaceful relations in human society.

*SCALES: Symbol of Justice*

Bosco Tech is committed to molding moral individuals who are spiritually grounded and dedicated to pursuing social justice.

**THE MISSION OF BOSCO TECH**

Don Bosco Technical Institute is dedicated to creating leaders in engineering, science, and technology by presenting opportunities for real world experience that provide graduates an edge in university studies and career development. Established in 1955, Bosco Tech is a college preparatory Catholic high school guided by the educational philosophy of St. John Bosco and offers challenging academic exploration through project-based learning.

**INTEGRAL STUDENT OUTCOMES (ISOs)**

*A Bosco Tech Graduate is...*

- |                                  |                              |
|----------------------------------|------------------------------|
| ...Spiritually Aware             | ...an Effective Communicator |
| ...Academically Prepared         | ...an Emerging Leader        |
| ...Technologically Distinguished | ...a Responsible Citizen     |

**WHO WAS DON BOSCO?**

St. John Bosco, or as he is commonly called, Don Bosco (*Don* is the Italian title when addressing a priest), was born in Becchi, a town in the foothills of the Italian Alps, on August 16, 1815. His father died when he was two and his childhood was filled with

difficulties, including having to support himself while attending school. He overcame this problem by working at various trades, all of which he later taught his students.

Don Bosco entered the seminary and was ordained in 1841. He was stationed in Turin, an industrial center that attracted young people from neighboring towns. There he opened an oratory, a boys club for the young men of the area. The purpose of the oratory was to give attendees a space that acted as a home, school, church, and playground. Although he did not hesitate to extend his priestly services to prisons and reformatories, he gradually came to realize that his mission was to prevent youngsters from falling into crime rather than to rehabilitate delinquents. Because of this insight, he opened his oratory to all boys. As many as 1,000 boys flocked to his oratory (which was just an open field and a chapel) every Sunday for religious instruction, Mass, sacraments, and a full day of fun and games. Kindness, understanding, and endless patience brought these boys closer to their faith.

Aware of the many needs of the boys, he expanded the oratory into a boys home. There, youngsters could live and either work or attend classes in the city. To prepare boys for skilled labor, Don Bosco turned his mother's kitchen into a makeshift cobbler and carpenter shop.

This was the first Catholic trade school in Italy (1845). Leading educators soon came to admire his educational style, which he explained as a happy blend of reason and religion. He strove to establish an atmosphere characterized by a sense of understanding between teacher and pupil and an acknowledgment of life's spiritual aspects. Thus, he not only prevented delinquency, but also produced leaders for industry and labor as well as zealous religious laypeople and priests.

In 1859, at the insistence of Pope Pius IX, Don Bosco founded a religious congregation of priests and brothers called the Salesians, after St. Francis de Sales. This order was officially approved in 1874. A tireless worker, Don Bosco died on January 31, 1888 in Turin, Italy at the age of 72. His personal friend Pope Pius XI canonized him in 1934. His feast day is January 31.

## **RELIGIOUS FORMATION**

One of the key components of Don Bosco's educational philosophy is religious formation. He wanted young people to become "good Christians and honest citizens." With this in mind, one of Don Bosco Technical Institute's key objectives is to provide the young men who make up its student body with religious ideals and principles. Bosco Tech is open to young men of all faiths and creeds, but it is a Catholic school founded on the Gospel teaching that human happiness in this life depends on love and service to God and neighbor.

## **A BRIEF HISTORY OF THE TECH**

Don Bosco Technical Institute was established as a high school in 1954 through the cooperative efforts of the Archdiocese of Los Angeles and the Salesians of St. John Bosco, as well as industrial and business leaders in the Los Angeles area. Located in the San Gabriel Valley, Bosco Tech conducted its first classes in September 1955 and was established as a non-profit California corporation in 1963.

Bosco Tech is an all-male Catholic high school combining college-preparatory and technology education. The academic curriculum allows students to meet and exceed the admission requirements of the University of California, the California State University, and other four-year colleges and universities throughout the country.

## BOSCO TECH ALMA MATER

*“Where the rolling hills of San Gabriel,  
Crown the old Camino Real.  
Golden dreams and hopes abounding  
Guide our way with kindly light.  
Bosco Tech, today we hail thee,  
E'er thy memories treasured shall be.”*

### ACCREDITATIONS



Don Bosco Technical Institute is fully accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC).

### NOTICE OF NONDISCRIMINATION

Don Bosco Technical Institute, mindful of its mission, admits male students regardless of race, color, creed, sexual orientation, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate in the administration of educational policies, admissions policies, and scholarship programs, although certain athletic leagues and other programs may limit participation.

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

### CLOSED CAMPUS POLICY

Bosco Tech is a closed campus between the hours of 8:00 AM and 3:05 PM. Once a student has arrived at school, permission to leave campus must be obtained from a senior member of administration or the attendance officer. Students from other schools may not enter the school grounds during school hours without proper authorization. Upon entrance onto the campus during regular school hours, all visitors are required to sign-in and sign-out at the reception desk.

# == ACADEMIC POLICIES ==

## INTRODUCTION

**Parent Responsibilities:** Parents, as the primary educators of their children, are encouraged to take an active role in the education of their sons. They should keep themselves informed by reading school publications (Parent-Student Handbook, *The Gear* monthly parent newsletter, website, and mailings), attending school events, and participation in the Parents' Council and the school's various booster associations. Parents are encouraged to take an active role in the academic progress of their sons by communicating with teachers and counselors (through the online grading platform, phone, e-mail, etc.), attending parent-teacher conferences, and encouraging their sons to take full advantage of the opportunities offered to them.

When parents have concerns or questions, they are encouraged to speak directly to the teacher or staff person who can best answer their question or handle their concern. Professional courtesy requires that relationships between parents and faculty/staff be courteous and free from abuse or insult. California law also protects teachers and administrators from abuse or insult in certain situations (Educ. Code: 13559, 13560). Under normal circumstances, a student will not be deprived of the opportunity to attend Bosco Tech or to participate in a school activity on grounds relating to the actions or attitudes of his parents or guardians. However, a situation may arise in which the uncooperative or disruptive attitude of parents might so diminish the effectiveness of the educational process that the continued participation of a student in a sport, an activity, or the educational program of Bosco Tech becomes impossible.

**Student Responsibilities:** When a student enters Don Bosco Technical Institute, it is assumed that his purpose is earnest and that his effort and conduct will exhibit this. If, however, he should display unbecoming behavior, or should neglect his scholastic duties, the school will take appropriate action. Students who fail to make proper use of the opportunities available to them should expect to have their privileges curtailed or withdrawn. Each student is responsible for acquainting himself with all regulations regarding attendance, conduct, academic requirements, and other matters as contained in this handbook and he is expected to abide by the same.

*The administration reserves the right to amend this handbook at any time. Observance of any change is expected of all when the change is made known to the student body, notified to parents, and/or has been updated on the school website. Any regulation adopted by the School Administration that has been officially published shall carry the same weight and force as a printed regulation in the Parent-Student Handbook and shall supersede any ruling on the same subject that may appear in the Parent-Student Handbook or other official bulletins of the school.*

## GRADING POLICIES

**Grades and Grade Points:** Bosco Tech uses the "Academic-Technology GPA" calculation in order to determine eligibility for "good standing" and for financial aid. This GPA calculation includes all regular academic and technology courses, but does not include athletics or marching band. GPA calculations are based on the number of credits assigned to each course multiplied by the number of grade points (see below) for the letter grade earned. Total grade points divided by total units/credits equals the GPA.

Courses that Bosco Tech designates as Honors, Advanced Placement (AP), and UC-designated "honors" will be "weighted" when included in the GPA calculation. That is, for these designated courses an "A" will count as 5 points per credit rather than 4; a "B" will count as 4 points per credit rather than 3; and, a "C" will count as 3 points per

credit rather than 2. Grades of “D” or “F” are not “weighted.”

The following is a more in-depth description of Bosco Tech’s grade marking system:

**A+/A/A-** = **Excellent, Superior Work** (regular class = 4.0/4.0/3.7 grade points per credit; honors class = 5.0/5.0/4.7 grade points per credit) — *The student has successfully mastered the objectives of the course, completed all assignments, consistently produced assignments and tests demonstrating outstanding proficiency, and actively participated and exercised leadership in learning activities.*

**B+/B/B-** = **Above Average** (regular class = 3.3/3.0/2.7 grade points per credit; honors class = 4.3/4.0/3.7 grade points per credit) — *The student has successfully mastered the objectives of the course, completed all assignments, consistently produced assignments and tests demonstrating good proficiency, and actively participated in learning activities.*

**C+/C/C-** = **Average** (regular class = 2.3/2.0/1.7 grade points per credit; honors class = 3.3/3.0/2.7 grade points per credit) — *The student has mastered a majority of the course objectives, completed all assignments, consistently produced assignments and tests demonstrating average proficiency, and participated in learning activities.*

**D+/D/D-** = **Passing for a DBTI diploma** (regular class = 1.3/1.0/.7 grade points per credit; honors class = 2.3/2.0/1.7 grade points per credit) — *The student has met the bare minimum standards for obtaining a DBTI diploma.*

**F** = **Failure** (0 points) — *The student has not mastered any significant part of the objectives of the course and/or has consistently produced assignments and tests demonstrating no proficiency.*

Additional grade marks that are often used:

**CR**—Credit

**W**—Withdraw from Course

**NC**—No Credit

**NM**—No Mark

**I**—Incomplete

**RPT**—Repeated Course: Original grade in parentheses ( )

**Semester Exams:** All exams must be taken during finals week or on the designated make-up day(s). Failure to complete exams in this timeframe will result in an “F” grade for the exam. The student’s counselor, the Principal, or the Assistant Principal will review special circumstances.

**Good Standing and Academic Probation:** Students are expected to maintain at least a 2.00 grade point average (GPA) to remain in good standing. A student whose GPA falls below 2.00 at any grading period will be placed on **academic probation**. Students with GPAs below 2.00 for two consecutive semesters are eligible for dismissal from Bosco Tech. Students on probation may also be required to attend various academic and/or technology help sessions, including after-school “Tech Support.” A counselor may require a conference with the student and his parents to help him improve his grades.

All students involved in co-curricular and/or extra-curricular activities (Ambassadors team, athletic teams, band, club membership, student council, etc.) are required to maintain a minimum GPA of 2.00 for each grading period to remain in that activity (*some student clubs/activities establish higher GPA requirements for their members*). Students on academic probation are ineligible to participate in co- and extra-curricular activities until the GPA for the next grading period is improved to 2.00 or better.

Students who enter the school year on academic probation will be evaluated at the end of the Fall Semester. If no improvement is shown by the end of the Fall Semester, the

student may be asked to withdraw. The scholastic progress of all students on probation is reviewed at the end of each semester by the academic counselors to determine continued enrollment at Bosco Tech.

**Financial Aid:** Students are expected to maintain at least a 2.50 GPA, with no “D” or “F” grades, to remain eligible to receive financial aid from Bosco Tech. A student whose semester GPA falls below 2.50 or who receives any “D” or “F” grades may have his financial aid withdrawn for the following semester. If the student’s GPA improves to 2.50 or above, he may re-apply for financial aid for the following school year. In addition, any serious violation of the school’s Code of Conduct may also result in denial or withdrawal of financial aid.

**For Students Taking Enrichment Courses:** Students who take additional classes for the purpose of getting ahead with a course sequence (i.e., enrichment courses) must successfully complete a full year (2 semesters) of the necessary coursework with grades of C- or better in order to advance to the next course in the sequence; the exception is for entrance into Advanced Placement (AP) courses, which generally require a higher final grade in enrichment courses of at least a B/B+. For example, the student who wants to advance to Precalculus must take a full year of Integrated Math III (i.e. 2 semesters) and obtain at least a C- in each semester; if not, the student would be placed into Integrated Math III for the upcoming school year.

If a student takes these enrichment classes outside of Bosco Tech, a transcript from the educational institution the student attended must be provided to the Bosco Registrar prior to the start of a new school year as proof of successful completion of enrichment courses and to enable the student to advance to the next course in the sequence. Finally, be mindful that grades for courses taken at educational institutions outside of Bosco Tech will not be factored into the calculation of the student’s DBTI GPA.

**Failures and Makeup Classes:** Students will not be eligible for admission into the following school year with any outstanding failures or incompletes. A remediation contract will be sent following the final grades for the Spring Semester. If students do not successfully remediate failed/incomplete courses over the Summer, they may be dismissed from the school. Contact your counselor for specific information regarding make-up classes.

Any student who earns an “F” at the semester marking period must remediate the course, earning a “D” or better, prior to the beginning of the next academic year. Students are encouraged to retake all necessary courses at Bosco Tech. Only courses taken at Bosco Tech can be used to recalculate GPA. Some courses may be taken (without GPA recalculation) at another institution (public, Catholic or private high school, community college, or online course). Adult school courses are not recognized for summer course remediation unless they are UC a-g certified. All students who are attempting to make up courses anywhere other than Bosco Tech must obtain permission from the Principal, Assistant Principal, or counselor before enrolling, otherwise resulting grades will not be accepted for credit. All make-up courses (including online courses) must be college-preparatory (included on the University of California a-g list) or earn college credit transferable to the California State University. The Counseling Department can give students information about approved online providers.

**Incompletes:** When a student has done passing work and has regular attendance, but because of illness or other unavoidable circumstances is unable to take a final exam or otherwise complete the course requirements, a grade of “I” is assigned. Missing reports, lab assignments, and exams that could/should have been made up during the semester will be assigned an “F” grade. Students are required to make up incomplete

grades within one semester following the issuance of the incomplete grade. A student wishing to make up an “I” grade must do so under the direction of the instructor issuing the grade or the Department Chairperson if the teacher is absent (not the school Registrar). No credit is granted for a high school course unless the “I” grade is cleared. It is the student’s responsibility to contact the teacher as soon as possible and arrange to complete the course requirements. *Students will not be eligible for admission into the following school year with any incompletes. All “I” grades must be completed during the previous school year or over summer in order for a student to be re-admitted.*

In cases of student-athletes, the following guidelines apply: *"A grade(s) of 'Incomplete' shall not be considered a passing grade under this Bylaw unless, by operation of a school grading policy, said 'Incomplete' grade shall become a passing letter grade without further achievement or accomplishment by a student, at a certain time"* (CIF Southern Section Blue Book).

Students who receive an incomplete grade during their final semester of enrollment at Bosco Tech must complete all course requirements within one year following the last date of enrollment. Course requirements not completed within this one-year period will result in the grade of “I” being converted into a grade of “F”.

**Repeated Courses and GPA:** If a student repeats a course, Bosco Tech uses the highest grade when calculating GPAs. This policy only applies to academic (non-technology) courses taken or retaken on the Bosco Tech campus and only when the original grade was a “D” or “F.” Courses taken off-campus will only receive replacement credit if Bosco Tech does not offer an equivalent course for repeating and/or if approval from a counselor is given prior to starting the course. **All courses and all grades still remain on a student’s permanent record.**

**Grade Change Guidelines and Policies:** “The grade each student receives for any course of study is determined by the teacher of the course. Except in the cases of clerical or mechanical error, fraud, bad faith, or incompetency, the determination of the grade is final (Education Code 49066).”

Salesian educational principles require that “reasonableness” be a factor in all dealings with students. However, it is understood that “reasonableness” also indicates that students should be guided toward greater maturity and acceptance of their school-related responsibilities. Consequently, grade changes as a result of medical or family emergencies, death in the immediate family, or other such personal crises would be appropriate. Otherwise, missing reports, lab assignments, and make-up examinations that could have been made up during the semester should be assigned an “F” grade.

Grade changes are not appropriate in such cases as requests to qualify for insurance discounts or to maintain extra-curricular (including athletics) or co-curricular eligibility. “Question: Can a student go back to a teacher and get extra work to raise a grade, to gain eligibility, after grades have been issued? Answer: No — The student cannot regain his eligibility until the next grading period” (CIF Blue Book, pg. 79).

**Grade Validation Policy:** The Grade Validation Policy is a framework designed to help students who earn a D+, D, or D- during the first semester of a year-long course to improve their grades and earn credit for the full year by performing well in the second semester. *The policy applies exclusively to year-long courses and excludes F grades from eligibility.*

Students can validate their first-semester grade under the following conditions:

- i. Students must achieve a minimum grade of C- in the third quarter (Q3) of the second semester.

- ii. Depending on the teacher's chosen method, students must fulfill one of the following:
  - a. Retake the first semester's final exam, or a similar test, and pass it
  - b. Complete additional assignments, projects, or assessments
  - c. Or a combination of the above options. In some cases, automatic validation is offered if the student earns a grade of B or higher during the third quarter.

If these conditions are met, the student's first-semester grade will be adjusted to a C-, indicating they have achieved a sufficient level of mastery. Teachers will discuss this policy with eligible students early in the third quarter and provide clear communication about the required steps and deadlines.

**Policy on Course Changes, Class Transfers, and Drops:** A class transfer is defined as a change from one section to another of the same course (for example, from section 1 of 12<sup>th</sup> grade English to section 3 of that course). A course change is defined as a change from one course to another course (for example, from Japanese to Spanish). All class transfers and course changes should be initiated through the student's counselor and are subject to course and/or class availability, including available seat space in a particular class section. All requests must be approved by all teachers involved and their respective Department Chairpersons, in addition to the student's parent(s)/guardian(s).

All class transfers and course changes for **year-long classes** must be made **before the end of the sixth week of instruction of the Fall Semester**. Course changes are not allowed at the start of the Spring Semester. All class transfers and course changes for **semester-long classes** must be made **before the end of the third week of instruction of that semester**. Any withdrawals from a course after the sixth week of any semester will require the student to make-up the course. A student cannot graduate until all course withdrawals have been made-up.

Students enrolled in **AP courses must take the AP Exam in order to receive AP credit and designation on their transcripts**. Students may drop the AP course designation **up to the third grading period of any semester**, provided that they remain in the same class. The "AP" designation of the course will be withdrawn and the student will receive a grade for the non-AP equivalent of that course. In this case, if a student has submitted any college or scholarship applications, it will be his responsibility to notify the appropriate institutions of the change in program.

**Grades, Report Cards and Progress Reports:** The school offers students and parents access to the grades and assignments for each class via the *FACTS online grading platform, the link for which can be found on the school's website*. Students and parents should contact their son's counselor to obtain their unique login name and password.

Progress report cards are published on the FACTS grading portal three times each semester at approximately five-week intervals. Their purpose is to inform the student and his parents of his scholastic progress, his conduct, and/or his attendance. For semester-length courses, the report indicates progress for the first portion of the semester course, including any midterm examinations. *After semester final examinations, a final report card is published online and mailed home.*

**Permanent Records and Transcripts:** Only semester grades are entered on a student's official transcript and recognized as earning credit. The transcript is the official record of all academic and technology work accomplished during high school. Semester grades are issued in December and June. Upon request, transcripts are forwarded to colleges and universities, employers, and other agencies or institutions.

Transcripts must be requested in writing, including a parent’s signature. **A \$6.00 fee is charged for each set of transcripts sent by the Registrar.** A student’s Finance Office account must be current (without an outstanding balance) for transcripts to be released to any student, parent, high school, college, or university.

## **OTHER IMPORTANT ACADEMIC INFORMATION**

**Family Educational Rights and Privacy Act (FERPA):** According to the Family Education and Privacy Act of 1974, all personal information relating to the student that is kept on school records may not be released without the written consent of parents, legal guardians, or adult students (18 years or older or high school graduates, except in a few specific cases). All student records are open to both the student and his parents by appointment with the appropriate administrator.

**Student/Parent Directory and Release of Information:** Pursuant to the federal Family Educational Rights and Privacy Act of 1974, Bosco Tech may release public directory information in the form of a Student Directory and/or “carpool lists” that include addresses and telephone numbers of students. If some or all of the above information is not to be released, the school must be notified in writing of the specific information that is not to be released at the time of the student’s registration.

Also, pursuant to the federal No Child Left Behind Act (20 U.S.C. § 7908), Bosco Tech must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses, and telephone numbers of high school students. The school must also notify parents/guardians of their right and the right of their child to request that the school not release such information without prior written consent. An “Opt Out Form” is included with registration materials each year for parents/guardians who wish to exercise their option to withhold their consent of the release of the above information to military recruiters or to institutions of higher learning.

## **|| SCHOLASTIC INFORMATION ||**

### **PROGRAM OF STUDIES FOR 2024-2025**

Bosco Tech offers a college-preparatory academic program along with a program of technological studies. All classes are one year in length, unless otherwise noted.

**All first year students** take the following classes:

- Math** — Integrated Math I, II, or III (determined by placement testing/prior courses)
- English** — English 1,2 (Honors section available)
- Theology** — Revelation in Scripture and Jesus Christ (one semester each)
- Health & Physical Education** — Healthy Living
- Science** — Biology (Honors section available)
- Social Studies** — World History (Honors section available)
- Technology Courses** — Tech Rotation classes and introductory courses in tech major

**All second year students** take the following classes:

- Math** — Integrated Math II, III, Pre-calculus, or Calculus
- English** — English 3,4 (Honors section available)
- Theology** — Paschal Mystery and Church (one semester each)
- Science** — Physical Science for Engineering, Honors Chemistry, or AP Biology
- World Language** — Spanish I, Bilingual Spanish I, or Japanese I
- Fine Arts** — Visual Arts, Introduction to Music, Jazz Ensemble, or Symphonic Band

**Technology** — Depends on each technology major

**All third year students** take the following classes:

**Math** — Integrated Math III, Pre-calculus, Calculus, or AP Calculus AB

**English** — English 5,6 or AP English Language & Composition

**Theology** — Sacraments and Morality (one semester each)

**Science** — General Chemistry, AP Chemistry, or AP Biology

**Social Studies** — U.S. History or AP U.S. History

**World Language** — Spanish II, Bilingual Spanish II, AP Spanish Language & Culture, or Japanese II

**Technology** — Depends on each technology major

**All fourth year students** take the following classes:

**Math** — Pre-calculus, Calculus, AP Calculus AB, AP Calculus BC, or AP Statistics

**English** — English 7,8 or AP English Literature & Composition

**Theology** — Social Justice and Vocations (one semester of each)

**Science** — General Physics, AP Physics C: Mechanics, or Anatomy & Physiology

**Social Science** — U.S. Government or AP US Government & Politics **AND**  
Economics or AP Macroeconomics (one semester of each topic)

**Electives** — 10 credits (one year) to be chosen from Spanish III, AP Spanish Literature & Culture, Japanese III, AP Human Geography, or Speech/Forensics

**Technology** — Depends on each technology major

## **TECHNOLOGY PROGRAM**

Bosco Tech is the only all-male Catholic high school in the nation that integrates a rigorous academic curriculum with a project-based engineering and technology program. Our goal is cultivating scientists, engineers, and technicians who live by sound ethical standards that prepare and motivate them to pursue advanced study and, ultimately, careers in Science, Technology, Engineering, and Math (STEM).

Bosco Tech is proud to offer **six unique technology majors** dealing with different engineering areas of study. They are:

**Architecture & Construction Engineering (ACE)** — ACE combines the two co-dependent disciplines of architecture and civil engineering into one curriculum. ACE students complete theoretical and application courses in architectural design, civil engineering, and green technology.

**Biological, Medical, and Environmental Technology (BMET)** — In BMET, students learn about two extremely complex systems: living organisms and the environments on which they depend. They will be well-prepared for studies in medicine/health, life sciences, bio-engineering, and environmental science.

**Computer Science & Electrical Engineering (CSEE)** — Computer scientists and electrical engineers have had a powerful impact on the way we live today. CSEE's program engages students in hands-on exploration of everything from coding to the microcontroller technology at the heart of today's most advanced robotics devices.

**Integrated Design, Engineering & Art (IDEA)** — IDEA focuses on the development of products using creativity, imagination, and applied sciences. Students learn to use cutting-edge computer tools to develop their vision and then produce prototypes of their concepts. Students gain hands-on experience with 3-D printing in this curriculum.

**Material Science, Engineering & Technology (MSET)** — Our world is in constant search of new and better materials. MSET students apply science and technology to explore the properties of the things we build. Turning science **fiction** into science **fact** requires the improvements of existing materials and the invention of new ones.

**Media Arts & Technology (MAT)** — Today’s mobile society requires a multi-level media campaign that includes 2D graphics, 3D animation, and interactive websites and videos to convey information. MAT students blend art and technology to explore their creative potential while finding new ways to communicate complex messages.

**Placement Process for Selecting a Technology:** During their first semester, Freshmen take introductory courses in three of the six technology majors offered. Scheduling is based on interest surveys students previously completed as part of the application process and Freshman Summer Program at Bosco Tech. During each technology term (about six weeks), instructors will evaluate each student’s performance as well as his potential and suitability for that major. Likewise, each student will have the opportunity to evaluate his sampling of programs as he prepares to choose his final technology, which begins in the second semester of the Freshman year.

At approximately Thanksgiving Break, students will be ranked by their grade point average (GPA), calculated from the first three grading periods of their first semester. These GPAs do not include sports or Marching Band and are not weighted for honors classes. These rankings determine when the student’s tech selection appointment time will be. It is important that parents regularly review their son’s progress report grades. Early in December, each family will receive a letter announcing an appointment time for their son’s placement interview on the second Saturday of December.

**Please Note:** *Each term, freshmen parents are **required** to attend a Technology Information Session (TIS) presented by the technology in which their son is CURRENTLY enrolled. To be admitted into any of the six technologies, a student must have a favorable evaluation from that technology major. Computer Science and Electrical Engineering, as well as Materials Science, Engineering and Technology, also have a minimum mathematics grade requirement.*

Traditionally, most students are placed into the Tech of their first choice. All technology majors, however, have practical limits on their enrollment. If a student does not get into their first-choice Tech, he may request to be placed on a waiting list. All placements are tentative until the final grades for the first semester are available.

### **DBTI HIGH SCHOOL DIPLOMA REQUIREMENTS (310 CREDITS)**

1. **Theology** — 40 credits (8 semesters) or credits equal to the number of semesters in attendance at Bosco Tech or other Catholic high school.
2. **English** — 40 credits (8 semesters) to include English 1,2, English 3,4, English 5,6, & English 7,8 or the equivalent honors or AP-level course.
3. **Mathematics** — 40 credits (8 semesters) to include Integrated Math I, II, and III, and one additional year-long course in mathematics or the equivalent AP-level course.
4. **Science** — 40 credits (8 semesters) to include courses in both the physical and biological sciences, including equivalent honors or AP-level course.
5. **Social Science** — 30 credits (6 semesters) to include World History 1,2, U.S. History, U.S. Government, & Economics or the equivalent honors or AP-level course.
6. **Foreign Language** — 20 credits (4 semesters) of the **same** foreign language or the equivalent honors or AP-level course. Passing an AP exam

in any world language waives this requirement.

7. **Fine Arts** — 10 credits (2 semesters) to include Art Appreciation or Introduction to Music or Jazz Ensemble or Symphonic Band.
8. **Health & PE** — 10 credits (2 semesters) to include Healthy Living.
9. **Electives** — 10 credits (2 semesters) to be chosen from the list of senior electives.
10. **Technology** — 70 units from freshman to senior year; all courses in the Technology’s program of studies must be taken and passed. Technology course substitutions must be approved by the tech department chairman and by the instructional Dean of Technology.
11. **Christian Service** — All students are required to complete a minimum of 25 hours of approved service projects during each year of enrollment. By April of their Senior year, each student must have completed at least 100 hours of approved service projects.
12. **Retreats** — All students are required to attend a retreat that has been sponsored by the Youth Ministry Office during each year of enrollment.
13. Students **must have** a minimum cumulative GPA of 2.00 without an “F” as a final grade in any class.

**Additional Notes for Diploma Requirements:** All students are required to pass all classes attempted, except as noted below:

- a. Senior elective classes that are not passed may be made up by taking approved courses in the same discipline. For example, a failure in “Human Geography” could be made up by taking an approved course in a social science and a failure in “Creative Writing” could be made up by taking an approved course in English.
- b. Freshmen technology rotation courses and Student Success courses are not included in the requirements listed above. Students are encouraged, but not required, to remediate these classes since they are included in the student’s GPA.

**Note:** Parents and students should understand that meeting the above minimum requirements for a four-year high school diploma will not necessarily qualify a student for admission into a four-year college. Additional courses, as well as a minimum GPA and standardized test scores, may be required. Students can consult the handbook section that discusses college admission and contact their counselor for more information.

## **STANDARDIZED TESTING REQUIREMENTS**

Students are also **required** to take the following major tests to identify their current aptitudes as well as their academic strengths and growth areas:

**1st Year Students** — PSAT 8/9

**2nd Year Students** — PSAT (not a NMSQT)

**3rd Year Students** — PSAT/NMSQT

Results from standardized tests are reported to parents within a reasonable amount of time after they are returned to the school’s counselors. The school provides these tests to help students chart their academic progress; as such, it is expected that students will always give their best effort in taking these examinations so as to provide an accurate picture of their achievement level. Results of standardized tests can be used as part of determining a student’s academic probation status (being placed on probation, extending probation, etc.) if there is a marked decrease in year-to-year achievement levels, suggesting that a student may have intentionally performed poorly on a given test.

In order to give students the widest range of possibilities for admission to various 4-year

colleges and universities that may or may not require a standardized test, it is **suggested** that they take the SAT and/or ACT at least once either during their junior or senior years. Further information and test registration materials are available from the Counseling Department. The school’s testing number is 053053 (CEEB).

*Note: Depending on the college/university, a high test score can enhance an applicant’s chances of getting into schools that will still accept standardized test scores. For a list of schools that no longer require standardized tests for admission, please go to [fairtest.org](http://fairtest.org)*

## ||— GUIDANCE AND COUNSELING —||

Guidance and counseling is a permanent fixture of the school, and all members of the faculty and staff participate in the program. The school believes it is very important that each student have available to him a well-coordinated counseling program to assist him in his personal, social, educational, and career development. To address the questions and concerns of all students, our school counselors meet with each student at least once per semester and have open-door policies to accommodate on-the-spot inquiries.

**Academic Counseling:** Support services are provided for students who are having difficulty achieving at a level consistent with their own abilities or with the minimum academic standards of the Institute. The focus of these services is to assist the student in identifying and addressing obstacles to learning and developing the skills necessary for effective performance in school. For further information, contact the appropriate counselor or the Instructional Dean for those subject area(s) in which the student is experiencing difficulty (see phone list on pages 3-4 or visit the website).

**College Counseling:** Programs and services are offered to assist students in the development of meaningful educational plans that are compatible with their life goals. These services include assistance in selecting a college, selecting a college major, completing applications, etc. In addition, services are provided to assist students and their families in locating scholarships, grants, and other sources of financial aid as students journey through the college selection process.

**Counseling Partners of Los Angeles (CPLA):** Students today face many challenges that can impact their academic performance. CPLA is a non-profit counseling agency that works with students on a confidential, one-on-one basis to help them overcome obstacles to their learning and focus on their personal goals and emotional well-being.

## ||— FOUR-YEAR COLLEGE ADMISSIONS —||

### **UNIVERSITY OF CALIFORNIA (UC)**

**Eligibility Requirements:** Most incoming freshman students attain UC eligibility in the Statewide Context. To be eligible in the Statewide Context for the Fall of 2025, you must satisfy the following Subject (commonly referred to as the “UC a-g list”), Scholarship, and Examination requirements.

1. **Subject Requirements:** You must complete 15 units of high school coursework. A unit is equal to an academic year, or two semesters, of study. At least 11 of the 15 courses must be completed prior to the senior year.
  - a. **History/Social Science** (2 years required) — Two years of history/social science, including one year of world history, cultures and geography; and one year of U.S. history or one half year of U.S. history and one half year

of civics or American government.

- b. **English** (4 years required) — Four years of college-preparatory English that include frequent writing and reading of classic and modern literature. Only one year of ESL-type courses may be used to meet this requirement.
  - c. **Mathematics** (3 years required, 4 years recommended) — Three years of college-preparatory mathematics that include the topics covered in elementary and advanced algebra and two- and three-dimensional geometry. Approved integrated math courses may be used to fulfill part or all of this requirement, as may math courses taken in the seventh and eighth grades that your high school accepts as equivalent to its own math courses. Students must have completed an entire year course in Geometry either during junior high or high school.
  - d. **Laboratory Science** (2 years required, 3 years recommended) — Two years of laboratory science providing fundamental knowledge in at least two of these three foundational subjects: biology, chemistry and physics. Advanced laboratory science classes that have biology, chemistry or physics as prerequisites and offer substantial additional material may be used to fulfill this requirement, as may approved engineering courses or the final two years of an approved three-year integrated science program that provides rigorous coverage of at least two of the three foundational subjects.
  - e. **Language Other than English** (2 years required, 3 years recommended) — Two years of the same language other than English. Courses should emphasize speaking and understanding, and include instruction in grammar, vocabulary, reading, composition and culture.
  - f. **Visual and Performing Arts** (1 year required) — A single year-long approved course from a single VPA discipline: dance, drama/theater, music, or visual art.
  - g. **College-Preparatory Electives** (1 year required) — Two semesters, in addition to those required in "a-f" above, chosen from the following areas: engineering, technology, visual and performing arts (non-introductory level courses), history, social science, English, advanced mathematics, laboratory science and language other than English (a third year in the language used for the "e" requirement or two years of another language).
2. **Scholarship Requirement:** The Scholarship Requirement defines the grade point average (GPA) you must earn in the "a-g" subjects to be eligible for admission to UC. **The minimum GPA is 3.0 for California residents, 3.4 for nonresidents.**

**California-resident students who are in the top 9% of California high school graduates will be offered a guaranteed space at a UC campus, if space is still available.** A formula called the Statewide Index is used to determine which students are in the top 9% of California high school graduates. The Statewide Index considers your A-G course totals and your UC GPA. The A-G course total is determined by how many A-G courses were completed or in-progress/planned in 9th-12th grade. The UC GPA is composed of the grades received in A-G courses completed between the summer following 9th grade and the summer following 11th grade. If your total number of A-G courses is equal to or greater than the number of A-G courses listed in the index for your GPA, then you're in the top 9%. For more information, visit <https://admission.universityofcalifornia.edu/admission-requirements/freshman-requirements/california-residents/statewide-guarantee>

## **CALIFORNIA STATE UNIVERSITY (CSU)**

Some CSU campuses have higher standards for particular majors or for students who live outside the local campus area. Because of the number of students who apply, a few campuses have higher standards (supplementary admission criteria) for all applicants.

Many CSU campuses utilize local admission guarantee policies for students who graduate or transfer from high schools and community colleges that are historically served by a CSU campus in that region.

**Eligibility Requirements:** You are eligible for admission in the Fall of 2025 if you:

1. Have or will have graduated from high school (diploma).
2. Complete a minimum 15-unit pattern of courses for admission as a first-time freshman. Each unit is equal to a year of study in a subject area. A grade of C or higher is required for each course you use to meet any subject requirement.
  - a. **History and Social Science** (2 years) — Includes 1 year of U.S. history or 1 semester of U.S. history and 1 semester of civics or American government *AND* 1 year of social science.
  - b. **English** (2 years) — College preparatory English composition and literature.
  - c. **Math** (3 years required, 4 years recommended) — Including Integrated Math I, II, and III, or higher mathematics (take one each year)
  - d. **Laboratory Science** (2 years) — Including 1 year of biological science and 1 year of physical sciences.
  - e. **Language Other than English** (2 years) — Both years must be the same language. American Sign Language fulfills this requirement. Access the website for a possible waiver of this requirement.
  - f. **Visual/Performing Arts** (1 year) — Dance, drama/theater, music, visual art
  - g. **College Preparatory Elective** (1 year) — Chosen from list of Senior electives.
3. Meet the CSU eligibility index requirements. Information on the CSU's current eligibility index is found at Cal State Apply ([www2.calstate.edu/apply](http://www2.calstate.edu/apply))
  - a. **The grades you earn in high school are the most important factor in CSU admission decisions.** Your high school grade point average is calculated using your grades in all your college prep A-G classes completed after the 9th grade.

California residents and graduates of California high schools will be eligible for admission by earning a 2.50 or greater A-G GPA. Non-California residents may be eligible for admission to the CSU by earning a 3.00 or greater A-G GPA along with other supplemental factors utilized by the individual campus, including those outlined by impacted campuses and programs. Campuses and majors designated as “impacted” may utilize higher A-G GPA thresholds for applicants, as well as identify supplemental criteria and their relative weights, in making admission decisions.

Instead of test scores, campuses will use a combination of students' GPA and various supplemental factors to determine admission eligibility. Supplemental factors that campuses may use include: Number of courses exceeding minimum “a-g” requirements, GPA in math and or science courses, household income, extracurricular and leadership involvement, educational program participation in high school. Each CSU campus will determine the supplemental factors used with GPA to determine eligibility.

- b. The CSU assigns extra points for up to eight semesters of approved honors level and Advanced Placement (AP) courses taken in the last three years of high school: *A=5 points, B=4 points, C=3 points. No more than two approved honors level courses taken in the tenth grade may be given extra points. A grade of D in an honors, IB, or Advanced Placement course does not earn extra points. Extra points are also awarded for college courses used to meet CSU "a-g" requirements. No more than eight (8) extra points may be awarded*

*to any one applicant.* If you apply for admission before you graduate from high school, you should compute your GPA using grades earned in courses completed **after** the 9th grade. **Do not** include grades you expect to earn in courses during the remainder of 12th grade. For additional information, please refer to the CSU website: [www.calstate.edu](http://www.calstate.edu)

- c. While a “D” is a passing grade for a high school diploma (and for entering a community college), 4-year colleges and universities only accept final semester grades of “C” or higher.

## == INTERNATIONAL STUDENTS CHECKLIST ==

To maintain their F-1 Status, **all international students are required to:**

1. Maintain a valid passport. Passports must be renewed 6 months before they expire.
2. Meet with the SEVIS Designated School Official (DSO) a few times during the course of the school year as follows:
  - a. Within the first few days of each new semester to register their attendance with the Department of Homeland Security (August and early January).
  - b. At least one week before leaving the country on holiday/vacation to get signed permission to leave and return (must bring flight information).
    - i. Students traveling outside the United States while on an F-1 visa must be in possession of the following documents: a valid passport, Immigration Form I-94 (given to the student upon entry into the U.S.A.), and current I-20 form.
    - ii. Students may only travel outside the United States during official extended school holidays/breaks, such as Christmas or Summer, and they must return by the start of the next term. Consequences of traveling outside these published times may include a drop in GPA due to missed class assignments/examinations, additional disciplinary action such as detention/in-school suspension for exceeding maximum allowable absences in a semester, and/or termination of your I-20 (if late return results in exceeding the maximum number of days permitted outside the United States).
    - iii. In case of a family emergency requiring emergency travel, the one-week requirement will be waived, but you must still contact your DSO to get travel permission before leaving.
    - iv. Any international student requesting permission to travel outside of the United States for the **summer break MUST also be current with their** registration, student services, and tuition schedule requirements for the following school year before permission will be granted. This includes submitting the completed registration forms.
  - c. Any time he misplaces or damages his I-20 form and needs to get a replacement.
  - d. A couple of weeks before graduation with a copy of their college/university acceptance letter to schedule the transfer of his I-20 to the institution he will be attending the following school year.
3. Report to their counselor on a regular basis, as prescribed by their counselor.
4. Adhere to the attendance and behavior policies as stated in this handbook and their class syllabi. Failing to attend classes and continued violation of behavior policies will put their F-1 status in jeopardy.
5. Maintain satisfactory academic progress (no D’s or F’s). F-1 students failing to maintain satisfactory academic progress for a second consecutive grading period (quarter) will receive a warning letter from their counselor and be placed on probation, putting their F-1 status in jeopardy. F-1 students failing a third

consecutive grading period will be required to meet with their DSO, counselor, and guardian/host parent.

6. Report any of the following changes directly to the DSO immediately: address, change in immigration status (F-1 to Green Card), change in guardianship, and intent to withdraw or transfer.
7. Only initiate a change to their immigration status at the **beginning of the summer vacation** in order to avoid missing classes and assignments.
8. Please visit <https://www.ice.gov/sevis/students> for information regarding applying for certain privileges such as obtaining a driver's license as an F-1 student, etc.

## ||== STUDENT SERVICES ==||

**Work Permits:** Students under the age of 18 who need a work permit can obtain an application from the Registrar.

**ASB Store:** Open every school day during lunch, between classes, and after school until the Student Activities Center closes. Specific hours vary depending on meetings and special event schedules. The store offers snacks, beverages, event tickets, and some school supplies.

**Library/College and Career Resource Center (CCRC):** Open from 7:30 AM until 4:00 PM and closed weekends. Hours will be adjusted to accommodate meetings, special school schedules, and holidays. Monday and Tuesday afternoon hours vary. The CCRC is closed during Board of Trustees, faculty, and department meetings. Use is a privilege. Students are asked to follow these policies:

1. The library is reserved for academic purposes only: individual quiet study, completing school work, small and large group work, and casual/extra-curricular reading at Bosco Tech's discretion.
2. All the expectations in the Parent-Student Handbook are upheld in the library.
3. The CCRC moderator will determine what unacceptable behavior is based on the Parent-Student Handbook and may suspend a student's use privileges.

## ||== ATTENDANCE POLICIES ==||

**24-HOUR ATTENDANCE OFFICE LINE — (626) 940-2002**

**Expectations/Standards:** Students are expected to be present and on time for all school days and all classes throughout the year. Students must carry their school IDs at all times for attendance and security purposes.

Until a student graduates, regardless of age, he needs his parent's/guardian's written permission for all legal matters involving school activities, field trips, school records, and attendance. The only exception to this is that students age 18 years and older must sign all medical treatment consents related to school activities.

Ten (10) absences per semester (or five unexcused absences) are the maximum allowed before semester credit can be lost for a class. After the tenth absence, a parent conference will be required with the student's class counselor or the Dean to help prevent the student from losing credits. Illness, family trips, and family commitments are not exempt from a student's total allowed absences per semester. **Bosco Tech reserves the right to question the reason for an absence and ultimately deem it unexcused, even with a note from a parent or guardian.**

**School Attendance and Class Assignments/Tests:** All academic or technical work missed because of excused absence or tardiness must be made up within a reasonable amount of time. If a student finds it difficult to make up his assignments, he should speak to his class counselor and his teachers. Make-up tests or quizzes will not be administered in cases of unexcused absences or tardies (truancy).

## **ABSENCES**

**The day a student is absent, his parent/guardian must:**

1. **Call the Attendance Office** and leave a message on the attendance answering service or email [attendance@boscotech.edu](mailto:attendance@boscotech.edu) before 9:00 AM on the day of absence. The parent/guardian calling **must** state the following:
  - a) The student's name, year, and ID number.
  - b) **The reason** for the student's absence.
  - c) Parent/guardian name and phone number where he or she may be reached during the day.

**The day a student returns** from an absence, the **student must:**

1. **Bring a written note** prepared by his parent/legally-documented guardian and, if necessary, any note from his attending physician, dentist, lawyer or any other documents, such as important court documents to the Attendance Office.
2. **Be at the Attendance Office, in line, by 7:40 AM** so he will have time to arrive at his first class on time and avoid being marked tardy. The student will be issued a Re-Admit Slip. *A student is not allowed to enter class without that slip.* This step is not necessary if the student has a Pre-Planned Absence (see below).

**Prolonged Absences:** An absence of 3 consecutive days requires that the parent contact the student's counselor to arrange for homework to be picked up from the school receptionist. When an absence of 4+ consecutive school days is due to the students' illness, a note from his doctor is required on the day he returns to school.

**Excused Absences:** Absences due to the following situations will be considered acceptable excuses for a student missing a partial or entire school day:

1. Illnesses
2. Medical or dental appointments/orders (must return with a doctor's note)
3. Legal appointments (must bring a note from the court or attorney)
4. Death in the family
5. Religious observances
6. Extraordinary family situations

Absences for personal reasons are always questionable. The Dean of Student Services or Principal must pre-approve all personal absences. The school **may or may not** recognize the following reasons for absence or early dismissal as legitimate:

1. Accompanying a parent/guardian to any function
2. Babysitting a younger sibling
3. Attending vacation with family/friends who follow another school's vacation time
4. Any function recognized by the school as non-educational

**Unexcused Absences:** The following infractions will cause an absence to be considered unexcused and will result in disciplinary action (minimum 1-hour after-school detention):

1. **No phone call or email** on any day when the student is absent
2. **No note** on the first day the student returns to school (even though a detention

will be assigned, a note must be submitted the next school day)

3. **Truancies and forgeries** (including cutting class or leaving school grounds without authorization)
4. **Personal absences without approval** of the Dean of Student Services or Principal
5. Any abuse of the pre-planned absence system
6. A student not clearing an unexcused absence with the Attendance Officer within the one (1) school day window before it is considered a truancy

**Absences on Special Schedule Days:** Students are expected to attend school on days having special schedules (i.e. Open House, Salesian Games, Standardized Testing Days, Liturgy days, and days designated as special by the administration). **Each unexcused absence on such a day will, without exception, result in a Saturday detention and possible one-day suspension.**

**Pre-Planned Absences:** Under rare circumstances, the school may grant permission for a short or extended absence. All students below a 2.00 GPA are encouraged not to miss any school days. Pre-planned absences **must be arranged** in the following manner:

1. Pick up a **pre-planned absence form** from the Attendance Office at least three (3) days prior to the absence.
2. See a **counselor** for a GPA check and signature authorizing consideration of the pre-planned Absence.
3. The form must be signed by the student's parent/guardian.
4. The form must be signed by all teachers (with all assignments listed).
5. The form must then be signed by the Dean of Student Services
6. Return the yellow copy of the form to the Attendance Officer at least one (1) school day prior to the absence.

## **TARDIES**

**Tardy to Block One:** A student is tardy to school if he is not in his assigned seat in class when the bell rings to begin first block. In this case, he must obtain a late slip from the Attendance Office. A note from a parent/guardian or poor road conditions does not assure the student an excused tardy. Disciplinary action will be taken if the tardy is not recognized as legitimate.

**Tardiness and Impact on Participation in After-school Activities:** A student who is not in school by 11:00 AM is may not participate in or attend any after-school activity (i.e. athletic contests, practice, awards ceremony, etc.). The Dean of Student Services and the Principal are the only administrators with the authority to grant exceptions.

**Truancy:** Truancy is defined as an unexcused absence from school for a whole day or any part of a day without the knowledge and consent of the parent/legally-appointed guardian and/or the proper school authority.

1. Cutting any class constitutes truancy and results in disciplinary action, even if the student is on campus, but not in class.
2. Students who have been truant will not be allowed to make up any missed work during the time of truancy.
3. The disciplinary consequence of truancy is **no less than a one-day suspension and a Saturday detention**. Senior ditch days are treated as truancies.

By law, any unexcused tardy over 30 minutes to first block is deemed a truancy.

**Excessive Tardiness:** Per semester, every 10 tardies, excused or unexcused will result in a Saturday detention. Fifteen tardies (whether excused or not) are the maximum allowed per semester before semester credit will be lost. After the 10th tardy, parents will be contacted via mail or phone and a parent conference will be required with the student's class counselor or dean to develop a plan that will assist the student in being punctual to class.

**Tardies to Other Classes** (Blocks 2, 3, or 4): A student should be in his assigned place when the second bell rings; if not, he will be listed tardy by his teacher and receive a minimum of an after-school detention. **In special circumstances, a student that has received an unexcused tardy may be excused at the discretion of the Dean of Student Services.** All unexcused tardies must be cleared with the Attendance Officer.

**Student Passes:** If a student is out of class for any reason, **he must carry a pass issued by his teacher.** If he does not have a pass, he may be considered truant and be referred to the Dean. Students are not allowed to go to the Attendance Office, Health Office, Tech Hall, CCRC, administrative or extracurricular offices, Student Activities Center, or visit any other class during block periods without first obtaining a pass from the teacher whose class he is leaving. Passes are **not** required during breaks or lunch.

### ATTENDANCE PROBATION

Students are placed on attendance probation when they have an excessive number of tardies or absences. Parents will be notified in writing by the Dean of Student Services of the decision to place their son on attendance probation and a parent conference will be requested. During the period of probation, the student and their parents are under an agreement with the school in which a concerted effort will be made to adhere to the attendance policies of Don Bosco Technical Institute, especially those pertaining to tardies and absences. The agreement will stipulate the disciplinary action that may be taken if a concerted effort is not being made to improve the student's attendance record, including the student being asked to withdraw from Don Bosco Tech.

### EARLY DISMISSALS

Valid reasons for an early dismissal include appointments with a doctor, dentist, or counselor; court appearances; meetings with a lawyer; school-sponsored events; and the death or funeral of a family member. The following protocols **are required** when students are requesting an early dismissal:

1. **Submit a written request or email** from the parent/guardian to the Attendance Office between 7:40 AM and 7:55 AM. If he cannot make it through the line by 7:55, he should go to his first block class and return at morning break or lunch to pick up his early dismissal pass. It is the student's responsibility to get to class on time, regardless of whether they need to obtain an early-dismissal slip.
2. If the early dismissal is due to an appointment with a doctor, dentist, lawyer, or court, then **a note on office stationery from the doctor, dentist, lawyer, or court** must be brought to school on the day the student returns.
3. **Unless pre-approved by the Dean of Student Services**, early dismissal will not be granted for the day of Salesian Games.

### ════ HEALTH POLICIES ════

**In cases of emergency, the school will call 911 and contact the student's parents.**

**In the case of sudden illness (i.e. vomiting) while in class**, the student may be sent

to the Health Office without a pass, but must be accompanied by someone. **At all other times**, the student must have a pass from his teacher.

**24-Hour Policy:** If your son is or was ill with symptoms including a temperature of 100 degrees or more, vomiting, or active diarrhea, **it is recommended he remain out of school at least one full day free from these symptoms before returning. Students returning to school with a temperature above 100 degrees will be sent home.**

Students with **contagious illnesses** such as strep throat, pink eye (conjunctivitis), chicken pox, etc. will not be allowed to return to school until a physician has seen them. Upon returning, he must report to the Attendance Office before going to class to provide documentation from his physician medically clearing him for attending school.

**Physician's Clearance/Restrictions:** Anytime a physician, chiropractor, emergency department, or urgent care clinic is consulted resulting in an absence or early dismissal, students **must bring a note from the doctor** authorizing the student to return to school, stating clearance date, and establishing any restrictions for Physical Education, sports/practice, or Technology classes.

**Injuries:** Any student who is injured on campus or at any school activity, regardless of the day or hour, must report the injury to the Health Office immediately or when the office opens the next school day (if the injury took place outside office hours). Students who are injured at home or away from school and in ways not related to school activities must provide a note from the doctor or hospital if restrictions are needed from classes/activities or if special assistance is required.

**Insurance and Insurance Forms:** All registered students are covered for injuries related to school and school activities. This policy is primary to personal insurance to the maximum allowable amount, after which the student's personal insurance takes effect. This policy does **not** cover injuries which occurred at home or outside of school activities. School insurance claim forms may be requested through the Health Office.

**Prescription Medication:** Students on prescription medication from their physician must bring the medication in its original prescription container to the Health Office, where they may go to take it at the appropriate times. **All prescription medications must be in original pharmacy labeled bottles or containers.** Students may go to the Health Office during passing periods or lunchtime to take their medications.

Students may not carry prescription medication in their possession, except for asthma inhalers, epi-pens, or diabetic emergency supplies. In order for students to start carrying these items, a School Medication Authorization Form must be completed and signed by the student's physician and parent. These forms are available from the Health Office.

**Restriction from Physical Education:** Requests for restriction from physical education or sports because of medical reasons must be submitted to the Health Office for review. If a request is approved, it will be filed in the student's health record. The same applies to any release from the restriction. Parental requests for restrictions that are not based on diagnosed medical conditions may not exceed **three days** in length.

**Medical Examinations:** Incoming students, regardless of grade level, are required to have a physical examination. These must be obtained through your personal physician. Athletic physical exams may be performed by your private physician, or may be scheduled with a local physician/alumnus and performed here at school, generally following normal school hours. Sports physicals are set up by each team as they start pre-season practice. Please contact the Health Office for more information.

**Immunizations:** Students admitted to Bosco Tech are required to supply the Health Office with up-to-date student immunization records. Information regarding

what is required is provided to all incoming students. Students with incomplete or missing immunization records will not be allowed to attend school until their records are complete. By law, parents have a maximum of 10 days from the time they are notified of incomplete records to supply the school with updated records. If they do not comply during the legal window, their son will be barred from attending school.

**Emergency Release Authorization:** All students are required to have up-to-date Emergency Release Authorization form on file with the Health Office. This is especially important in the event of an earthquake or an emergency in which we may not have access to our electronic data. If any changes to this emergency information should occur, notify the Health Office as soon as possible so students' records can be updated.

In the case of an actual earthquake or fire, **students will be released from school only to a family member or other person named on their emergency release form. Photo ID is required any time a student is released from school.** If the parent or designated emergency contact is unable to pick-up a student, a signed parent note or email from the parent's email address must be sent to the Health Office and Dean of Student Services with the student's temporary guardian and contact numbers listed.

**AIDS Policy:** In accord with Roman Catholic teaching, any student found to be infected with the Human Immunodeficiency Virus (HIV), which leads to Acquired Immune Deficiency (AIDS) or AIDS-Related Complex (ARC), will be treated with dignity and respect. The Principal will decide the type of educational services to be provided to a student based on his treatment plan and consultations with his physician, counselor, parents or legal guardians, and the Health Office. Public health personnel may also be brought into the decision-making process as needed. For most infected students, the benefits of an unrestricted environment will be given priority in the decision-making process. The Principal and Health Office shall periodically review the circumstances of the case to see if the student's situation has changed sufficiently to warrant a re-examination of the decision. Every precaution will be taken to protect the confidentiality of records, files, and other information about the HIV status of the student. The school also makes educational efforts to fully inform staff, students, and parents about AIDS.

**Suicidal Ideation:** When a student is referred to CPLA by means of self-referral, faculty or staff referral or through a session with CPLA counselor for presenting signs or thoughts of hurting himself or others, the following action will be taken by Bosco Tech:

1. From the onset of a counselor assessing that the student has self-inflicted injuries or suicidal ideations, the student will be accompanied and not left alone by the counselor, staff member, or administrator.
2. If the student is in the company of a counselor, a life contract will be drafted and signed by the student.
3. The counselor's supervisor (the regional field supervisor in consultation with the clinical supervisor if attending counselor is CPLA personnel), the Bosco Tech Principal, and the student's parents will be notified.
4. Parents will be required to immediately report to the school to meet with the counselor or administrator. Parents are then required to immediately take their child to the hospital or to the family's medical doctor. Before the student is allowed to return to school, the school administration must be given a written statement of clearance from an outside licensed mental health provider stating that the student is released to return to school and is not a threat to himself or others.
5. Parents will also provide signed documentation from an outside licensed mental health provider to the school administration stating that the student is receiving

offsite mental health services on a consistent basis.

6. Staff involved in the support of the student and family will document **all** dates and times of communication, parties involved, and actions taken.

**Child Abuse Reporting:** In accordance with California state law, school staff are obligated under penalty of fine and/or jail term to report all suspicions of emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will **not** contact parents in advance of making a report to legal authorities. The law mandates that school staff file a report within thirty-six hours when there is reasonable suspicion of abuse and it stipulates that all investigation of suspected abuse is the sole responsibility of Child Protective Services, not the school or staff.

## ══════ EMERGENCY PROTOCOLS ══════

**Remember the four rules of building evacuation:  
DON'T TALK! DON'T PUSH! DON'T RUN! DON'T TURN BACK!**

**Fire Drills:** Routes of evacuation from school buildings are posted in every classroom and technical area. When the fire alarm sounds, students are to leave buildings in silence according to the designated routes, leaving books and materials behind. Teachers will lock classroom doors and take the provided red-colored emergency folders with them. This folder should include current roll sheets for every class that meets in a given classroom or lecture hall. If all students are present, then the **GREEN** colored card should be displayed towards the administration building. If assistance is needed or a student is missing, then the **RED** colored card should be displayed. At the all-clear signal, students return to class. **Silence is to be maintained at all times** from the moment the alarm is sounded.

Drills to practice the procedures necessary to respond to an earthquake or lockdown will be held periodically and should be taken seriously.

Alarms activated under false pretenses are a serious safety hazard to the school community. Violators will face disciplinary action as well as possible civil penalties.

**Earthquakes:** Bosco Tech has instituted a complete safety program that addresses first aid, medical treatment, shelter-in-place, and post-disaster mitigation. In the event of an earthquake, follow the simple rule of: *“Drop, Cover, and Hold On!”*

**If an earthquake occurs while you are....**

### **Indoors:**

- Immediately stop your activities and drop to your knees.
- Get under or below the level of a desk/table/chair with your back toward the windows. Close your eyes and curl into a ball by pressing your face into your thighs.
- Use one arm to cover the back of your neck and head.
- Use your other hand to grab onto a leg of the desk/table/chair you are under so it does not move from over you during the shaking.

### **Outdoors:**

- Get clear of buildings, power lines, trees, and other hazards.
- Drop to your knees, curl up, and cover the back of your head and neck.

**After the shaking has stopped....**

- Exit the building with your class in a quiet and orderly manner. Teachers will lock classroom doors and grab the red-colored emergency folder. **DO NOT GO BACK INSIDE!!!**
- Assemble with your class on the mall, football field, or other designated evacuation area (if you were outside during the earthquake, stay outside and join your class).
- Begin emergency class attendance procedures and hold-up your RED or GREEN-colored card.
- **Wait for an all-clear signal before resuming normal activities.**

**Lockdown Mode:** Other emergencies, such as the presence of a dangerous intruder, person(s) with firearm(s), a nearby threat, or hazardous/toxic conditions in the environment, may require that the school enter into a lockdown mode. When this occurs, an announcement will be made over the school-wide PA system that says **“THIS IS A LOCKDOWN. FACULTY AND STAFF, SECURE YOUR CLASSROOMS. THIS IS NOT A DRILL!!”** Faculty should then close blinds and windows, lock doors, and turn off lights. Students then silently position themselves on the floor in a manner that does not present a line-of-sight target to any external facing window. If a student has left the classroom, he should immediately enter the first available occupied classroom or lab. The teacher will report the missing/found student to the school operator either by phone, cell phone, or radio. Students who are not accounted for may trigger a search which could put school officials at unnecessary risk.

If the emergency is in response to a bomb/explosive threat or an environmental threat/disaster, students and personnel will be evacuated from the immediate area(s) of concern and await a safe course of action.

Students who compromise the safety of the school community through intentional misrepresentation of a situation leading to a lockdown will face the full weight of the law and dismissal from Bosco Tech. Students who do not cooperate with lockdown procedures and compromise the safety of the school community will face disciplinary action that may lead to dismissal from Bosco Tech.

**Active Shooter Situation:** In the event of an active shooter situation while students are in class, a lockdown will be called and if safe to do so, students should stay with their classes and “Lock Down.” Teachers have been trained on how to handle these situations and students are expected to follow their instructions. If students must exit the building, they should try to stay with their classes. If a student’s personal safety is in immediate danger, he should protect himself by running and finding a place to hide. If the student is out of all other options to defend himself, then as a last resort he should try to fight-off the attacker.

**Note:** Law enforcement will arrive as soon as possible and their only goal is to deal with the shooter. With regard to the school personnel and students, law enforcement will not render first aid or other assistance and most likely will treat them as “hostile” until proven otherwise. When encountering law enforcement, do not make any sudden or threatening moves and show them your hands, palms out. Follow these procedures until the situation has been dealt with and an all-clear signal has been given. At no point should you leave the campus.

**Release from Bosco Tech Following an Emergency:** Refer to “Emergency Release Authorization” on Page 26.

## ||— STUDENT LIFE —||

**Student Life at Bosco Tech is composed of all the events and activities organized by Youth Ministry and Student Activities. The Athletic Department and Techmen Band work independently of the Student Activities Office but are also partners in coordinating certain Student Life activities.**

### YOUTH MINISTRY

The **Youth Ministry Office** is under the direction of the Coordinator of Youth Ministry (CYM) and is also responsible for the Youth Ministry Center located next to the Student Activities Center (across from the ACE technology building). The CYM is also a member of the school's administrative team.

The work of Youth Ministry is critical for the vitality of the school's Salesian Oratory model of home, school, church, and playground. The team consists of the CYM, Assistant CYM, and the Youth Ministry Core Team leaders. The **Youth Ministry Core Team** is comprised of students from each grade level and faculty who work alongside the Youth Ministry staff. The team sponsors all of the school's ministry events and other programs that promote the spiritual growth of the school community, including liturgies, seasonal worship experiences, class retreats, Character Assemblies, and the biannual KAIROS retreat. The goal is to spread Salesian spirit and nourish each person's potential for leadership and service so that the school community exists as a manifestation of the Gospel message.

- A. The Youth Ministry Coordinator is responsible for administering and maintaining the Christian Service program. Service to others is a pivotal component of education and is essential in the development of a robust spiritual life. Every student is required to complete a **minimum of 25 service hours per year enrolled**, totaling 100 hours over four years of enrollment. This is a graduation requirement. At the start of each semester, the student body receives a presentation about the requirements of the service hour program and updates on where service can be performed. Service forms, log sheets, and a service opportunities list can be downloaded online. Service hours are updated quarterly and at the end of each semester. Deadlines for service hours can be found in the school calendar.
- B. **Class Retreats:** The Youth Ministry Office sponsors all the one-day and overnight retreats, including KAIROS for Seniors and the Salesian Experience for Freshmen. **Students must attend one Youth Ministry-sponsored retreat each year.**
  - i. The CYM oversees the work done by the Kairos Coordinator. KAIROS is an optional four-day, three-night retreat that takes place once per semester in Vista, CA. The word "KAIROS" translates to "God's time." This spiritual experience affords all attendees an opportunity to reflect on their sense of self and how their connections to God, family, and friends could be improved. Although this retreat is primarily for Seniors, a select group of Juniors are invited (using faculty input) to the Spring KAIROS. These Juniors can apply for a leadership position in the Fall KAIROS of the following year. KAIROS can be an especially intense experience.
- C. The Youth Ministry Office also coordinates efforts with the Salesian Province's Youth Ministry Office. It participates in the leadership training effort known as the Salesian Youth Leadership Conference (SYLC), a week-long conference held every summer in Northern California. Students are selected to attend from the elected/appointed positions of various leadership groups on campus.

## STUDENT ACTIVITIES

The **Director of Student Activities** is responsible for all aspects of co-curricular activities offered at the school. These activities provide creative opportunities for increased student participation, which fosters leadership, unity, and civic responsibility.

The **Student Council/Associated Student Body (ASB)** is composed of elected or appointed class leaders that represent the entire student body. They meet weekly to plan, execute, and evaluate events.

1. The Executive Committee is composed of the ASB President, Vice-President, Secretary, Treasurer, and Public Relations Officer. They meet weekly.
2. Each grade level is represented in ASB by elected Class Councils, headed by Class Presidents. Class Councils meet on a regular basis as well.
3. Members are responsible for the daily running and maintaining of the Student Activities Center and Snack Shack.
4. Members oversee all social, fundraising, and spirit events, as well as approve the formation of new clubs.

**Student Activities Center (SAC):** Use of the Student Activities Center is a privilege, not a right. Behavior in the SAC should be the same as if one were a guest in someone's home. Mutual respect between students responsible for running the center and students using the center is non-negotiable. Students who use the center are expected to follow the posted rules regarding academic dishonesty, video gaming, and proper use of the pool and ping-pong tables. These rules have been established by ASB in consultation with the school administration. *Anyone in violation of the rules will lose their privilege to use the SAC and may face other disciplinary consequences as well.*

**Clubs and Activities:** The following guidelines have been established with regard to forming clubs and planning activities:

1. Any small group of students (3 or more), with a faculty/staff moderator, can apply to ASB to become an official club. Applications can be obtained from the school's website and submitted to the Director of Student Activities or an ASB leader.
2. An official club can fundraise, plan activities and events, and be represented in the school yearbook.
3. Clubs are not cliques. Membership is open to all students with a GPA of 2.0 or above, with the exception of clubs that have additional academic requirements.
4. The club or activity must have an administration-approved faculty sponsor who attends all meetings and functions. They provide a positive and enthusiastic Salesian presence to the group.
5. The club must adhere to Finance Office protocols governing deposits and disbursements of funds.
6. The Director of Student Activities may allow clubs to use the school's name for public, social, fundraising, or commercial activities on marketing fliers and posters.
7. All activities must be approved a minimum of three full weeks in advance by the Executive Council and the Director of Student Activities. Extensive changes to the original activity must be approved by the Director of Student Activities.
8. Activities must be supervised by school personnel, and possibly parent chaperones.

## SENIOR GRADNITE INFORMATION

Each year, members of the Senior class in good financial, disciplinary, and academic standing are given the opportunity to participate in a GradNite celebration at a theme park before graduation. The following information applies to all DBTI Seniors and their

guests who choose to participate:

1. Seniors may purchase a second ticket for one guest at the same price. Guests must also be seniors and in good standing with their respective school. The Bosco Tech senior is responsible for his guest's behavior.
2. All persons attending the event must have a permission slip signed by a parent or guardian. If they are over 18, they can sign for themselves.
3. Permission slips and code of conduct forms are distributed at a mandatory information session before the event.
4. The student is responsible for turning in his and his guest's permission slip and code of conduct form to the Director of Student Activities by the deadline set. No one is allowed on the bus without these forms. There are no refunds for this event.
5. To ensure event safety, students will undergo a security check at the entrance to the theme park.

### **POLICIES REGARDING STUDENT LIFE**

Involvement in student life is always encouraged and supported, but participation is subject to compliance with behavioral policies. In the event that Bosco Tech students, guests, or parents do not comply with school behavioral policies, they will be asked by the administrator in charge to leave the school activity.

For students, the following procedures will be followed:

1. For events that will cause students to be absent during a normal school day, students must have attended school the day before the event and submitted a Pre-Planned Absence Form to the Attendance Office. For events happening after a normal school day ends, students must have attended school on that day. A student may not leave any co-curricular, ASB event early without written parental permission communicated to the event supervisor. At the conclusion of all activities, students must leave the school grounds.
2. Students must have all regular detentions cleared prior to participation in any co- or extra-curricular activity. Students on academic or disciplinary probation may appeal for event attendance to the Dean of Student Services, the Director of Student Activities, and the Coordinator of Youth Ministry.
3. Actions taken by a student while he is representing the school or his club, whether on- or off-campus, may lead to penalties from the school, including suspension and expulsion.
4. Any disciplinary issues must be reported by the faculty/staff moderator to the Director of Student Activities, the Dean of Student Services, or an administrator as soon as possible. If drugs, alcohol, or violence are involved, then the report must be immediate. Parents will be contacted by the school administration to inform them of any disciplinary situation.
5. Removal due to the use of drugs, alcohol, or violent behavior:
  - a. Breathalyzers will be used and the police will be called. Depending on the severity of the incident, the police may take custody of the student or agree to release the student to the school or parent. The student will remain under the supervision of a school administrator or supervisor until the situation has been dealt with completely.
  - b. Parents will be contacted and asked to immediately come to the event either to pick-up their student or to follow-up with the police.
  - c. Every attempt will be made to contact a parent/guardian. If the parent cannot immediately be reached, the student will be segregated from the event to a secure location and supervised by a school administrator until such time that a

parent or emergency contact arrives.

6. Any student who is removed from an activity for any reason will be subject to additional disciplinary action.

## ||= SCHOOL DANCES =||

Bosco Tech is committed to providing students and guests with opportunities to develop social skills and friendships. Because dances facilitate these endeavors, they are a vital component of the Salesian Oratory model.

**Student IDs:** Dances are limited to 9th through 12th grade students. Non-high school students are not allowed to attend Bosco Tech dances. All attendees must possess a current, valid form of photo ID. The following are acceptable forms of identification for students who attend **Catholic high schools:** school ID card with photograph, a valid driver's license, a valid California picture ID, a class schedule **with the student's picture** printed on the page, or a current passport. Students who attend **public schools or home schools** are required to present their current school ID with photo or a similar school document with photo.

### **Arrival/Departure Policies:**

1. No one will be admitted to dances after 10:00 PM.
2. Students leaving dances before 11:00 PM must be picked-up by a parent/guardian. Advance written notice must be submitted to the Director of Student Activities before or upon entering the dance. Students leaving the dance will not be allowed to return. Dances end at 11:30 PM.
3. Students are not allowed to loiter on the school campus or in parking lots before or after the dance.

**Dance Conduct and Safety Policy:** All dance participants are expected to conduct themselves in accord with the following expectations to ensure the safety of every person attending and to adhere to Catholic Salesian principles:

1. Participants will act with respect and courtesy toward other students and all adult chaperones.
2. Participants may break-dance under the direct supervision of an adult in an area designated for it. For safety reasons dance moves that could endanger the performers (e.g. head and neck spins) are prohibited.
3. Offensive language, obscene gestures, unsafe and/or explicit dancing, such as "freaking," grinding, moshing, or slamming is strictly prohibited. The following are consequences for students engaging in sexually-explicit or dangerous dancing:
  - 1st Warning:** The publication of these rules and purchase of a dance ticket serve as the first warning.
  - 2nd Warning:** Student's ID card or wristband will be confiscated. The incident will be brought to the attention of the Director of Student Activities, his designated staffer, or another school official.
  - 3rd Warning:** The student will be escorted off the campus and parents will be notified.
4. Every effort will be made to ensure that dances are drug, alcohol, and weapons free. Bosco Tech's drug and alcohol policies will be enforced at all times. All persons, and possibly their vehicles, will be searched by security personnel and a drug-sniffing canine unit upon entering the campus. Those suspected of carrying or perceived to be under the influence of drugs and/or alcohol will have to submit to a breathalyzer test. The police, parents, and student's school will always be notified

of violations and the student will be sent home to await further disciplinary action with their school.

5. If a student or guest repeatedly violates policy for dance floor behavior and decorum, he/she will be escorted off the campus, parents will be notified, and his/her school will be contacted.

*Students who fail to abide by these guidelines may be prohibited from attending future dances and activities and will be subject to further disciplinary action.*

## **CASUAL DANCES**

**Casual Dance Dress Code:** The following are guidelines for casual dance attire, however, the school has the final say in the appropriateness of any attendee's attire:

- a. **The preferred form of dress** is clean, long pants or jeans in good condition (no tears/rips). T-shirts, dress shirts, or blouses in good condition. Athletic shoes in good condition.
- b. **The following are not permitted:** Oversized clothing, leggings, overalls, hats, du-rags, beanies, caps, visors, oversized bags, pins, ripped or torn style clothing, chains, and spikes.
- c. Female guests are expected to **dress modestly and appropriately**. Blouses and dresses must cover the shoulder and not be low-cut. The following are **not allowed**: bare-midriff, see-through/mesh, spaghetti straps, tube, or halter tops; leggings; skirts or dresses above the knee, excessively tight, or with slits that extend above the knee; stiletto heels.
- d. Students altering their clothing once admitted to the dance will be asked to leave and will not be permitted to return.

## **FORMAL/SEMI-FORMAL DANCES**

**Information for Formal/Semi-Formal Dances:** Bosco Tech subscribes to the following beliefs regarding student behavior at formal events (e.g. Prom, Homecoming, etc.):

1. Bosco students must be present for all classes on the day before the dance.
2. Bids will be sold only in advance at the Finance Office. They will not be available at the door.
  - i. Bids are non-transferable, unless approved by the Director of Student Activities, and are non-refundable.
  - ii. Parents will be notified if a student purchases a bid and does not show-up for the dance.
3. Formal dances are held off-campus from 7:00-11:30 PM, unless otherwise stipulated
  - i. Dinner will be served at all formal dances and those who anticipate arriving late must notify the Director of Student Activities the day before the dance.
  - ii. Students who leave the dance early may not return
  - iii. Students are to be picked-up promptly after the dance. The school will send the students home via taxi or rideshare at the parent/guardians' expense if they are not picked-up on time.
4. The school is responsible for setting the time limits and enforcing regulations for formal dances. Parents/guardians are expected to set time limits of formal dance-related activities (e.g. house parties after dances, etc.) with their sons. It is the responsibility of parents/guardians to refrain from providing alcohol to minors (parents/guardians who serve alcohol to minors assume serious legal liability).
5. The school, along with the Director of Student Activities, establishes event

parameters such as event cost, theme, and location. The parents/guardians give guidance to their sons related to pre- and post-formal expenditures.

6. Students and their guests must enter and leave the dance together.

**Formal/Semi-Formal Dance Dress Code:** The Director of Student Activities will refuse admission to anyone whose behavior and/or attire is not appropriate for the dance. Bosco students are responsible for their guests' behavior and manner of dress.

- a. A sport or suit jacket, tie, and slacks should be worn to both Prom and Homecoming.
- b. Prom dresses must be floor length.
- c. Formal dress shoes must be worn at Prom.
- d. Homecoming dresses must be, at minimum, tea length (below the knee and above the ankle). Dresses/skirts that expose the knee, expose the torso, or dip below the waist are not permitted.
- e. Clean tennis shoes in good condition (no rips) may be worn at Homecoming.
- f. Headbands, caps, visors, and hoods are not permitted at any formal dance.

*Tech students are responsible for informing their guests of all school dance regulations and ensuring conformance to these regulations.*

## ||= ATHLETICS =||

Bosco Tech offers students the opportunity to participate in nine different sports on an interscholastic level. Fall sports include football and cross country, Winter sports include basketball and soccer, and Spring sports include baseball, tennis, track and field, golf, and volleyball. Bosco Tech is a member of the **California Interscholastic Federation (C.I.F.)** and abides by all policies (State Bylaw Article 2, Section 222) regarding open enrollment.

To participate in interscholastic sports, a student must fulfill all the eligibility requirements of the C.I.F. He must also meet these criteria:

**Character** — Student-athletes are to maintain a level of high integrity and positive character befitting a Bosco Tech student. Any student in violation of the school's academic, disciplinary, and financial policies is not eligible to participate in interscholastic sports at Bosco Tech. Students on disciplinary probation or whose conduct is deemed to be unsatisfactory may be declared ineligible by the Principal or the Athletic Director for an indefinite period of time.

**Appearance** — Participation in athletics involves discipline and sacrifice. Those who wish to participate in interscholastic sports must abide by the dress and grooming standards set by the Athletic Department.

**Physical** — A medical examination is needed and will be kept on file in the Health Office. Athletes will not be allowed to participate in any way until this requirement has been fulfilled.

**Academic Requirements for Eligibility (CIF Bluebook Article 20, Section 205):** All students involved in interscholastic athletic teams are expected to maintain a 2.00 GPA for each grading period. Students with a GPA below 2.00 at any grading periods (grading periods are approximately every 4-1/2 weeks) are not eligible to practice with or play on any interscholastic team. At the end of any marking period, if a student receives a "D" or "F," the Director of Counseling and Principal, in consultation with the Athletic Director, can place the student on academic probation.

1. Bosco Tech will use the Academic/Technology GPA to determine eligibility. This

GPA does not include grades earned in Band or Interscholastic Athletics.

2. Following CIF guidelines, Bosco Tech counts Incomplete Grades as Failures when calculating athletic eligibility.

**Dismissal from a Team:** Athletes may be dismissed from a team when they violate C.I.F. rules, endanger their welfare or that of other team members, when they fail to obey training rules, or when they show a repeated lack of good will or effort.

**Athletic Participation Fees:** These fees support Athletic Department expenses and are non-refundable. Please contact the Finance Office for a schedule of sports fees.

**Athletic Dress Code:** Athletes are required to wear a collared dress shirt and tie and/or Bosco Tech team polo, team jersey, dress pants, and dress shoes on days of athletic competition. Failure to do so may jeopardize their participation with their team that day. Formal Dress days require all students to be in shirt and tie, regardless of whether a student has a sporting event on the same day.

**Athletic Uniforms and Equipment:** Depending on the sport, each athlete will be given, on loan from the Athletic Department, equipment/uniforms appropriate to that sport. It is the athlete's responsibility to care for that equipment/uniform for the duration of that sport. At the time the equipment/uniform is issued, the athlete will be asked to sign a form that states what has been issued. When the athlete signs this form, he agrees that he will return this equipment/uniform clean and in good shape, at the end of the season. The days and times to turn in these items will be communicated to students by the coach. If the athlete does not have the equipment/uniform by this time, he will be required to pay the current replacement price for those items he was issued. No semester tests may be taken unless equipment/uniforms are returned or replacement fees are paid.

**Competitive Varsity Letter:** Students who participate in certain interscholastic academic and athletic programs may earn a Varsity Letter if they fulfill the requirements as established by the Letterman Society, with the added approval of the Student Activities Director and Athletic Director. Students in the Marching/Concert Band may receive a Letter after successful completion of program requirements (successful completion = minimum grade of B). Some departments/programs have specific requirements. See the director of your specific department for details.

**Policy on Athletic Concussions/*Return to Learn and Return to Play*:** A concussion is a brain injury caused by a blow to the head or a violent shaking of the head and body. Following a concussion, student-athletes may have difficulties with short- and long-term memory, concentration, and organization. They will need rest while recovering (e.g. avoid reading, texting, video games, loud movies, and music), and may even need to stay home from school for a few days. As they return to school, they may need to start with only a few classes or a half-day depending on how they feel. If recovery is taking longer than expected, they may benefit from a reduced class schedule and/or limited homework; a formal doctor's assessment may also be necessary. The school and your doctor can help suggest and make these changes.

Student-athletes should complete the *Return to Learn* guidelines form and return it to the school before beginning any sports or physical activities, unless your doctor makes other recommendations. Bosco Tech follows the CIF guidelines regarding *Return to Learn* and *Return to Play* protocols. You can go to the CIF website ([cifstate.org](http://cifstate.org)) for more information on concussions, *Return to Learn*, and *Return to Play* policies.

**Communicable Disease Precautions:** The California Interscholastic Federation (C.I.F.) has established directives aimed at minimizing the possibility of transmitting infectious disease during a high school athletic team practice or contest. One of these directives requires that players immediately leave a game for treatment if they are

bleeding, have an open wound, or have any blood on their uniform.

## **REGULATIONS FOR ATTENDING ATHLETIC EVENTS**

The following regulations apply to anyone who attends athletic events:

1. Students who bring friends to Bosco Tech events are responsible for their conduct. All Bosco Tech students, as well as visiting students from other schools, are required to present a photo ID card at the time of ticket purchase and/or at the time of admission. The following are acceptable forms of photo ID: school picture ID card, driver's license, California picture ID, class schedule with student's picture in print on the page, or current passport.
2. Bosco Tech personnel (faculty and staff members) have full authority to admit, refuse admission to, or dismiss any student from an event.
3. Participants are to be courteous and polite. Casual attire should be worn in accordance with Christian principles.
4. All events will be scheduled at the discretion of the President, Principal, Coordinator of Youth Ministry, Director of Student Activities, or Athletic Director.
5. Students are not to loiter on or near campus after school events. The same rule applies for off-campus activities.
6. Students with alcohol on their breath or who exhibit behaviors or symptoms indicating alcohol or drug use will be refused admittance. Parents of the student and/or the local law enforcement agency will be contacted to attend to the situation.
7. Smoking is not permitted at any school-sponsored event.

**Spectator Sportsmanship:** Bosco Tech expects all fans in attendance at athletic events to exhibit exemplary sportsmanship. We encourage students and fans to support our teams by their presence at games if they abide by the following guidelines.

The school expects that fans:

1. Cheer positively for their team, but never negatively against another team. Avoid cheers/taunts that state the opponent's name, colors, symbols, mascots, or the names of individual players or coaches. Show respect for the game officials.
2. Avoid the use of provocative, vulgar, or obscene language or gestures.
3. All posters must display a positive message and must not use provocative words.
4. Stay off the playing surface until the end of the competition. No parents, friends, or relatives of athletes may be on the sidelines or the bench area during a game. Students may not go to an opponent's rooting section during a game.
5. Do not bring inappropriate items to a game. These include artificial noisemakers, alcohol, drugs, weapons, etc.

## **══ PARKING/DRIVING ON CAMPUS ══**

### **DRIVING ON CAMPUS**

Fully-licensed drivers must operate vehicles in accordance with the California Vehicle Code (CVC) and with good judgment, caution, and courtesy. Drivers must always yield the right-of-way to pedestrians. The speed limit is 5 m.p.h. on school grounds, which includes all parking lots and connecting roads. Improper or inappropriate operation of any motor vehicle on campus will not be tolerated. Reckless driving, speeding, and/or any other action which endangers the safety or property of others may be cause for serious disciplinary action.

1. Drivers and their parents are liable for any injuries caused when transporting

passengers (CVC 17000).

2. Students who are picked-up or dropped-off will be held responsible for the conduct of their drivers. Parents are asked not to pick-up/drop-off students in the front administration parking lot before and after school; instead, they should use the south parking lot. Parents and other drivers are reminded to observe the “no parking” zones marked in red in front of the school, including the bus stop.
3. Parents are not to enter the campus through the electric perimeter gates drop-off/pick-up students.
4. Riding anything like skateboards or bicycles on campus is never permitted.

**Warning:** Police officers often post themselves in front before and after school. They cite drivers who drive speed or make illegal U-turns in front of the school.

## **PARKING ON CAMPUS**

All commuting students who drive or park on school property must be registered through Bosco Tech’s Finance Office. As proof of registration, the student driver will receive a numbered parking placard at no cost. Parking placards must be displayed on the rear-view mirror at all times while the vehicle is on school property. Replacements for lost or stolen placards are \$15.00 each. Non-registered vehicles may not be driven or parked anywhere on campus during school days or on weekends. To obtain a permit to park on campus, the following documents must be provided to the Finance Office:

- Current and valid driver’s license
- Current vehicle registration form
- Proof of insurance (minimum of liability coverage, pursuant to DMV regulations)

The following regulations for parking on campus always apply:

1. Registered student drivers must park in designated areas of the north parking lot which is reserved for student and guest parking. When parking, do not back your vehicle into the parking space as this may damage the concrete curb and possibly your vehicle. Students are never allowed to park in areas designated as parking for staff, the spaces reserved for immediate school business marked “Visitor,” the basketball court areas, and the areas around the gymnasium. Parking in areas reserved for special needs and emergency vehicles (designated as blue or red zones) is forbidden and will result in the towing of the vehicle at the owner’s expense.
2. Bosco Tech and its employees are not responsible for damage or theft to vehicles.
3. All rules of the road must be followed. The maximum speed limit on campus is 5 mph. Loitering or gathering around parked vehicles is not permitted. Drivers and their parents are liable for unsafe driving and/or any injuries or damage caused when student drivers transport passengers (CVC 17000).
4. Vehicles parked improperly, parked in prohibited areas, or which are not displaying a valid parking placard are violations that will result in a verbal warning, a \$15.00 fine, and/or additional disciplinary action. Repeated violations will result in loss of parking privileges without refund as well as further disciplinary action.
5. Fines are to be paid to the Finance Office within five calendar days of the citation. Proof of payment must be shown to the Dean of Student Services. Students who do not may be subject to further disciplinary action and the loss of parking privileges.

## **|| DRESS CODE ||**

Bosco Tech believes that adherence to a dress code is an important aspect of a student’s social and educational development. This code is based on the school’s desire to:

- a. Help instill in the student a sense of appropriate attire and grooming for various occasions and circumstances.
- b. Reflect respect for themselves, one another, the faculty and staff, and the educational goals of Bosco Tech.
- c. Create a sense of identity among the students.
- d. Prevent students from identifying with, or feeling threatened by, attire or grooming associated with disruptive or negative influences.
- e. To establish a level of professionalism that will enable students to transition into the workforce as adults.
- f. To identify intruders and keep the campus safe.

**Parental Responsibility:** It is the responsibility of parent(s) to see that their son complies with the dress and grooming policies listed in this handbook. Students are expected to be in dress code from 7:30 AM to 3:05 PM, whether they are in class or not, unless otherwise directed by the school administration. Make sure the student's name is on all items brought to campus (books, bags, clothes, etc.).

**Please Note:** Violations of **any** grooming or dress code will result in no less than an after-school detention and confiscation of the item(s) not allowed. Items confiscated cannot be recovered. Items confiscated will be donated to the Salesian Missions or the Salesian Boys & Girls Club. Flagrant violations of a dress code may result in full suspension from school. Neither the faculty/staff nor Don Bosco Technical Institute are responsible for any confiscated, lost, or stolen items.

Clothing must be **neat, clean, and in good condition (not worn or torn)**. Specific items of clothing and grooming listed below are mentioned as examples only. Items listed in #9 of the Regular School Dress code are **never allowed on campus**, however any form of dress or appearance violating the basic norms of neatness or decency is deemed unacceptable. Some interpretation in these matters is obviously necessary.

**The Dean of Student Services and administration of Bosco Tech will be the final judges of what constitutes appropriate dress and may send a student home for the school day if it is determined that a student is not adhering to the school's grooming or dress code. All such instances will also result in a Saturday detention.**

#### **Hair:**

1. Extreme or faddish hairstyles are not permitted. Hair must be neatly groomed and evenly tapered. Hair must be the student's natural color.
2. Hair cannot touch the eyes, the bottom of the ears, or the top of the collar.
3. If hair is worn "spiked" or "bushy", it may not be more than three inches in length.
4. Step-haircuts, Mohawks, shaved heads, and shaved lines on eyebrows are not permitted.
5. **All hair code violations will result in the immediate suspension of the student from classes until the hair style/color is corrected.**

#### **Grooming:**

1. All students must be clean-shaven every day. Seniors (as part of senior privileges) may be allowed to wear a neatly trimmed moustache or goatee. Sideburns may not extend below the ear or be flared.
2. Unshaven students will be required to purchase a razor for \$1.00 from the Dean's Office and will shave before admittance into class. They will also serve an after-school detention.
3. At no time during school hours or athletic/extracurricular activities are tattoos or

brandings to be visible. Students may not wear makeup of any kind.

### **THREE DRESS CODES — REGULAR, FORMAL, AND RELAXED**

**Regular School Dress Code:** Regular School Dress is for students is a school-approved polo shirt with pants or shorts. Approved polo shirts, pants, and shorts can be purchased through *Vicki Marsha Uniforms*, which can be contacted at (714) 895-6371 or e-mail: [contact@vickimarsha.com](mailto:contact@vickimarsha.com). They also offer approved sweatshirts, book bags, and other items. Several of the school's booster groups and clubs also have approved polo shirts, sweatshirts, and jackets that students can purchase and wear for Regular School Dress.

1. Collared Shirts:
  - a. A polo shirt with an approved Bosco Tech logo.
  - b. All undershirts, long- or short-sleeve, **must be solid white, black, or gray.**
2. Pants/Shorts:
  - a. Dickies™ or from uniform company (black or khaki) that are properly sized.
  - b. Pants and shorts must be worn with a solid-colored belt.
3. Belts:
  - a. Must be a solid color and cannot contain spikes or studs.
  - b. Detachable buckles cannot exceed one inch in diameter.
  - c. Wallet chains are never allowed.
4. Jackets, Sweatshirts, and Sweaters:
  - a. With a Bosco Tech logo or be from a 4-year accredited college.
  - b. A collared uniform shirt must be visible under the sweatshirt.
  - c. Hoods on sweatshirts may be worn outdoors. Hoods may never be worn inside buildings, even during inclement weather.
  - d. Pins, patches, or graffiti markings are not allowed on jackets unless they are approved by the school (Letterman patches, etc.).
5. Shoes:
  - a. Students may wear athletic or formal dress shoes with no more than two colors (white is a neutral color). Outlandish shoe colors are never permitted.
  - b. Shoes must be in good condition and free from graffiti, holes, and tears. They must be worn with socks and tied with solid white/black laces.
  - c. crocs™, bedroom slippers, sandals, flip-flops, moccasins, slip-ons, or open weave-styled shoes may not be worn.
6. Backpacks, Bags, and Sports Bags:
  - a. Must be clean, neat, and free of graffiti, patches, and pins.
7. Baseball Caps and Beanies:
  - a. Only baseball caps/beanies with a Bosco Tech logo are allowed on campus and they must be worn with the bill facing forward. They are NEVER to be worn inside buildings.

**Formal Dress Code:** The administration may ask the student body to dress formally on certain school days for special events (i.e. liturgies). Students may also be required to be in formal dress attire for disciplinary infractions, including dress code violations. Besides adhering to normal dress code protocols:

1. Shoes: Students should wear dress shoes with dark matching socks. They may also wear **solid black** tennis shoes, including loafers (free from rips, holes, or tears). They may not have contrasting color trademarks or sole edges.
2. Pants: Slacks or school pants (black or khaki) with a solid color belt.
3. Shirt: A button-down solid color or pinstriped dress shirt (long or short-sleeved)

with an appropriate tie. The shirt must be tucked-in.

**Relaxed Dress Code:** A Relaxed Dress code may be designated for special days or worn after school for athletic or extra-curricular events. **Students may wear** T-shirts, shorts, or jeans (shorts and jeans must have belt loops). NOTE: Belts are optional, but may not have studs or spikes.

**Items NEVER Allowed on Campus:** Sweatpants, athletic, or oversized clothing, pajamas, tank-tops, military fatigues, overalls, bandanas, non-Bosco Tech buttons/pins, earrings, body-piercing paraphernalia, chains, any firearm, combustibles, permanent markers, tobacco products, e-cigarettes, alcohol, narcotics or controlled substances, fireworks (legal or illegal), toy munitions, and any items that can be construed as weapons. Clothing that is worn/torn or violates standards of decency (including references to violence, drugs, racism, sex, alcohol, etc.) is strictly forbidden.

## ||— STUDENT CONDUCT EXPECTATIONS —||

The purpose of this section of the handbook is to provide a reasonable set of behavioral expectations that will help students develop good manners, professionalism, and respect for themselves and their peers. This code stipulates the behavior expected of Bosco Tech students by faculty and staff. If students adhere to these guidelines, they can maximize their learning potential at Bosco Tech and avoid disciplinary recourse.

### BOSCO TECH HONOR CODE

The Honor Code is a physical representation of the moral values that encompass Don Bosco Technical Institute. As at any educational institution, a code of conduct must be established so that each individual knows the proper way to behave. The good character you should display through your actions is the most valuable gift you can carry with you after graduation from Bosco Tech. Formulas and facts can carry students only so far in life. True success lies in one's desire to be good for the sake of being good — doing the right thing, even when no one is watching. The Honor Code is not meant as an imposition, rather it is a standard to which all students, faculty, and staff should be held. At Bosco Tech, we hold ourselves to the highest levels of academic and moral integrity. This code asks us to do so with equal rigor and passion in all aspects of student life: academic, technology, youth ministry, and athletics, both on-campus and off-campus.

- **Integrity** is firm adherence to our values, with and without the presence of others.
- **Honesty** compels each person to tell and defend the truth. In an honest environment, work we turn-in as our own is our own. Honesty results in fairness for each member of the Bosco Tech community.
- **Respect** is treating others as we would like to be treated. If we all respect one another, we build each other up, nurture social bonds, and foster healthy competition.
- **Personal responsibility** is being accountable for our actions and accepting the consequences of those actions.

**Principles Regarding Academic and Moral Integrity:** As a Salesian Catholic community, Bosco Tech adheres to moral values that challenge students to demonstrate academic integrity in all efforts. Academic integrity requires that each student assume responsibility for producing work that reflects his own pursuit of knowledge. Teachers, alongside parents, provide the support needed to develop strong moral character.

Enrollment at Bosco Tech requires adherence to a certain set of standards. This includes the expectation that you will not engage in the following unacceptable behaviors:

1. Cheating — Unauthorized aid or assistance in the giving or receiving of information on any form of academic work. Examples of cheating include, but are not limited to the following:
  - a. Copying the homework of another and handing it in as if it were one's own work.  
All parties involved may receive equal punishment
  - b. Using notes, aids, or the help of other students on tests and exams in ways other than those expressly permitted by the instructor
  - c. Obtaining copies of an exam or answers without permission of the instructor
  - d. Copying from another student's test or examination
  - e. Submitting as your own electronically-stored work that actually belongs to another student, teacher, or other person. This includes works from software programs specific to technology, such as sketches, renderings, blueprints, or calculations
  - f. Discussion of answers or ideas relating to the answers on an exam or test when such discussion is prohibited by the instructor
  - g. Altering or interfering with grading procedures (such as changing an answer after the work has been graded and presenting it as improperly graded)
2. Plagiarism — Copying language, structure, ideas, and/or thoughts of another and presenting as one's original work. Plagiarism includes, but is not limited to:
  - a. Submission of another person's written work, part or in whole
  - b. Failure to give credit in a footnote or bibliography for ideas, statements, facts, images, or conclusions which rightfully belong to another
  - c. Failure to use quotation marks when quoting directly from another, whether it is a sentence, a paragraph, or a part thereof
  - d. Close and lengthy paraphrasing of another's writing
3. Fabrication, lying, or aiding and abetting dishonesty
4. Obtaining or attempting to obtain an unfair advantage
5. Falsification of records or documents — Statement of any untruth, either spoken or written, regarding any circumstances relative to academic work
6. Unauthorized access to academic or administrative records or systems
7. Sending, receiving, or storing inappropriate electronic messages and/or images on a school computer, student-owned (home or laptop) computer, or any other communication device brought onto the school premises
  - a. This includes YouTube, Facebook, and other social media communications.
8. Harassment of any student; physical, verbal, visual or cyber bullying; on the basis of race, creed, color, national origin, physical disability, gender, or sexual orientation.
9. Portraying the school or yourself, as a student of the school, in a way that is morally or ethically incompatible with the teachings of Bosco Tech
  - a. This includes YouTube, Facebook, and other social media communications.

***Any action of academic dishonesty will lead to severe disciplinary action, which may include expulsion from the school. Every case will be dealt with on an individual basis.*** If you are unclear as to whether or not your action(s) are in violation of the Honor Code, it is your responsibility to clarify any ambiguities with your instructor, the Dean of Student Services, or a school administrator.

**Violations of the Bosco Tech Honor Code:** All cases of Honor Code violation will result in the consequences deemed appropriate by the teacher, Dean, and/or Principal. The President or Principal of Bosco Tech may impose sanctions more serious than those recommended by the teacher or Dean.

Each breach of the Honor Code will result in the school taking the following actions:

- A. An investigation into the student and parties involved will occur. During this time, the student may be suspended (full or in-school) for up to three days.
- B. A hearing of the Bosco Tech Disciplinary Board may follow to provide recommendations for disciplinary action, which may include expulsion.

**Student Visitors Subject to the Honor Code:** The school requires all visitors while on school premises or attending school activities not to engage in any forbidden activity mentioned in Bosco Tech's Honor Code. In addition to being banned from the campus, violators may be prosecuted to the full extent of the law. Any incidents involving visitors will result in the school taking the following actions:

1. The incident will be immediately reported to the Bosco Tech Principal, Dean of Student Services, or security. Local law enforcement may also be contacted.
2. The incident will also be reported to the visitor's principal or Dean as soon as possible. They will decide on an appropriate course of action and implement it.

## **CLASSROOM CONDUCT**

The following directives are provided as basic guidelines for student classroom conduct:

1. Students must be properly dressed and in their seats before the bell rings for class.
2. Students are to be respectful toward faculty, staff, and fellow students. At all times, the titles Father, Brother, Dr., Mr., Ms., Mrs., or Miss are to be used when addressing faculty and staff members.
3. Students are to speak or act only with the teacher's permission/direction. Students may not leave desks or throw anything in class. Students are to follow directions and use class time wisely.
4. Students must assume proper posture in classrooms, lecture halls, and work areas. Use of foul language, slouching in the seat, or sleeping is rude and not permitted.
5. Students are expected to know and abide by all class rules and regulations. This will enable the student to make the most of what each instructor has to offer him.
6. Students are to use the locker rooms and restrooms during established breaks. Students may not leave their classrooms without permission from the teacher.
7. Students are expected to maintain a clean and neat desk or laboratory area. Trash is not to be left on desks or on the floor. Students may not write on or otherwise damage classroom desks in any way.
8. Students are to refrain from causing classroom disruptions and distractions such as excessive talking, roaming the room, and horseplay.
9. No food or drinks are allowed at any time in the classrooms or laboratories. Eating and drinking are confined to designated lunch areas only. Drinking bottled water from a clear bottle is permitted in classrooms.
10. **Gum is not permitted at any time or at any place on campus.**

In addition to general school classroom regulations, individual teachers are encouraged to establish their own classroom rules. Different courses require different learning environments and the school administration supports each faculty member's efforts to establish a productive class or laboratory environment. It is the students' responsibility to learn and live up to these individual class rules. **When students violate class or lab rules, teachers will take the following steps:**

- 1st Offense** — Teacher gives a verbal warning or has a conference with the student.
- 2nd Offense** — Teacher notifies parents and assigns a consequence at their discretion.
- 3rd Offense** — A parent/teacher conference is required.
- 4th Offense** — The teacher will forward a disciplinary referral with the appropriate

documentation regarding the 1st, 2nd, and 3rd offenses to the Dean.

**Note:** *Serious offenses are immediately forwarded to the Dean without steps 1-3.*

### **CELL PHONE POLICY**

#### **During class:**

1. Students are to shut their cell phones off and turn them into the teacher before class or have them put away in their backpacks (this is up to each teacher).
2. Students are not allowed to use their phones during class, unless given permission by the teacher.
3. Students are not allowed to have cell phones when leaving a classroom for the restroom, counselor meeting, or any other destination, unless given permission by the Dean.
4. Students are not allowed to use cell phones during Mass; **this includes earbuds.**

**Failure to follow said policy will result in a 24 hour hold of the cell phone.**

#### **When cell phone use is allowed:**

1. Before school.
2. During lunch and breaks.
3. After school.

### **OTHER PERSONAL ELECTRONIC DEVICES**

Use of other personal electronic devices (e.g. laptops, cameras, handheld video games, smartwatches, music players, Bluetooth speakers, wired/wireless headphones, tablets, etc.) is subject to the following regulations:

1. Devices should be off and away during class. The use of any electronic device, including cell phones, during class hours is strictly prohibited, unless specific permission is granted by the teacher. The device may then be used for curricular-based activities only.
2. Cameras, either as independent units or embedded in other devices (e.g. cell phones, tablets, etc.), may never be used on campus without specific permission from a teacher. Students are not to take pictures of anyone without their consent.
3. Personal laptop use may only be granted by the Dean of Student Services following the signing of a laptop/computer use contract.

**Note: Bosco Tech and its employees are not responsible for the safety or security of any electronic devices brought on campus.**

### **CAMPUS COMPUTER AND INTERNET USE**

Bosco Tech is pleased to provide its faculty, staff, and students with computer resources, Internet access, and e-mail services. On-campus use of these services at DBTI is a privilege. In accepting this privilege, students commit themselves to guidelines spelled out in the computer use policy, including following guidelines for e-mail correspondence and other communications. Please refer to this document for details. It can be found on the school website by searching "Computer Contract."

**Consequences for Violations of Electronic Communications Policy:** Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of the electronic communication device/materials, and disciplinary action up to and including expulsion.

## GUIDELINES FOR STUDENT BODY GATHERINGS

1. Students are expected to exhibit respectful behavior during **all** gatherings of the student body. This includes:
  - a. Arriving on-time for gatherings. If students are late, they should take a seat in a way that will least disturb the performance.
  - b. Moving to the center of the seating aisles and filling in rows from the back to the front to assist in the seating of others.
  - c. Not talking, shouting, whistling, or name calling during the presentation.
  - d. Respecting the ‘microphone’ at all times.
2. All activities at gatherings must be pre-approved **by the person in charge** at least three days in advance of the event and must be performed at appropriate times. The use of balloons, beach balls, streamers, air horns, paper airplanes, etc., is not permitted unless pre-approval from the person in charge has been obtained. Their use without proper approval will result in disciplinary action, including but not limited to loss of privileges, detention, or suspension.
3. The students are responsible for cleaning up after their activities at gatherings.
4. Students are not allowed to gather in any of the following locations without adult supervision: Behind the technologies, the parking lot on the east side of the gym, behind the academic buildings on the east side driveway, behind Tech Hall, the north parking lot, the south parking lot, and other unsupervised locations.

## GUIDELINES FOR ATTENDING OFF-CAMPUS EVENTS

While attending events at other schools or places in the community, Bosco Tech students are considered to be representatives of the school. Therefore, the rules governing conduct at in-school functions will apply to behavior at out-of-school events. Violations of Bosco Tech’s rules or those of another school or organization may result in a parent/guardian conference and/or other disciplinary action deemed necessary based upon the specific action and circumstances.

**Bosco Tech students may only attend events at another school** if the Dean of Student Services grants permission. Bosco students must carry their student ID cards with them at all times when at another school. Students are required to present them when requested by teachers, chaperones, school employees, and anyone representing Bosco Tech or the other school. Failure to produce a school ID card when requested will result in disciplinary action. *If an ID card is lost or misplaced, a replacement must be obtained from the Director of Student Activities at a cost of \$10.00.*

**Courtesy and Cooperation:** Teachers, administrators, staff members, and security personnel from other schools have the authority to correct Bosco student misconduct, both at Bosco Tech events and at events hosted by other schools.

A deliberate refusal to obey a reasonable request made by school personnel or a response by the student that is quarrelsome or argumentative may subject the Bosco student to disciplinary action by the other school. If a student feels unfairly treated, he should nonetheless surrender his ID card and comply with the directive of the teacher, administrator, or staff member from the other school. The student should then address his grievance to the Bosco Tech Dean of Student Services or the Principal.

## POLICY ON HARASSMENT

Harassment occurs when an individual is subjected to treatment or an environment that is hostile or intimidating because of the individual's race, creed, color, nationality, physical disability, gender, or sexual orientation. Bosco Tech is committed to providing

a learning environment that is free from harassment in any form. Harassment of any individual by any student, lay employee, or member of the clergy is prohibited. The school will treat allegations of harassment seriously and will 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 from Bosco Tech. Individuals found to have filed false or frivolous charges will also be subjected to disciplinary action, up to and including dismissal.

Harassment can occur anytime on this school campus and at school-related activities. It includes, but is not limited to, any or all of the following:

1. **Verbal Harassment** — Derogatory comments or jokes; creating false rumors; threatening words; commentaries about an individual's body; using degrading to describe an individual; suggestive/obscene letters, notes, or invitations.
2. **Physical Harassment** — Unwanted physical touching or contact; assault; throwing objects; deliberate impeding or blocking of movements; any intimidating interference with normal work or movement.
3. **Visual Harassment** — Posters, cartoons, written words, drawings, and gestures that are derogatory, demeaning, or inflammatory.
4. **Cyber Harassment** — The use of the Internet, social media, cell phones, or digital devices to send or post text or images that hurt or embarrass an individual.
5. **Sexual Harassment** — Includes unwelcomed sexual advances and/or requests for sexual favors. Examples of sexual harassment include, but are not limited to:
  - a. Making unsolicited sexual advances or propositions.
  - b. Exposure or inappropriate touching of private parts of the body.
  - c. Displaying sexually suggestive objects or pictures.
  - d. Persistent leering or staring.
  - e. Telling inappropriate or sexually related jokes.
  - f. Reprisals, made or implied, following a negative response to sexual advances.

**It is Every Student and Employee's Responsibility to:**

1. Conduct themselves in an appropriate manner while treating everyone with respect.
2. Avoid activity that is discriminatory, intimidating, or harassing.
3. Report all incidents of discrimination or harassment to the Dean immediately.

**SCHOOL SEARCHES**

Under federal law, Catholic school officials **do not need** a warrant, probable cause, or a parent's permission to conduct a search of a student and/or his personal property (*Ethics & the Law: A Teacher's Guide to Decision Making, page 16*). School searches will always be conducted with reasonableness and respect to the student(s) involved. Whenever the administration conducts a search of a student's person or personal effects, **another adult witness will be present**. If a student refuses to cooperate, the student's parents and/or the police may be called for assistance.

Bosco Tech is committed to providing students and employees with a safe environment in which to learn and work that is free from controlled substances, alcohol, and weapons. All persons are responsible for the contents of any vehicle, locker, desk, bag, or other item they possess or bring onto the school property or to school-sponsored events at any site.

In an effort to keep the school free of the aforementioned items, non-aggressive trained canines will detect and alert the presence of those items or substances prohibited by law

or school policy. These inspections will be unannounced and made at the discretion of the school administration. Under no circumstances will a dog be allowed to sniff the person of a student, employee, patron, visitor, or anyone else while on the school property. The canine may be used to detect unauthorized items in lockers, common areas, backpacks, or vehicles that are on school property or at any school-sponsored activities. An alert from these trained and certified canines is a sufficient reason for conducting a search of a student's locker, car, or his personal property and effects. In these instances, the school will abide by the following procedures:

1. The student owning/possessing the alerted item is discretely called from class.
2. The student and the item are taken by the Dean and/or security personnel to a private location not readily visible to other students (e.g. an office).
3. The handler will then remind the student what the dog is able to detect.
4. Any items belonging to or relating to the student (e.g. school bag, locker, car) will be searched for controlled substances/contraband in the presence of the student.
5. A parent or guardian will be notified of the situation by the Dean of Student Services no later than the end of that school day.
6. If no controlled substances/contraband is found, the student will be allowed to return to class.
7. If controlled substances/contraband is found, then action will be taken in accordance with the school's drug policy.

All canine alerts to a student's belongings will result with the student being drug tested by the school. If the tests come back negative, the student will be allowed to return to class. If the tests come back positive, the student will continue to test monthly for a specific period of time designated by the Dean of Student Services. A \$25.00 charge will incur for every test administered, paid for by the parents. If the student or family refuses to participate or the student tests positive more than once, they will be required to withdraw from Bosco Tech.

## **DRUG AND ALCOHOL POLICY**

**Goals of the Policy:** Encourage members of the school community to make healthy lifestyle choices by providing and maintaining an environment in which the welfare of all school community members is paramount. This policy is fundamental to:

- Set forth the role of the school in drug education and prevention.
- Establish actions the school will take when handling drug and alcohol-related incidents and the consequences individuals engaging in these activities may face.
- Be fully compliant with state and federal law.

**Drug and Alcohol Policy Statement:** All students, adults, and visitors on the school premises or at any school event, activity, or field trip are strictly prohibited from:

- a. Smoking or possessing tobacco products or e-cigarettes.
- b. Using or possessing any controlled substances.
- c. Using or possessing any drug-related equipment, such as syringes, bongs, or pipes (except in the case of lawful medical use).
- d. Using or possessing pharmaceutical drugs for non-medical purposes.
- e. Deliberately inhaling volatile substances (solvents).
- f. Consuming or possessing alcohol.
- g. Distributing or intending to sell/distribute any controlled substances, tobacco products, e-cigarettes, drug-related equipment, or alcohol.

**Response to Incidents of Drug or Alcohol Use by Students:**

1. The adult who first becomes aware of the problem will:
  - a. Take all necessary steps to ensure the student’s immediate safety.
  - b. Inform the Principal and Dean of Student Services or security as soon as possible.
2. The school reserves the right to search the possessions of a student at school or at any school function or activity.
3. The Dean of Student Services and security personnel will:
  - a. Establish and validate the facts by interviewing relevant staff and students.
  - b. Contact parents and, if warranted, the local police authority (e.g. Los Angeles County Sheriff’s Department).
  - c. Keep the Principal informed of the situation.
  - d. If appropriate, call a meeting of the Disciplinary Review Board to respond to the situation.
  - e. Make recommendations to the Principal regarding appropriate consequences, including mandatory testing, suspension, expulsion, and legal action.

**Disciplinary Measures for Drug and Alcohol Policy Violations:**

- Any student participating in this behavior will be suspended and will be required to test monthly, for a specific period of time at a school approved testing facility, paid for by the parents. If the student refuses to participate he will be required to withdraw from Bosco Tech. If the student tests come back positive more than once, he will be required to withdraw from Bosco Tech.
- If the student tests positive twice in his four years at Bosco Tech, the student may be expelled.
- A student caught distributing or intending to distribute any forbidden substance in the Drug and Alcohol Policy will most likely be directly referred for expulsion.

══════ **SCHOOL DISCIPLINARY CODE** ══════

The purpose of the disciplinary code is to promote individual growth, develop Christian values, and foster a respect for authority. These goals are aimed at providing an atmosphere that is conducive to student learning at Bosco Tech.

The Dean of Student Services is responsible for all disciplinary actions taken at Bosco Tech. Failure to cooperate with the disciplinary code will result in a loss of privileges, detentions, suspension, disciplinary probation, and request for withdrawal or expulsion. The student or his parents may appeal to the Principal if they feel that the disciplinary action is unwarranted.

**Note:** *Specific types of infractions mentioned in this section are here as examples. Some interpretation and judgment in disciplinary matters is obviously necessary. Any behavior violating norms of Christianity and citizenship is deemed unacceptable and will be assigned the consequence most appropriate for the situation. The school administration and Dean will be the final judge of what is or is not acceptable behavior.*

**DISCIPLINARY ACTIONS AND CONSEQUENCES**

**Detentions:** This is the most common disciplinary action taken. The Dean will issue a student work detail during a portion of his lunch period, after school, or on Saturday for an infraction of the school’s attendance, dress code, grooming, or disciplinary policies. Failure to report to a detention assignment will result in further disciplinary action.

1. **Lunch Detention** — Students assigned to lunch work detail are to report to the Dean’s Office five minutes after the lunch period begins.
2. **After-school Detention** — Detentions will be held after school on Tuesday, Wednesday, and Thursday. Students who receive an after-school detention are required to report to the Dean’s Office by 3:15 PM. The detention period will not exceed 1 hour.
3. **Saturday Detention** — As deemed necessary by the Dean, students may be assigned a Saturday detention. Saturday detention is in session from 9:00 AM until 12:00 PM. Students in Saturday detention are required to report to the Science Building by 9:00 AM.

Work details that a student in detention may receive are:

- a. An assignment involving the use of secular or religious literature or audio/visual material, including online programs or visiting websites specific to addressing behavior and decision-making processes consistent with the infraction. This assignment may be accompanied by a 200-word essay.
- b. Campus beautification or cleanup — sweep, mop, rake leaves, clean classrooms, clean Tech Hall, pick-up trash, etc.
- c. Physical activities, such as callisthenic exercises (this is voluntary only).

**Suspensions:** The Dean may issue a suspension to a student who forfeits being part of the school community because of his behavior. This suspension may be in-school or full. A suspension may not exceed a period of three school days. A student will not be allowed to participate in any function (athletic or extracurricular) on the day(s) of suspension. So as not to lapse in academic progress throughout the duration of suspension, a student will be given course work.

Prior to reinstatement, a parent conference with the student and Dean will be arranged. This conference will focus on a disciplinary plan aimed at assisting the student in making decisions that will benefit him.

1. **In-school Suspension** — A student who has been issued an in-school suspension will report to the Dean before the first period bell and will remain under the direct supervision of the Dean or another authorized school official until the end of the school day. Students under in-school suspension will not loiter on or near campus before or after suspension. Students are required to bring a sack lunch and eat in a designated area determined by the Dean.
2. **Full Suspension** — A student who has been issued a full suspension may not attend any block period of class or be on school property for the day(s) indicated.

**Disciplinary Probation:** When a student fails to comply with assigned punishments, fails to correct a pattern of misbehavior, or breaches a school rule considered serious by the school, the student may be placed on disciplinary probation. The Dean will be the final judge regarding the length of the probation. If the student continues in a pattern of misbehavior or commits a serious infraction while on probation, he may be expelled. Disciplinary probation may include any or all of the following: the loss of privileges, formal dress, and the loss of the privilege to participate in sports, in social activities or in other school events.

**Expulsion:** This is the least common and most severe consequence that can be imposed. Expulsion is the complete and final removal of a student from the school. The Disciplinary Review Board (pg. 52) reviews cases of potential expulsion from Don Bosco Technical Institute. Recommendations for expulsion are directed from the Board to the Principal. Only the Principal can appeal an expulsion verdict.

**COMMON/MINOR INFRACTIONS include, but are not limited to:**

- a. Attendance:
  - i. Three unexcused or excused tardies to 1st block (first 15 min.) = after-school detention
  - ii. Tardy to blocks 2-4 without a pass = After-school detention
  - iii. Not Calling or Emailing the Attendance Office by 9:00 AM when Absent:
    - 1st Offense = Warning/phone call home
    - 2nd Offense = After-school detention
    - 3rd Offense = Parent conference
  - iv. Absent Without a Note:
    - 1st Offense = Warning/phone call home
    - 2nd Offense = After-school detention
    - 3rd Offense = Parent conference
- b. Grooming and Dress Code:
  - i. Violations which can be corrected immediately (rent needed item for \$1.00)
  - ii. Possessing or wearing items listed in the “Items NEVER Allowed on Campus” section (pg. 40) = Confiscation of items and after-school detention
  - iii. Excessive Grooming/Dress Code violations = Formal dress and parent conference
- c. Violations of Personal Electronic Device Guidelines:
  - 1st Offense = In addition, the device is confiscated. It is claimed from the Dean after 24 hours.
  - 2nd Offense = In addition, the device is confiscated. It is claimed from the Dean by a parent or guardian after 24 hours and a \$15.00 fine is paid. The fine is payable to the Finance Office.
  - 3rd Offense = Saturday detention is assigned and the device will be confiscated until the end of the year. The student may also lose his privilege to bring devices to school for the remainder of the school year. A \$20.00 fine is imposed on the student. The fine is payable to the Finance Office. The device is claimed from the Dean at the end of the school year.
- d. No Student I.D. Card:
  - 1st Offense = Warning
  - 2nd Offense = After-school detention
  - 3rd Offense = Saturday detention
  - 4th Offense = Parent conference
- e. Parents Dropping-off and Picking-up Students in the Front Lot:
  - 1st Offense = Warning
  - 2nd Offense = Saturday detention
- f. Illegal student parking in the south lot, administration lot, or in the fire lane behind the academic buildings or the gym = Saturday detention
- g. Failure to report to detention = Saturday detention
- h. Lost or failure to return disciplinary log = After-school detention

**SERIOUS INFRACTIONS that may result in Saturday detention or suspension:**

- a. Academic dishonesty (see *Honor Code* on pg. 40). An instructor who is convinced by evidence that a student has **cheated, plagiarized, and/or falsified work** will inform the student’s counselor and the Dean and may also take one or all of the

following courses of action:

- i. Require that the work be repeated
  - ii. Grade reduction of the work in question
  - iii. Giving a failing grade for the specific work in question
- b. Disrespect or willful disobedience to staff, faculty, or visitors
  - c. Defacement of school property
  - d. Excessive attendance violations
  - e. Failure to comply with financial obligations.
  - f. Failure to report to a Saturday detention (**will result in suspension**)
  - g. Forged notes
  - h. Truancies
  - i. Harassment (see *Policy on Harassment* on pg. 46)
  - j. Major class disruption
  - k. Misconduct on school-sanctioned or public transportation
  - l. Possession, creation, or access of pornographic images/objects by any means
  - m. Violation of the school's Internet/computer policy, including by email, Facebook™, or other social media
  - n. Any behavior that is detrimental to the school or its reputation
  - o. Smoking or possession of tobacco, tobacco-related paraphernalia, or e-cigarettes on campus or at any school-related activity
  - p. Conflicts (including fighting) — Both parties will receive an **automatic 3-day full suspension** pending a complete investigation.
  - q. Speeding and/or unsafe driving on school lots or adjacent streets
  - r. Theft — Taking, tampering, or relocation of another student's personal belongings without his knowledge or permission
  - s. Unsafe horseplay
  - t. Throwing food or objects
  - u. Any action threatening the health or safety of a member of the school community
  - v. Continued disregard of school policies

## **INVESTIGATORY RESPONSE TO EXTREMELY SEVERE INFRACTIONS**

**Disciplinary Team:** This body, headed by the Dean of Student Services, reviews all suspected serious violations of the “*Student Conduct Expectations* (pg. 40)” laid out in this handbook. It is the responsibility of the Disciplinary Team to conduct an investigation into the severity of the incident and the appropriate action to be taken. In order to determine the truth about a situation, they may conduct interviews with students, teachers, and anyone else who may possess knowledge of the incident. These investigations are intended to ensure the health and safety of the school community and will be carried out in a spirit of professionalism, Salesianity, and due process.

**Disciplinary Review Board:** When a student's actions make him liable to be expelled from Bosco Tech, he will be suspended and the Disciplinary Review Board will meet. The purpose of this board will be to review the investigation conducted by the Disciplinary Team and to recommend to the Principal suitable disciplinary action for the student under review. The Board will include the following individuals:

- Assistant Principal (serving as the Chair)
- Student's class counselor
- Student-selected advocate from the faculty

- Salesian Director
- Coordinator of Youth Ministry
- Technology Chair

The Disciplinary Review Board will notify the Principal of the verdict it reached. The final decision of the Principal regarding expulsion will then be communicated to the student and his parent/guardian. Only the Principal may appeal the verdict of the Board.

**EXTREMELY SEVERE INFRACTIONS that may result in expulsion:**

- a. Lying to an administrator or the Dean or withholding relevant information
- b. Committing any of the following flagrant violations:
  - i. Persistent, willful disobedience or public defiance, and/or disrespect to any school, authority, faculty member, or visitor
  - ii. Obstruction of disciplinary procedures, classes, administrative business, or authorized activities
- c. Failure to comply with financial obligations
- d. Disorderly, lewd, obscene, or offensive conduct which is detrimental to the moral/spiritual welfare of others or the school. This includes YouTube™, Facebook™, or any other social media platforms.
- e. Any form of serious or repeated academic dishonesty
- f. Any form of serious or repeated harassment violations
- g. Failure to comply with the conditions of disciplinary probation
- h. Serious or repeated violations of the school’s Internet/computer policies
- i. Membership or active involvement in a gang or any group that is responsible for coercive or violent activity
- j. Use, possession, or distribution of any firearms/items that can be used as a weapon
- k. Repeated use and possession or assisting in the distribution of tobacco, tobacco-related paraphernalia, or e-cigarettes
- l. Any engagement in activities relating to **parts b.-g.** of the Drug and Alcohol Policy Statement (pg. 48)
- m. Theft or intentional damage to property belonging to the school, a member of the faculty or staff, student of the school, campus visitor, or theft or damage committed at another school
- n. Assault or battery, abuse, vandalism, or any threat of such actions directed toward another student, member of the faculty or staff, or campus visitor
- o. Any illegal or immoral behavior that disparages the school’s reputation
- p. Continued disregard for school policies

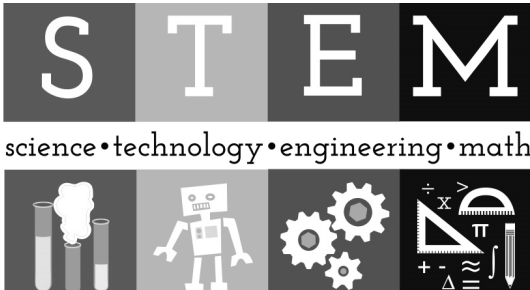
**The minimum penalty for any of the above actions is a full suspension and may also result in the involvement of the Los Angeles County Sheriff Department.**

**CONCLUSION OF DISCIPLINARY POLICIES**

Punishments are never administered out of anger or retribution; they are administered reluctantly after intensive consideration with the goal of teaching the student to be a responsible citizen who must adhere to the laws of God and society. Every rule has a reason, and every reason ultimately benefits the student. Bosco Tech’s philosophy on discipline has always been aimed at helping students develop their own self-discipline. Self-discipline is based on respect for self, others, and property, coupled with personal

responsibility. The disciplinary regulations in this handbook are not designed to be punitive; rather, they are guidelines that teach students to take responsibility for their actions by accepting the consequences.

**It is recommended that you check the website, [www.boscotech.edu](http://www.boscotech.edu), regularly for updates or changes to the policies of this Parent-Student Handbook.**





# Physics Formulas

## Average Velocity

$$v = \frac{x - x_0}{t - t_0}$$

## Instantaneous Velocity

$$v = \lim_{\Delta t \rightarrow 0} \frac{\Delta x}{\Delta t}$$

## Average Acceleration

$$a = \frac{v - v_0}{t - t_0} = \frac{\Delta v}{\Delta t}$$

## Instantaneous Acceleration

$$v = \lim_{\Delta t \rightarrow 0} \frac{\Delta v}{\Delta t}$$

## Kinematics/Straight Line Equations (Constant Acceleration)

$$v = v_0 + at$$

$$x = \frac{1}{2}(v_0 + v)t$$

$$x = v_0t + \frac{1}{2}at^2$$

$$v^2 = v_0^2 + 2ax$$

## Newton's Second Law of Motion

$$a = \frac{\Sigma F}{m}$$

$$\Sigma F = ma$$

## Newton's Law of Universal Gravitation

$$F = G \frac{m_1 m_2}{r^2}$$

$$G = 6.67259 \cdot 10^{-11} \text{ N} \cdot \text{m}^2 / \text{kg}^2$$

## Apparent Weight

$$F_N = mg + ma$$

## Static Frictional Force

$$f_s^{\text{MAX}} = \mu_s F_N$$

## Kinetic Frictional Force

$$f_k = \mu_k F_N$$

## Uniform Circular Velocity

$$v = \frac{2\pi r}{T}$$

## Centripetal Acceleration

$$a_c = \frac{v^2}{r}$$

## Centripetal Force

$$F_c = \frac{mv^2}{r}$$

## Velocity in Circular Orbits

$$v = \sqrt{\frac{GM_E}{r}}$$

## Work

### (Done by a Constant Force)

$$W = (F \cos \theta)s$$

## Kinetic Energy

$$KE = \frac{1}{2}mv^2$$

## Work-Energy Theorem

$$W = KE_f - KE_0 = \frac{1}{2}mv_f^2 - \frac{1}{2}mv_0^2$$

## Work Done by Gravity

$$W = (mg \cos \theta)(h_0 - h_f) = mg(h_0 - h_f)$$

## Gravitational Potential Energy

$$PE = mgh$$

## Work Done by Non-Conservative Forces

$$W_{\text{NC}} = \left(\frac{1}{2}mv_f^2 + mgh_f\right) - \left(\frac{1}{2}mv_0^2 + mgh_0\right)$$

## Average Power

$$P = \frac{W}{t}$$

$$P = F \bar{v}$$

## Impulse

$$\text{Impulse} = \bar{F} \Delta t$$

## Linear Momentum

$$p = mv$$

## Impulse-Momentum Theorem

$$\bar{F} \Delta t = mv_f - mv_0$$

## Center of Mass

$$x_{\text{cm}} = \frac{m_1 x_1 + m_2 x_2}{m_1 + m_2}$$

## Velocity of Center of Mass

$$v_{\text{cm}} = \frac{m_1 v_1 + m_2 v_2}{m_1 + m_2}$$

## Average Angular Velocity

$$\bar{\omega} = \frac{\theta - \theta_0}{t - t_0} = \frac{\Delta \theta}{\Delta t}$$

## Average Angular Acceleration

$$\bar{\alpha} = \frac{\omega - \omega_0}{t - t_0} = \frac{\Delta \omega}{\Delta t}$$

## Tangential Velocity

$$v_T = r\omega$$

## Tangential Acceleration

$$a_T = r\alpha$$

# Measurement Conversions

## Linear Measure

1 centimeter	0.3937 inch
1 inch	2.54 centimeters
1 decimeter	3.937 in., 0.328 foot
1 foot	3.048 decimeters
1 meter	39.37 inches, 1.0936 yds.
1 yard	0.9144 meter
1 dekameter	1.9884 rods
1 rod	0.5029 dekameter
1 kilometer	0.62137 mile
1 mile	1.6094 kilometers

## Square Measure

1 sq. centimeter	0.1550 sq. inches
1 sq. inch	6.452 sq. centimeters
1 sq. decimeter	0.1076 sq. foot
1 sq. foot	9.2903 sq. decimeters
1 sq. meter	1.196 yards
1 sq. yard	0.8361 sq. meter
1 hectare	2.471 acres
1 acre	0.4047 hectare
1 sq. kilometer	0.386 sq. mile

## Measure of Volume

1 cu. centimeter	0.06 1 cu. inch
1 cu. Inch	16.39 cu. centimeters
1 cu. decimeter	0.0353 cu. foot
1 cu. foot	28.3 17 cu. decimeters
1 cu. yard	0.7646 cu. meters
1 cu. meter	0.2759 cord
1 cord	3.625 steres
1 liter	0.908 qt. dry 1.0567 qts. liq.
1 quart dry	1.101 liters
1 quart liquid	0.9463 liter
1 dekaliter	2.6417 gals, 1.135 pks.
1 gallon	0.3785 dekaliter
1 peck	0.881 dekaliter
1 hectoliter	2.8378 bushels
1 bushel	0.3524 hectoliter

## Weights

1 gram	0.03527 ounce
1 ounce	28.35 grams
1 kilogram	2.2046 pounds
1 pound	0.4536 kilogram

## metric prefixes

prefix	symbol	factor	
exa-	E	$10^{18}$	= 1,000,000,000,000,000,000
peta-	P	$10^{15}$	= 1,000,000,000,000,000
tera-	T	$10^{12}$	= 1,000,000,000,000
giga-	G	$10^9$	= 1,000,000,000
mega-	M	$10^6$	= 1,000,000
kilo-	k	$10^3$	= 1,000
hecto-	h	$10^2$	= 100
deca-	da	10	= 10
deci-	d	$10^{-1}$	= 0.1
centi-	c	$10^{-2}$	= 0.01
milli-	m	$10^{-3}$	= 0.001
micro-	$\mu$	$10^{-6}$	= 0.000,001
nano-	n	$10^{-9}$	= 0.000,000,001
pico-	p	$10^{-12}$	= 0.000,000,000,001
femto-	f	$10^{-15}$	= 0.000,000,000,000,001
atto-	a	$10^{-18}$	= 0.000,000,000,000,000,001

2 tablespoons = 1 fluid ounce

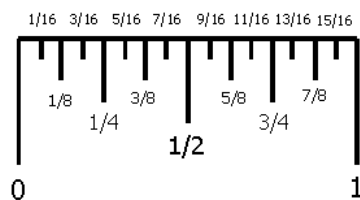
1/2 pint = 8 ounces, or one cup

1 pint = 16 ounces, or two cups

2 pints = 32 ounces = 1 quart

2 quarts = 64 ounces = 1/2 gallon

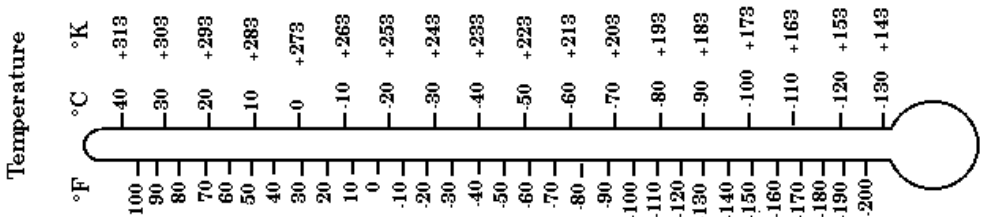
4 quarts = 128 ounces = 1 gallon



# Measurement Conversions

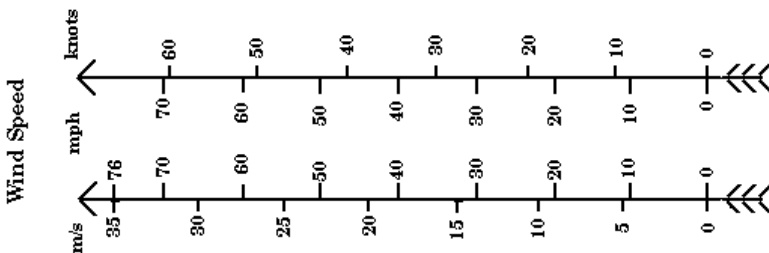
## Decimal Equivalents of Fractions for an Inch

	$1/64 = 0.015625$	$11/32 = 22/64 = 0.343750$	$43/64 = 0.671875$
	$1/32 = 2/64 = 0.031250$	$23/64 = 0.359375$	$11/16 = 22/32 = 44/64 = 0.687500$
	$3/64 = 0.046875$	$3/8 = 12/32 = 24/64 = 0.375000$	$45/64 = 0.703125$
$1/16 = 2/32 = 4/64 = 0.062500$	$5/64 = 0.078125$	$25/64 = 0.390625$	$23/32 = 46/64 = 0.718750$
	$3/32 = 6/64 = 0.097500$	$13/32 = 26/64 = 0.406250$	$47/64 = 0.734375$
	$7/64 = 0.109375$	$27/64 = 0.421875$	$3/4 = 24/32 = 48/64 = 0.750000$
$1/8 = 4/32 = 8/64 = 0.125000$	$7/16 = 14/32 = 28/64 = 0.437500$	$29/64 = 0.453125$	$49/64 = 0.765625$
	$9/64 = 0.140625$	$15/32 = 30/64 = 0.468750$	$25/32 = 50/64 = 0.781250$
	$5/32 = 10/64 = 0.156250$	$31/64 = 0.484375$	$51/64 = 0.796875$
	$11/64 = 0.171875$	$1/2 = 16/32 = 32/64 = 0.500000$	$13/16 = 26/32 = 52/64 = 0.812500$
$3/16 = 6/32 = 12/64 = 0.187500$	$13/64 = 0.203125$	$33/64 = 0.515625$	$53/64 = 0.828125$
	$7/32 = 14/64 = 0.218750$	$17/32 = 34/64 = 0.531250$	$27/32 = 54/64 = 0.843750$
	$15/64 = 0.234375$	$35/64 = 0.546875$	$55/64 = 0.859375$
$1/4 = 8/32 = 16/64 = 0.250000$	$9/16 = 18/32 = 36/64 = 0.562500$	$37/64 = 0.578125$	$7/8 = 28/32 = 56/64 = 0.875000$
	$17/64 = 0.265625$	$19/32 = 38/64 = 0.593750$	$57/64 = 0.890625$
	$9/32 = 18/64 = 0.281250$	$39/64 = 0.609375$	$29/32 = 58/64 = 0.906250$
	$19/64 = 0.296875$	$5/8 = 20/32 = 40/64 = 0.625000$	$59/64 = 0.921875$
$5/16 = 10/32 = 20/64 = 0.312500$	$21/64 = 0.328125$	$41/64 = 0.640625$	$15/16 = 30/32 = 60/64 = 0.937500$
		$21/32 = 42/64 = 0.656250$	$61/64 = 0.953125$
			$31/32 = 62/64 = 0.968750$
			$63/64 = 0.984375$



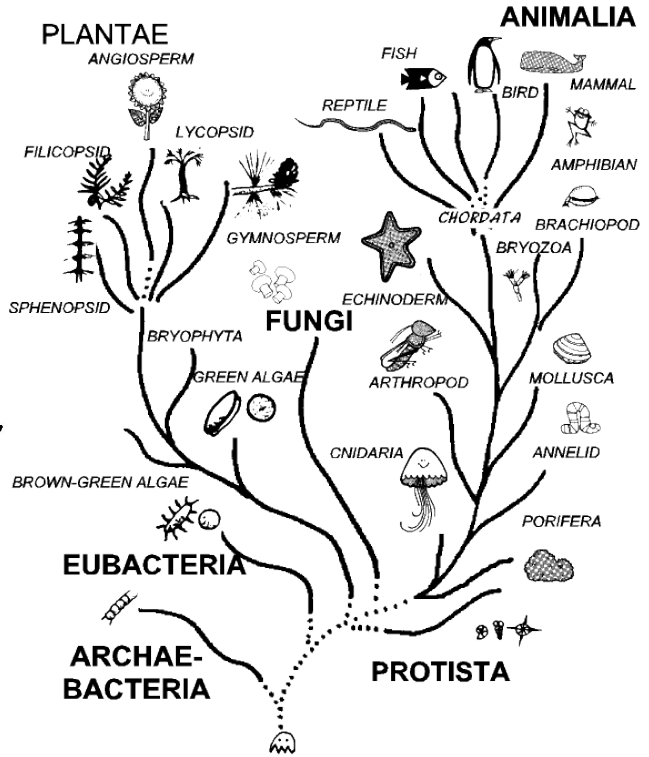
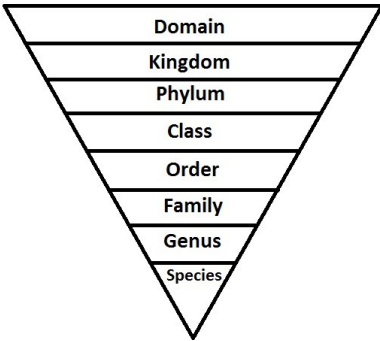
$$^{\circ}\text{C} \times 9/5 + 32 = ^{\circ}\text{F}$$

$$(^{\circ}\text{F} - 32) \times 5/9 = ^{\circ}\text{C}$$



# Biology

## TREE OF LIFE



### Classification of Living Things

Kingdom	Eubacteria	Archaeobacteria	Protist	Fungi	Plant	Animal
<b>Cell Type</b>	Prokaryote	Prokaryote	Eukaryote	Eukaryote	Eukaryote	Eukaryote
<b>Cell Structures</b>	Cell walls with peptidoglycan	Cell walls without peptidoglycan	Cell walls of cellulose in some; some have chloroplasts	Cell walls with chitin	Cells walls of cellulose; chloroplasts (makes them green)	No cell walls or chloroplasts
<b>Number of Cells</b>	Unicellular	Unicellular	Most unicellular; some colonial; some multicellular	Most multicellular; some unicellular	Multicellular	Multicellular
<b>Mode of Nutrition</b>	Autotroph or heterotroph	Autotroph or heterotroph	Autotroph or heterotroph	Heterotroph	Photosynthetic Autotroph	Heterotroph
<b>Movement</b>	Move about	Move about	Move about	Can not move	Can not move	May move
<b>Where found</b>	everywhere	Live in extreme environments	Ponds, lakes, as a parasite	Moist, shady environments	Sunny or well lighted areas	everywhere

# Basic Algebra Formulas

## Arithmetic Operations

$$a(b + c) = ab + ac, \quad \frac{a}{b} \cdot \frac{c}{d} = \frac{ac}{bd}$$

$$\frac{a}{b} + \frac{c}{d} = \frac{ad + bc}{bd}, \quad \frac{a/b}{c/d} = \frac{a}{b} \cdot \frac{d}{c}$$

## Laws of Signs

$$-(-a) = a, \quad \frac{-a}{b} = -\frac{a}{b} = \frac{a}{-b}$$

**Zero** Division by zero is not defined.

$$\text{If } a \neq 0: \frac{0}{a} = 0, \quad a^0 = 1, \quad 0^a = 0$$

$$\text{For any number } a: a \cdot 0 = 0 \cdot a = 0$$

## Laws of Exponents

$$a^m a^n = a^{m+n}, \quad (ab)^m = a^m b^m, \quad (a^m)^n = a^{mn}, \quad a^{m/n} = \sqrt[n]{a^m} = (\sqrt[n]{a})^m$$

If  $a \neq 0$ ,

$$\frac{a^m}{a^n} = a^{m-n}, \quad a^0 = 1, \quad a^{-m} = \frac{1}{a^m}.$$

**The Binomial Theorem** For any positive integer  $n$ ,

$$(a + b)^n = a^n + na^{n-1}b + \frac{n(n-1)}{1 \cdot 2} a^{n-2}b^2 + \frac{n(n-1)(n-2)}{1 \cdot 2 \cdot 3} a^{n-3}b^3 + \dots + nab^{n-1} + b^n.$$

For instance,

$$(a + b)^2 = a^2 + 2ab + b^2, \quad (a - b)^2 = a^2 - 2ab + b^2$$

$$(a + b)^3 = a^3 + 3a^2b + 3ab^2 + b^3, \quad (a - b)^3 = a^3 - 3a^2b + 3ab^2 - b^3.$$

**Factoring the Difference of Like Integer Powers,  $n > 1$**

$$a^n - b^n = (a - b)(a^{n-1} + a^{n-2}b + a^{n-3}b^2 + \dots + ab^{n-2} + b^{n-1})$$

For instance,

$$a^2 - b^2 = (a - b)(a + b),$$

$$a^3 - b^3 = (a - b)(a^2 + ab + b^2),$$

$$a^4 - b^4 = (a - b)(a^3 + a^2b + ab^2 + b^3).$$

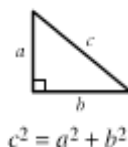
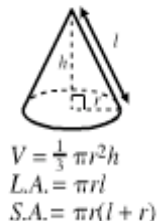
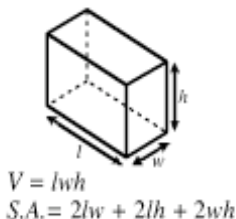
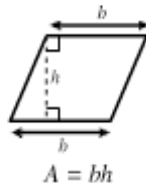
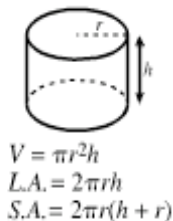
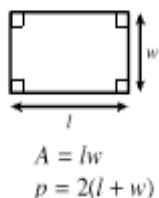
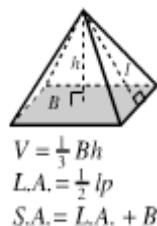
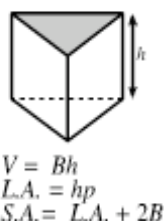
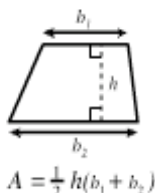
**Completing the Square** If  $a \neq 0$ ,

$$ax^2 + bx + c = au^2 + C \quad \left( u = x + (b/2a), C = c - \frac{b^2}{4a} \right)$$

**The Quadratic Formula** If  $a \neq 0$  and  $ax^2 + bx + c = 0$ , then

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}.$$

# Geometry Formulas



## Geometric Symbols

Example	Meaning	Example	Meaning
$\angle A$	angle $A$	$\vec{AB}$	vector $AB$
$m\angle A$	measure of angle $A$	$\perp$	right angle
$\overline{AB}$	line segment $AB$	$\overleftrightarrow{AB} \parallel \overleftrightarrow{CD}$	Line $AB$ is parallel to line $CD$ .
$AB$	measure of line segment $AB$	$\overleftrightarrow{AB} \perp \overleftrightarrow{CD}$	Line $AB$ is perpendicular to line $CD$ .
$\vec{AB}$	line $AB$	$\angle A \cong \angle B$	Angle $A$ is congruent to angle $B$ .
$\triangle ABC$	triangle $ABC$	$\triangle A \sim \triangle B$	Triangle $A$ is similar to triangle $B$ .
$\square ABCD$	rectangle $ABCD$		Similarly marked segments are congruent.
$\parallel\!/\! ABCD$	parallelogram $ABCD$		Similarly marked angles are congruent.

## Abbreviations

Volume	$V$
Lateral Area	$L.A.$
Total Surface Area	$S.A.$
Area of Base	$B$

## Pi

$$\pi \approx 3.14$$

$$\pi \approx \frac{22}{7}$$

## Algebra 2 Formulas

<b>Pythagorean Theorem</b>  $a^2 + b^2 = c^2$	<b>Slope</b>  $m = \frac{y_2 - y_1}{x_2 - x_1}$
<b>Distance Formula</b>  $d = \sqrt{(x_2 - x_1)^2 + (y_2 - y_1)^2}$	<b>Point-Slope Form</b>  $y - y_1 = m(x - x_1)$
<b>Midpoint Formula</b>  $(x_m, y_m) = \left( \frac{x_1 + x_2}{2}, \frac{y_1 + y_2}{2} \right)$	<b>Slope-Intercept Form</b>  $y = mx + b$
<b>Quadratic Formula</b>  $x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$	<b>Parabola</b>  Axis of Symmetry is $x = \frac{-b}{2a}$
<b>Difference of Squares</b>  $a^2 - b^2 = (a + b)(a - b)$	<b>Direct Variation</b>  $\frac{y_1}{x_1} = \frac{y_2}{x_2} \quad y = kx$
<b>Factoring Perfect Square Trinomial</b>  $a^2 + 2ab + b^2 = (a + b)(a + b) = (a + b)^2$ $a^2 - 2ab + b^2 = (a - b)(a - b) = (a - b)^2$	<b>Sum and Difference of Cubes</b>  $a^3 + b^3 = (a + b)(a^2 - ab + b^2)$ $a^3 - b^3 = (a - b)(a^2 + ab + b^2)$
<b>Change of Base</b>  $\log_b M = \frac{\log M}{\log b}$	<b>Continuously Compound Interest formula</b>  $A = Pe^{rt}$
<b>Logarithm</b>  If $y = b^x$ , then $\log_b y = x$	<b>Natural Logarithmic Function</b>  If $y = e^x$ , then $\log_e y = x$ , which is commonly written as $\ln y = x$

== DAILY PRAYERS ==



**Anima Christi**

Soul of Christ, sanctify me; Body of Christ, save me; Blood of Christ, inebriate me; Water from the side of Christ, wash me; Passion of Christ, strengthen me;

O good Jesus, hear me; Within your wounds hide me; Separated from you, let me never be; From the evil one protect me; At the hour of my death, call me; And close to you bid me;

That with your saints, I may be praising you forever and ever. AMEN

**Dedication to Jesus (from St. Ignatius of Loyola)**

Lord Jesus Christ, take all my freedom, my memory, my understanding, and my will. All that I have and cherish you have given me. I surrender it all to be guided by your will.

Your love and your grace are wealth enough for me. Give me these, Lord Jesus, and I ask for nothing more. AMEN

**Hail Holy Queen**

Hail, Holy Queen, Mother of Mercy, our life, our sweetness, and our hope! To you do we cry, poor banished children of Eve; to you do we send up our sighs, mourning and weeping in this vale of tears.

Turn, then, most gracious advocate, your eyes of mercy toward us; and after this our exile, show unto us the blessed fruit of your womb, Jesus. O clement, O loving, O sweet Virgin Mary!

Pray for us, O holy Mother of God, that we may be made worthy of the promises of Christ. AMEN

## **Prayer Attributed to St. Francis of Assisi**

Lord, make me an instrument of Your peace.

Where there is hatred, let me sow love; where there is injury, pardon; where there is doubt, faith; where there is despair, hope; where there is darkness, light; and where there is sadness, joy.

O divine Master, grant that I may not so much seek to be consoled as to console; to be understood as to understand; to be loved as to love; for it is in giving that we receive; it is in pardoning that we are pardoned; it is in dying that we are born to eternal life. AMEN

## **Prayer Before Confession**

Lord our God,  
You are patient with sinners and accept our desires to make amends. I acknowledge my sins and I am resolved to change my life.

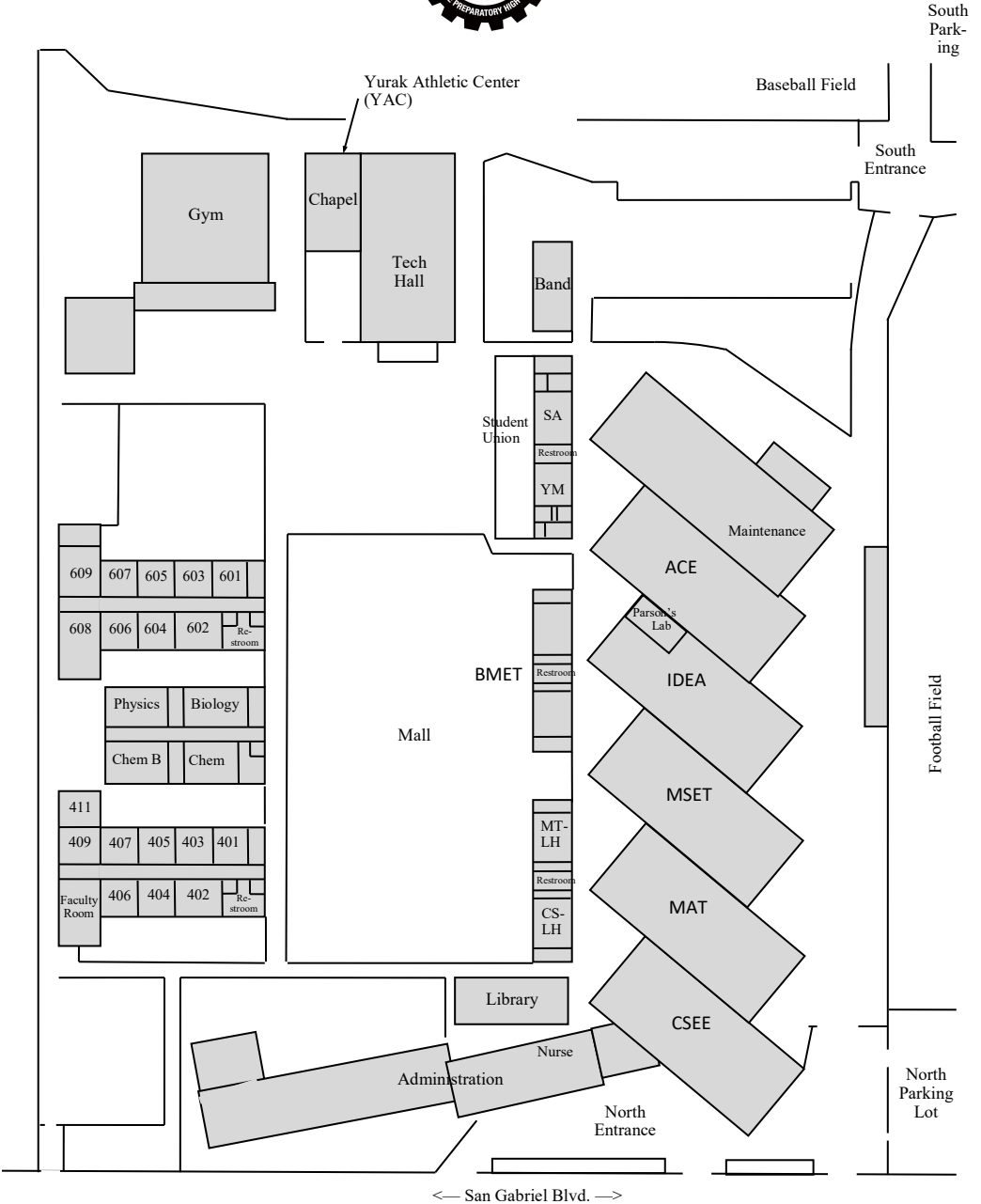
Help me to celebrate this sacrament of your mercy so that I may reform my life and receive from you the gift of everlasting joy. AMEN

## **Salesian Prayer—Before Class, Study, or Work**

Direct, we beseech Thee, O Lord, our actions by Thy holy inspiration, and further them with Thy continual help, so that every prayer and work of ours may always begin from Thee, and through Thee be likewise ended.

Through Christ Our Lord. AMEN

# SCHOOL MAP

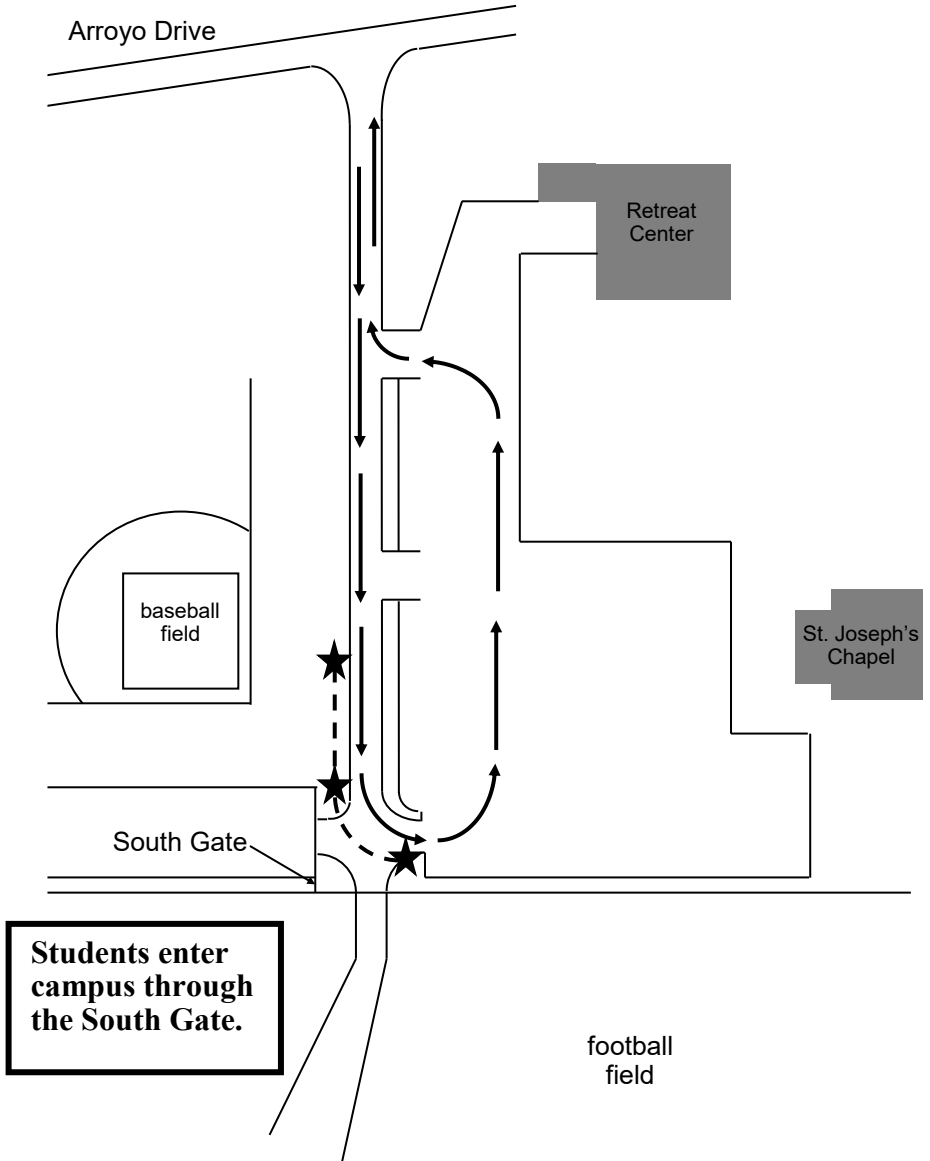


STUDENT DROP OFF/PICK UP MAP

Drop-off students in the area between the stars ★ only.

Traffic is one-way only except up and down the Arroyo Drive driveway hill.

Keep vehicle speeds SLOW to protect our students.



## || BELL SCHEDULES ||

**Daily Schedule:** School begins at 8:00 AM

First Bell	7:50 AM
<b>First Block (Period A1/B1)</b>	<b>8:00 - 9:30 AM</b>
Break	9:30 - 9:40 AM
<b>Second Block (Period A2/B2)</b>	<b>9:40 - 11:05 AM</b>
Lunch	11:05 - 12:05 PM
<b>Third Block (Period A3/B3)</b>	<b>12:05 - 1:30 PM</b>
Break	1:30 - 1:40 PM
<b>Fourth Block (Period A4/B4)</b>	<b>1:40 - 3:05 PM</b>

**Liturgy Schedule:** School begins at 8:00 AM

First Bell	7:50 AM
<b>First Block (Period A1/B1)</b>	<b>8:00 - 9:10 AM</b>
Break	9:10 - 9:20 AM
<b>Second Block (Period A2/B2)</b>	<b>9:20 - 10:25 AM</b>
<b>Liturgy</b>	<b>10:35 - 11:50 AM</b>
Lunch	11:50 - 12:45 PM
<b>Third Block (Period A3/B3)</b>	<b>12:45 - 1:50 PM</b>
Break	1:50 - 2:00 PM
<b>Fourth Block (Period A4/B4)</b>	<b>2:00 - 3:05 PM</b>

**Late Start Schedule (after PTC, College Night etc.):** School begins at 8:50 AM

First Bell	8:40 AM
<b>First Block (Period A1/B1)</b>	<b>8:50 - 10:05 AM</b>
Break	10:05 - 10:15 AM
<b>Second Block (Period A2/B2)</b>	<b>10:15 - 11:30 AM</b>
Lunch	11:30 - 12:25 PM
<b>Third Block (Period A3/B3)</b>	<b>12:25 - 1:40 PM</b>
Break	1:40 - 1:50 PM
<b>Fourth Block (Period A4/B4)</b>	<b>1:50 - 3:05 PM</b>

**Morning Assembly Schedule (Character, etc.):** School begins at 8:00 AM

First Bell	7:50 AM
<b>First Block (Period A1/B1)</b>	<b>8:00 AM; attendance, move to gym</b>
Assembly begins-Block 1 resumes	<b>8:10 AM-8:50 AM</b>
<b>Block 1 Ends</b>	<b>10:05 AM</b>
Break	10:05 - 10:15 AM
<b>Second Block (Period A2/B2)</b>	<b>10:15 - 11:30 AM</b>
Lunch	11:30 - 12:25 AM
<b>Third Block (Period A3/B3)</b>	<b>12:25 - 1:40 PM</b>
Break	1:40 - 1:50 PM
<b>Fourth Block (Period A4/B4)</b>	<b>1:50 - 3:05 PM</b>

**Afternoon Assembly Schedule (Rallies, etc.):** School begins at 8:00 AM

First Bell	7:50 AM
<b>First Block (Period A1/B1)</b>	<b>8:00 - 9:15 AM</b>
Break	9:15 - 9:25 AM
<b>Second Block (Period A2/B2)</b>	<b>9:25 - 10:35 AM</b>
Lunch	10:35 - 11:35 AM
<b>Third Block (Period A3/B3)</b>	<b>11:35 - 12:45 PM</b>
Break	12:45 - 12:55 PM
<b>Fourth Block (Period A4/B4)</b>	<b>12:55 - 2:05 PM</b>
<b>Rally/Special Event</b>	<b>2:10 - 3:05 PM</b>