

STUDENT & FAMILY HANDBOOK

2025 - 2026

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INTRODUCTION

0.1 Overview

0.1.1 Mission

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

0.1.2 Vision

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

0.1.3 Alma Mater

ALMA MATER

When the twilight shadows gather
out along the campus green,
and the stalwart Bosco Brave
comes upon the scene.
Mighty sons of St. John Bosco
sing their hymn of praise
to their loyal Alma Mater
and their high school days.

0.2 Characteristics of a Salesian Education

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

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

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

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

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

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

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

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

0.3 Standards and Benchmarks for Mission and Identity of Salesian Schools

STANDARD 1

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

Benchmarks:

1. All constituents live the oratory experience that reflects a home that welcomes, a school that educates, a church that evangelizes, and a playground where life is joyful.
2. The school's mission statement is informed by the mission statement of the Salesian province and is reviewed on an on-going basis.
3. The school's mission statement is clearly visible and community members know of its location in public places, official documents and in all student, parent, faculty and staff handbooks.

4. All community members know, understand, live, and model the school's mission statement.
5. All planning, decision-making, and operations done by governing bodies and school leaders are guided by the school's mission statement.
6. There is an on-going Salesian vocational formation and educational program for faculty and staff, administration and governing bodies, students and families that cultivates an understanding of Don Bosco's mission.

STANDARD 2

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

Benchmarks

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

STANDARD 3:

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

Benchmarks

1. The spiritual formation of the young is integrated into the academic and co-curricular programs.
2. The school community provides regular opportunities to celebrate the sacraments of Eucharist and Reconciliation.
3. The school community maintains a visible spiritual environment reflective of Don Bosco's educational system.
4. The school community engages students in timely, regular, and age-appropriate opportunities to reflect on their life experiences and faith through retreats, service learning, and other activities.
5. The school community begins each school day and each class with a prayer.

6. The school's religious education curriculum and instruction is based on the needs of the young and meets the standards of the (arch)diocese as delineated by the United States Conference of Catholic Bishops (USCCB).
7. The school implements a 4 year curriculum on the life, mission, and spirituality of Don Bosco.

STANDARD 4

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

Benchmarks

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

STANDARD 5

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

Benchmarks

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

0.4 Integral Student Outcomes (ISOs)

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

> ***Reason:*** Students who have purpose and understanding behind all decisions. Students use logic, good intentions, and fairness to build their purpose.
>
> ***Religion:*** Students who live life in such a way as to reflect Salesian values. Students engage in their Salesian practice by committing to spiritual growth and service.
>
> ***Loving Kindness:*** Students who hold high expectations for themselves and others, value different perspectives, and treat everyone with respect.

0.5 General School Policies

0.5.1 Nondiscrimination

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

0.5.2 Safe Child Policy

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

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

0.5.3 Admission

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

1. Take the Placement Test during the year in which you are applying.
2. Submit a transcript of work completed in the seventh and eighth grades.
3. Submit a recommendation form completed by the present principal and eighth grade teacher(s).

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

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

A student with any learning disability must have the appropriate documentation on file with the Counseling Department.

The school's curriculum and program of studies does not include special education.

0.5.4 Tuition

Grades 9-11: $17,745
Grade 12: $18,045

Please note: Visit the school website for all up-to-date information (Bosco Tuition)

0.5.5 Technology

0.6 Unique Student Situations

0.6.1 Immunization Exemptions

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

0.6.1.0 Medical Exemptions

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

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

0.6.1.1 Personal Belief Exemptions

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

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

0.6.2 Custody of Student(s)

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

0.6.3 Emancipated Student

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

0.6.4 Abortion

The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings, the reverence and respect owed to each person including those conceived and not yet born, and the morally indefensible procurement of abortion. The involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school.

0.6.5 Married Student

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

0.6.6 Skateboards, Bicycles, Etc.

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

0.6.7 Closed Campus

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

0.6.8 School Buildings

Access to school buildings is permitted during the hours of operation published in the Student/Parent Brave Calendar.

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

1 ACADEMIC AFFAIRS

1.1. Academic Programs and Policies

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

1.1 The Semester Schedule

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

1.2 Graduation Requirements

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

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

SJBHS Graduation Requirements - Class of 2024 - 2026

40 Credits Religion
40 Credits English
30 Credits Mathematics
30 Credits Science
30 Credits Social Science
20 Credits World Languages
10 Credits Visual and Performing Arts
10 Credits Physical Education
5 Credits Health
45 Credits Electives
Total: 260 credits

Graduation Requirements - Class of 2027

40 Credits Religion
40 Credits English
30 Credits Mathematics
30 Credits Science
30 Credits Social Science
20 Credits World Languages
10 Credits Visual and Performing Arts
10 Credits Physical Education
5 Credits Health
5 Credits Financial Literacy
40 Credits Electives
Total: 260 credit

Additional graduation requirements include:

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

1.2.1 Senior Exit Interview

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

1.3 College Entrance Requirements

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

A- History- 2 years

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

B- English- 4 years

C- Mathematics- 3 years, 4 recommended

Must reach Algebra 2, at a minimum, and Geometry must be included

Middle school courses in Algebra 1 and Geometry may count toward this

D- Science- 2 years, 3 recommended

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

One year of approved interdisciplinary or earth and space sciences coursework can meet one year of the requirement.

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

Must be at least 2 years of the same language

F- Visual and Performing Arts- 1 year

G- College-Preparatory Elective- 1 year

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

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

Course of Study

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

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

1.5 Add/Drop/Withdraw Procedures

Changes or adjustments in a student's class schedule are handled through the student's counselor. All course change requests must be made prior to August 22, 2025 for the Fall Semester. All course change requests must be made prior to January 16, 2026 for the Spring Semester. Changes cannot be made based on teacher preference or period preference, and are subject to space and availability. Please see section for the Advanced Placement (AP) drop policy.

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

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

Please be advised that if a late drop is approved:

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

1.6 Academic Support Period

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

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

1.7 Advanced Placement (AP) Program

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

1.7.1 Expectations and Challenges of SJBHS Students Enrolled in AP Courses

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

While SJBHS encourages students to challenge themselves academically, we also counsel prudence in course selection so that academic challenges are beneficial and not detrimental to student development, and allow for a well-balanced life. Once admitted into an AP course, a SJBHS student must be committed to completing the course and any preparatory summer work. Students may not be dropped from an AP course once courses have been finalized in the spring of the preceding year unless given approval from their teacher, counselor, and school administrators. Students who earn a D or lower in the first semester of an AP course may be asked to move to the college-preparatory equivalent course.

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

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

Please refer to the 2023-2024 Course Catalog for specific prerequisites of Advanced Placement courses. A signed contract is required of all students who wish to take an Honors or AP course.

1.7.2 Interpretation of Individual and School-Wide AP Exam Performance

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

1.7.3 AP Courses and Weighted GPAs

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

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

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

1.8 Summer Advancement

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

1.9 College Dual Enrollment Programs

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

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

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

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

1.10 On-Campus Dual Enrollment Courses

SJBHS students have the opportunity to take college courses on campus and receive "dual-credit," meaning that the student receives high school and college credits. Students in these courses are required to register at the applicable college before beginning the course. Upon completion, students will also receive a transcript from an accredited college. A list of the dual enrollment courses offered is included in the Course Catalog.

1.10.1 Dual Enrollment Course Credit

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

1.11 Naviance

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

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

1.2. Academic Expectations

2.1 Course Syllabi

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

2.2 Course Materials and Resources

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

2.3 Study and Class Preparation

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

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

2.4 Assessments

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

2.4.1 Processing of Assessments

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

2.5 Final Exams

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

2.6 Learning Disability Policies and Procedures

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

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

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

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

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

2.7 Academic Integrity

The guiding moral values of SJBHS embrace a commitment to the personal development of every student (mind, body, and spirit). The school utilizes characteristics of both Catholic and Salesian Educational Practices to challenge its students to exhibit the four ISOs in every decision they make. Being a man of Faith, Intellect, Leadership, and Citizenship necessitates that each student assume responsibility for their thoughts, words, and actions as they represent themselves and their school with pride, and that teachers and administrators, in support of parents as the primary educators of the student, provide the positive moral companionship necessary to the development of a the whole person. Honesty, right-reasoning, and ethical decisions are upheld and advanced in all social, athletic, and academic endeavors.

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

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

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

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

1.3. Assessment

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

3.1 The Academic Grading System

The academic grading system at SJBHS is as follows:

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

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

3.2 Academic Grading Criteria

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

3.2.1 Practice of Standards Assessments/Formative Assessments

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

3.3 Department Grading Policies

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

3.3.1 Make-Up Policy

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

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

3.4 Extra Credit

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

3.5 Grade Remediation

3.5.1 Grades of "D" and "F"

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

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

- Students who earn a grade of "D" or "F" in a subject not obtainable in summer school (e.g. a Pathway course) are required to meet with their counselor to determine how they will make up the grade.
- In order to be eligible for graduation, the student's transcript must show that all graduation requirements have been successfully completed. No diploma will be awarded until all F grades in graduation-requirement courses have been remediated and/or until a student's college admission requirements have been met.

3.5.2 Grade of "C" and above

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

3.5.3 Grade of "I" or Incomplete Grade

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

3.6 Academic Standing Review

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

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

3.7 Determining Grade Point Averages, Unweighted and Weighted

The cumulative GPA at semester's end is calculated by dividing the total number of courses attempted into the total number of grade points earned. The highest possible reported GPA at SJBHS, both semester and cumulative, is 4.0, unweighted. SJBHS students' weighted and unweighted GPAs are published on official transcripts.

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

1.4. SJB Global Policies and Procedures

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

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

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

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

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

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

Academic Integrity

1. Online students should work independently and create all of their own original work. They can not collaborate on an assignment without the express permission from the teacher before collaborating or asking to see someone else's work. They can not copy and paste content from the internet. They can not

use Artificial Intelligence or assignment generators unless the assignment expressly asks them to do so. They must always properly cite researched content using MLA formatting.

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

Original Work Issues and Consequences

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

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

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

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

Best Student Practices of Online Learning

Making the Most of Your Online Learning

- Treat your online class as a traditional class.
    - Set aside time each day for your online work.
    - Depending on the class you can expect to spend 45 minutes to 2 hours per lesson.
    - Look ahead for bigger assignments and work on them a little at a time.
- Accountability
    - Figure out who or what will hold you accountable for completing your work.

- If you are a self-motivated student it may be simply putting it on your calendar for an allotted time each day.
- If you need a little more help in staying on track enlist a friend or parent who will check on you and your progress.

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

1.5. Grading Purpose, Policies, and Reports

1.5.0 PowerSchool Student Information System

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

1.5.1 Semester Grades

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

1.5.2 Progress Reports

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

1.5.3 Grade Reports

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

1.5.4 Grades on Transcripts

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

1.5.5 Grade Appeals

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

Grade appeals will only be considered under the following circumstances:

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

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

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

1.5.6 Early Graduation

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

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

1.6. Academic Standing

1.6.1 Enrollment

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

1.6.2 Academic Probation

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

1.6.2-1 Probation and Co-Curricular Participation

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

1.6.3 Academic Ineligibility

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

1.6.3-1 CIF Ineligibility

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

1.6.3-2 SJB Ineligibility & Co-Curricular Participation (not applicable to CIF Ineligible students)

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

1.7. Academic Awards

1.7.1 Honor Roll

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

Honor Roll Status	Semester Weighted GPA
Principal's Honor Roll	4.0 and above
High Honors	3.5 - 3.99
Honor Roll	3.00 - 3.49

1.7.2 Honors at Graduation

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

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

1.7.2-1 Valedictorian

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

1.7.2-2 Commencement Speaker

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

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

1.7.2-3 Other Graduation Awards

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

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

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

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

1.7.2-4 Academic Awards

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

1.7.3 Eligibility in the Local Context (ELC)

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

1.8. Student Records

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

The law provides for the following:

1. Parents or an eligible student may review and inspect the student's educational records by making an appointment with the Registrar.

2. Educational records generally mean those records that are directly related to a student and that are maintained by the school. Personal notes and records made by teachers and other school officials, including instructional, supervisory, and administrative personnel and educational personnel ancillary thereto, that are not shared with others, except for a temporary substitute for the maker of the record, are not considered educational records.

3. Parents or an eligible student may seek amendment of the student's educational records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights by submitting to the Registrar a written request clearly articulating the proposed amendment and the reasons for the amendment. The Principal will review the request, meet with the parents or eligible student if necessary, and make a determination on the request.

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

1.8.1. Transcripts

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

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

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

1.8.2. Options for Transcripts

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

1.8.3. Transfers from SJBHS

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

1.9 Electronic Devices & Technology Use

Electronic devices include laptops, tablets with keyboards, digital watches, and hybrid devices used explicitly for academic purposes. All students must register their devices with the IT Department prior to accessing the school's wireless network. Non-registered devices are not permitted on the SJBHS network.

Students are expected to follow all guidelines outlined in the school's Technology Acceptable Use Policy (AUP). This includes:

- Devices must use standard, unmodified operating systems (i.e., not "rooted" or "jailbroken").
- Peer-to-peer, BitTorrent, or any file-sharing software is prohibited.
- Use of personal proxies, hotspots, or bypassing school internet filters is not allowed.
- Each device must support and be compatible with SJBHS's learning platforms, email system, and cloud storage.

Students must act as responsible "Digital Citizens." Misuse of the school's name, images, logos, or likeness in inappropriate or degrading ways on any platform—including social media—will result in serious disciplinary consequences, including possible expulsion.

Users of the SJBHS network should have no expectation of privacy. All activity—including emails, website visits, and files—may be monitored and reviewed by the school.

Additional guidelines include:

- Students must seek administrative or faculty approval if unsure whether a technology use is permitted.
- Accessing, modifying, or misusing another person's account or files is strictly prohibited.
- Violations such as plagiarism, copyright infringement, or software piracy are unacceptable.
- Devices should arrive charged for a minimum of 6 hours of use and include the appropriate charging cable.
- Students should regularly update web browsers—Google Chrome and Mozilla Firefox are recommended.

SJBHS assumes no liability for personal device damage, theft, or unauthorized access. Use of technology on campus is a privilege and must be exercised responsibly. Noncompliance may result in disciplinary action, including suspension or revocation of technology privileges.

1.9.1 Bring Your Own Device (BYOD) Program

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

1.9.2 BYOD Device and Application Specifications

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

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

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

1.9.2-1 Applications and Requirements

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

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

Students are required to:

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

2 STUDENT AFFAIRS

2.1. Student Services

At St. John Bosco High School, we believe in the integral formation of each young man—heart, mind, body, and soul. Our Student Services are designed to provide meaningful support that reflects the reason, religion, and loving-kindness of St. John Bosco's Oratory Model. From academic and emotional guidance to wellness, ministry, and mentorship, every student is seen, known, and accompanied on his journey to becoming the man God is calling him to be.

2.1.0. Counseling Partners of Los Angeles (CPLA) Services

In alignment with our mission to nurture the holistic development of each young man, St. John Bosco High School is proud to partner with Counseling Partners of Los Angeles (CPLA) to offer expanded social-emotional support services. This partnership enhances the work of our in-house counseling team by providing students and families with access to professional mental health resources rooted in compassion, confidentiality, and care.

CPLA services are available to students who may benefit from ongoing emotional or mental health support beyond the scope of school-based counseling. Services include individual counseling, family consultations, and wellness support tailored to the developmental needs of adolescent boys. Parental and student consent is required prior to the start of any services.

This partnership reflects our commitment to St. John Bosco's vision of a school that is more than an academic institution—it is a home where students feel safe, supported, and deeply loved. We are grateful for collaborators like CPLA who help us accompany our young men with faith, empathy, and professional care.

2.1.1. Academic Lockers

Lockers are made available by request to support students in safeguarding their personal materials and maintaining an organized academic life. In a shared spirit of mutual respect and personal responsibility, students are expected to use lockers appropriately and in accordance with school policies.
Lockers are assigned for individual use only. Sharing lockers or providing combinations to others is strictly prohibited, as it compromises the safety and security of personal property. Only school-issued locks may be used. Lockers may be subject to inspection at any time by the Dean of Students or the Assistant Principal of Student Affairs to ensure compliance with school expectations.
Any damage, malfunction, or concern regarding lockers must be reported immediately. St. John Bosco High School is not liable for lost, damaged, or stolen items stored in lockers.
As St. John Bosco wisely taught, "Order brings peace." We encourage all students to honor our shared campus environment with a spirit of discipline, care, and respect.

2.1.2. Campus Store

Located across from the Guidance & Counseling offices, the Campus Store is your go-to spot for Bosco uniforms, spirit wear, and student essentials. From classic sweatshirts to new seasonal gear and learning accessories, the store is updated regularly. Students and families can also conveniently shop online via the SJBHS website. (Campus Store). Wearing your Bosco gear proudly reflects your belonging to a brotherhood built on faith, friendship, and fortitude.

2.1.3. Off-Campus Food Delivery Services Policy

In order to preserve a safe, focused, and respectful school environment, students are not permitted to receive food deliveries from off-campus vendors. This includes services such as but not limited to DoorDash, Uber Eats, Grubhub, Postmates, and other third-party delivery platforms. Food may not be delivered directly to students or dropped off at the Main Office by any vendor or unauthorized party.
If a parent or guardian wishes to bring lunch for their student, it must be personally dropped off at the Main Office before break or lunch. Deliveries will be distributed in an orderly and timely manner by school personnel.
By respecting these guidelines, we uphold the Preventive System of St. John Bosco—one that fosters maturity, responsibility, and harmony in our school community.

2.1.4. Student Store

The Student Store is a popular stop for Braves looking to recharge during the day. Operated with student needs in mind, the store sells a variety of snacks, protein shakes, ice cream, and convenient "on-the-go" meal options. Whether it's a quick bite between classes or a post-practice treat, the Student Store helps fuel both body and spirit—reminding us that even small comforts can build community.

2.1.4-1 Food Services

The Canteen is our on-campus lunch spot, located right behind the 400 building near the Athletic Complex. It's open every day at lunchtime and sells hot meals and other food items students can buy.

2.1.4-2 Vending Machines

Several vending machines are on campus for the students' use. They are open before school and during break and lunch.

2.1.5. Bell Schedule

Our bell schedule reflects intentionality and structure, both of which are central to Salesian pedagogy. Updated bell schedules are posted on our website (Bosco.org). We encourage all students and families to stay informed and make punctuality a daily habit—a small act that builds trust and responsibility.

2.1.6. Student Identification Card

Each student at St. John Bosco High School is issued an official Bosco ID card at the start of the school year. This card serves as the student's primary form of identification for accessing campus services, attending school-sponsored events, and participating in extracurricular activities. Students are required to carry their ID card at all times during the school day and must present it for entry to dances, athletic games, and other campus events.

Lost or damaged ID cards must be reported promptly to the Activities Director. A replacement card may be issued for a fee of $10.00, with a limit of two replacements permitted per academic year. Students are encouraged to view their Bosco ID not merely as a tool for access, but as a symbol of their identity within our vibrant, joyful community of faith, brotherhood, and academic excellence.

2.1.7. Extended School Day

The school administration reserves the right to extend the school day with proper notice for necessary reasons. In rare circumstances—such as a campus emergency, disciplinary matter, or communal clean-up— administration may extend the school day with advance notice. These moments, while infrequent, provide teachable opportunities for responsibility, community engagement, and stewardship. When met with cooperation, they reinforce our shared commitment to excellence and service.

2.1.8. Injury or Accident

If a student is injured on campus or while traveling to/from school, it must be reported immediately to the Dean of Students or Assistant Principal of Student Affairs. An injury report will be completed and

filed, and any medical treatment required should be processed through the student's personal health insurance, with school insurance acting as secondary coverage. Claim forms are available at the Main Office. In our Bosco community, no student walks alone—we respond with care and support.

2.1.9. Work Permits

Work permits are available through the Main Office and must be approved by school administration.

We understand that some students may work to support their families or gain experience. Students receiving permits must:

1. Maintain strong academic performance and positive conduct
2. Limit their hours to no more than 20 per week
3. Refrain from working past 10:00 PM on school nights

Bosco Braves are called to excellence both in and beyond the classroom. When balanced with intention and accountability, work experiences can contribute meaningfully to a student's growth and maturity.

2.2 Safety, Emergency, and Security Protocols

2.2.0. Disaster and Emergency Procedures – SJBHS

At St. John Bosco High School (SJBHS), safety is a shared responsibility rooted in trust, presence, and order. Each academic year, all faculty, staff, and students receive training on school-wide emergency procedures. In addition to annual instruction, SJBHS conducts bi-annual emergency drills, which include fire evacuation, earthquake response, and active shooter lockdown protocols. Participation in these drills is mandatory for everyone on campus.

In the event of a real emergency, students will remain safely on campus under staff supervision until a parent or guardian arrives in person for pickup. No student will be released without proper authorization. Any instance of truancy or misconduct during a declared emergency will be treated as serious insubordination and addressed accordingly.

Emergency notifications and updates, if necessary, will be communicated through official school platforms and local media outlets.

SJBHS is committed to ensuring that every student is protected and cared for during emergencies. As St. John Bosco reminds us, "God walks among the young." Our preparedness reflects that sacred trust. For questions or concerns regarding emergency procedures, please contact the Assistant Principal of Student Affairs.

2.2.1. Student Emergency Information

During registration, parents/guardians provide information about their son(s) that St. John Bosco High School (SJBHS) can use in case of an emergency. This "digital" information is equivalent to the traditional "Emergency Card" previously completed in paper form and includes the following:

- Student full name, current residential address, current mailing address, and home telephone number

- Parents'/guardians' current address and telephone numbers (mobile and work)
- Parents'/guardians' email addresses
- Student date of birth (birth certificate required for verification when the student is registered for the first time at SJBHS)
- Student health information
- Student medication requirements (a separate form and physician's referral are required when medication must be stored and administered at SJBHS)
- Student's primary care physician and health insurance information
- Student immunization information (immunization record is required for verification when the student is registered for the first time at SJBHS)

The Registrar prints out the student information in the form of hard-copy Emergency Cards so they are readily available to Emergency Teams when needed.
It is the responsibility of the parents/guardians to update students' information when necessary. To update the information after registration, contact the SJBHS registrar, Ms. Gina Logsdon at GLogsdon@bosco.org or at x509.

2.2.2. Classroom Safety Preparation

Evacuation maps and emergency plans are visibly posted in every classroom and instructional space across campus.

Each classroom is equipped with an Emergency Backpack that contains the following:

- Basic first aid supplies
- Class rosters for every block or period taught in that classroom
- Materials and tools necessary for emergency drills and actual emergencies i.e. (shelter in place)

Classroom teachers are responsible for bringing and managing the (Red) Emergency Backpack during all drills and real emergency situations.

2.2.3 Student Release Procedure Information

No student will be dismissed from school unless he is officially cleared to leave by emergency personnel and a parent/guardian or designated adult listed in the student's emergency release information is physically present to retrieve him.

All parents/guardians and designated adults must sign out students at the designated Student Release Hub, located at the Dunrobin Gate. Signage will be posted to guide individuals to the correct location. Parents/guardians must park on Woodruff Avenue or another surrounding street and walk to the release center. For safety and emergency response efficiency, all SJBHS gates (located near Bellflower Blvd.) will remain locked, and only emergency vehicles will be permitted on campus.
Students who drive themselves to school will not be released without confirmed permission from their parent/guardian or designated adult and authorization from emergency service personnel.

2.3. Student Conduct

2.3.0.Expectations for Student Decorum

At St. John Bosco High School (SJBHS), student conduct expectations are rooted in the Salesian Preventive System — a model of formation through presence, relationship, and clear expectations. In this framework, discipline is never merely punitive; it is formative, restorative, and grounded in Gospel values.

We affirm that each student is on a formative journey of becoming an "upright citizen and good Christian," and as such, discipline at SJBHS serves to cultivate the internal virtues of honesty, integrity, service, and respect. Our expectations reflect not only institutional standards but also the dignity of each student as a child of God.

Students are expected to live by the four C's: Caring for others, Communicating through positivity, Class/School pride, and being Constructive in discipline. These values are essential to maintaining a safe, productive, and faith-filled community.

Discipline shall be administered justly, consistently, and proportionately, with each infraction evaluated through the lens of the school's Four-Tier Disciplinary Structure. Responses are rooted in reason, religion, and loving-kindness, with the goal of reintegration, not exclusion.

Parents and teachers are co-educators and co-responsible for forming young men of character. Consistency, mutual respect, and the rejection of punitive anger are essential to our shared mission.

2.3.1. Brave Code of Conduct

Discipline is evident when students demonstrate cooperation with peers, faculty, and administration in pursuit of shared goals. Students are expected to model self-discipline through adherence to the following Code of Conduct:

I. Personal Integrity — Students respect themselves by:

- Being punctual and present in every class.
- Adhering to all grooming and dress code standards.
- Refraining from the possession, use, sale, or distribution of drugs, tobacco, alcohol, vaping devices, or paraphernalia.
- Submitting only their own academic work and avoiding all forms of plagiarism or cheating.
- Avoiding the use of profanity, pornography, or gambling of any kind.
- Driving responsibly and lawfully on and around campus (5 MPH speed limit).

II. Respect for Others — Students respect others by:

- Refraining from harassment, intimidation, bullying, hazing, and discriminatory or hateful language or behavior.
- Avoiding all physical altercations, threats, or endangerment of others.
- Engaging in peaceful conflict resolution and restorative dialogue when harm has occurred.

III. Integrity of the School Community — Students support the school by:

- Respecting all faculty, staff, administrators, volunteers, and visitors.
- Refraining from damage to or theft of property.
- Not engaging in forgery, tampering with documents, or misuse of school records.
- Not possessing weapons, replicas, or explosive materials.
- Complying with all school policies, including digital and off-campus conduct expectations.

IV. Family Partnership — Parents and Guardians support the school by:

- Fulfilling all financial obligations in a timely manner.
- Supporting the enforcement of disciplinary measures with integrity.
- Promoting the school's mission, policies, and authority both on and off campus.

Please Note: *Disciplinary discretion remains with the school administration. Any behavior, on or off campus, deemed contrary to Catholic moral teaching or the dignity of the school may result in disciplinary action, up to and including suspension or expulsion.*

2.3.2. Disciplinary Tiers and Intervention Protocols

The Salesian Preventive System – Aligned Discipline Framework operates with a structured Four-Tier system of interventions. Each tier includes a corresponding restorative component known as the AGE Cycle (Acknowledge harm, Generate restitution, Execute plan). Disciplinary actions are based on a combination of severity, recurrence, intent, and alignment with SJBHS core values.

Figure 2.3.2-1 Tier System Sample

Tier	Infraction Type	Examples	Primary Action	Lead Staff
Tier 1	Minor	Tardies, dress code, classroom disruption	In-class/After class correction, student acknowledgment	Teacher/Staff of incident
Tier 2	Moderate	Repeat Tier 1, dishonesty	Formal warning, Corrective Action Plan, parent notification	Deans & Teacher
Tier 3	Serious	Cutting Class, Bullying, academic dishonesty, forgery	Detention, restitution project, restorative workshop	Deans & APSA (Assistant Principal of Student Affairs)
Tier 4	Critical	Fighting, drugs, threats, repeated Tier 3	Suspension, Disciplinary Board, Expulsion review	APSA & Principal

Please Note: All disciplinary actions will be documented in the Student Information System (SIS).

2.3.3 Disciplinary Actions Explained

Detention: Issued for Tier 1 or Tier 2 infractions. Detentions must be served within two calendar weeks of issuance. Failure to serve within this timeframe will result in Saturday School only held once a month. Saturday School incurs a $10 administrative fee and requires advance parental notification please visit www.bosco.org/saturday. Students may not participate in extracurricular activities until detentions are fulfilled. Chronic failure to serve detentions may lead to disciplinary contract placement.

Disciplinary Contracts: A formal behavioral agreement triggered by five (5) accumulated detentions or two (2) Tier 2 referrals within a semester. The contract clearly outlines specific expectations, behavioral benchmarks, and conditions for continued enrollment. The student and parent/legal guardian must sign the contract. The student is subject to increased monitoring and may be required to attend counseling or submit periodic conduct reports.

Strict Probation: A last-tier behavioral agreement issued when a student reaches ten (10) detentions in a semester or commits a Tier 3 offense without improvement. Students on strict probation may lose eligibility for student leadership, athletics, clubs, field trips, and other extracurricular participation. Probation may last up to one semester, and violations during this period may result in a recommendation for withdrawal. Parents must attend a conference and sign the strict probation

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

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

Suspension: Reserved for Tier 4 offenses or failure to comply with prior discipline. Suspension may be in-school or out-of-school at the discretion of the APSA and Principal. Students may not be on campus, participate in, or attend any school-sponsored events during the suspension period. A parent/guardian conference is required prior to the student's return to campus. Coursework must be completed and submitted upon return; teachers will provide accommodations consistent with school policy.

When a student is suspended he:

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

In-School Suspension (ISS) Option:

1. A suspended student may be assigned to In-School Suspension (ISS) at the discretion of school administration, depending on the nature of the offense and available resources.

Request for Withdrawal or Expulsion: The most serious disciplinary consequence. Initiated when a student engages in a major offense (e.g., drugs, weapons, assault) or a chronic Tier 3 pattern with no behavioral progress. The process includes a full investigation, parent notification, hearing before the Disciplinary Board, and Principal's final determination. The student may be asked to withdraw voluntarily or face expulsion. In both cases, the student forfeits all rights to school-sponsored events. The following causes may also be reasons for a recommendation for withdrawal/expulsion:

1. theft
2. defacing or destroying school property
3. disruption of school activities or other willful defiance of the valid authority of teachers, administrators, or staff
4. failure to fulfill detention obligations
5. repeated cutting classes or truancy
6. fighting on or near campus
7. possession, use, and/or distribution of narcotics and/or drugs and/or alcohol, and/or drug paraphernalia
8. possession and/or distribution of pornographic or other inappropriate material
9. any violation of the substance abuse policy
10. scandalous, illegal or immoral conduct on- or off-campus (including the Internet) at any time while the student is enrolled
11. assault and battery
12. any threat (verbal, written, electronic, or graphic) toward another student, faculty, or staff member
13. possession of weapons (actual or replica) or materials that can be used as weapons. Violation of this policy may also be in direct violation of Penal Code 626.10 and Educational Code 48900 and therefore punishable by law. "Possession" includes participation in the use of or being in the presence of the use, and storage of weapons. This includes the presence of weapons in lockers, personal possessions, clothing, automobiles, or elsewhere on campus.
14. membership/involvement in any gang or group responsible for the coercive or violent activity or association with the person(s) posing a threat to the school community
15. being the means by which violence comes to campus/school events
16. demonstrations: encouragement/participation in illegal or unauthorized demonstrations
17. unauthorized use of Internet websites
18. two or more "unsatisfactory conduct" remarks on two consecutive report cards
19. academic integrity violation(s) including obtaining and/or distribution of an exam
20. forgery
21. hazing, bullying, harassment, hate crimes

22. habitual violation of school rules
23. lying or failure to cooperate with school officials
24. digital transmission or possession of photographs or videos which are inappropriate or invasive of another person with or without consent
25. unauthorized photographing or videotaping of teachers or students
26. refusing to cooperate with school administrators when the search of a student's belongings is conducted
27. violation of the terms of strict probation
28. violation of State Education Code, civil laws, criminal laws, or any act that endangers or discredits the school

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

Disciplinary Board: Called by the APSA when dismissal is being considered. The board consists of the APSA, Dean of Students, three faculty members (selected by administration, faculty, and student body), the student's academic counselor, and a faculty advocate chosen by the student. The student and parent are present and may present relevant information. The board makes a formal recommendation to the Principal, who renders the final decision.

Review Committee: Convened at the end of each academic term to evaluate the status of students on disciplinary probation or strict probation. This committee includes members of the administrative team, counseling department, and APSA. It reviews student progress and determines eligibility to continue at SJBHS, and if so, under what conditions. Parents/guardians will be notified either by phone or in writing if their son will be reviewed by the Board at the end of the semester. Decisions made by the committee are final and not subject to appeal.

2.4 Safeguards and Enforcement Policies

2.4-1 Courtesy and Respect

SJBHS seeks to foster a community grounded in loving-kindness and reason, following the Salesian tradition of St. John Bosco. Students are expected to show respect and courtesy in all interactions, particularly when addressing faculty and staff. Appropriate titles, such as Mr., Mrs., Ms., Fr. (Father), or Br. (Brother), must be used at all times.

Disrespectful behavior, whether verbal, physical, or non-verbal, will result in an immediate disciplinary review and may lead to appropriate action based on the severity of the incident. Consequences may be assigned using the Tier System:

- Tier 1: A verbal warning and discussion.
- Tier 2: Written warning or behavioral contract.
- Tier 3: Suspension or restricted participation in school activities.
- Tier 4: Expulsion or other significant consequences.

2.4-2 Off-Campus Conduct

While SJBHS generally does not intervene in off-campus activities, students are expected to uphold the values of the Salesian spirit—respect, responsibility, and integrity—wherever they are. Misconduct outside of school that harms or undermines the safety, well-being, or reputation of the school community may lead to disciplinary action.

SJBHS reserves the right to impose consequences, which may include suspension or dismissal, for behavior that compromises the moral and ethical standards of the school, even if the misconduct occurs away from campus. Such actions will be evaluated using the Tier System:

- Tier 1: Warning and counseling.
- Tier 2: Parental meeting and behavior plan.
- Tier 3: Suspension or temporary exclusion from school activities.
- Tier 4: Expulsion or permanent dismissal.

2.4-3 Search and Seizure Policy

In the spirit of reason and respect for students' rights, SJBHS officials may conduct a search of a student's property or their person when there is reasonable suspicion of a violation of school policies or the law. These searches will be conducted in a manner that respects the dignity of the student.

Searchable areas include:

- Lockers, desks, and personal bags
- Athletic bags, vehicles on school property
- Digital devices, such as mobile phones and laptops

All searches will be documented, limited in scope, and conducted based on specific, objective facts to ensure they are directly related to the alleged violation.

2.4-4 Drug and Alcohol Policy

As a Salesian school, SJBHS is committed to maintaining a drug-free environment, where students can grow spiritually, academically, and personally. The use, possession, or distribution of illegal drugs, alcohol, or related substances is strictly prohibited and constitutes a Tier 4 offense.

Violations will result in:

- Immediate disciplinary consequences, which may include suspension or expulsion
- Mandatory participation in restorative and rehabilitative programs, such as counseling or treatment

The goal is not merely to punish but to help students understand the impact of their actions and to guide them toward positive change and healing.

2.4-5 School-Wide Drug Screening Program

In keeping with the Salesian preventive approach to education, SJBHS employs a random drug and alcohol screening program. This initiative is designed to promote a safe, supportive environment for all students, and to encourage healthy, responsible choices.

The program aims to:

- Support the moral development of students and guide them to be good citizens and faithful members of the school community.
- Ensure the safety of all students by identifying and addressing substance use issues early.
- Provide students with a valid reason to say no to drugs and alcohol in the face of peer pressure.
- Offer resources and support for students struggling with substance use, including referrals to treatment programs.

Random screenings, campus-wide searches, and other preventive measures may be implemented to maintain the health and safety of the school. Drug screening violations will be evaluated using the Tier System:

- Tier 1: Counseling and behavior modification plan.
- Tier 2: Parent meeting and probationary status.
- Tier 3: Suspension and mandatory treatment program.
- Tier 4: Expulsion or long-term suspension.

2.4-6 Harassment and Bullying Policy

In the spirit of loving-kindness and the Salesian commitment to the dignity of each person, SJBHS prohibits any form of harassment or bullying—whether verbal, physical, visual, or cyber-bullying—as it disrupts the learning environment and violates the trust and respect that bind our community.

Reporting Procedures

Students who feel they have been the victims of harassment or bullying must immediately report the incident to a trusted adult or the Principal. All complaints will be addressed confidentially and in a timely manner.

Consequences

Any verified incident of harassment or bullying will result in appropriate disciplinary action, which may include suspension or expulsion. The violation will be evaluated through the Tier System:

- Tier 1: Warning and restorative meeting with the affected party.
- Tier 2: Mediation with counseling support.
- Tier 3: Suspension or exclusion from school activities.
- Tier 4: Expulsion.

False or malicious accusations may also lead to disciplinary action.

2.4-7 Harassment Defined

Harassment includes any unwelcome treatment or actions that create a hostile or intimidating environment. Such actions, based on factors like race, creed, gender, disability, or national origin, will not be tolerated.

Types of harassment include:

- Verbal Harassment: Derogatory comments, jokes, or threats.
- Physical Harassment: Unwanted touching, assault, or obstruction of movement.
- Visual Harassment: Offensive or degrading images, gestures, or written content.

2.4-8 Cyber-Bullying

Cyber-bullying includes the use of electronic devices to harass, intimidate, or threaten others. Prohibited behaviors include:

- Sending abusive or threatening messages via text, email, or social media.
- Posting defamatory or harmful content online.

- Disrupting the educational environment with digital communication.

Cyber-bullying violations will be evaluated using the Tier System:

- Tier 1: Warning and digital citizenship class.
- Tier 2: Suspension from digital platforms and behavior contract.
- Tier 3: Suspension and counseling.
- Tier 4: Expulsion.

2.4-9 Sexual Harassment

Sexual harassment includes unwelcome sexual advances or behavior that creates a hostile, intimidating environment for the victim. This includes actions or comments that interfere with a student's ability to engage in their academic work or feel comfortable at school.

Examples of sexual harassment include:

- Making unsolicited sexual remarks or advances.
- Using sexually degrading language.
- Displaying sexually explicit materials.
- Retaliating against someone who rejects such advances.

Sexual harassment violations will be evaluated using the Tier System:

- Tier 1: Warning and educational counseling on sexual respect.
- Tier 2: Suspension and mandatory participation in sexual harassment prevention training.
- Tier 3: Suspension and meeting with administration.
- Tier 4: Expulsion.

2.4-10 Restorative Justice and Disciplinary Practices

In line with the Salesian approach of loving-kindness and reason, SJBHS employs restorative justice practices to help students grow from their mistakes and reintegrate into the school community in a positive way.

Restorative processes may include:

- Reflection assignments to encourage personal insight and accountability.
- Restitution meetings with those harmed by the student’s actions, fostering empathy and reconciliation.
- Conduct workshops to address the root causes of misbehavior and promote character development.

- Reintegration support through the Counseling Department to help students re-enter the school community after disciplinary actions.

These restorative practices aim to help students learn from their mistakes, repair relationships, and grow as responsible members of the school community, embodying the Salesian ideals of reason, religion, and loving-kindness.

2.4-11 Student Responsibilities

Each student has a duty to contribute to a respectful and safe learning environment by:

1. Conducting themselves in a manner that supports a positive and inclusive school climate.
2. Avoiding any behavior that may be considered discriminatory, harassing, intimidating, or unwelcome.
3. Informing individuals engaging in inappropriate behavior that such conduct is offensive and must cease.
4. Promptly reporting any incidents of harassment or discrimination to a school official.
5. Discontinuing immediately any behavior once informed that it is perceived as offensive or harassing.

2.4-12 Reporting Harassment: Complaint Filing and Investigation Procedures

Students who believe they are the subject of harassment, or who witness such conduct, must follow these procedures:

1. Initial Notice: A student may directly ask the person engaging in offensive conduct to stop. This is optional and not required to proceed with a formal report.
2. Reporting: If the behavior continues or if the student is uncomfortable addressing the individual, the student must report the matter to:
    - The Principal;
    - A trusted teacher or staff member, who will forward the report to the Principal;
    - The President, if the Principal is the subject of the complaint;
    - The Salesian Provincial, if the complaint involves senior administration.
3. In sexual harassment matters, students may request to speak with a same-gender administrator.
4. Written Complaint: The student will be asked to complete a formal, written statement detailing the facts, names of those involved, and any witnesses. Assistance may be provided by school staff as needed.
5. Confidentiality: All information will be handled with the highest level of confidentiality consistent with the school's obligation to investigate and act.
6. Investigation Process:
    - The alleged harasser will be informed of the allegation and allowed to respond.
    - If appropriate, the alleged harasser may be placed on administrative leave during the investigation.
    - Only those with a direct role in the investigation will be involved.
7. Decision and Consequences:
    - The Principal, in consultation with the President, will determine whether the complaint is substantiated and what disciplinary or remedial action is warranted.
    - Consequences may include warnings, restorative interventions, probation, suspension, or expulsion.

8. Non-Student/Non-Employee Accused:
    - If the person accused is a parent, volunteer, or vendor, SJBHS will take all reasonable steps within its authority to investigate the matter and eliminate the threat to student safety.

2.4-13 Retaliation Prohibited

Retaliation against any individual who makes a complaint or participates in an investigation is strictly prohibited and may result in Tier 4 disciplinary action, including expulsion.

2.4-14 Alignment with the Salesian Preventive System

All investigations and responses are conducted within the framework of reason, religion, and loving-kindness. Disciplinary action will be implemented in a manner that prioritizes the well-being of the school community, encourages personal reflection, and promotes restoration when appropriate.

This polic**y shall be reviewed annually and communicated clearly to all students and families.**

2.5 Student Attire and Grooming Standards

2.5-1 Personal Appearance

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

2.5-2. Grooming

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

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

2.5-3. Spirit Day Attire - Fridays Only

On Fridays, students may wear a St. John Bosco logo t-shirt, official team shirt, or jersey (with coach's approval) in place of the uniform shirt. Friday Uniform pants or uniform shorts must still be worn. Non-uniform bottoms are not permitted.

Please Note: *Sport teams may wear their Navy Blue travel suit during Spirit Day Attire Fridays (must follow dress code policy) but may not wear the Black sweaters nor joggers version on campus during school operational hours as it does not fit or follows the branding guidelines.*

2.5-4. Uniform Dress Code

Students must be in full school uniform during all school hours. If a student has morning practice or training before the start of the school day, he is required to change into his school uniform before attending any classes or entering the academic buildings. Arriving in practice or training attire is not permitted.

Shirt	Official uniform SJBHS polo shirt with collar or approved spirit wear on designated days. • Polo shirt must not be worn over outside wear • Undershirts must be solid sleeved and be white, gray, black, and/or blue 
Pants	Uniform pants or uniform shorts 

	 Please note: Sweat pants are not allowed at any time
Shoes & Socks	Standard dress shoes or athletic shoes with crew socks. Formal Shoes can be dress shoes or boat shoes. *Please Note: Cannot have exterior designs of spikes, and/or large buckles, etc.*  Foot wear that is classified as **NOT ACCEPTABLE** -> Ankle socks, Ankle boots or full boots, foam runners (yeezy), sandals, crocs, uggs, flip-flops and/or slippers.
Sweatshirt/Jackets	Official SJBHS hooded/non-hooded sweatshirts and/or jackets. 

	  *Please Note: Non-SJBHS hooded/non-hooded sweatshirts are* <u>not</u> *allowed and will be confiscated. We only allow solid color navy blue and grey sweaters.* ***<u>Coaches will need direct approval from APSA for sport team (spirit pack).</u>***
<u>Hats</u>	SJBHS Hats may not be worn indoors. Non-SJB hats or caps are not allowed at any time. During the cold seasons SJBHS knit caps, or "beanies" may not be worn indoors only outside.    Please Note: Non-SJB hats or caps are not allowed at any time.
P.E. Uniform	PE Performance T-shirt in Navy and Grey is allowed with Bosco logo.    PE Navy Performance Short is allowed with Bosco Logo (as shown below)

<u>Piercings</u>	One stud earring per ear is acceptable during the school day and at any school-sponsored event. Piercings other than earrings, as well as nose rings and

	spacers, are not acceptable during school or at any school event. Inappropriate, vulgar or offensive earrings are unacceptable at any time.

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

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

2.5-5 Formal Attire Days for Students

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

Formal Attire	This outfit is required for school-wide Mass and special events. Students must wear a white short- or long-sleeve polo with the navy and gold stripe tie, along with uniform pants. Shirts must be tucked in. Students may also wear a Bosco sweater vest, v-neck sweater, Letterman jacket, or Letterman cardigan. No other sweaters, jackets, or non-SJB outerwear are allowed during liturgies or special events. 

2.5-6 Senior Privileges – Class of 2026

Senior privileges will be re-activated for the Class of 2026. These privileges are granted as a sign of trust and responsibility to seniors who have demonstrated cooperation with school expectations across all areas of campus life.

Please note: Senior privileges may be revoked at any time if a student fails to abide by school rules or fails to uphold the standards expected of a St. John Bosco senior.

TBD: Specific privileges for the Class of 2026 have not yet been submitted as of June 2025. Further information will be communicated once the privileges are defined and approved.

2.6. Attendance Policies

2.6-1 Attendance Office Contact Information

Parents/guardians are required to notify the Attendance Office each day that a student is absent. This can be done two ways

- Telephone Number: (562) 920-1734 ext. 224
- Email Attendance: ndelaisla@bosco.org

2.6-2 Absences From School

In the event of a student absence, it is the responsibility of the parent/guardian to notify the Attendance Office by telephone on the morning of the absence. In addition, upon returning to school, the student must report directly to the Attendance Office prior to attending any class and must submit a written or electronic note from a parent/guardian explaining the reason for the absence.

The absence note/documentation must include the following:

- Student's full name
- Student's grade level
- Date(s) of absence
- Specific reason for absence
- Parent/guardian signature (for handwritten notes) or name and email address (for electronic submissions)
- Parent/guardian phone number

Absence notes will be kept on file in the student's attendance record for the duration of the school year.

Failure to complete both notification and written documentation requirements may result in a Friday Detention and/or a designation of the absence as unexcused.

If an absence note is not submitted on the day the student returns, the Attendance Office will make contact with the parent/guardian. If the note is still not provided by the second school day after the student's return, the absence will be marked unexcused and the student will not be permitted to attend classes until the required documentation is received. The Attendance Office and/or Deans will contact the parent/guardian to determine next steps.

If there is reasonable suspicion that a note has been forged, the Attendance Secretary will contact the parent/guardian for verification. If the note is confirmed to be forged, the student will be subject to disciplinary consequences, and the matter will be referred to the Deans and/or the Assistant Principal for Student Affairs.

2.6-3 Early Dismissal

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

2.6-4 Excused Absences

The following are considered excused absences:

- Illness
- Medical, dental, or optometry appointments (doctor's note required)
- Court appearances (court documentation required)
- Funeral attendance (parent/guardian approval and written note required)
- Approved SJBHS-sponsored activities
- SJBHS field study trips

Other compelling reasons may be considered on a case-by-case basis. Parents/guardians must notify the Attendance Secretary, who will forward the information to the Assistant Principal for Student Affairs (APSA) for review and determination.
When a student's absence is excused, he will be permitted to make up assignments and assessments in accordance with teacher expectations. If the absence is unexcused, the school's late work policy will apply.

2.6-5 Extended Absence Policy

Regular attendance is essential to a student's academic success. The following policies apply to excessive absences:

- If a student is absent for eight (8) or more school days in a semester, it is considered excessive, and academic credit may be withheld.

- If a student misses five (5) or more class blocks of the same course in a semester, it is also considered excessive. In such cases, the Deans and/or the Assistant Principal for Student Affairs (APSA) will notify the student and his parent(s)/guardian(s) in writing.
- Excessive absences may result in disciplinary action, including Disciplinary Probation and/or the convening of a Disciplinary Board.

2.6-6 Extended Absences

Requests for extended absences must be submitted to the APSA. Students anticipating a prolonged absence must:

- Obtain the appropriate notification and approval paperwork from the APSA.
- Submit the completed forms at least one (1) week prior to the first day of the anticipated absence. All extended absence arrangements are subject to the school's broader policy on semester absences.

If a student is absent beyond the approved extended absence dates, he may face consequences affecting both disciplinary standing and school and/or senior privileges, including restrictions from extracurricular or co-curricular participation.

2.6-7 Tardy Procedures

2.6-7a Tardiness to Class or School

St. John Bosco High School is a closed campus. All main entrances are closed once the first bell rings to begin the school day. Students arriving after the first bell are considered tardy and must follow the procedures below:

Arrival Procedures After the First Bell

- ❖ Student drivers should park in the student lot and report directly to the Attendance Office, located between the Main Office/Oratory and the Multi-Purpose Room (MPR).
- ❖ Parents/guardians dropping off students must use the designated drop-off zone (see section 2.8 Arrival, Departure, and Parking), buzz the front office for admittance, and then park in the Attendance Office designated parking spots located in front of the Chapel.
- ❖ Parents/guardians must accompany their son to the Attendance Office for check-in.

Tardy Protocol

- ❖ A student is considered tardy if he is not present in his classroom when school-wide prayers begin.
- ❖ If a student arrives after prayers have started, he must report to the Attendance Office. His teacher will send him to the Attendance Office to obtain a tardy slip.
- ❖ The Attendance Secretary will issue the student a tardy slip. If the tardy is unexcused, the student will receive a disciplinary infraction.

Please note: Students reporting to the Attendance Office with food or beverages must finish or discard these items before entering class. SJBHS considers habitual tardiness to be a very serious matter and will be addressed accordingly.

2.6-7b Excused Tardies

Excused tardies are only issued for the following reasons:

- Illness
- Medical, dental, or optometry appointments (doctor's note required)
- Court appearances (court documentation required)
- Funeral attendance (parent/guardian approval and written note required)
- Approved SJBHS-sponsored activities/athletics
- SJBHS field study trips

Other compelling reasons may be considered on a case-by-case basis. Parents/guardians must notify the Attendance Secretary, who will forward the request to the Assistant Principal for Student Affairs (APSA) for review.

Please Note: Traffic delays, oversleeping, or car trouble are not considered excused tardies.

2.7-1 Prearranged Absences

At St. John Bosco High School (SJBHS), prearranged absences fall into one of three categories:

1. SJBHS-Sponsored Activities (Excused)
2. College Visits (Excused)
3. Personal Absences (Unexcused unless otherwise determined)

2.7-1a SJBHS-Sponsored Activities (Excused Absence)

Examples include participation in school-sanctioned events such as:

- National or out-of-state competitions (e.g., Florida Football Game, World Scholars Cup, China Basketball Tournament)
- Retreats, academic travel, or leadership conferences

Students participating in SJBHS-sponsored events are not required to complete a prearranged absence form. The responsible employee (teacher, moderator, coach, etc.) will:

- Provide all necessary trip information and permission forms to the student and his parent(s)/guardian(s)
- Submit the event dates and a list of participating students with grade levels to the Attendance Secretary and the faculty/staff email distribution list

Students are responsible for making up all missed assignments and assessments.

- Teachers will provide reasonable extensions for missed work
- Students are expected to check Schoology for all in-class and homework assignments
- All missed work must be submitted no later than the third class meeting after the student returns

- Makeup assessments will be scheduled in accordance with the Make-Up Assessments Due to Excused Absence Policy

2.7-1b College Visit (Excused Absence)

College visits are considered excused absences, but require pre-approval. Students must:

- Complete a Prearranged Absence Form (pick up form from the attendance office), including a parent/guardian signature
- Submit the form to their Deans at least one week before the absence.
- The Dean will review the request, verify the student's academic standing, and may require teacher signatures if there are concerns about grades or attendance
- Once approved, the Dean will email the absence date(s), student's name, and grade level to the Attendance Secretary and the student's teachers
- The student must also submit a copy of the completed form to the Attendance Secretary

As with all excused absences, the student is responsible for making up missed work:

- Teachers will grant extra time to complete missed assignments
- Students must refer to Schoology for all coursework and turn in assignments by the third class meeting after returning
- Teachers will coordinate with students to schedule makeup assessments

2.7-1c Personal Absence (Unexcused)

Personal absences that are not school-sponsored or college-related are considered unexcused unless approved under compelling circumstances by the Assistant Principal for Student Affairs (APSA). These requests should follow the extended absence protocol and be submitted in advance.

2.8 Truancy

Students are not permitted to leave campus during school hours without prior authorization. Any student who leaves campus without proper clearance will be considered truant, and disciplinary consequences will apply.

If a student drives himself to school, he may not leave campus unless the Attendance Office receives verbal authorization by telephone from a parent or guardian.
All students, regardless of transportation method, must follow official check-out procedures through the Attendance Office before departing campus during the school day.

St. John Bosco High School may follow the truancy guidelines established by the Archdiocese of Los Angeles, as outlined in the *Administrative Handbook*, Section 13.2.7 (Truancy) as a reference model. A student is considered truant if he is absent from any class period without a valid excuse.

2.8-1 Consequences for Truancy

Consequences for being marked truant may include, but are not limited to:

- Saturday School
- Suspension
- Loss of privileges, including participation in extracurricular or co-curricular activities.

Please Note: The school may report student truancy to the State of California, in accordance with applicable education codes and Salesians of Don Bosco policy. The process typically includes:

- Notifying the student and parent/guardian;
- Documenting ongoing or excessive unexcused absences or tardiness;
- Referring the matter to the Disciplinary Board or relevant administrator;
- And if necessary, escalating the case to the local authorities for further action i.e.(welfare check).

2.8-2 Campus Departure During School Hours

Students are not permitted to leave school grounds, enter the parking lot without authorization, or depart before the final dismissal bell once they have arrived on campus. Upon arrival, students are considered present for the school day and may not leave without prior permission from the Attendance Office.

- Students who are dropped off on campus may not leave campus unless proper authorization has been granted.
- Students arriving before 7:30 AM must enter through the Oratory.
- If a student becomes ill during the school day, authority to release the student will be approved by the Assistant Principal for Student Affairs (APSA) in coordination with the Attendance Office and the student's parent or legal guardian.
- When a student must leave campus for reasons such as illness, a medical appointment, a funeral, is serving a suspension, or any other valid reason, permission must be granted by the parent or legal guardian via telephone and/or email prior to release.
- Students will only be released into the physical custody of a parent, legal guardian, or an authorized designee as documented on the student's emergency contact list.

Failure to follow check-out procedures may result in the student being marked truant and subject to disciplinary consequences as outlined in the school's truancy policy.

2.8-3 Field Trips

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

2.7 School Property

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

2.7-1 Community Time

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

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

2.7-2 Campus Cleanliness

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

2.8 Student Property

2.8-0 Cell Phones

Cell phones are not considered acceptable for classroom use and must be stored away during instructional time. However, students may carry their cell phones with them during the school day. Use of cell phones is strictly prohibited during class unless explicitly approved by a teacher or school official.

Listening devices and amplified sound accessories (such as headphones, earphones, or portable speakers) may only be used at the discretion of faculty or administration and are not permitted during instructional time or in non-approved campus areas. Unauthorized use of these items may result in confiscation by a school official.

Any cell phone or related device used inappropriately or during unauthorized times may be confiscated and held in the Main Office. Retrieval of confiscated items may require a parent/guardian conference with a school official and will only be allowed at the end of the regular school day. Disciplinary action will be administered in accordance with school policies.

2.8-1 Student Personal Property

Students are required to mark their own personal items with their name and student identification number clearly so that they may be identified if they are misplaced. Belongings should not be left unattended. Each

student can be provided a locker where belongings can be stored. All missing items should be reported immediately to the Dean of Students.

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

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

2.8-2 Lost and Found

Lost and Found items may be turned in or retrieved from designated locations in the Office of the Dean of Students, the Learning Commons (LC), and the PE/Athletic Locker Room. In the event these locations are closed, valuables such as wallets, watches, and cell phones should be delivered to the Main Office for safekeeping.

All designated locations are authorized to receive found items and facilitate the return of reclaimed belongings. Items not claimed within five (5) school days will be considered abandoned. At the conclusion of the academic year, any remaining unclaimed items will be donated to charitable organizations.

2.9 Arrival, Departure, and Parking

2.9-1 Automobiles on Campus

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

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

- *Trips to Your Car:* Since the parking areas are off limits during the school day, there should be no visits to parked autos in the lot unless permission is obtained. All school items, lunches, athletic clothing/equipment, etc., must be brought with you or to your locker at the time of arrival.

2.9-2 Student Drop-Off/Pick-Up



Figure 2.6.4-1 Main Parking Lot Traffic Flow

Traffic Flow Guidelines:

To ensure the safety of all students and maintain a smooth traffic flow during morning drop-off and afternoon pick-up, we ask all parents and guardians to follow the designated traffic route outlined in the map provided in the Student and Family Handbook: A Guide to St. John Bosco High School.

Drop-Off and Pick-Up Zone:

All students must be dropped off and picked up in front of the Multi-Purpose Room (MPR), located within the clearly marked Drop-Off & Pick-Up Zone.

Do not stop, park, or drop off students in front of the main school entrance or along the red dotted line, as this is strictly reserved as an **Emergency Vehicle Access Area Only**. Any stopping or parking in this area poses a serious safety hazard and disrupts emergency response access.

Stopping in the middle of the road or in non-designated areas creates congestion and puts students at risk. Your cooperation is essential to maintaining a safe campus environment. The horse shoe exit will be cone off to maintain a steady flow of traffic on the North end of campus.

2.9-3 Home Game Day Exit Procedures

To ensure a safe and efficient departure for all visitors and Bosco Brave families after athletic events, please follow the designated Game Day Exit Routes as shown on the map provided.

Home Game Day Exit Routes:



Figure 2.6.5-1 Main Parking Lot Traffic Flow for Home Games

Exit Route No. 1 – Stadium Parking Lot (South Side of Campus):
If you are parked in the stadium parking lot located on the south side of campus, you will exit through the half-moon driveway located directly in front of the main school building. Please follow the flow of traffic and proceed with caution of pedestrians.

Exit Route No. 2 – MPR, Solar Lot, and Main Parking Lot (North Side):
If you are parked in front of the Multi-Purpose Room (MPR), in the Solar Panel Lot, or the main campus parking lot, you must exit via the north side of the lot, using the lane marked EXIT ROUTE ONLY.

Important Note:
Exit Route No. 2 allows vehicles to turn either left (south-bound) or right (north-bound) onto Bellflower Boulevard, helping ease congestion and improve overall traffic flow after events.

⃠ The red dotted line in front of the main building remains a designated Emergency Vehicle Area Only. No vehicles may stop, park, or exit through this area at any time. Only when directed by security detail.

We appreciate your cooperation in following these traffic guidelines to keep all members of our community safe and to ensure a smooth game day experience.

Once the parking lots reach capacity, no vehicles will be permitted to enter for drop-offs or pick-ups. This policy is in place to ensure the safety and orderly flow of traffic on campus.

3 STUDENT LIFE

3.1 Student Life

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

Involvement in student life will lead to a greater connection and identity among all students and will foster a greater sense of belonging. Every student must participate in all school wide activities, and to take an active part, as far as possible, in at least one campus organization.
Seniors must successfully complete their Senior Exit Interview prior to Prom and/or Grad Nite.

3.2 Servant Leadership

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

3.2-1 Student Council

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

3.2-2 Associated Student Body (ASB)

All students enrolled at St. John Bosco High School are members of the Associated Student Body (ASB). ASB membership includes both the responsibility to uphold the standards of student life and

the privilege of participating in school-sponsored events, student leadership opportunities, and activities that enrich the Bosco Brotherhood experience.

Each student is issued a St. John Bosco ID card, which serves as official identification and is required for entry to school dances, athletic events at Bosco and St. Joseph High School, and other Catholic school-sponsored functions. If a student loses or damages their ID card, they must contact the Director of Activities to obtain a replacement. A $10 fee will be assessed for each replacement card. *Please reference 2.1.6 Student Identification Card for more information.*

3.2-3 ASB Executive Board

The ASB Executive Board at St. John Bosco High School is composed of nine student leaders elected by the general student body. These positions include:

- ***President***
- ***Vice President***
- ***Commissioner of Dances & Rallies***
- ***Commissioner of Teacher-Student Relations***
- ***Commissioner of Athletics & Arts***
- ***Commissioner of Technology***
- ***Commissioner of Fundraising***
- ***Commissioner of Clubs & Culture***
- ***Historian/Commissioner of Social Media***

Together, the ASB Executive Board serves as the official voice of the student body. These student leaders are responsible for planning and executing school events and activities, promoting school spirit, facilitating student engagement, implementing student-generated ideas, and addressing concerns that may arise within the campus community. They are held to the highest standards of leadership, responsibility, and representation in alignment with the Salesian values of St. John Bosco.

3.2-4 Grade-Level / Class Officers

Each grade level at St. John Bosco High School—Freshmen, Sophomores, Juniors, and Seniors—elects a Class Board to represent their class and foster unity, leadership, and school spirit.

Class Officers work collaboratively with the Director of Activities and Class Moderators to plan class-specific events, promote student involvement, and support the mission and traditions of the Bosco Brotherhood. These student leaders serve as role models and liaisons between their peers and the school administration.

3.3 Student Activities

For Ineligibility of Co-Curriculars Activities please refer to the "Ineligible – Probation Policies".

3.3-0 Student Square

The space traditionally known as *Senior Square* has been reinstated and will continue to be honored as such. Located in front of the gymnasium—affectionately known as the Thunder Dome—this area has been revitalized as Student Square, a spirited gathering space for students of St. John Bosco and St. Joseph High School.
Before each home game, Student Square will serve as a vibrant hub where students from both schools can come together in fellowship. Featuring music, games, and food, this space offers an opportunity to build community, celebrate school spirit, and enjoy one another's company as brother and sister schools in a joyful and respectful environment.

3.3-1 Student Section – Football & Basketball Games

The Student Section at St. John Bosco High School is a spirited and welcoming space for all students to come together in support of our Bosco Braves during football and basketball games. This section is dedicated to fostering school pride, unity, and enthusiasm as students cheer, chant school songs, and celebrate the vibrant spirit of the Bosco Brotherhood.

Students in this area are expected to demonstrate positive behavior, respect for others, and uphold the values of sportsmanship and Salesian joy. Participation in the Student Section is a privilege, and all attendees are encouraged to model good conduct as representatives of the Bosco community.

Let your voice be heard—cheer loud, stand proud, and support our brothers with passion and pride!

3.3-2 Student Fundraising

The Director of Activities oversees and approves all fundraising performed by student groups.
Non-SJB individuals and groups may not sell items on campus without prior permission from the AP for Student Affairs and the Director of Activities.

3.3-3 Clubs and Organizations

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

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

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

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

3.3-4 Dances

Who May Attend?

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

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

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

The following regulations apply to all dances sponsored by SJBHS:

1. Appropriate dress is required unless a "theme" dance has been previously announced by the Administration. In all instances, dress of any kind must comply with good Christian moral values.
2. No inappropriate dancing (as determined by the administration) will be permitted.
3. Faculty members and administration have full authority to admit, refuse admission to, or dismiss any student from the dance.
4. No one will be admitted to SJBHS dances later than one hour after the start time, unless prior permission has been obtained.
5. Students will not be allowed to leave prior to 30 minutes before the end of the dance.

6. Students are to be courteous, friendly, polite and supportive of regulations, especially Christian moral values.
7. The possession or use of alcohol, narcotics or tobacco or any other dangerous chemicals is forbidden.
8. Students who appear to be under the influence of any substance will be refused admittance and their parents will be notified immediately and required to report to the venue to take custody of their son.
9. With the exception of Homecoming, Winter Formal, and Prom (or other stipulated events), non-high school students are not permitted to attend school or club sponsored dances and dismissal times may vary, *please see dance contract agreement*.
10. All students must be picked up promptly following all scheduled events. *Disclaimer:* The school will supervise up to thirty (30) minutes following any scheduled event. After that the school assumes no responsibility and/or liability for the student.
11. Contract must be signed by both student & parent for all semi-formal dances and Prom.

3.3-5 Junior Ring Ceremony

The Junior Ring Ceremony is held during the second semester, planned by the Junior board and held in the Chapel. A prayer service is celebrated and the rings are blessed by the Salesian of Don Bosco. Families are invited to attend this very special event.
Jostens is the supplier of the St. John Bosco High School rings and facilitates ring ordering during the students' sophomore and junior year. Only school rings from Jostens will be presented at the Junior Ring Ceremony.

4 CAMPUS MINISTRY

4.1 Coordinator of Youth Ministry (CYM)

The Coordinator of Youth Ministry at St. John Bosco High School supports the spiritual formation and pastoral needs of students through engaging programs rooted in Salesian charism. The CYM collaborates closely with the Director and Campus Ministry to plan retreats, liturgies, and service opportunities that foster faith, leadership, and community. This role also accompanies student leaders in deepening their Catholic identity and commitment to joyful discipleship. The CYM ensures all activities align with the mission of the school and the values of St. John Bosco.

4.1-2 Campus Ministry

Campus Ministry supports the religious and spiritual dimension of student life at SJBHS. The Coordinator of Youth Ministry, Student Life Team, and various student leaders plan, prepare and animate a host of practices and activities such as daily morning prayer, school-wide Masses, retreats, Triduum and Don Bosco Week events, blood drives, Senior Seminar, LA Catholic Worker Hospitality Kitchen, Reconciliation services, prayer services, Youth Day at the RECongress, Marian Day.

4.1-3 Daily Liturgy

Liturgies are celebrated for students, parents, faculty and staff at 7:20 AM in the school chapel during the week. All are invited. Please check the Bosco Google Calendar for dates.

4.1-4 Prayer and Worship

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

4.1-5 Retreats

4.1-5a Class Days of Recollection

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

4.1-5b Kairos Retreats

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

4.1-6 Sacrament of Reconciliation

The Sacrament of Reconciliation is offered several times during the year at school. Triduum Week, Advent, and Lent are the main times for Reconciliation. Students and Faculty/Staff are invited to take part in this Sacrament, and our non-Catholic brothers and sisters are invited to take part in this opportunity to speak to

the priest for spiritual direction/advice. While we offer scheduled opportunities for Reconciliation, our campus priests are always open and available for confessions when on campus.

4.1-7 School-Wide Masses

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

4.1-8 Service-Learning

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

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

Men of Service* Requirement: Service-Learning and *Braves Going Beyond the Call

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

As students develop at St. John Bosco, service should become a more integral part of their lives. Freshmen will complete their Service-Learning projects through their Theology classes and the MobileServe app. Sophomores, Juniors, and Seniors will be *Braves Going Beyond the Call* and log in their projects on the MobileServe app.

This process will be managed by Theology teachers, select counselors and Administrators, the Campus Minister/Coordinator of Service-Learning, and the Coordinator of Youth Ministry.

1. Requirements: Freshmen need to complete a minimum of 20 hours of direct service with a passing grade in its accompanying Theology project. Any hours over 20 are considered *Braves Going Beyond the Call*. Sophomores, Juniors, and Seniors will be *Braves Going Beyond the Call*.

a. Failure to complete the required hours per year will carry into the following academic year. Students may be restricted from participating in extracurriculars, and failure to complete the total cumulative hours (20 per academic year) will be restricted from graduation.

5 INTERSCHOLASTIC ATHLETIC PROGRAM

5.1 Mission

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

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

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

The CIF & Trinity League athletic program includes:

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

Club Sports (Not affiliated with CIF): E-Sports, Ice Hockey, Rugby, Sailing
SJBHS is a member of the Trinity League.

5.2 Governance

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

5.3 Student-Athletes

5.3-1 Athletic Department Office and Contact information

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

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

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

5.3-2 Athletic Issues and Concerns

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

Steps for Communication and Chain of Command**:**
Students and parents must consult with the coach before conferring with an administrator. Conferences with an administrator will be by appointment only. Always take the following steps when communicating with coaches.

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

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

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

5.3-3 CIF Blue Book

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

5.4 Athletic Medical Clearance

5.4-1 Athletic Clearance Forms

For the 2023-2024 school year, we have continued to partner with a company called "Family ID" to accommodate our athletic department clearance needs. All of our athletic clearance forms, including your son's physical will be filled out, signed and electronically submitted through Family ID. You will be registering with Family ID, but there is no cost. This must be done each year before your season of sport. The link to start this process can be found at www.bosco.org under the "Athletics" icon titled "Athletic Registration."

5.4-2 Physical Required

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

- This physical exam report must be completed on a "Bosco" physical form. The physical form can be found on the Bosco school website at www.bosco.org under the Athletics icon titled Athletic Registration."
- Physical also must be signed by an MD and stamped by the hospital or clinic where physical was performed.
- All physicals for the 2023-24 school year must be completed AFTER June 1, 2023. Any physical completed before June 1, 2023 will not be accepted.

- New as of the 2023-2024 school year - completed and signed physical forms will not be turned into the school. Both pages will be uploaded onto the FAMILY ID website. We are doing this so your form is time stamped and does not get lost.

5.4-3 Upload Insurance Card - Vivature

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

5.4-4 Baseline Concussion Testing

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

5.4-5 Emergency White Cards

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

5.4-6 Athletic Trainer (Injury Treatment and Rehab)

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

5.5 Awards, Letters, Scholar-Athlete Patch

Each athlete agrees that, whether the emblems come to him as a gift, a personal purchase, an award, or from another source, the title emblem shall rest with the school. All other awards, patches, and/or medals must be approved by the school. A "Scholar-Athlete" patch will be distributed to any student-athlete who appears on an official varsity roster at the time that fall semester grades are posted. In addition, the student-athlete must

appear on the fall semester honor roll list. A student-athlete may only earn one patch per school year. Patches will be distributed by the school and may only be worn on an official SJBHS Letterman's Jacket.

5.6 Banquets and Award Ceremonies

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

5.7 Conduct Expectations

5.7-1 Relatives, Alumni, Friends, and Spectators

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

Code of Conduct:

- Support all games and practices in a positive way. Negative comments towards visiting fans, coaches, players or game officials on either team are not acceptable.
- Remember we are a Salesian Catholic High School, please support and respect our environment.
- Never argue with a referee or complain about their decisions. Never approach the officials before, during or after any contest.
- Never show up under any circumstances under the influence of drugs and/or alcohol.
- Never confront a coach with an issue during practice or on a game day, especially after a contest. Make an appointment if needed, but never bring issue(s) up in front of the kids or in public.
- Under no circumstances, do you attempt to coach the kids or offer advice during a game. This will confuse the young man and may undermine what the team is trying to accomplish.
- If approached by any school official or coach, please cooperate fully with their request(s).
- Enjoy the game, have fun and no matter what the outcome or type of performance, please support your child before, during and especially after a contest.

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

5.7-2 Student-Athletes and School Personnel

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

Codes of conduct:

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

5.7-3 Dismissal from Team

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

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

5.7-4 Fees for Athletes

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

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

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

5.7-5 Injury Reports and School Insurance

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

5.7-6 Locker Room

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

Athletic bags should be stored in a locker facility 15 minutes before the start of school and not carried throughout school. The locker room and the area outside the locker room are off limits during the school day except during the period of the student's physical education class. The parking lot is off limits during the school day for any student-athlete.

5.8 Multi-Sport Student-Athletes

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

5.8-1 National Signing Day

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

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

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

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

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

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

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

5.8-2 Outside Club, Travel Teams and/or Private Lessons

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

5.8-3 Team Parent Meetings

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

5.8-4 Tryouts and Cuts

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

5.8-5 Participation

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

- The Physical - Medical Authorization for Treatment form (same as school-required physical exam); this must be completed every year during the summer time. More detailed information can be found on the SJBHS website under the Athletics icon, clicking on the "Athletic Clearance/Physicals" link. This form must be uploaded through Family ID along with other required electronic signatures.
- Register through Family ID, by completing and electronically signing all online forms. This link can be found on the SJBHS website under the Athletics icon, clicking on the "Athletic Clearance/Physicals" link.
- Uploaded insurance card.
- Emergency white card (must be obtained from the head coach) must be with the head coach when the student-athlete travels (must have a new card on file each season).
- Baseline concussion testing if needed.
- Completed and signed athletic fees contract.
- Payment of all athletic fees.

Moreover, he must also maintain the following SJBHS standards:

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

5.8-6 Proper Care and Responsibility for Athletic Equipment/Uniforms

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

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

5.8-7 Quitting a Sport / Team Integrity

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

5.8-8 Schedules – Directions to Contests – Updates

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

5.8-9 School Attendance for Student-Athletes

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

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

5.9-10 Summer Athletic Camps

Our summer athletic camps are designed for registered SJBHS students who plan on participating in the SJBHS athletic program the following school year. These camps are required for all returning student- athletes that are planning on participating in athletics the following school year. Returning student-athletes may be asked to receive permission from the program head coach to participate. These camps are not required for

incoming freshmen, but are highly recommended. Costs and camp schedules will be available in April - May of the year the camp is to be held.

5.9-11 Transportation

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

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

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

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

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

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

5.9-12 Use of Facilities

Gymnasium / Locker Room / Wrestling Room

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

Panish Family Stadium Rules and Regulations

- Athletic equipment must be pre-approved by athletic department
- Clean spills immediately
- Molded cleats or other athletic shoes only

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

Track / Soccer Turf Rules and Regulations

- Athletic equipment must be pre-approved by athletic department
- Clean spills immediately
- If wearing cleats, only cross track where tarps are set up. If tarps are not set up, take off cleats when crossing track
- Molded cleats or other athletic shoes only
- No bicycles or other non-approved vehicles
- No cleats of any kind allowed
- No dogs or pets
- No drinks except water allowed, including gatorade, sports drinks
- No fb sleds, goals, or benches are to be on track.
- No food items, including gum, tobacco, and sunflower seeds
- No sharp objects, including tent stakes, corner flags or other objects that can penetrate the field
- No skating or bicycling
- No tobacco products of any kind
- Only players, coaches and officials permitted
- Private property - not for public use
- Spectators stay outside of fencing at all times
- Use outside lanes while walking or jogging

Training Room

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

Weight Room

- The weight room is not to be used by individuals or groups unless there is a faculty member or approved Bosco coach supervising the activity and is physically present in the facility.
- Students should never lift weights without proper instruction by a coach or teacher

- Students should never lift alone and an experienced lifting spotter should always be present
- No cleats. Athletic / tennis shoes only footwear allowed
- Do not leave personal belongings in or outside the weight room. Lock belongings up in locker room before practice or weight lifting session



5.9-13 Trinity League Schools

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

Orange Lutheran High School 2222 North Santiago Boulevard Orange, CA 92867 (714) 998-5151	91 Freeway east to 55 Freeway south. Exit Nohl Ranch. Go south 6 - 7 blocks on Santiago Boulevard.
Junipero Serra High School ("JSerra") 26351 Junipero Serra Road San Juan Capistrano, CA 92675 (949) 493-9307	5 Freeway south to Junipero Serra Road. Go west one block; right to school.
Mater Dei High School 1202 West Edinger Avenue Santa Ana, CA 92707 (714) 754-7711	405 Freeway; exit at Bristol; north to Edinger. At the corner of Bristol and Edinger.
St. John Bosco High School 13640 Bellflower Boulevard Bellflower, CA 90706 (562) 920-1734	105 Freeway to Bellflower Boulevard; south to school on left.

Santa Margarita High School 22062 Antonio Parkway Rancho Santa Margarita, CA 92688 (949) 766-6000	Toll road directions: 605 Freeway (south) to 405 (south). Take Highway 133 (north) to toll road 241 (south) to Antonio Pkwy. Go left on Antonio Pkwy. to school. *Other directions:* 5 Freeway; exit Alicia; left to Santa Margarita Parkway; right to Antonio; right to school on left.
Servite High School 1952 West La Palma Avenue Anaheim, CA 92801 (714) 774-7576	Exit 91 Freeway at Euclid; south to La Palma; west on La Palma.

6 PARENT INFORMATION

6.0 Parent-Teacher Conference Procedures

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

1. If the concern involves any school personnel (Teacher, Coach, Staff, etc.) the student or parent should first contact the individual to discuss the situation. A meeting may be arranged if the situation warrants it.

2. If there is no resolution to Step 1, the student or parent should contact the school personnel's immediate supervisor (Department Lead, Lead Counselor, Assistant Principal of Academic Affairs, Vice Principal of Student Affairs, Vice Principal of Student Conduct, Athletic Director) and arrange a meeting with the school personnel in attendance. The purpose of the meeting is to bring about an appropriate solution to the situation.

3. If an appropriate solution is not reached, the student or parent may contact the Principal and arrange a meeting. The purpose of the meeting is to bring about an appropriate solution to the situation.

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

6.0-1 Parental Responsibility

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

6.1. Joint Statement from SJHS & SJBHS

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

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

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

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

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

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

Thank you for your consideration and cooperation on this matter.

Mr. Ernie Antonelli
Principal
St. John Bosco High School

Dr. Terri Mendoza
Principal
Saint Joseph High School

SJBHS enjoys a special relationship with Saint Joseph High School, a Catholic all-girls school in Lakewood. Known as our "Sister School," Saint Joseph interacts with SJBHS throughout the school year as students gather for numerous special events, dances, activities and theatrical productions. The cooperation between the

schools provides a safe, healthy environment for social development and friendship-building among the students. Such interaction has been a valued tradition for five decades.

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

6.2 Family Educational and Privacy Right Act

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

6.3 2025-2026 SJBHS Parent Association

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

6.4 2025-2026 Margherita Guild

Founded in 2010 and named in honor of Margherita Occhiena Bosco, affectionately known as Mama Margaret, the Margheritas Guild is a community of women connected to St. John Bosco High School. As the mother of Don Bosco, Mama Margaret played a key role in his mission to serve underprivileged youth, transforming his Oratory into a place of compassion, support, and care.

Inspired by her legacy, the Margheritas Guild continues this tradition by supporting the faculty, staff, coaches, and young men of St. John Bosco through acts of service, appreciation, and community.

All women are invited to join: mothers, grandmothers, sisters, aunts, and more. The Guild offers a welcoming space to connect, share, and build meaningful relationships during your time at Bosco.

Monthly meetings and Guild-hosted events such as faculty and staff luncheons, wine tastings, and Coffee and Conversation mornings foster community and strengthen ties across campus.

To help support these efforts, we ask members to contribute a minimum of $25 annually, beginning July 1, 2025, for the 2025–26 school year. Contributions help fund Guild programming, including hospitality events, service projects, and our signature Margheritas Guild pin.

6.5 Family | Parent Service Hours

Parents are required to complete 30 service hours credits for each son enrolled at Bosco. Second semester (spring) transfer students' parents are expected to complete 50% or half of the annual required service hours credits. Service Hours credits may be completed between April 1, 2025 and March 31, 2026.
Please Note: *A $40/hour penalty will be assessed on required service hours not fulfilled by March 31, 2026.*

6.6 Frequently Asked Questions: Where to go & Who to Call

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

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

Director of Student Activities: (562) 920-1734 ext. 583 IF YOU...

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

Academic Counseling Department: (562) 920-1734 ext. 281 IF YOU...

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

Director of SJB Global: (562) 920-1734 ext. 253 IF YOU want information about:

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

Registrar: (562) 920-1734 ext. 509 IF YOU...

- Need transcripts sent
- Moved or have new contact information

Dean of Students: (562) 920-1734 ext. 514 IF YOU...

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

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

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

Main Office: (562) 920-1734 ext. 200 IF YOU...

- Need a Work Permit
- Have any other questions

If you have any other questions, please visit the SJB Website through the following link: https://www.bosco.org/admissions/frequently-asked-questions.

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

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

7 A SALESIAN REFLECTION

7.1 The Preventive System

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

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

The three important guidelines of the preventive system which still remain very pertinent in a time of crisis are: to restore authority by developing an educative relationship based on trust, to allow the young male to project

himself in the future as a witness of hope, and to learn to live together among young people and with adults by building an alliance with them.
Let us reflect a few moments on these three values of the Salesian pedagogy: trust, hope, and alliance.

7.2 A Pedagogy of Trust

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

7.3 A Pedagogy of Hope

The motto given by John Bosco to his disciples deserves to be heard: "The Salesian never complains about time". Time is not a reality to complain about, but on the contrary it is an asset in helping young people to maximize all the avenues of progress in order to build a just, fraternal and peaceful world. Nowadays, it is very important to teach the child, the adolescent, to be in awe when encountering beauty and progress! Of course, we must warn them against the possible abuses of new discoveries. But, let us make sure that this warning does not stop them from being capable of marveling at what emerges. "*A falling tree makes more noise than a growing forest tree" says an* African proverb. It is time, for the sake of the happiness of our youth, that we stop bombarding them with the noise of the falling trees (largely diffused by the medias), and that we expose them to the beauty of growth. It is this attention to the process of growth that characterizes the way John Bosco looks at the young. The story of the seed, called to become a great tree, is certainly the best parable on education. There are three categories of men and women in the narrative of the seed. First of all, there are those who only see a seed (let us admit that the vision is quite limited!). Then, there are those who, in looking at the seed, only dream about the tree (these idealists risk, in only dreaming, crushing the seed). Finally, there are those who see both the seed and the tree. These are conscious of the grounds. To educate, according to John Bosco, is to offer the best ground in order to allow the child to take root in their family, social, and cultural heritage and to bloom as a unique person.

7.4 The Pedagogy of Alliance

This pedagogy is not about doing for, but with the young; the young person is not only a recipient but rather a partner of the educative interaction. John Bosco used to repeat to his educators: "What matters is not that

young people be loved,
but that they know that they are loved‟. In other words, the essential is in the perception of the child. This great educator, called ‟Father and Teacher of Youth‟ in the ecclesial tradition, is often presented with the popular imagery of a tightrope walker. It refers to the fact that, as an adolescent, John Bosco loved to play as a street entertainer to gather his friends. But there is also a more symbolic meaning: isn't the art of education somehow like the art of a tightrope walker? To know how to say yes, but also to know how to say no; to be sufficiently close, but also sufficiently distant. To offer security, but also to make responsible. It is always a question of balance.

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

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