DON BOSCO TECHNICAL INSTITUTE

STUDENT – PARENT HANDBOOK

2025 - 2026

1151 San Gabriel Boulevard

Rosemead, CA 91770-4299

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

www.boscotech.edu

This planner belongs to:

Name: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____ Student ID: _____

Developing Leaders in
Science, Technology, Engineering & Math

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Telephone Directory: Area Code (626)

Administrative Personnel

Mr. Memo Gutierrez	President	940-2026
Mr. Jeff Krynen	Principal	940-2012
Fr. Thien Nguyen, SDB	Salesian Director	940-2015
Mr. Rudy Herrera	Coordinator of Youth Ministry	940-2087
Mr. Luis Garza	Asst. Principal of Technology	940-2079
Mr. Eric Tom	Asst. Principal of Scheduling & Data	940-2020
Mr. Thomas Hogan	Director of Admission	940-2011
Mr. Carlos Plantillas	Dean of Students	940-2115
Mr. John Garcia	Director of Tuition Assistance & Endowments	940-2009
Mrs. Cathy Rivera	Executive Assistant to the Principal	940-2006

Department Chairpersons

Mr. Alex Ortiz	Instructional Area Dean *(English & Social Sciences)*	940-2127
Mr. Eric Tom	Instructional Area Dean *(Math, Science, & Health)*	940-2025
Mr. Miguel Ramirez	Instructional Area Dean *(LOTE, Fine Arts, & Theology)*	940-2000
Mr. Brendan Chua	Instructional Area Dean/Chair of MAT *(Technologies)*	940-2045
Mr. Brian Waters	Department Chair of ACE	940-2065
Ms. Joma Jenkins	Department Chair of BMET	940-2120
Mr. Marwan Shawky	Department Chair of CSEE	940-2040
Mr. Anthony Campa	Department Chair of MSET	940-2048
Mr. Alejandro Pina	Department Chair of IDEA	940-2059

Counselors

Ms. Christine Gambill	Director of College Advisement & Academic Counselor — Gr. 12	940-2038
Mr. Paul Ortiz	Academic Counselor — Gr. 10-11	940-2036
Mr. John Garcia	Academic Counselor — Gr. 9	940-2009
Counseling Partners of Los Angeles (CPLA)	Emotional Support Counseling	940-2024

Co-curricular Activities

Mr. Ricardo Gonzalez	Athletic Director	940-2101

Mr. Samuel Hankins	Band Director	940-2092
Mr. Rudy Herrera	Director of Student Activities	940-2087

Administrative Support Staff

Ms. Sandra Cabrera	School Receptionist	940-2000
Mr. Eric Tom	Registrar	940-2020
Mr. Alex Ortiz	Advanced Placement (AP) Coordinator	940-2127
Mrs. Darlene Tom	Accounts Payable/Int'l Student DSO	940-2031
Mrs. Doris Longoria	Accounts Receivable/Student Billing	940-2018
Ms. Jill Gatti	Human Resources Coordinator	940-2037
Mrs. Anne Sigoloff	Manager of Foundation Relations	940-2027
Mr. Paul Garcia	Bingo/Parent Volunteer Coordinator	940-2082
Mr. Jack Findley	Development Project Manager	940-2072
Mr. Brian Mathess	Senior Accountant	940-2017
Mrs. Karen Krynen	Communications Officer	940-2148

24-hour Attendance Office Line	**626-940-2002**

All faculty/staff can be contacted through the main switchboard (626) 940-2000, or directly at their phone extension, which may be obtained from the receptionist. There is also an automated system for reaching a teacher's extension after hours that is accessed through the school's main number.

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

For example: Mr. Jeff Krynen can be reached at jkrynen@boscotech.edu

Welcome to the
BOSCO TECH
Community!



Coat Of Arms

GEAR: *Symbol of Technology*

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

OLIVE BRANCH: *Symbol of Peace*

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

SCALES: *Symbol of Justice*

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

The Mission of Bosco Tech

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

Integral Student Outcomes (ISOs)

A Bosco Tech Graduate is…

…Spiritually Aware
…Academically Prepared
…Technologically Distinguished
…an Effective Communicator
…an Emerging Leader
…a Responsible Citizen

Who was Don Bosco?

St. John Bosco, or as he is commonly called, Don Bosco (*Don* is the Italian title when addressing a priest), was born in Becchi, a town in the foothills of the Italian Alps, on August 16, 1815. His father died when he was two and his childhood was filled with difficulties, including having to support himself while attending school. He overcame this problem by working at various trades, all of which he later taught his students.

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

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

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

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

Religious Formation

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

A Brief History of The Tech

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

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

Bosco Tech Alma Mater

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

Accreditations

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

Notice Of Nondiscrimination

Don Bosco Technical Institute, mindful of its mission and valuing the inherent dignity of all people while prioritizing the needs of the vulnerable, admits students regardless of race, color, creed, disability, sexual orientation, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

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

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

Closed Campus Policy

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

ACADEMIC POLICIES

INTRODUCTION

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

When parents have concerns or questions, they are encouraged to speak directly to the teacher or staff member who can best answer their question or handle their concern. Professionalism requires that relationships between parents and faculty/staff be courteous and free from abuse or insult. California law also protects teachers and administrators from abusive and disruptive behaviors (CA Education Code §§ 44810-44811). Under normal circumstances, a student will not be deprived of the opportunity to attend Bosco Tech or to participate in a school activity on grounds relating to the actions and attitudes of parents/guardians. However, a situation could arise in which the uncooperative or disruptive attitude of parents so diminishes the effectiveness of the educational process that continued participation of their child in sports, activities, or the educational program of Bosco Tech becomes impossible.

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

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

GRADING POLICIES

Grades and Grade Points: A cumulative GPA calculation from all semesters of attendance at Bosco Tech is used in order to determine eligibility for good standing and financial aid. This GPA calculation includes all regular academic and technology

courses, but does not include athletics or extracurricular classes. GPA calculations are based on the number of credits assigned to each course multiplied by the number of grade points (see below) for the letter grade earned. Total grade points divided by total units/credits equals the GPA.

Courses designated as Honors and Advanced Placement (AP) will be "weighted" when included in the GPA calculation. For these designated courses an "A" will count as 5 points per credit rather than 4; a "B" will count as 4 points per credit rather than 3; and, a "C" will count as 3 points per credit rather than 2. Grades of "D" and "F" are not "weighted."

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

A+ **A** **A-**	**Excellent, Superior Work** (regular class = 4.0/4.0/3.7 grade points per credit; honors class = 5.0/5.0/4.7 grade points per credit): *The student has successfully mastered the objectives of the course, completed all assignments, consistently submitted assignments/tests that demonstrated outstanding proficiency, and actively participated and exercised leadership in learning activities.*
B+ **B** **B**	**Above Average** (regular class = 3.3/3.0/2.7 grade points per credit; honors class = 4.3/4.0/3.7 grade points per credit): *The student has successfully mastered the objectives of the course, completed all assignments, consistently submitted assignments/tests that demonstrated good proficiency, and actively participated in learning activities.*
C+ **C** **C-**	**Average** (regular class = 2.3/2.0/1.7 grade points per credit; honors class = 3.3/3.0/2.7 grade points per credit): *The student has mastered a majority of the course objectives, completed most assignments, consistently submitted assignments/tests that demonstrated average proficiency, and participated in learning activities.*
D+ **D** **D-**	**Passing for a DBTI diploma** (regular class = 1.3/1.0/.7 grade points per credit; honors class = 2.3/2.0/1.7 grade points per credit): *The student met the bare minimum standards for obtaining a DBTI diploma.*
F	**Failure** (0 points): *The student has not mastered any significant part of the objectives of the course and/or consistently submitted assignments/tests demonstrating no proficiency.*

Additional grade marks that are often used:

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

P — Pass **IP —** In Progress

CR — Credit **NC —** No Credit

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

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

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

Students who enter the school year on academic probation will be evaluated at the end of the Fall Semester. If no improvement is shown by the end of the Fall Semester, they may be asked to withdraw. The scholastic progress of all students on probation is reviewed at the end of each semester by the academic counselors to determine continued enrollment at Bosco Tech.

Financial Aid: Students are expected to maintain at least a 2.50 GPA, with no "D" or "F" grades, to remain eligible to receive financial aid from Bosco Tech. A student whose semester GPA falls below 2.50, or who receives any "D" or "F" grades, may have their financial aid withdrawn for the following semester. If the student's GPA improves to 2.50 or above, they may re-apply for financial aid for the following school year. In addition, any serious violation of the Bosco Tech Honor Code (refer to page 49 of this handbook) may also result in denial or withdrawal of financial aid.

Policy on Taking Non-Bosco Tech Courses During the Academic Year: Parents and guardians who choose to have their child take courses for high school credit outside of Bosco Tech – including online courses – **will not** receive a reduction in their Bosco Tech tuition. The school strongly encourages students to make the most of their high school experience by enrolling in a full in-person course load at Bosco Tech; however, families are free to pursue outside courses if they choose.

Students attempting to take their core high school courses anywhere other than Bosco Tech **must obtain permission** from their academic counselor before enrolling, otherwise resulting grades may not be accepted for high school credit. The courses (including online courses) being taken outside of DBTI must be included on the UC a-g list, or earn college credit transferable to the California State University, to be counted toward a student's high school graduation requirements.

Policy on Enrichment Courses: Students who take additional courses for the purpose of getting ahead in a course sequence (i.e., enrichment courses) must successfully complete a full year (two semesters) of the necessary coursework with grades of C- or better in order to advance to the next course in the sequence; the exception is for

entrance into Advanced Placement (AP) courses, which generally require a higher final grade in enrichment courses of at least a B/B+.

If a student takes these enrichment courses outside of Bosco Tech, an official transcript from the educational institution the student attended must be provided to the DBTI Registrar prior to the start of the new school year. This provides proof of successful course completion and enables the student to advance to the next course in the sequence. Be mindful that grades for courses taken at institutions other than Bosco Tech **will not** be factored into the calculation of the student's cumulative DBTI GPA.

Remediating Failing Grades: Students will not be eligible for admission into the following school year with any outstanding failures or incompletes. A remediation contract will be sent home following the publication of final grades from the Spring Semester. If students do not successfully remediate failed/incomplete courses over summer, they may be dismissed from the school. Contact your counselor for specific information regarding remediation courses.

Any student who earns an "F" at the semester marking period must remediate the course and earn a "D" or better prior to the beginning of the next academic year. Students are encouraged to remediate all necessary courses at Bosco Tech because only those courses can be used to recalculate GPA. Students are allowed to remediate courses, *without GPA recalculation,* at another institution (public, Catholic, or private high school, community college, or online course). Adult schools are not recognized for summer course remediation unless they are University of California a-g certified. *Alongside the grade earned from repeating the course, the original failing grade will still remain on a student's permanent record.*

Students attempting to remediate courses anywhere other than Bosco Tech **must obtain permission** from the Principal, Assistant Principal, or their counselor before enrolling, otherwise resulting grades will not be accepted for credit. All remediation courses (including online courses) must be included on the UC a-g list or earn college credit transferable to the California State University. The Counseling Department can give students information about approved online providers.

Grade Validation Policy: Many four-year universities will not accept a grade of "D" on high school coursework from applicants to their institutions. The Grade Validation Policy is a framework designed to help students who earn a D+/D/D- during the Fall Semester of a year-long course to improve their grades and earn transferable credit for the full year by performing well in the Spring Semester. *The policy applies exclusively to year-long courses and excludes "F" grades from eligibility.*

Students can validate their Fall Semester grade under the following conditions:

1. Students must achieve a minimum grade of C- in the third quarter of the Spring Semester.
2. Depending on the teacher's chosen method, students must fulfill one of the following:
    a. Retake the Fall Semester's final exam, or a similar test, and pass it.

b. Complete additional assignments, projects, or assessments.
c. Or a combination of the above options. In some cases, automatic validation is offered for certain courses if the student earns a grade of "B" or higher in the third quarter.

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

Repeating Spring Semester Coursework: Students who earn a D+/D/D- in the Spring Semester will need to repeat the coursework over the summer to earn a C- or better for validation rules to apply. When recalculating GPA, Bosco Tech will use the highest grade for the spring coursework. This policy only applies to coursework repeated on the Bosco Tech campus, and only when the original grade was a "D."

Incompletes: When a student has done passing work and has regular attendance, but because of illness or other unavoidable circumstances is unable to take a final exam or otherwise complete the course requirements, a grade of "I" is assigned. Missing reports, lab assignments, and exams that should have been made-up during the semester will be assigned an "F" grade. Students are required to make-up incomplete grades within one semester and they must do so under the direction of the instructor issuing the grade or the Instructional Area Dean (if the teacher is absent).

Until an "I" grade is cleared, no credit for the course will be awarded. It is the student's responsibility to contact the teacher and arrange to complete the course requirements as soon as possible. *All "I" grades must be resolved during the school year or over summer in order for a student to be re-admitted to the next school year.*

In cases of student-athletes, the following guidelines apply: "A grade(s) [sic] of Incomplete shall not be considered a passing grade under this Bylaw unless, by operation of a school grading policy, Incomplete grade shall become a passing letter or (numeric) grade without further achievement or accomplishment by a student, at a certain time" (CIF Southern Section Blue Book, Art. 20, § 205.1).

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

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

Salesian Catholic educational principles require that "reasonableness" be a factor in all dealings with students. However, it is understood that "reasonableness" also indicates that students should be guided toward greater maturity and acceptance of their

school-related responsibilities. Consequently, grade changes as a result of medical or family emergencies, death in the immediate family, or other such personal crises may be appropriate. Otherwise, homework, lab assignments, and examinations that could have been made-up during the semester will be assigned an "F" grade.

Grade changes are not appropriate in such cases as to qualify for insurance discounts or to maintain extracurricular (including athletics) and co-curricular eligibility. "Question: Can a student go back to a teacher and get extra work to raise a grade or to gain eligibility after grades have been issued? Answer: No — The student cannot regain his/her eligibility until the next grading period" (CIF Southern Section Blue Book, Art. 20, § 205.2).

Policy on Course Changes, Class Transfers, and Drops: A course change is defined as a change from one subject to another, within the same subject area (for example, from Japanese to Spanish). A class transfer is defined as a change from one section to another of the same course (for example, from section 1 of U.S. Government to section 3 of that same course). All course changes and class transfers should be initiated through the student's counselor and are subject to course and/or class availability, including available seat space. Requests must be approved by all teachers involved and their respective Instructional Area Deans, in addition to the student's parent(s)/guardian(s).

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

Students enrolled in AP courses **must take the AP Exam(s) in order to receive AP designation** on their transcripts. Students may drop the AP course designation up to the third grading period of any semester, provided that they remain in the same class. In these cases, the student will receive a grade for the non-AP equivalent of that course. If a student has submitted any college or scholarship applications, it will be their responsibility to notify those institutions of the change in program.

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

Progress report cards are published on the FACTS grading portal three times each semester at approximately five-week intervals. The purpose is to inform the student and their parent(s)/guardian(s) of the student's scholastic progress, conduct, and attendance. For semester-length courses, the report indicates progress for the first

portion of the semester course, including any midterm examinations. *After semester final examinations, a semester report card is published online and emailed home*.

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

Official transcripts for a current student must be requested in writing using a Transcript Request Form, and include a parent's/guardian's signature. **A $6.00 fee is charged for each set of transcripts sent by the Registrar.** A student's account must be current with the Finance Office (without an outstanding balance) for transcripts to be released to any student, parent/guardian, high school, college, or university.

ACADEMIC PRIVACY INFORMATION

Rights Regarding Release of Information: Pursuant to the federal Family Education Rights and Privacy Act of 1974 (FERPA), all personal information relating to a student that is kept on school records may not be released without the written consent of parent(s)/guardian(s) or, if they are a legal adult, of the student (18 years and older or high school graduates, except in a few specific cases). A student's parent(s)/guardian(s) are legally entitled, no longer than 45 days after making a written request, to view the education records pertaining to their child during an appointment with the appropriate administrator (20 U.S.C. § 1232g(a)(1)).

According to FERPA, Bosco Tech may release public directory information in the form of a student directory and/or "carpool lists" that include addresses and telephone numbers of students. Under the law, parents/guardians may notify the school in writing at the time of the student's registration that the information designated for the directory/lists is not to be released without the parents'/guardians' consent (20 U.S.C. § 1232g(a)(5)).

Also, pursuant to the federal Elementary and Secondary Education Act of 1965, Bosco Tech must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses, and telephone numbers of high school students. The school must also notify parents/guardians of their right, and the right of their child, to request that the school not release such information without prior written consent (20 U.S.C. § 7908). An opt-out form is included with registration materials each year for parents/guardians who wish to exercise their option to withhold their consent of the release of the above information to military recruiters and institutions of higher learning.

SCHOLASTIC INFORMATION

PROGRAM OF STUDIES

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

All first year students take the following classes:

- **English:** English 1,2 (Honors section available)
- **Fine Arts:** Visual Arts, Intro. to Music, Jazz Ensemble, or Symphonic Band
- **Health & Physical Education:** Healthy Living
- **Math:** Integrated Math I, II, or III (determined by placement test/prior courses)
- **Science:** Biology (Honors section available)
- **Theology:** Revelation in Scripture and Jesus Christ (one semester each)
- **Technology:** Tech Rotation classes and introductory courses in tech major

All second year students take the following classes:

- **Math:** Integrated Math II, III, Pre-calculus, or Calculus
- **English:** English 3,4 (Honors section available)
- **Science:** Physical Science for Engineering, Honors Chemistry, or AP Biology
- **Social Studies:** World History (Honors section available)
- **World Language:** Spanish I, Bilingual Spanish I, or Japanese I
- **Theology:** Paschal Mystery and Church (one semester each)
- **Technology:** Depends on each technology major

All third year students take the following classes:

- **Math:** Integrated Math III, Pre-calculus, Calculus, or AP Calculus AB or BC
- **English:** English 5,6 or AP English Language & Composition
- **Theology:** Sacraments and Morality (one semester each)
- **Science:** General Chemistry, AP Chemistry, or AP Biology
- **Social Studies:** U.S. History or AP U.S. History
- **World Language:** Spanish II, Bilingual Spanish II, AP Spanish Language & Culture, or Japanese II
- **Technology:** Depends on each technology major

All fourth year students take the following classes:

- **Math:** Pre-calculus, Calculus, AP Calculus AB, AP Calculus BC, Statistics, or AP Statistics
- **English:** English 7,8 or AP English Literature & Composition
- **Theology:** Social Justice and Vocations (one semester each)
- **Science:** General Physics, AP Physics C: Mechanics, or Anatomy & Physiology
- **Social Science:** U.S. Government or AP U.S. Government & Politics **AND** Economics or AP Macroeconomics (one semester of each topic)

- **Elective:** 10 credits (one year) to be chosen from Spanish III, AP Spanish Literature & Culture, Japanese III, AP Human Geography, Speech/Forensics, or Creative Writing
- **Technology:** Depends on each technology major

TECHNOLOGY PROGRAM

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

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

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

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

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

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

Material Science, Engineering & Technology (MSET): MSET is where the materials of the present are studied to help design and invent the materials of the future. Students focus on the interrelationship between a material's structure, properties, processing, and performance. MSET offers deep, hands-on learning: from foundry, casting, and welding to advanced X-ray and electron microscopy.

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

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

*Important Note: Each technology term, freshmen parents/guardians are **required** to attend the Technology Information Session (TIS) presented by the technology in which their child is currently enrolled.*

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

To be admitted into any of the six technologies, a student must have a favorable evaluation from that technology major. *CSEE and MSET also have a minimum grade requirement in mathematics.* Traditionally, most students are placed into their first-choice Tech. All technology majors, however, have practical limits on their enrollment. If a student does not get into their first-choice Tech, they may request to be placed on a waiting list. All placements are **tentative until final grades** for the Fall Semester are available.

DBTI HIGH SCHOOL DIPLOMA REQUIREMENTS (310 CREDITS)

- **Technology:** 70 units from freshman second semester through senior year; all courses in the Technology's program of studies must be taken and passed. Course substitutions must be approved by the Technology Department Chair and the Assistant Principal of Technology.
- **Theology:** 40 credits (8 semesters) or credits equal to the number of semesters in attendance at Bosco Tech or other Catholic high school.
- **English:** 40 credits (8 semesters) to include English 1,2, English 3,4, English 5,6, & English 7,8, or the equivalent honors or AP-level course.
- **Mathematics:** 40 credits (8 semesters) to include Integrated Math I, II, and III, and one additional year-long course in mathematics or the equivalent AP-level course.
- **Science:** 40 credits (8 semesters) to include courses in both the physical and biological sciences, including equivalent honors or AP-level courses.

- **Social Science:** 30 credits (6 semesters) to include World History, U.S. History, U.S. Government, & Economics or the equivalent honors or AP-level course.
- **Foreign Language:** 20 credits (4 semesters) of the **same** foreign language or the equivalent honors or AP-level course. Passing an AP exam in any world language waives this requirement.
- **Fine Arts:** 10 credits (2 semesters) to include Art Appreciation or Introduction to Music or Jazz Ensemble or Symphonic Band.
- **Health & PE:** 10 credits (2 semesters) to include Healthy Living.
- **Electives:** 10 credits (2 semesters) to be chosen from the senior electives.
- **Christian Service:** All students are required to complete a minimum of 25 hours of approved service projects during each year of enrollment. By April of their Senior year, each student must have completed a cumulative total of at least 100 hours of approved service projects.
- **Retreats:** All students are required to attend a retreat that has been sponsored by the Youth Ministry Office during each year of enrollment.
- Students **must have** a minimum cumulative GPA of 2.00 without an "F" as a final grade in any class.

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

- Senior elective classes that are not passed may be remediated by taking approved courses in the same discipline. For example, a failure in "Human Geography" could be made up by taking an approved course in social science and a failure in "Spanish 5,6" could be made up by taking an approved course in Spanish.
- Freshman first semester technology rotation courses are not included in the requirements listed above. Students are encouraged, but not required, to remediate these classes since they are included in the student's GPA.

Note: Parents/guardians and students should understand that meeting the above minimum requirements for a four-year high school diploma will not necessarily qualify a student for admission into a four-year college. Additional courses, as well as a minimum GPA and standardized test scores, may be required. Students can consult the Four-Year College Admissions section (refer to pages 21-24 of this handbook) and contact their counselor for more information.

STANDARDIZED TESTING REQUIREMENTS

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

- **Grade 9 Students** — PSAT 8/9
- **Grade 10 Students** — PSAT
- **Grade 11 Students** — PSAT/NMSQT

Results from standardized tests will be reported to parents/guardians within a reasonable amount of time after they are received by the school's counselors. The

school administers these tests to help students chart their academic progress; as such, it is expected that students will always give their best effort in taking these examinations so as to provide an accurate picture of their achievement level. Results of standardized tests may be used as part of determining a student's academic probation status (being placed on probation, extending probation, etc.) if there is a marked decrease in year-to-year achievement levels, suggesting that a student may have intentionally performed poorly on a given test.

In order for students to have the widest range of possibilities for admission to various 4-year colleges and universities that may or may not require a standardized test, it is strongly recommended they take the SAT and/or ACT at least once either during their junior or senior years. Further information and test registration materials are available from the DBTI Counseling Department. The school's College Board testing number (CEEB) is 053053.

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

GUIDANCE AND COUNSELING

Guidance and counseling is an important function of the school, and all members of the faculty and staff participate in the program. The school believes it is very important that students have a well-coordinated counseling program available to them to assist with personal, social, educational, and career development. Our school counselors **meet with each student at least once per semester** and have open-door policies to accommodate on-the-spot inquiries.

Academic Counseling: Support services are provided for students who are having difficulty achieving at a level consistent with their own abilities or with the minimum academic standards of DBTI. The focus of these services is to assist the student in identifying and addressing obstacles to learning and developing the skills necessary for effective performance in school. For further information, contact the student's grade-level counselor or the Instructional Area Dean for the subject area(s) in which they are experiencing difficulty (refer to the "Telephone Directory" on pages 3-4 of this handbook, or visit the website).

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

Counseling Partners of Los Angeles (CPLA): Students today face many stressors and challenges that can affect their mental health and impact their academic

performance. CPLA is a free, non-profit counseling agency that works with students on a confidential, one-on-one basis to help them improve their emotional well-being, focus on personal goals, and overcome obstacles to learning.

FOUR-YEAR COLLEGE ADMISSIONS

UNIVERSITY OF CALIFORNIA (UC)

The University of California (UC) is a public research university system consisting of ten campuses across California, and is responsible for managing three of the U.S. Department of Energy's national laboratories. It is internationally recognized for academic excellence across disciplines from the arts to the sciences and for a research-based approach to education.

Eligibility Requirements: Most incoming freshman students attain UC Eligibility in the Local Context (ELC). To be eligible for UC admission the Fall semester after your graduation from high school, you must satisfy the following Subject, Scholarship, and Examination requirements.

- **Subject Requirements —** You must complete 15 units of high school coursework across different subject areas (these subject areas are commonly referred to as the "UC a-g list"). A "unit" is equal to an academic year, or two semesters, of study. At least 11 of the 15 courses must be completed prior to the senior year:
  a. **History/Social Science** (2 years required): Two years of history/social science, including one year of world history, cultures and geography; and one year of U.S. history or one half year of U.S. history and one half year of civics or American government.
  b. **English** (4 years required): Four years of college-preparatory English that include frequent writing and reading of classic and modern literature. Only one year of ESL-type courses may be used to meet this requirement.
  c. **Mathematics** (3 years required, 4 years recommended): Three years of college-preparatory mathematics that include the topics covered in elementary and advanced algebra and two- and three-dimensional geometry. Approved integrated math courses may be used to fulfill part or all of this requirement, as may math courses taken in the seventh and eighth grades that your high school accepts as equivalent to its own math courses. Students must have completed an entire year course in Geometry either during junior high or high school.
  d. **Laboratory Science** (2 years required, 3 years recommended): Two years of laboratory science providing knowledge in at least two of these three foundational subjects: biology, chemistry, and physics. Advanced laboratory science classes that have biology, chemistry, or physics as prerequisites and offer substantial additional material may be used to fulfill this requirement. Approved engineering courses or the final two years of an approved three-year

integrated science program that provides rigorous coverage of at least two of the three foundational subjects may also be used to fulfill this requirement.

e. **Languages Other than English** (2 years required, 3 years recommended): Two years of coursework in the same language other than English. Courses should emphasize speaking and understanding, and include instruction in grammar, vocabulary, reading, composition, and culture.

f. **Visual and Performing Arts** (1 year required): A year-long approved course from a single VPA discipline: dance, drama/theater, music, or visual art.

g. **College-Preparatory Electives** (1 year required): Two semesters, in addition to those required in "a-f" above, chosen from the following areas: engineering, technology, visual and performing arts (non-introductory level courses), history, social science, English, advanced mathematics, laboratory science, or language other than English (a third year in the language used for the "e" requirement, or two years of another language).

- **Scholarship Requirement —** The Scholarship Requirement defines the grade point average (GPA) you must earn in the "a-g" subjects to be eligible for admission to UC. **The minimum GPA is 3.0 for California residents, 3.4 for nonresidents.** The UC system is test-blind, meaning none of the campuses consider standardized test scores in their admissions decisions.

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

CALIFORNIA STATE UNIVERSITY (CSU)

The California State University (CSU) is the largest public university system in the United States. It consists of 23 campuses across California offering a wide range of degree programs that are recognized for hands-on learning and accessibility. Many CSU campuses utilize local admission guarantee policies for students who graduate or transfer from high schools historically served by a CSU campus in that region.

Eligibility Requirements: You are eligible for Fall admission after graduation if you:

- Have or will have graduated from high school (diploma).
- Complete a minimum 15-unit pattern of courses across different subject areas for admission as a first-time freshman (these subject areas are also commonly

referred to as the "UC a-g List"). Each unit is equal to a year of study in a subject area. A grade of C or higher is required for each course you use to meet any subject requirement:

a. **History and Social Science** (2 years): Includes 1 year of U.S. history *OR* 1 semester of U.S. history and 1 semester of civics or American government *AND* 1 year of social science.
b. **English** (2 years): College preparatory English composition and literature.
c. **Mathematics** (3 years required, 4 years recommended): Including Integrated Math I, II, and III, or higher mathematics (take one each year).
d. **Laboratory Science** (2 years): Including 1 year of biological science and 1 year of physical sciences.
e. **Language Other than English** (2 years): Both years must be the same language. American Sign Language fulfills this requirement. Access the university's website for a possible waiver of this requirement.
f. **Visual and Performing Arts** (1 year): Dance, theater, music, or visual art
g. **College Preparatory Elective** (1 year): Chosen from the senior electives.

- Meet the CSU eligibility index requirements. Information on the CSU's current eligibility index is found at Cal State Apply (www2.calstate.edu/apply):
  - The CSU system is test-blind, meaning none of the campuses consider standardized test scores in their admissions decisions. **The grades you earn in high school are the most important factor in CSU admission decisions.** Your high school GPA is calculated using your grades in all your college prep a-g classes completed after the 9th grade.

    California residents and graduates of California high schools will be eligible for admission by earning a 2.50 or greater a-g GPA. Non-California residents may be eligible for admission to the CSU by earning a 3.00 or greater a-g GPA along with other supplemental factors utilized by the individual campus, including those outlined by impacted campuses and programs. Campuses and majors designated as "impacted" may utilize higher a-g GPA thresholds and require supplemental application criteria for all applicants to those campuses and programs.

    Supplemental factors campuses may use include: Number of courses that exceed minimum a-g requirements, GPA in math and or science courses, household income, extracurricular and leadership activities, and educational program participation in high school. Each CSU campus will determine the supplemental factors used with GPA to determine eligibility.
  - The CSU assigns extra points for up to eight semesters of approved honors level and Advanced Placement (AP) courses taken in the last three years of high school: "A" = 5 points, "B" = 4 points, "C" = 3 points. No more than two approved honors level courses taken in the tenth grade may be given extra points. *A grade of "D" in an honors, IB, or Advanced Placement course does not earn extra points.* Extra points are also awarded for college courses used to

meet CSU a-g requirements. *No more than eight extra points may be awarded to any one applicant.* If you apply for admission before you graduate from high school, you should compute your GPA using grades earned in courses completed after the 9th grade. **Do not** include grades you expect to earn in courses during the remainder of 12th grade. For additional information, please refer to the CSU website: www.calstate.edu

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

INTERNATIONAL STUDENTS CHECKLIST

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

1. Maintain a valid passport. Passports must be renewed 6 months before they expire.
2. Meet with the SEVIS Designated School Official (DSO) a few times during the course of the school year as follows:
   a. Within the first few days of each new semester to register their attendance with the Department of Homeland Security (August and early January).
   b. At least one week before leaving the country on holiday/vacation to get signed permission to leave and return (must bring flight information).
      i. Students traveling outside the United States while on an F-1 visa must be in possession of the following documents: a valid passport, Immigration Form I-94 (given to the student upon entry into the U.S.A.), and current I-20 form.
      ii. Students may only travel outside the United States during official extended school holidays/breaks, such as Christmas or Summer, and they must return by the start of the next term. Consequences of traveling outside these published times may include a drop in GPA due to missed class assignments/examinations, additional disciplinary action such as detention/in-school suspension for exceeding maximum allowable absences in a semester, and/or termination of your I-20 (if late return results in exceeding the maximum number of days permitted outside the United States).
      iii. In case of a family emergency requiring emergency travel, the one-week requirement will be waived, but you must still contact your DSO to get travel permission before leaving.
      iv. Any international student requesting permission to travel outside of the United States for the **summer break MUST also be current with their registration, student services, and tuition schedule requirements** for the following school year before permission will be granted. This includes submitting the completed registration forms.

c. Any time they misplace or damage their I-20 form and need to get a replacement.
d. A couple of weeks before graduation with a copy of their college/university acceptance letter to schedule the transfer of their I-20 to the institution they will be attending the following school year.

3. Report to their counselor on a regular basis, as prescribed by their counselor.
4. Adhere to the attendance and behavior policies as stated in this handbook and class syllabi. Failing to attend classes and continued violation of behavior policies will put their F-1 status in jeopardy.
5. Maintain satisfactory academic progress (no D's or F's). F-1 students failing to maintain satisfactory academic progress for a second consecutive grading period (quarter) will receive a warning letter from their counselor and be placed on probation, putting their F-1 status in jeopardy. F-1 students failing a third consecutive grading period will be required to meet with their DSO, counselor, and guardian/host parent.
6. Report any of the following to the DSO immediately: change of address, change in immigration status (F-1 to Green Card), change in guardianship, and intent to withdraw or transfer.
7. Only initiate a change to their immigration status at the **beginning of the summer vacation** in order to avoid missing classes and assignments.
8. Visit https://www.ice.gov/sevis/students for information regarding applying for privileges like obtaining a driver's license as an F-1 student, etc.

STUDENT SERVICES

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

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

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

- The library is reserved for academic purposes only: individual quiet study, completing school work, small and large group work, and casual or extracurricular reading at Bosco Tech's discretion.
- The CCRC moderator will determine what unacceptable behavior is based on the Student-Parent Handbook and may suspend a student's use privileges.

ATTENDANCE POLICIES

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

Attendance Expectations/Standards: Students are expected to be present for all school days and on-time for all classes throughout the year. **Students must carry their school IDs at all times** for attendance and security purposes; if a student loses their school ID, a replacement must be obtained from the Director of Student Activities for $10. *Ten absences per semester (or five unexcused absences) are the maximum allowed before semester credit may be lost for a class.* After the tenth absence, a parent/guardian conference will be required with the student's academic counselor or the Dean of Students to help prevent the student from losing credits. Illness, family trips, and family commitments are not exempt from a student's total allowed absences per semester. Bosco Tech reserves the right to question the reason for an absence and ultimately deem it unexcused, even with a note from a parent or guardian.

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

Making-up Class Assignments/Tests: All academic or technical work missed because of excused absence or tardiness must be made up within a reasonable amount of time. Students who are having difficulties making up their assignments should speak with their academic counselor and teachers. Make-up tests or quizzes will not be administered in cases of unexcused absences or truancies.

ABSENCES

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

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

The day a student returns from an absence, they must:

1. **Bring a written note** prepared by their parent/guardian and, if necessary, any note from their attending physician, dentist, lawyer or any other documents, such as important court documents, to the Attendance Office.
2. **Be at the Attendance Office by 7:45 AM** so he or she will have time to arrive to first block on time and avoid being marked tardy. The student will be issued a Re-Admit Slip, and they are not allowed to enter class without that slip.

Prolonged Absences: If a student is absent for three consecutive days, one of their parents/guardians must contact the student's academic counselor to arrange for homework to be picked up from the school receptionist. When an absence of four or more consecutive school days is due to a student's illness, a note from their doctor is required on the day they return to school.

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

- Illnesses
- Medical or dental appointments/orders (must return with a doctor's note)
- Legal appointments (must bring a note from the court or attorney)
- Death in the family
- Religious observances
- Extraordinary family situations

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

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

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

- No phone call or email on any day when the student is absent.
- No note on the first day the student returns to school (even though a detention will be assigned, a note must still be submitted to avoid further consequences).
- Truancies (including cutting class or leaving school grounds without permission).
- Personal absences without approval of the Dean of Students or Principal.
- Any abuse of the pre-planned absence system.
- A student not clearing an unexcused absence with the Attendance Officer within the one school day window before it is considered a truancy.

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

Pre-Planned Absences: Under rare circumstances, the school may grant permission for a short or extended absence. All students below a 2.0 GPA are encouraged not to miss any school days. Pre-planned absences **must be arranged** in the following manner:

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

TARDIES

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

A student who is not in school by 11:00 AM is not allowed to participate in or attend any after-school activity (i.e. athletic contests, practice, awards ceremony, etc.). The Dean of Students and the Principal are the only administrators with the authority to grant exceptions to this rule.

Excessive Tardiness to School: *Ten tardies per semester, regardless of being excused or unexcused, will result in a Saturday detention.* Fifteen tardies are the maximum allowed per semester before semester credit will be lost. After the tenth tardy, the student's parent(s)/guardian(s) will be contacted via email or phone and a conference will be required with the Dean of Students to develop a plan that will assist the student in being punctual to class (refer to section on "Attendance Probation" below).

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

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

- Cutting any class constitutes truancy and results in disciplinary action, even if the student is on campus.

- Students who have been truant will not be allowed to make up any missed work during the time of truancy.
- The disciplinary consequence of truancy is no less than a one-day suspension and a Saturday detention. Senior ditch days are treated as truancies.

Bosco Tech considers any unexcused tardy to the first block that exceeds 20 minutes to be a truancy.

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

ATTENDANCE PROBATION

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

EARLY DISMISSALS

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

1. **Submit a written request or email from the parent/guardian** to the Attendance Office by 7:45 AM. If the student cannot make it through the Attendance Office line by 7:55, they should go to their first block class and return at lunch to pick up their early dismissal pass. It is the student's responsibility to get to class on time, regardless of whether they need to obtain an early dismissal slip.
2. If the early dismissal is due to an appointment with a doctor, dentist, lawyer, or court, then **a note on office stationery** must be brought to school on the day the student returns.

Unless pre-approved by the Dean of Students, early dismissal will **not** be granted for the day of Salesian Games.

HEALTH POLICIES

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

In the case of sudden illness (i.e. vomiting) while in class, the student may be sent to the Health Office without a pass, but must be accompanied by someone. At all other times, the student must have a pass from their teacher.

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

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

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

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

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

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

Students may not carry prescription medication in their possession, except for asthma inhalers, epi-pens, or diabetic emergency supplies. In order for students to start carrying these items, a School Medication Authorization Form must be completed and

signed by the student's physician and parent/guardian. These forms are available from the Health Office.

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

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

Immunizations: Students admitted to Bosco Tech are required to supply the Health Office with up-to-date student immunization records. Information regarding what immunizations are required is provided to all incoming students. If a student's immunization records are incomplete, the school will notify the parent(s)/guardian(s) of the immunizations their child must receive to bring the records up to date. The public health provisions of the California Code of Regulations specify that parents/guardians have a maximum of 10 days from the time they are notified of incomplete records to provide the school with updated documentation showing that their child has received the required immunizations. If they do not comply during this legal window, their child will be barred from attending school (Cal. Code Regs. tit. 17, § 6040).

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

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

AIDS Policy: In accord with Roman Catholic teaching, any student found to be infected with the Human Immunodeficiency Virus (HIV), which leads to Acquired Immune Deficiency (AIDS) or AIDS-Related Complex (ARC), will be treated with dignity and respect. The Principal will decide the type of educational services to be provided to a student based on their treatment plan and consultations with their

physician, academic counselor, parents or legal guardians, and the Health Office. Public health personnel may also be brought into the decision-making process as needed. For most infected students, the benefits of an unrestricted environment will be given priority in the decision-making process. The Principal and Health Office will periodically review the circumstances of the case to see if the student's situation has changed sufficiently to warrant a re-examination of the educational services being provided. Every precaution will be taken to protect the confidentiality of records, files, and other information about the HIV status of the student. The school also makes educational efforts to fully inform staff, students, and parents/guardians about AIDS.

Suicidal Ideation: When a student is referred to Counseling Partenrs of Los Angeles (CPLA) by means of self-referral, faculty or staff referral, or through a session with CPLA counselor for presenting signs or thoughts of hurting themselves or others, the following actions will be taken by Bosco Tech:

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

Child Abuse Reporting: In accordance with the California Child Abuse and Neglect Reporting Act, school staff are mandated, under penalty of fine and/or jail term, to report all suspicions of emotional deprivation, physical abuse, inadequate supervision, or sexual abuse and exploitation (CA Penal Code § 11165.7). In this very serious and legally sensitive area, the school will **not** contact parents/guardians in advance of making a report to legal authorities. The law mandates that school staff file a report within thirty-six hours with the Los Angeles County Department of Children and Family Services (DCFS) when there is reasonable suspicion of abuse (CA Penal Code § 11166(a)). All investigation of suspected abuse is the responsibility of DCFS, not the school or staff.

EMERGENCY PROTOCOLS

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

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

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

Earthquakes: Bosco Tech has instituted a complete safety program that addresses first aid, medical treatment, shelter-in-place, and post-disaster mitigation. Drills to practice the procedures for responding to an earthquake will be held periodically and should be taken seriously. In the event of an earthquake, follow the simple rule of: "*Drop, Cover, and Hold On!*"

If an earthquake occurs while you are….

Indoors:

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

Outdoors:

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

After the shaking has stopped….

1. Exit the building with your class in a quiet and orderly manner. Teachers will lock classroom doors and grab the red-colored emergency folder. DO NOT GO BACK INSIDE!!!
2. Assemble with your class on the mall, football field, or other designated evacuation area (if you were outside during the earthquake, stay outside and join your class).

3. Begin emergency class attendance procedures and hold-up your RED or GREEN-colored card.
4. Wait for an all-clear signal before resuming normal activities.

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

If the emergency is in response to a bomb/explosive threat or an environmental threat/disaster, students and personnel will be evacuated from the area(s) of concern and should await instructions to do so, unless there is an immediate threat to life.

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

Active Shooter Situation: In the event of an active shooter situation while students are in class, a lockdown will be called and if safe to do so, students should stay with their classes and follow the lockdown procedures above. Teachers have been trained on how to handle these situations and students are expected to follow their instructions. If students must exit the building, they should try to stay with their other classmates. If a student finds themselves in immediate danger, they should protect themselves by running and finding a place to hide. If a student is out of all other options to protect their life, then as a last resort, they should try to fight-off the shooter, by any means necessary.

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

Release from Bosco Tech Following an Emergency: Refer to *"**Emergency Release Authorization**"* section on page 31 of this handbook.

STUDENT LIFE

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

YOUTH MINISTRY

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

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

Christian Service Hours Requirement: The Coordinator of Youth Ministry is responsible for administering and maintaining the Christian Service Hours program. Service to others is a pivotal component of education and is essential in the development of a robust spiritual life. Every student is required to complete a **minimum of 25 service hours per year enrolled,** totaling 100 hours over four years of enrollment. This is a graduation requirement. At the start of each semester, the student body receives a presentation about the requirements of the service hour program and updates on where service can be performed. Service forms, log sheets, and a service opportunities list can be downloaded online. Service hours are updated quarterly and at the end of each semester. Deadlines for service hours can be found in the school calendar.

Class Retreats: The Youth Ministry Office sponsors all one-day and overnight retreats, including Kairos for Seniors and the Salesian Experience for Freshmen. **Students must attend one Youth Ministry-sponsored retreat each year.**

The CYM oversees the work done by the Kairos Coordinator. Kairos is an optional four-day, three-night retreat that takes place once per semester in Vista, CA. The word "Kairos" is a Greek word that translates to "God's time." This spiritual experience affords all attendees an opportunity to reflect on their sense of self and how their connections to God, family, and friends could be improved. Although this retreat is primarily for Seniors, a select group of Juniors are invited (using faculty input) to the

Spring Kairos. These Juniors can then apply for a leadership position in the Fall Kairos of the following year. Kairos can be an especially intense experience.

The DBTI Youth Ministry Office also coordinates efforts with the Western U.S. Salesian Province's Youth Ministry Office. It participates in the leadership training effort known as the Salesian Youth Leadership Conference (SYLC), a week-long conference held every summer in Northern California. Students are selected to attend from the elected/appointed positions of various leadership groups on campus.

STUDENT ACTIVITIES

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

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

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

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

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

- Any small group of students (3 or more), with a faculty/staff moderator, can apply to ASB to become an official club. Applications can be obtained from and submitted to the Director of Student Activities or an ASB leader.
- An official club can fundraise, plan activities and events, and be represented in the school yearbook.
- Clubs are not cliques. Membership is **open to all students** with a GPA of 2.0 or above, with the exception of clubs that have additional academic requirements.

- The club or activity must have an administration-approved faculty sponsor who attends all meetings and functions. They are charged with providing a positive and enthusiastic Salesian Catholic presence to the group.
- The club must adhere to Finance Office protocols governing deposits and disbursements of funds.
- The school may allow clubs to use the school's name for public, social, fundraising, or commercial activities on marketing fliers and posters. **Permission to do this must be sought from the Director of Student Activities in advance, no exceptions.** In addition, the marketing materials using the school's name must be reviewed and approved by the Director before publishing. Clubs that fail to follow these rules regarding the use of the school's name in their marketing materials will be subject to sanctions, and leaders of the club will face disciplinary action.
- All activities must be approved a minimum of three full weeks in advance by the Executive Council and the Director of Student Activities. Extensive changes to the original activity must be approved by the Director of Student Activities.
- Activities must be supervised by school personnel, and possibly parent/guardian chaperones depending on the size and nature of the event.

SENIOR GRAD NITE INFORMATION

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

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

SCHOOL DANCES

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

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

Arrival/Departure Policies:

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

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

- Participants will act with respect and courtesy toward other students and all adult chaperones.
- Participants may break-dance under the direct supervision of an adult in an area designated for it. For safety reasons, dance moves that could endanger the performers (e.g. head and neck spins) are prohibited.
- Offensive language, obscene gestures, unsafe and/or explicit dancing, such as "freaking," grinding, moshing, or slamming is strictly prohibited. The following are consequences for students engaging in sexually-explicit or dangerous dancing:
    - **1st Warning —** The publication of these rules and purchase of a dance ticket serve as the first warning.
    - **2nd Warning —** Student's ID card or wristband will be confiscated. The incident will be brought to the attention of the Director of Student Activities, his designated staffer, or another school official.
    - **3rd Warning —** The student will be escorted off the campus and parents/guardians will be notified.

- Every effort will be made to ensure that dances are drug, alcohol, and weapons free. Bosco Tech's Drug and Alcohol Policy (refer to page 58 of this handbook) will be enforced at all times. All persons, and possibly their vehicles, will be searched by security personnel for weapons and a drug-sniffing canine unit upon entering the campus. Those suspected of possessing or perceived to be under the influence of drugs and/or alcohol will have to submit to a breathalyzer test. The police, parent(s)/guardian(s), and student's school will always be notified of violations and the student will be sent home to await further disciplinary action with their school.

Students who fail to abide by these guidelines will be escorted off the campus, prohibited from attending future dances and activities, and will be subject to further disciplinary action.

CASUAL DANCES

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

- **Preferred Attire for All —** Clean, long pants or jeans (no tears/rips), T-shirts, dress shirts, or blouses, and athletic shoes – all in good condition.
  - Female guests must **dress modestly and appropriately.** Blouses and dresses must cover the shoulders and not be low-cut.
- **Attire NOT Permitted —** Oversized clothing, ripped or torn-style clothing, or excessively tight garments; leggings or overalls; bare midriff, see-through or mesh clothing, spaghetti straps, tube or halter tops; skirts or dresses above the knee, or with slits extending above the knee; hats, du-rags, beanies, caps, or visors; oversized bags or decorative pins; chains or spikes; stiletto heels.
- Students altering their clothing once admitted to the dance will be asked to leave and will not be permitted to return.

FORMAL/SEMI-FORMAL DANCES

Information for Formal/Semi-Formal Dances: The following regulations apply to formal and semi-formal dances (Prom, Homecoming, etc.) hosted by Bosco Tech:

- Bosco students must be present for all classes on the day before the dance.
- Bids will only be sold in advance at the Finance Office. They will not be available for sale at the door.
  - Bids are non-transferable, unless approved by the Director of Student Activities, and are non-refundable.
  - Parents/guardians will be notified if a student purchases a bid and does not show-up for the dance.
- Formal dances are off-campus from 7:00-11:30 PM, unless otherwise stipulated.
  - Dinner will be served at all formal dances. Those who anticipate arriving late must notify the Director of Student Activities the day before the dance.

- Students who leave the dance early may not return.
- Students are to be picked-up promptly after the dance. The school will send students home via rideshare or taxi at parent/guardian expense if they are not picked up on time.

- The school is responsible for setting ticket price, theme, time limits, and regulations for formal dances. Parents/guardians are expected to determine time limits and expenditures of formal dance-related activities (e.g. house parties after dances, etc.) with their child.
  - It is the responsibility of parents/guardians to ensure these activities are free of alcohol and illicit drugs (including marijuana); parents/guardians who serve or are permissive of these substances at events on their property or under their supervision assume serious civil and criminal liability.
- Students and their guests must enter and leave the dance together.

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

- **Male Attendees —** A sport coat or suit jacket, tie, and slacks should be worn to both Prom and Homecoming.
- **Female Attendees —** Prom dresses must be floor length. Homecoming dresses must be, at minimum, tea length (below the knee and above the ankle). Dresses/skirts that expose the knee, expose the torso, or dip below the waist are not permitted.
- At Prom, dress shoes must be worn by all attendees. At Homecoming, solid black tennis shoes in good condition (no rips or smudges) may be worn; the tennis shoes may not have contrasting brand logos or sole edges, and must be worn with dark matching socks.
- Headbands, caps, visors, and hoods are **never permitted** at these dances.

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

ATHLETICS

Bosco Tech offers students the opportunity to participate in nine different sports on an interscholastic level. Fall sports include football and cross country, Winter sports include basketball and soccer, and Spring sports include baseball, tennis, track and field, golf, and volleyball. Bosco Tech is a member of the **California Interscholastic Federation (CIF)** and abides by all conditions of membership (CIF Constitution, art. II, § 22).

To participate in interscholastic sports, Bosco Tech students must fulfill all eligibility requirements established by the CIF and comply with the expectations outlined below:

- **Character —** Student-athletes are to maintain a level of high integrity and positive character befitting a Bosco Tech student. Students who violate the school's academic, disciplinary, and financial policies are ineligible for participation in interscholastic sports at Bosco Tech. Students on disciplinary probation or whose conduct is deemed unsatisfactory may be declared ineligible by the Principal or the Athletic Director for an indefinite period of time.
- **Appearance —** Participation in athletics involves discipline and sacrifice. All student-athletes must adhere to the dress and grooming standards set by the Athletic Department.
- **Physical —** Maintaining good physical health is essential for participation in athletics. Accordingly, a pre-clearance medical examination is required, and the record will be kept on file in the Health Office. Athletes may not participate until this requirement has been fulfilled.

Scholastic Eligibility Requirements: All students involved in interscholastic athletic teams are expected to maintain at least an unweighted 2.00 GPA on a 4.00 scale during each grading period (grading periods are approximately every 4-1/2 weeks). Students with GPAs below 2.00 at the end of any grading period are not eligible to practice with or play on any interscholastic team. The GPA used to determine eligibility will not include grades earned in Band or interscholastic athletics. Following CIF guidelines, Bosco Tech counts grades of Incomplete as Failures when determining athletic eligibility (CIF Southern Section Blue Book, Art. 20, § 205.1).

If a student receives a F at the end of a grading period, the Director of Counseling and Principal, in consultation with the Athletic Director, may place the student on academic probation.

Dismissal from a Team: Athletes may be dismissed from a team for violating CIF rules, endangering their own welfare or that of teammates, failing to follow training rules, or demonstrating a consistent lack of effort or good will.

Athletic Participation Fees: These fees support Athletic Department expenses and are non-refundable. Please contact the Finance Office for a schedule of sports fees. *Transcript records indicating student participation in sports will be withheld until sports fees have been paid.*

Competition Day Dress Code: Athletes are required to wear a collared dress shirt and tie, or a Bosco Tech team polo or team jersey, along with dress pants, belt, and dress shoes on days of athletic competition. This dress code applies on all competition days, regardless of the dress code approved for the rest of the Bosco Tech student body on those days. An athlete's failure to comply with this competition dress code may jeopardize their participation in competition that day.

Athletic Uniforms and Equipment: Depending on the sport, each athlete will be loaned the appropriate equipment/uniforms by the Athletic Department. It is the athlete's responsibility to care for that equipment/uniform for the duration of their sport's season. At the time equipment or uniforms are issued, athletes must sign a form listing the items received and agreeing to return them clean and in good

condition at the end of the season. The days and times to return these items will be communicated to athletes by their coach. If an athlete does not return their equipment/uniform by this time, they will be required to pay the current replacement price for those items. *Athletes will not be allowed to take their semester final exams until equipment/uniforms are returned or replacement fees are paid.*

Competitive Varsity Letter: Students who participate in certain interscholastic academic and athletic programs may earn a Varsity Letter by meeting the requirements established by the Letterman Society, with the added approval of the Student Activities Director and Athletic Director. Students in the Marching/Concert Band may receive a Letter after successful completion of program requirements. Some programs may have additional requirements for earning a Letter.

Policy on Concussions/*Return to Learn* and *Return to Play*: The health and safety of Bosco Tech athletes are the foremost priority of the Athletic Department. Contact sports carry a greater risk of concussion – a brain injury caused by a blow to the head or by violent shaking of the head and body. Following a concussion, student-athletes may experience difficulties with short- and long-term memory, concentration, and organization. They will need rest while recovering (e.g. avoid reading, texting, video games, loud movies, and music), and may even need to stay home from school for a few days. As they return to school, they may need to start with only a half-day depending on how they feel. If recovery is taking longer than expected, they may benefit from a reduced class schedule and/or limited homework; a doctor's assessment and recommendation can help with making the appropriate changes.

Bosco Tech follows the CIF guidelines regarding *Return to Learn* and *Return to Play* protocols. You can go to the CIF website (cifstate.org) for more information on concussions, *Return to Learn*, and *Return to Play* policies.

REGULATIONS FOR ATTENDING ATHLETIC EVENTS

The following regulations apply at all athletic events hosted on Bosco Tech's campus:

- Students who bring friends to Bosco Tech events are responsible for their conduct. All Bosco Tech students, as well as visiting students from other schools, are required to present photo ID at the time of ticket purchase and/or admission. The following are acceptable forms of photo ID: student ID card, driver's license or other state-issued picture ID, class schedule with student picture printed on the page, or current passport.
- Bosco Tech faculty and staff have full authority to admit, refuse admission to, or dismiss any student from an event.
- Attendees are to be courteous and polite. Attire should be worn in accordance with Christian principles of decency.
- Students are not to loiter on or near campus after athletic events.
- Students with alcohol on their breath or who exhibit behaviors or symptoms indicating alcohol or drug use will be refused admittance. Parents of the student

and/or the local law enforcement agency will be contacted to attend to the situation.

- *Smoking is not permitted at any school-sponsored event.*

Spectator Sportsmanship: Bosco Tech expects all fans in attendance at athletic events to exhibit exemplary sportsmanship. We encourage students and fans to support their school's team by their presence at games if they abide by these guidelines:

- Cheer positively for their school's team, but never negatively against their opponent. Avoid cheers/taunts that state the opponent's name, colors, symbols, mascots, or the names of individual players or coaches.
- Avoid the use of provocative, vulgar, or obscene language or gestures.
- Show respect for the game officials.
- All posters must display a positive message and avoid provocative words.
- Stay off the playing surface until the end of the competition. Parents/guardians, friends, and relatives of athletes may not be on the sidelines or bench area during a game. Students may not go to an opponent's rooting section during a game.
- Do not bring inappropriate items to a game. These include artificial noisemakers, alcohol, drugs, weapons, etc.

VEHICLE REGULATIONS ON CAMPUS

DRIVING ON CAMPUS

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

The following information is also important in regard to driving on campus:

- Students who are picked-up or dropped-off will be held responsible for the conduct of their drivers. **Parents/guardians may not pick-up or drop-off students in the front administration parking lot before and after school;** instead, they should use the south parking lot. Parents and other drivers are reminded to observe the no parking zones marked by red curbs in front of the school, including the bus stop.
- Only faculty, staff, and Salesian residents may enter the campus premises through the electric perimeter gates. These entrances may never be used for student pick-up or drop-off.

- Sheriff deputies sometimes post themselves in front of DBTI on San Gabriel Blvd. before and after school. They issue tickets to drivers who speed in the school zone or make illegal U-turns in front of the school.
- State law stipulates that until a driver turns 18, their parent(s)/guardian(s) are liable for any damage or injuries caused by their driving (CA Veh Code §§ 17707-17708).

Also, it is never permitted for students to ride skateboards, scooters, bicycles, or any other similar wheeled devices on campus.

PARKING ON CAMPUS

All commuting students who drive or park on school property must be registered through Bosco Tech's Finance Office. As proof of registration, the student driver will receive a uniquely-coded parking permit at no cost; this means that the permits are non-transferable. Parking permits must be displayed on the rear-view mirror at all times while the vehicle is on school property. Replacements for lost or stolen permits are $15.00 each. Unregistered vehicles may not be driven or parked anywhere on campus during school days or on weekends; parked vehicles that are unregistered will be towed at the owner's expense. *Bosco Tech and its employees are not responsible for vehicle damage or theft.*

To obtain a parking permit, the following documents must be provided to the Finance Office:

- Current and valid driver's license
- Current vehicle registration card
- Proof of auto insurance (minimum requirements can be found on the DMV website, or in CA Veh Code § 16056)

The following regulations for parking on campus always apply:

- All rules of the road must be followed. The maximum speed limit on campus is 5 mph. Loitering or gathering around parked vehicles is not permitted.
- State law stipulates that until a driver turns 18, their parent(s)/guardian(s) are liable for any damage or injuries they may cause (CA Veh Code §§ 17707-17708).
- Registered student drivers must park in the fenced-off parking lot off of San Gabriel Blvd. on the northwest corner of the school property, which is reserved for student parking. Students should not back their vehicles into parking spaces, as this may damage the concrete curb and possibly your vehicle.
- Students are not allowed to park in numbered staff spaces or spaces reserved for immediate school business marked "Visitor." They are also never allowed to enter the faculty and staff electronic vehicle gates to park around the gymnasium, basketball courts, Tech Hall, or technology and academic buildings.

- Parking in handicap spaces or fire zones (designated by blue or red pavement markings) is forbidden and will result in the vehicle being towed at the owner's expense.
- Vehicles parked improperly or in prohibited areas, or which are not displaying a valid parking permit are violations that will result in a $15.00 fine, possible additional disciplinary action or vehicle towing, and potential loss of student parking privileges. Fines are to be paid to the Finance Office within five calendar days of the citation, and proof of payment must be shown to the Dean of Students. Students who do not pay their fines will be subject to further disciplinary action.

GROOMING & DRESS CODES

Bosco Tech believes that adherence to a dress code is an important aspect of a student's social and educational development. These grooming and dress codes are based on the school's goals of:

- Instilling in students a sense of appropriate attire and grooming for various occasions and circumstances.
- Helping students learn respect for themselves and one another, the faculty and staff, and the educational goals of Bosco Tech.
- Creating a sense of identity among the student body.
- Preventing students from identifying with, or feeling threatened by, attire and grooming associated with disruptive or negative influences.
- Establishing a level of decorum and etiquette that will enable students to more smoothly transition into the workforce as young professionals.
- Maintaining a safe campus by making it easier to identify intruders.

Parental Responsibility Regarding Grooming & Dress Codes: It is the responsibility of parents/guardians to see that their child complies with the grooming and dress policies listed in this handbook. Students are expected to adhere to the grooming and dress code from 7:30 AM to 3:05 PM, unless otherwise directed by the school administration, regardless of whether they are in class or elsewhere on campus.

Violations of **any** grooming or dress code will result in no less than an after-school detention and confiscation of the item(s) not in compliance with the dress code. Items confiscated cannot be recovered and will be donated to the Salesian Missions or the Salesian Boys & Girls Club. All student belongings brought on campus (books, backpacks, clothes, etc.) should be labeled with the student's name so they can be identified if lost. Neither the faculty and staff nor Don Bosco Technical Institute are responsible for any confiscated, lost, or stolen items.

The Dean of Students and administration of Bosco Tech will be the final judges of what constitutes appropriate dress and may send a student home if it is determined a student is flagrantly violating the school's grooming and dress code. All such instances will also result in a Saturday detention or full suspension.

GROOMING CODE

The grooming standards outlined in this section are enforced every day of the school year, regardless of what dress code is in force on a given day.

Hairstyle Policies:

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

Other Grooming Policies:

- All students must be clean-shaven every day. Seniors (as part of senior privileges) may be allowed to wear a neatly trimmed moustache or goatee. Sideburns may not extend below the ear or be flared.
- Unshaven students will be required to purchase a razor for $1.00 from the Dean's Office and will shave before admittance into class. They will also serve an after-school detention.
- Tattoos or brandings may not be visible at any time during school hours or athletic/extracurricular activities. Students may not wear makeup of any kind.

THREE DRESS CODES — REGULAR, FORMAL, AND RELAXED

This section outlines the three dress codes that are used at Bosco Tech. In general, all clothing must be **neat, clean, and in good condition (not worn or torn).** Below the three dress codes, pay special attention to the "Items NEVER Allowed on Campus" section.

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

The different components of the Regular School Dress Code are outlined below:

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

Formal Dress Code: The student body is required to follow the Formal Dress Code on certain school days with special events (student body Mass, Picture Day, etc.). Students may also be required to follow the Formal Dress Code for disciplinary infractions, including dress code violations.

On days where the Formal Dress Code is in force, normal dress code regulations still apply, with the following required additions/modifications:

- Shirt:
  - A button-down solid color or pinstriped dress shirt (long or short-sleeved).
  - The shirt must be tucked-in.

- Tie:
  - A necktie or bowtie must be worn throughout the whole school day, unless instructed otherwise by the administration.
  - Students should wear their Bosco Tech class tie or a similar conservative-style tie.
  - Neckties must be tied to the proper length, ending at the top of the belt buckle.
- Pants:
  - Black or khaki slacks or pants from the uniform company. Shorts are never allowed on days where the Formal Dress Code is in force.
  - Must be worn with a solid black or brown belt.
  - Suspenders are another option instead of a belt.
- Shoes:
  - Students should wear black or brown dress shoes or loafers. They may also wear solid black tennis shoes including the sole (free from rips, holes, or tears); the tennis shoes may not have contrasting brand logos or sole edges.
  - Dark, solid-colored, matching socks must be worn; white socks are not permitted.

Relaxed Dress Code: The Relaxed Dress Code may be permitted by the administration as a reward, used as the appropriate attire for special days (such as Salesian Day Games or St. John Bosco Feast Day), or worn after school for athletic or extracurricular events.

Students may wear T-shirts, shorts, or jeans (shorts and jeans must have belt loops). Belts are optional, but may not have studs or spikes. The specifications in the Regular School Dress Code for shoes, jackets and sweatshirts/sweaters, and hats also apply to the Relaxed Dress Code.

Any form of dress or appearance violating the basic norms of neatness or decency will be deemed unacceptable. Some interpretation in these matters is obviously necessary.

Items NEVER Allowed on Campus:

- Sweatpants or oversized clothing
- Pajamas
- Tank tops
- Military fatigues
- Overalls
- Bandanas
- Non-Bosco Tech buttons or pins
- Earrings
- Body-piercing paraphernalia
- Chains

- Permanent ink markers
- Spray paint
- Firearms
- Knives, including all pocket knives
- Toy munitions
- Any item that could be construed as a weapon
- Combustibles
- Fireworks (legal or illegal)
- Tobacco products
- Any vaping products ~~E-cigarettes~~
- Alcohol
- Narcotics, illegal drugs, or controlled substances (including marijuana)
  - Prescription drugs (refer to page 30, "Prescription Medication")
- Chewing gum

Clothing that is worn/torn or violates standards of decency (including references to violence, drugs, racism, sex, alcohol, etc.) is strictly forbidden.

STUDENT CONDUCT EXPECTATIONS

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

BOSCO TECH HONOR CODE

The Honor Code articulates the moral values upheld by Don Bosco Technical Institute. As at any educational institution, a code of conduct must be established so each individual knows the proper way to behave. The good character you display through your actions is the most valuable gift you can carry with you after graduating from Bosco Tech. Formulas and facts can carry students only so far in life; true success lies in the desire to be good for its own sake — doing the right thing, even when no one is watching. The Honor Code is not meant as an imposition; rather, it is a standard to which all students, faculty, and staff are held. At Bosco Tech, we hold ourselves to the highest standards of academic and moral integrity.

This code asks us to uphold the following principles with equal rigor and passion in all aspects of student life:

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

- **Personal responsibility** is being accountable for our actions and accepting the consequences of those actions.

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

Enrollment at Bosco Tech comes with the expectation that you will behave morally and not engage in the following prohibited behaviors:

- Cheating — Giving or receiving unauthorized aid or assistance on any form of academic work. Examples of cheating include, but are not limited to, the following:
  - Copying the homework of another and handing it in as if it were your own work. All parties involved will receive equal punishment.
  - Using notes, the Internet, other aids, or the help of other students on tests and exams in ways other than those expressly permitted by the instructor.
  - Obtaining copies of an exam or answers without permission of the instructor.
  - Copying from another student's test or examination.
  - Submitting as your own electronically-stored work that actually belongs to another student, teacher, or person outside of Bosco Tech. This includes works from software programs specific to technology, such as sketches, renderings, blueprints, or calculations.
  - Discussing answers or ideas related to an exam or test when such discussion is prohibited by the instructor.
  - Altering or interfering with grading procedures (such as changing an answer after the work has been graded and presenting it as improperly graded).
- Plagiarism — Copying language, structure, ideas, and/or thoughts of another and presenting as your original work. Plagiarism includes, but is not limited to:
  - Submitting another person's written work, in part or in whole.
  - Failing to provide a citation in a footnote or bibliography for ideas, statements, facts, images, or conclusions which rightfully belong to another.
  - Failing to use quotation marks when quoting directly from another author, whether it is a paragraph, a sentence, or a phrase.
  - Closely and extensively paraphrasing another person's writing.
- Fabricating, lying, or aiding and abetting acts of dishonesty.
- Obtaining or attempting to obtain an unfair advantage.
- Falsifying records or documents — Statement of any untruth, either spoken or written, regarding circumstances relative to academic work.
- Gaining or attempting to gain unauthorized access to academic or administrative records and systems.

- Sending, receiving, or storing inappropriate electronic messages or images on a school computer, a personal (home or laptop) computer, or any other communication device brought onto school premises.
    - This policy also applies to a student's online presence, including YouTube, Instagram, and other social media communications.
- Harassing any student – through physical, verbal, visual, or cyber bullying – on the basis of race, creed, color, national origin, physical disability, gender, or sexual orientation.
- Portraying yourself – as a student who represents the school – or the school itself in a manner that is incompatible with the moral standards of Bosco Tech.
    - This policy also applies to a student's online and social media presence.

Violations of the Bosco Tech Honor Code: Engaging in any of the behaviors outlined above will **lead to severe disciplinary action, up to and including expulsion** from the school. Each case will be dealt with individually, and the appropriate consequences will be determined by the teacher affected (if applicable), Dean of Students, and/or Principal. The Principal or President of Don Bosco Technical Institute may impose sanctions more severe than those recommended by the teacher and Dean. *As warranted, certain incidents may also be reported to law enforcement.*

The school will take the following actions for each breach of the Honor Code:

1. An investigation into the student and parties involved will be conducted. While the investigation is ongoing, the student may be suspended – either full or in-school – for up to three days.
2. Based on the investigation, a hearing of the Bosco Tech Disciplinary Review Board (refer to page 66 of this handbook) may be convened to recommend the proper disciplinary action, which may include expulsion.

If you are unclear as to whether or not your action(s) are in violation of the Honor Code, it is your responsibility to clarify any ambiguities with your instructor, the Dean of Students, or a school administrator.

Student Visitors Subject to the Honor Code: The school requires all visitors on school premises or participating in school activities to comply with Bosco Tech's Honor Code and not engage in any of the prohibited behaviors outlined in it. Violators will be permanently banned from campus and may, if warranted, be reported to law enforcement for potential prosecution. Any incidents involving visitors will result in the school taking the following actions:

1. The incident will be immediately reported to the Bosco Tech Principal, Dean of Students, and/or security. Local law enforcement may also be contacted. The visitor in violation will be taken to the school administration building, and then escorted off campus.
2. The incident will also be reported to the visitor's principal or Dean as soon as possible. They will decide on an appropriate course of action for their institution and implement it.

ARTIFICIAL INTELLIGENCE (AI) USE POLICY

For the purposes of academic integrity, the use of generative AI will be treated the same as assistance from another person. All of the rules for cheating, copying, and plagiarism apply to the use of AI, just as they would to working with a human. As such, a student should be able to truthfully affirm all of the following statements:

- My use of this AI is consistent with the instructions given by the teacher.
- In this situation, if the AI was a human being, its contribution would be allowed.
- My contribution to this assignment was substantial and thoughtful.

Teachers are encouraged to elaborate on this with specific permissions and prohibitions. Students are expected to adhere to these and, when in doubt, either ask for clarification or assume that this particular use of AI is prohibited. Lastly, if a student uses generative AI tools on an assignment, they must attach a disclosure form that can be found on the school website, or at this link: https://tinyurl.com/ye2av3s5.

The following AI uses are always prohibited:

- Submitting AI-generated text, with no or very limited changes, as your own.
- Using AI to generate or manipulate media (images, videos, etc.) with deceptive intent.
- Using AI for deception in communications like email, text messaging, social media, etc.
- Using AI for cyberbullying.

If a student does not use AI responsibly on an assignment, as outlined above:

1. They will receive a 0 on the assignment, with the ability to complete the work in person during a help session for no more than 50% of its point total.
2. They may be asked to provide additional work to demonstrate understanding of concepts.
3. They must have a conversation with the teacher to understand the intent and context of their actions.
4. Further infractions will result in a conference with parents/guardians, the student, and Dean of Students, where measures for future completion of work will be discussed and implemented.

The consequences of using AI for deception, image manipulation, bullying, and fraudulent communication include suspension or expulsion.

CLASSROOM CONDUCT

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

- Students must be properly dressed and in their seats before the bell rings for class.
- Students are to be respectful toward faculty, staff, and fellow students. At all times, the titles Father, Brother, Dr., Mr., Ms., Mrs., and Miss are to be used when addressing faculty and staff members.

- Students are to speak or act only with the teacher's permission/direction. Students may not leave desks or throw anything in class. Students are to follow directions and use class time wisely.
- Students must assume proper posture in classrooms, lecture halls, and work areas. Use of foul language, slouching in the seat, or sleeping is rude and not permitted.
- Students are expected to know and abide by all class rules and regulations. This will enable the student to make the most of what each instructor has to offer.
- Students are to use the locker rooms and restrooms only during established breaks. Students may not leave their classrooms without permission from the teacher.
- Students are expected to maintain a clean and neat desk or laboratory area. Trash is not to be left on desks or on the floor. Students may not write on or otherwise damage classroom desks in any way.
- Students are to refrain from causing classroom disruptions and distractions such as excessive talking, roaming the room, and horseplay.
- No food or drinks are allowed at any time in the classrooms or laboratories. Eating and drinking are confined to designated lunch areas only. Drinking bottled water from a clear bottle is permitted in classrooms.
- **Gum is not permitted at any time or at any place on campus**.

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

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

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

CELL PHONE USE POLICY

Cell phone usage, without a doubt, presents a major distraction that hinders effective learning and communication if used during class time. However, the administration of Bosco Tech also recognizes that cell phones are a part of everyday life. This policy strikes a proper balance between these two realities while students are at school.

During class:

- Students must shut their cell phones off and either turn them in to the teacher before class or have them put away in their backpacks, at the teacher's discretion. They may not use phones during class, unless given permission by the teacher.
- Students may not take their cell phones with them when leaving a classroom for the restroom, a counselor meeting, or any other destination, unless given permission by the Dean of Students.
- Students may not use cell phones during Mass; **this includes earbuds.**

When cell phone use is allowed:

- Before school
- During lunch and breaks
- After school

Failure to follow this policy will result in a 24-hour hold of the student's cell phone (and earbuds, if they were used to violate this policy).

OTHER ELECTRONIC DEVICES AND INTERNET USE POLICY

Bosco Tech provides its faculty, staff, and students with on-campus computer resources, Internet access, and e-mail services. Students are also allowed to bring their own personal electronic devices on campus. This allowance and the resources DBTI offers are privileges. In accepting these privileges, students commit themselves to moral and ethical uses of technology outlined in this section:

- Use of on-campus computer resources and the school's Internet network (both on personal devices and on-campus devices) is subject to the following regulations:
  - Do not log in as another computer user.
  - Do not access or download pornography, illegal content (including pirated media) or activities, or other inappropriate content.
  - Do not harm, hack, alter, or destroy the data of another user, computer, the Internet, school administration, or any school network that is connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, accessing files, programs, or data restricted to the school administration or faculty/staff, breaching or circumventing the school firewall, and using virtual private networks (VPNs) to try and circumvent Internet controls.
  - Do not stream or download large files for personal usage or entertainment.
  - Do not create or spread defamatory or slanderous content about someone.
  - Do not disclose your personal identifiable information (Social Security Number, address, phone number, etc.) or that of another person, including other students and faculty/staff.
  - *Merely attempting to do any of the above constitutes a breach of trust that will be treated as if the attempt was successful.*

- Use of personal electronic devices (e.g. laptops, cameras, handheld video games, smartwatches, music players, Bluetooth speakers, wired/wireless headphones, tablets, smart glasses, etc.) is subject to the following regulations:
  - The use of any electronic device during class is strictly prohibited, unless specific permission is granted by the teacher; devices may then be **used for curricular-based activities only.** If permission has not been granted, they must be shut-off and stowed in bookbags.
    - Outside of class, students are expected to abide by the school's Salesian Catholic values and moral standards when using their personal devices; failure to do so will result in confiscation of the device and disciplinary action.
  - Cameras, either as independent units or embedded in other devices (e.g. cell phones, tablets, smart glasses, etc.), may not be used on campus without specific permission from a teacher. Students are not to take pictures of anyone without their consent.
- Use of school-provided email service is subject to the following regulations:
  - Use appropriate language. Avoid vulgarity, impoliteness, obscenity, threats, or slander.
  - The transmission or reception of threatening, harassing, obscene, or pornographic material is prohibited. *If content was received that was unsolicited, you must immediately take a screen shot and report it to the Dean of Students to avoid disciplinary consequences.*
  - School e-mail is not guaranteed to be private and may be monitored. Consequently, school email accounts should only be used only for academic and professional purposes.

Violating these guidelines will result in suspension of on-campus computer/Internet privileges, confiscation of any personal electronic device involved, and disciplinary action, up to and including suspension or expulsion.

DBTI is not responsible for any damages you or your device suffer because of the school's computer resources, Internet access, or e-mail services. Use the wireless access and information you obtain from the school's computer resources, Internet access, and email services at your own risk. ***Bosco Tech and its employees are not responsible for the safety or security of any electronic devices brought on campus.***

GUIDELINES FOR STUDENT BODY GATHERINGS

When the student body gathers for events like assemblies, sports rallies, student body Mass, etc., the guidelines in this section ensure that the event is safe and fulfilling for every attendee:

- Students are expected to exhibit respectful behavior during all gatherings of the student body. This includes:
  - Arriving on-time for gatherings. If students are late, they should take a seat in a way that will least disturb the performance.

- Moving to the center of the seating aisles and filling in rows from the back to the front to assist in the seating of others.
- Not talking, shouting, whistling, or name calling during the presentation.
- Respecting each speaker at the microphone at all times.
- Not using cell phones, earbuds, or any other electronic devices during the gathering; usage of these devices will result in disciplinary action.

- All activities at student body gatherings must be pre-approved by the organizer at least three days in advance of the event. The use of balloons, beach balls, streamers, air horns, paper airplanes, etc. is not permitted unless pre-approval is granted; failure to request and receive pre-approval will result in disciplinary action.
  - Students are responsible for cleaning up after their activities at gatherings.

Students are not allowed to gather in any of the following locations without adult supervision: Behind the technologies, the parking lot on the east side of the gym, behind the academic buildings on the east side driveway, behind Tech Hall, the north parking lot, the south parking lot, and other unsupervised locations.

GUIDELINES FOR EXTRACURRICULAR ACTIVITIES

Involvement in extracurricular activities is always encouraged and supported. The policies in this section ensure fairness and safety for all attendees:

- For events that will cause students to be absent during a normal school day, students must have attended school the day before the event and submitted a Pre-Planned Absence Form to the Attendance Office. For events happening after a normal school day ends, students must have attended school on that day.
  - A student may not leave any co-curricular or ASB-sponsored event early without written parental permission communicated to the event supervisor. At the conclusion of the activity, students must leave the school grounds.
- Students must have all regular detentions cleared prior to participation in any co-curricular or extracurricular activity. Students on academic or disciplinary probation may appeal for event attendance to the Dean of Students, the Director of Student Activities, and the Coordinator of Youth Ministry.
- Any disciplinary issues must be reported by a faculty/staff moderator to the Director of Student Activities, the Dean of Students, or another administrator as soon as possible. If drugs, alcohol, or violence are involved, then the report must be immediate. Parents/guardians of students involved will be contacted by the school administration to inform them of any disciplinary situation.
- Bosco Tech's Drug and Alcohol Policy (refer to page 58 of this handbook) will always be in effect at any school event or activity:
  - If a Bosco Tech student, teacher, guest, or parent/guardian is suspected to be under the influence of drugs or alcohol, they will have to submit to a breathalyzer test.

        - The police will be called if the result of the test is positive for alcohol or drug-related substances.
        - Depending on the severity of the incident, the police may take custody of the individual. If police agree to release a Bosco student to the school, they will remain under supervision by a school administrator or event moderator until the situation has been dealt with completely.
    - Parents/guardians will be contacted and asked to immediately come to the event, either to pick up their child or to follow up with the police.
    - If a parent/guardian cannot immediately be reached, the student will be segregated from the event to a secure location and supervised until such time that a parent or emergency contact arrives.
- Any student who is removed from an extracurricular activity for any reason will be subject to additional disciplinary action.

GUIDELINES FOR ATTENDING OFF-CAMPUS EVENTS

When Bosco Tech students attend events off-campus, they represent the school and the character of the entire student body. Therefore, the rules governing conduct at in-school events will apply to behavior at off-campus events. Bosco students must carry their student ID cards with them at all times when at another school. Students are required to present them when requested by teachers, chaperones, school employees, and anyone representing Bosco Tech or the other school. Failure to produce a school ID card when requested will result in disciplinary action.

Violations of Bosco Tech's rules or those of another school or organization may result in a parent conference or other disciplinary action deemed necessary based upon the specific action and circumstances, up to and including suspension or expulsion.

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

A deliberate refusal to obey a reasonable request made by another school's personnel or a response by the Bosco student that is quarrelsome or argumentative may subject them to disciplinary action by the other school. If a student feels unfairly treated, they should nonetheless surrender their ID card and comply with the directive of the teacher, administrator, or staff member from the other school. The student should then address their grievance with the Bosco Tech Dean of Students or Principal on the next school day.

POLICY ON HARASSMENT

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

providing a culture that is free from harassment in any form. Harassment of any individual by any student, school employee, or member of the clergy is prohibited.

The school will treat allegations of harassment seriously and will investigate such allegations in a prompt, confidential, and thorough manner. A charge of harassment shall not, in and of itself, create a presumption of wrongdoing. However, substantiated acts of harassment will result in serious disciplinary action, up to and including expulsion from Bosco Tech. Individuals who are found to have filed false or frivolous harassment charges will also face serious disciplinary action, up to and including expulsion from the school.

Harassment might occur anytime on a school campus or at school-related activities. It can include, but is not limited to, the following categories:

- **Verbal Harassment** — Includes making derogatory comments or jokes; creating or spreading false rumors; using threatening or hostile language; making degrading or inappropriate comments about an individual's character or body; and sending suggestive or obscene letters, notes, or invitations.
- **Physical Harassment** — Includes touching someone without permission or physically assaulting them; throwing objects; deliberately impeding or blocking movement; and interfering with normal activities or personal mobility in an intimidating manner.
- **Visual Harassment** — Includes displaying posters, cartoons, written words, drawings, or gestures that are derogatory, demeaning, inflammatory, or otherwise offensive.
- **Cyber Harassment** — Includes using the Internet, social media, cell phones, artificial intelligence, or other digital devices to send, post, generate, or share text, images, videos, or other content intended to intimidate, hurt, or embarrass an individual.
- **Sexual Harassment** — Includes making unwelcome sexual advances and/or requesting sexual favors. Examples of sexual harassment include, but are not limited to:
  - Making unsolicited sexual advances or propositions.
  - Exposing or inappropriately touching private body parts.
  - Displaying sexually-suggestive objects or pictures.
  - Leering or staring in a persistent or sexual manner.
  - Telling inappropriate or lewd jokes.
  - Making reprisals, explicit or implied, following a negative response to sexual advances.

It is <u>EVERY</u> Student's Responsibility to:

- Treat everyone with respect and conduct themselves in an appropriate manner, in accordance with the principles of a Salesian Catholic school.
- Avoid actions or activities that are prohibited under the Policy on Harassment.

- Report all incidents of harassment or discrimination to the Dean of Students or Principal immediately. The school can only help if we are notified.

DRUG AND ALCOHOL POLICY

The goal of the Bosco Tech Drug and Alcohol Policy is to encourage members of the school community to choose healthy lifestyles. This is accomplished by providing and maintaining an environment in which the welfare of all school community members is paramount. This policy:

- Clearly defines Bosco Tech's zero-tolerance for controlled substances and alcohol on-campus.
- Establishes actions the school will take when handling drug and alcohol-related incidents and the consequences individuals engaging in these activities may face.
- Ensures the school is fully compliant with state and federal laws.

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

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

Response to Incidents of Drug or Alcohol Use by Students:

1. The school employee who first becomes aware of the problem will:
   a. Take all necessary steps to ensure the student's immediate safety.
   b. Inform the Principal and Dean of Students as soon as possible.
2. The school reserves the right to search the possessions of a student at school or at any school function or activity (refer to the next section of this handbook, "School Searches").
3. The Dean and security personnel will:
   a. Establish and validate the facts by interviewing relevant staff and students.
   b. Contact parents/guardians and, if warranted, the local police authority (e.g. Los Angeles County Sheriff's Department).
   c. Keep the Principal informed of the situation.
   d. If appropriate, call a meeting of the Disciplinary Review Board (refer to page 66 of this handbook) to respond to the situation.
   e. Make recommendations to the Principal regarding appropriate consequences, including mandatory drug testing and suspension, expulsion, or legal action.

Disciplinary Measures for Drug and Alcohol Policy Violations:

- Any student participating in this behavior will be suspended and required to take a school-administered drug test monthly for a specific period of time, paid for by the parent(s)/guardian(s). If the student tests positive twice during their time at Bosco Tech, they will be expelled. If the student refuses to participate in this drug testing program, they will be expelled.
- Depending on the severity of the violation, the school may forgo offering the drug testing option to the student and may immediately refer them for expulsion.
- A student caught distributing or intending to distribute any forbidden substance in the Drug and Alcohol Policy will be immediately referred for expulsion.

SCHOOL SEARCHES

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

As private institutions, Catholic schools may conduct searches of students without following the legal procedures that apply to public schools; Catholic school administration officials **do not need** a warrant, probable cause, or a parent's/guardian's permission to search a student and/or their personal property. School searches will always be conducted reasonably and with respect for the student(s) involved. Whenever the administration conducts a search of a student's person or personal effects, **another adult witness will be present**. If a student refuses to cooperate, the student's parent(s)/guardian(s) and/or the police may be called for assistance.

In an effort to keep the school free of controlled substances, alcohol, and weapons, non-aggressive, trained canines are brought onto campus to alert to the presence of these items or other substances/items prohibited by law or school policy. These inspections are unannounced and conducted at the discretion of the school administration. The canine does not sniff the body of any person – student, employee, patron, or visitor – while on school property. It is used solely to detect unauthorized items in lockers, common areas, backpacks, and vehicles located on school property or at school-sponsored events. An alert from one of these trained and certified canines provides sufficient cause to search a student's locker, vehicle, or personal property and effects. In these instances, the school administration will follow these procedures:

1. The student owning/possessing the alerted item is discretely called from class.
2. The student and the item are taken by the Dean of Students and/or security personnel to a private location not readily visible to other students (e.g. an office), where the dog handler is present. The handler then reminds the student what the dog is able to detect.

3. Any items belonging to or relating to the student (e.g. school bag, locker, vehicle) is searched for controlled substances/contraband in the presence of the student.
4. If controlled substances/contraband are NOT found, the student is allowed to return to class; if controlled substances/contraband ARE found, then action will be taken in accordance with the school's Drug and Alcohol Policy (refer to the previous section of this handbook).
5. A parent/guardian is notified of the situation by the Dean no later than the end of that school day.

Any canine alert to a student's belongings results in the student being drug-tested by the school. If the tests come back negative, then no further action will be necessary; if the tests come back positive, the student will continue to test monthly for a specific period of time designated by the Dean. A $25 charge will incur for every test administered, paid for by the parent(s)/guardian(s). If the student or family refuses to participate or the student tests positive more than once, the student will be expelled.

SCHOOL DISCIPLINARY CODE

The purpose of the Disciplinary Code is to establish fair consequences for student misconduct that promote individual growth, develop Salesian Catholic values, and foster respect for authority. These principles are intended to create an atmosphere conducive to learning at Bosco Tech.

The Dean of Students is responsible for all disciplinary actions taken at Bosco Tech. Consequences that may be imposed in accordance with the Disciplinary Code are a loss of privileges, detention, suspension, disciplinary probation, and expulsion. The student or their parent(s)/guardian(s) may appeal to the Principal if they feel a disciplinary action is unwarranted.

Note: *The infractions listed in this section are provided as examples and do not represent an exhaustive list of behaviors that may lead to disciplinary action. Some interpretation and judgment in disciplinary matters is necessary.* ***Any behavior violating norms of Christianity and citizenship is unacceptable*** *and will be assigned the consequence most appropriate for the situation. The school administration and the Dean are the final authority on determining acceptable or unacceptable behavior and the disciplinary action that may result.*

DISCIPLINARY ACTIONS AND CONSEQUENCES

The purpose of this section is to define the range of disciplinary actions available to the school in response to student misconduct. The Dean of Students administers these consequences and ensures they are imposed fairly and consistently.

Detentions: This is the most common form of disciplinary action. The Dean will assign an appropriate disciplinary work detail during the lunch period, after school, or on Saturday for infractions of the school's attendance, grooming and dress code, or

student conduct policies. Failure to report for a detention assignment will result in further disciplinary action.

The different types of detention that can be assigned are outlined below:

- **Lunch Detention** — Students who receive a lunch detention are to report to the Dean's Office five minutes after the lunch period begins.
- **After-school Detention** — After-school detentions are held on Tuesday, Wednesday, and Thursday. Students who receive an after-school detention are required to report to the Dean's Office by 3:15 PM. The detention period does not exceed one hour.
- **Saturday Detention** — For persistent infractions, students may receive a Saturday detention. Saturday detention is in session from 9:00 AM until 12:00 PM and students are required to report to the Dean's Office by 8:55 AM.

During detention, students are expected to exhibit a strong work ethic and perform their assigned work detail(s) to an acceptable standard; failure to do so may result in an additional detention or other disciplinary consequences. Disciplinary work details a student may receive during detention are:

- Assignments involving religious or secular literature or audio/visual materials, including online content that addresses behavior, character, and decision-making related to the infraction. This assignment may also be accompanied by an essay of a length specified by the Dean.
- Campus beautification or cleanup, such as sweeping, mopping, raking leaves, cleaning classrooms or athletic storage sheds, cleaning Tech Hall, picking up trash, and similar tasks.
- Physical activities, such as calisthenic exercises (unless there is authoritative proof of a medical reason that excuses a student from exercise).
- Other work details, at the discretion of the Dean.

Suspensions: The Dean may issue a suspension to a student who, by committing a more serious infraction, temporarily forfeits their membership in the full school community. Suspensions may be served in or out of school, and will not exceed a period of three school days. A suspended student may not participate in any athletic or extracurricular functions on the day(s) of suspension. They will be given course work for all their classes to ensure they do not lapse in academic progress during the period of suspension.

Prior to reinstatement, a parent conference involving the student and the Dean will be arranged. This conference will focus on developing a disciplinary plan to support the student in making appropriate behavioral choices.

The two types of suspension that can be imposed are outlined below:

- **In-school Suspension** — A student assigned an in-school suspension will report to the Dean's Office at 7:45 AM on the assigned day(s) and remain under the direct supervision of the Dean or other authorized school officials until the end of the school day. Students serving an in-school suspension may not loiter on or near

campus before or after any suspension day. They are required to bring a sack lunch and eat in a designated area separate from the rest of the school community. *Cell phones~~phone~~ will be confiscated ~~use is not permitted at any time~~ throughout the suspension.*

- **Full Suspension** — A student assigned a full suspension may not attend classes, be on school property, or participate in any school events on the day(s) of suspension.

Disciplinary Probation: When a student does not comply with assigned consequences, fails to correct a pattern of misbehavior, or commits an infraction considered serious by the school, the student may be placed on disciplinary probation. The Dean will determine the length of the probationary period. If the student continues a pattern of misbehavior or commits a serious infraction while on probation, they may be referred for expulsion. Disciplinary probation may include complying with the Formal Dress Code each day of the probationary period and the loss of privileges to participate in sports, extracurricular activities, and other school events.

Expulsion: This is the most severe and least common disciplinary consequence that can be imposed. Expulsion is the complete and permanent removal of a student from Don Bosco Technical Institute. The Disciplinary Review Board (refer to page 66 of this handbook) reviews cases that may warrant expulsion from the school and submits its recommendations to the Principal. The Principal is the only school official authorized to overturn an expulsion recommendation.

<u>COMMON/MINOR INFRACTIONS</u> and their disciplinary consequences include, but are not limited to:

- Attendance Infractions:
  - Three unexcused or excused tardies to 1st block (more than ~~first~~ 15 mins.) = one after-school detention is assigned
  - Tardy to blocks 2-4 without a pass = After-school detention is assigned
  - Not calling or emailing the Attendance Office by 9:00 AM when absent:
    - **1st Offense** = Warning/phone call home
    - **2nd Offense** = After-school detention
    - **3rd Offense** = Parent conference with the Dean of Students
  - Absent without a note:
    - **1st Offense** = Warning/phone call home
    - **2nd Offense** = After-school detention is assigned
    - **3rd Offense** = Parent conference with the Dean
- Grooming and Dress Codes Infractions:
  - Violations that CAN be corrected immediately = Rent needed item for $1.00
    - Unshaven students will purchase a razor from the Dean for $1.00 to shave before being admitted to class AND they will be assigned an after-school detention

- Grooming and dress code violations that CANNOT be immediately corrected = Student will be suspended until the violation is corrected
- Possessing or wearing items listed in the "Items NEVER Allowed on Campus" section (refer to pages 48-49 of this handbook) = Confiscation of items and after-school detention, or more severe disciplinary action depending on the item
- Excessive Grooming/Dress Code violations = Student must follow Formal Dress Code, and a parent conference will be scheduled with the Dean to establish a plan for dress code compliance

- Cell Phone Usage Policy Infractions:
  - **1st Offense =** The cell phone is confiscated and may be reclaimed from the Dean by the student after 24 hours
  - **2nd Offense =** The cell phone is confiscated for another 24 hours, and may only be reclaimed from the Dean by a parent/guardian. In addition, a $15.00 fine must be paid to the Finance Office before it is released
  - **3rd Offense =** Saturday detention is assigned and the cell phone will be confiscated until the end of the school year. The student may also lose their privilege to bring other personal electronic devices on campus for the remainder of the school year. A $20.00 fine, payable to the Finance Office, will also be imposed. The device may be reclaimed from the Dean at the end of the school year, as long as the fine has been paid
- Student does not have their Student ID Card with them:
  - **1st Offense =** Verbal warning from Dean
  - **2nd Offense =** After-school detention is assigned
  - **3rd Offense =** Saturday detention is assigned
  - **4th Offense =** Parent conference to discuss the importance of this rule
- Parents/guardians dropping off and picking up students in the front administration parking lot:
  - **1st Offense =** Verbal warning
  - **2nd Offense =** Saturday detention is assigned
  - **3rd Offense =** Parent conference with the Dean to discuss this rule
- Student parks in the south lot, administration lot, fire lane behind the academic buildings or the gym, or other forbidden areas = Saturday detention is assigned
- Using vulgar or obscene language = after-school detention
- Failing to report to an assigned lunch or after-school detention = Saturday detention is assigned
- Losing or failing to return disciplinary log = After-school detention is assigned

<u>SERIOUS INFRACTIONS</u> that may result in Saturday detention or suspension:

- Any instance of academic dishonesty (refer to Bosco Tech Honor Code on page 49 of this handbook). In addition to Saturday detention or suspension assigned by

the Dean of Students, the instructor affected may also take the following courses of action:
    - Assign a grade of zero for the assignment in question
    - Require that the work be repeated with integrity, regardless of whether a zero has already been assigned and give a maximum of half credit.
- Causing a major class disruption
- Repeatedly using vulgar or obscene language, after being warned not to do so
- Disrespecting or willfully disobeying faculty or staff
- Disrespecting any campus visitor
- Defacing school property
- Taking, tampering with, or relocating another student's personal belongings without their knowledge or permission (theft), even if intended as a prank
- Throwing food or other objects
- Excessive attendance infractions
- Truancies
- Forging notes for attendance issues, or forging signatures on any document requiring a parent/guardian or faculty/staff signature
- Failing to report to a Saturday detention **(will result in suspension)**
- Participating in any sort of student conflict, including fighting. All parties will receive an **automatic 3-day full suspension,** pending the completion of a full disciplinary investigation
- Speeding and/or driving unsafely on school property or adjacent streets
- Participating in unsafe horseplay
- Using or possessing tobacco, tobacco-related paraphernalia, or e-cigarettes on campus or at any school-sponsored activity
- Taking any action that threatens the health or safety of a member of the school community
- Violating the Policy on Harassment (refer to page 57 of this handbook)
- Violating the school's policies governing the use of electronic devices and the campus Internet network (refer to page 54 of this handbook)
- Possessing, creating, or accessing pornographic images/objects of any format or medium (this includes deepfake pornography produced by artificial intelligence)
- Misconduct on school-sanctioned or public transportation
- Participating in any activity or behaving in any way that is detrimental to the school or its reputation in the public eye including online and all social media platforms.

INVESTIGATORY RESPONSE TO EXTREMELY SEVERE INFRACTIONS

This section outlines the school's formal process for responding to extremely severe infractions (refer to the next section of this handbook to understand what qualifies as

an extremely severe infraction). These procedures ensure all incidents are dealt with in a manner consistent with Bosco Tech's values.

Disciplinary Response Team: This body, chaired by the Dean of Students and which may also include various administrators, faculty, and staff, reviews all suspected serious violations of the Student Conduct Expectations (refer to pages 49-61 of this handbook). The Disciplinary Response Team is responsible for investigating the incident, assessing its severity, and recommending next steps, which may include referral to the Disciplinary Review Board (see below). To determine the truth about a situation, they may conduct interviews of students, teachers, and anyone else who may have pertinent information about the incident. These investigations are intended to lead to outcomes that ensure the fairness, safety, and well-being of the school community and will be carried out in a spirit of Salesian Catholic spirituality, professionalism, and due process.

Disciplinary Review Board: When a student's actions make them liable for expulsion from Bosco Tech, the Dean of Students will suspend the student and convene a Disciplinary Review Board. The purpose of this board is to review the investigation conducted by the Disciplinary Response Team and to recommend appropriate disciplinary action to the Principal for the student under review. The Board will be composed of the following individuals:

- An assistant principal (serving as the Chair)
- Student's academic counselor
- Student-selected advocate from the faculty
- Salesian Director or Coordinator of Youth Ministry
- ~~Coordinator of Youth Ministry~~
- ~~Student's~~ Dean of Technology ~~Chair~~

The Disciplinary Review Board will notify the Principal of their recommendation. The Principal's final decision regarding expulsion will then be communicated to the student and their parent(s)/guardian(s). Only the Principal may overturn the Board's recommendation.

EXTREMELY SEVERE INFRACTIONS that automatically result in full suspension, and may result in expulsion:

- Any form of severe or repeated academic dishonesty (refer to Bosco Tech Honor Code on page 49 of this handbook)
- Lying to the Dean of Students or any other administrator, or withholding relevant information about a disciplinary investigation
- Failing to comply with the conditions of disciplinary probation
- Persistently and willfully disobeying, publicly defying, and/or disrespecting any school administrative authority, faculty or staff member, or campus visitor

- Engaging in disorderly, lewd, obscene, or otherwise offensive conduct that is detrimental to the moral or spiritual welfare of others or the school community, including any such activity online or on social media platforms
- Engaging in theft or vandalism of property belonging to the school, a member of the faculty or staff, a student, or campus visitor, including theft or vandalism committed at another school
- Obstructing disciplinary procedures, educational activities, administrative business, or any other authorized activities
- Engaging in severe or repeated violations of the Policy on Harassment (refer to page 57 of this handbook)
- Engaging in assault, battery, abuse, or any threat of such actions directed toward another student, faculty or staff member, or campus visitor
- Having membership in, or active involvement with, a gang or any other group that engages in coercive or violent activity
- Using, possessing, or distributing firearms or any other items that can be used as weapons
- Repeatedly using or possessing tobacco, tobacco-related paraphernalia, or e-cigarettes on campus or at school-sponsored activities
- Engaging in any activity described in **bullets 2-7** of the Drug and Alcohol Policy Statement (refer to page 59 of this handbook)
- Engaging in severe or repeated violations of the school's policies governing the use of electronic devices and the campus Internet network (refer to page ## of this handbook)
- Engaging in any illegal behavior that disparages the school's reputation
- Exhibiting a persistent or repeated disregard for school policies and refusing to modify behavior following the imposition of serious, but less severe, disciplinary consequences like Saturday detention

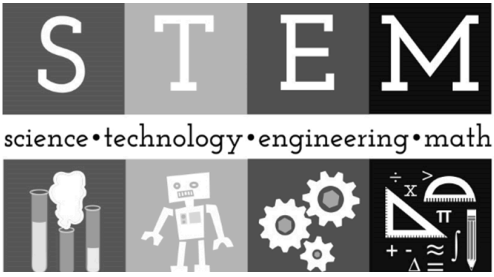
The <u>minimum</u> penalty for any of the above actions is a <u>full suspension</u> and may also include the involvement of the Los Angeles County Sheriff's Department.

CONCLUSION OF DISCIPLINARY POLICIES

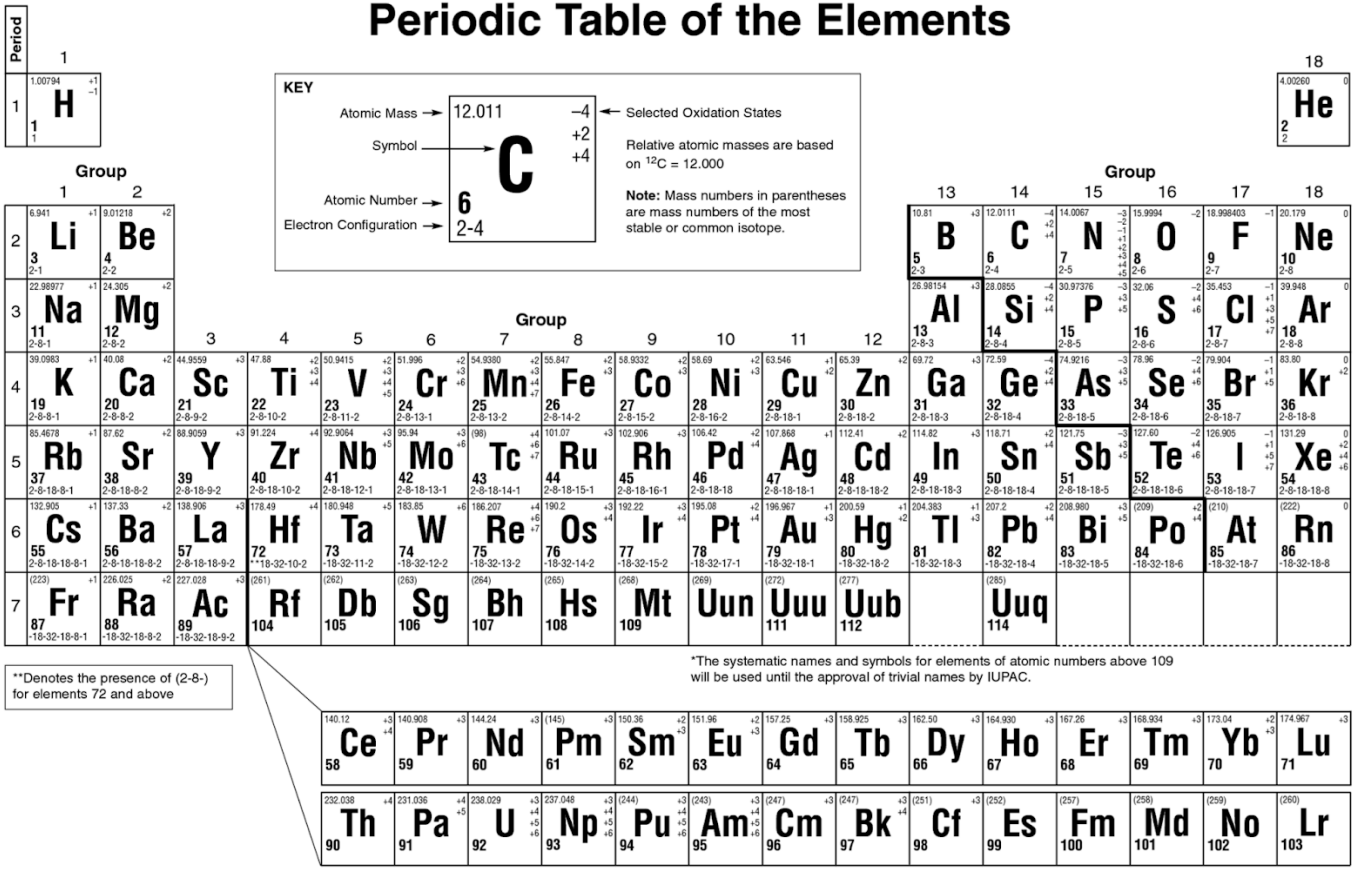
Punishments are never administered out of anger or retribution; they are imposed reluctantly and only after thoughtful consideration. The ultimate goal of the consequences imposed is to help students become responsible citizens who adhere to the laws of God and civil society. Every rule has a purpose, and each purpose ultimately serves the student's growth. Bosco Tech's philosophy of discipline encourages and assists students in developing their own self-discipline – an attitude grounded in respect for self, others, and property, coupled with personal responsibility. The disciplinary regulations in this handbook are not designed to be punitive; rather, they serve as a moral framework that teaches students to accept responsibility for their actions by understanding and accepting the consequences.

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It is recommended that you check the website, www.boscotech.edu, regularly for updates or changes to the policies contained in this Student-Parent Handbook.



Periodic Table of the Elements



Reference Tables for Physical Setting/CHEMISTRY

Physics Formulas

Average Velocity

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

Instantaneous Velocity

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

Average Acceleration

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

Instantaneous Acceleration

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

Kinematics/Straight Line Equations (Constant Acceleration)

$$v = v_0 + at$$

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

$$x = v_0 t + \tfrac{1}{2} a t^2$$

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

Newton's Second Law of Motion

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

$$\Sigma F = ma$$

Newton's Law of Universal Gravitation

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

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

Apparent Weight

$$F_N = mg + ma$$

Static Frictional Force

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

Kinetic Frictional Force

$$f_k = \mu_k F_N$$

Uniform Circular Velocity

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

Centripetal Acceleration

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

Centripetal Force

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

Velocity in Circular Orbits

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

Work
(Done by a Constant Force)

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

Kinetic Energy

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

Work-Energy Theorem

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

Work Done by Gravity

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

Gravitational Potential Energy

$$PE = mgh$$

Work Done by Non-Conservative Forces

$$W_{NC} = (\tfrac{1}{2}mv_f^2 + mgh_f) - (\tfrac{1}{2}mv_0^2 + mgh_0)$$

Average Power

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

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

Impulse

$$\text{Impulse} = \overline{F}\,\Delta t$$

Linear Momentum

$$p = mv$$

Impulse-Momentum Theorem

$$\overline{F}\,\Delta t = mv_f - mv_0$$

Center of Mass

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

Velocity of Center of Mass

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

Average Angular Velocity

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

Average Angular Acceleration

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

Tangential Velocity

$$V_T = r\omega$$

Tangential Acceleration

$$a_T = r\alpha$$

Measurement Conversions

Linear Measure

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

Square Measure

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

Measure of Volume

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

Weights

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

metric prefixes

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

2 tablespoons = 1 fluid ounce

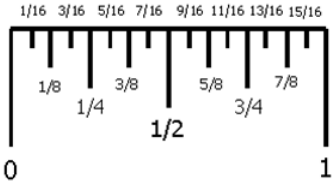
1/2 pint = 8 ounces, or one cup

1 pint = 16 ounces, or two cupts

2 pints = 32 ounces = 1 quart

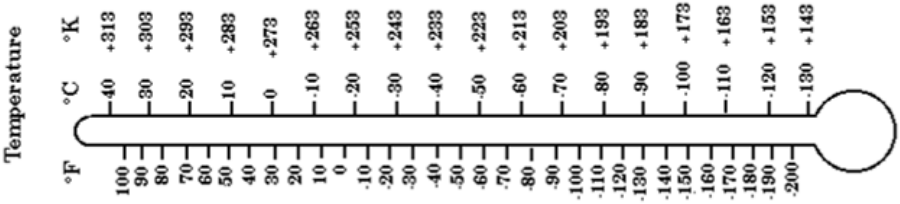
2 quarts = 64 ounces = 1/2 gallon

4 quarts = 128 ounces = 1 gallon



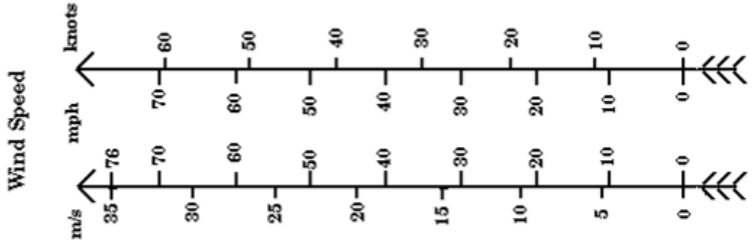
Measurement Conversions (cont.)

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

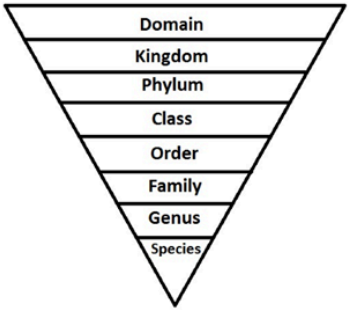


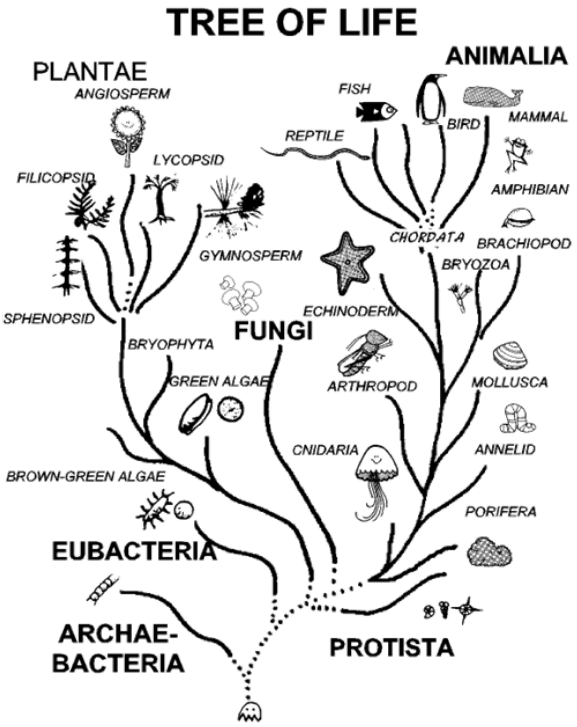
$$°C \times 9/5 + 32 = °F$$

$$(°F - 32) \times 5/9 = °C$$









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

Basic Algebra Formulas

Arithmetic Operations

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

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

Laws of Signs

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

Zero Division by zero is not defined.

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

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

Laws of Exponents

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

If $a \neq 0$,

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

The Binomial Theorem For any positive integer n,

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

For instance,

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

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

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

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

For instance,

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

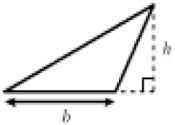
Completing the Square If $a \neq 0$,

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

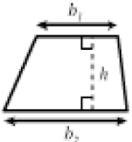
The Quadratic Formula If $a \neq 0$ and $ax^2 + bx + c = 0$, then

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

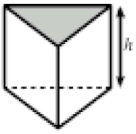
Geometry Formulas



$A = \frac{1}{2}bh$



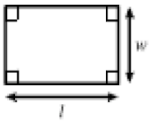
$A = \frac{1}{2}h(b_1 + b_2)$



$V = Bh$
$L.A. = hp$
$S.A. = L.A. + 2B$



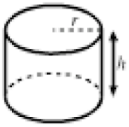
$V = \frac{1}{3}Bh$
$L.A. = \frac{1}{2}lp$
$S.A. = L.A. + B$



$A = lw$
$p = 2(l + w)$



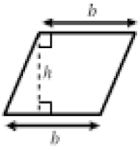
$A = \pi r^2$
$C = 2\pi r$



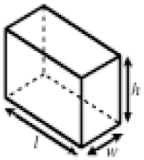
$V = \pi r^2 h$
$L.A. = 2\pi rh$
$S.A. = 2\pi r(h + r)$



$V = \frac{4}{3}\pi r^3$
$S.A. = 4\pi r^2$



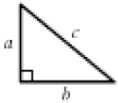
$A = bh$



$V = lwh$
$S.A. = 2lw + 2lh + 2wh$



$V = \frac{1}{3}\pi r^2 h$
$L.A. = \pi rl$
$S.A. = \pi r(l + r)$



$c^2 = a^2 + b^2$

Geometric Symbols

Example	Meaning
$\angle A$	angle A
$m\angle A$	measure of angle A
$\overline{AB}$	line segment AB
AB	measure of line segment AB
$\overleftrightarrow{AB}$	line AB
$\triangle ABC$	triangle ABC
$\square ABCD$	rectangle $ABCD$
$\square ABCD$	parallelogram $ABCD$

Example	Meaning
$\overrightarrow{AB}$	vector AB
	right angle
$\overleftrightarrow{AB} \parallel \overleftrightarrow{CD}$	Line AB is parallel to line CD.
$\overleftrightarrow{AB} \perp \overleftrightarrow{CD}$	Line AB is perpendicular to line CD.
$\angle A \cong \angle B$	Angle A is congruent to angle B.
$\triangle A \sim \triangle B$	Triangle A is similar to triangle B.
	Similarly marked segments are congruent.
	Similarly marked angles are congruent.

Abbreviations

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

Pi

$\pi = 3.14$

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

Algebra 2 Formulas

Pythagorean Theorem

$$a^2 + b^2 = c^2$$

Slope

$$m = \frac{y_2 - y_1}{x_2 - x_1}$$

Distance Formula

$$d = \sqrt{(x_2 - x_1)^2 + (y_2 - y_1)^2}$$

Point-Slope Form

$$y - y_1 = m(x - x_1)$$

Midpoint Formula

$$(x_m, y_m) = \left(\frac{x_1 + x_2}{2}, \frac{y_1 + y_2}{2}\right)$$

Slope-Intercept Form

$$y = mx + b$$

Quadratic Formula

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

Parabola

Axis of Symmetry is $x = \frac{-(b)}{2a}$

Difference of Squares

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

Direct Variation

$$\frac{y_1}{x_1} = \frac{y_2}{x_2} \qquad y = kx$$

Factoring Perfect Square Trinomial

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

Sum and Difference of Cubes

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

Change of Base

$$\log_b M = \frac{\log M}{\log b}$$

Continuously Compound Interest formula

$$A = Pe^{rt}$$

Logarithm

If $y = b^x$, then $\log_b y = x$

Natural Logarithmic Function

If $y = e^x$, then $\log_e y = x$, which is commonly written as $\ln y = x$



Anima Christi

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

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

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

Dedication to Jesus (from St. Ignatius of Loyola)

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

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

Hail Holy Queen

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

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

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

Prayer Attributed to St. Francis of Assisi

Lord, make me an instrument of Your peace.

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

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

Prayer Before Confession

Lord our God,

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

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

Salesian Prayer—Before Class, Study, or Work

Direct, we beseech Thee, O Lord,

Our actions by Thy holy inspiration,

And further them with Thy continual help,

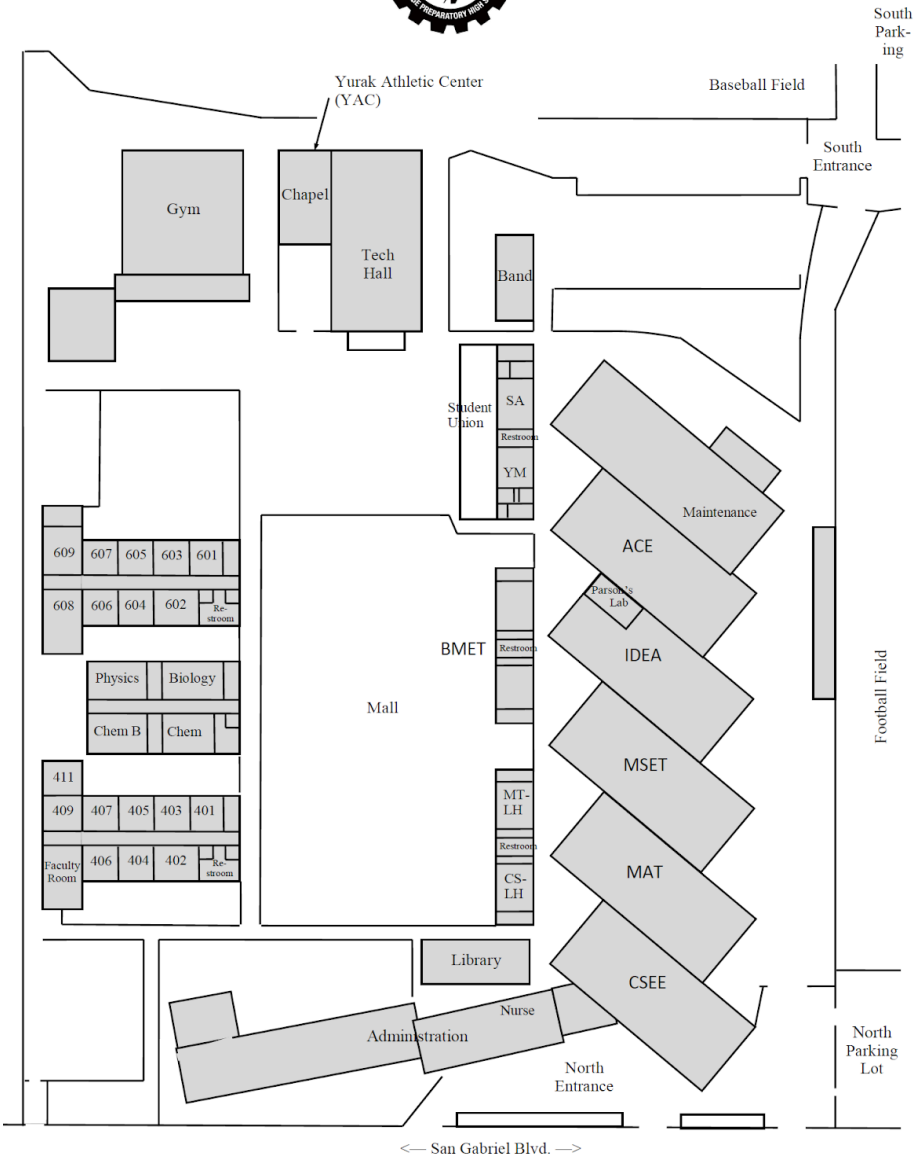
So that every prayer and work of ours

May always begin from Thee,

And through Thee be likewise ended.

Through Christ Our Lord. AMEN

SCHOOL MAP

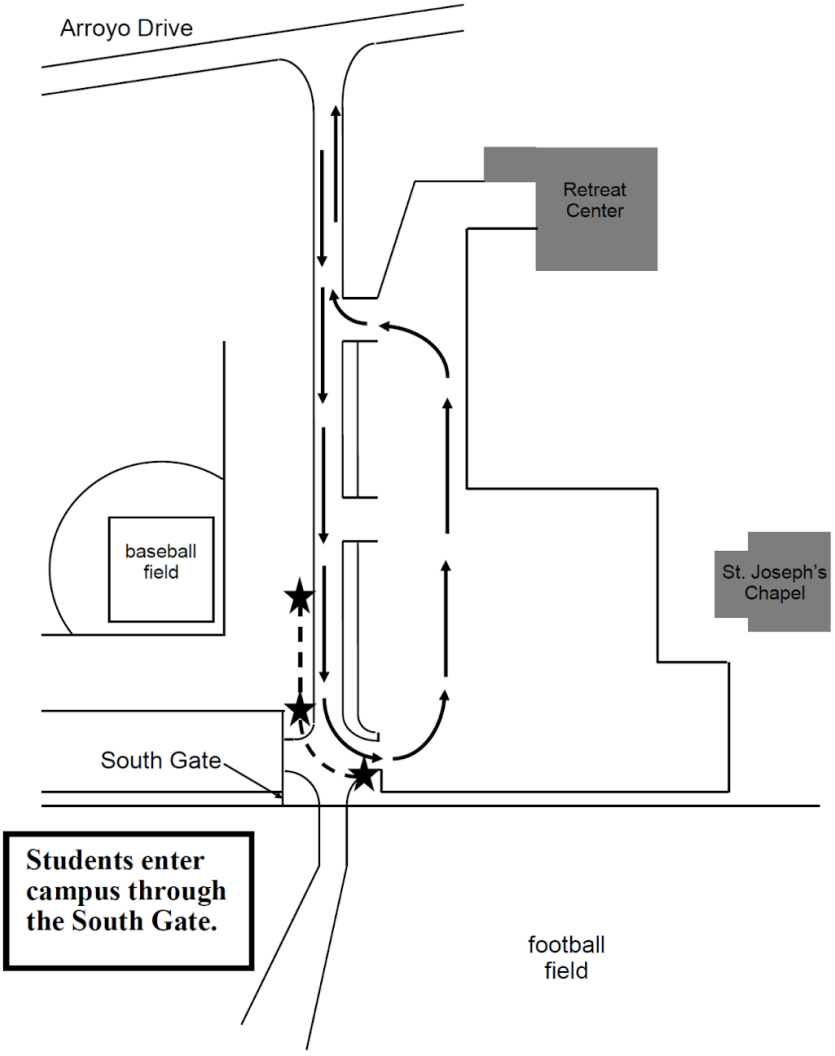

South Parking
Yurak Athletic Center (YAC)
Baseball Field
South Entrance
Gym
Chapel
Tech Hall
Band
Student Union
SA
Restroom
YM
Maintenance
ACE
Parson's Lab
IDEA
MSET
MAT
CSEE
609
607
605
603
601
608
606
604
602
Re-stroom
Physics
Biology
Chem B
Chem
411
409
407
405
403
401
Faculty Room
406
404
402
Re-stroom
Mall
BMET
Restroom
MT-LH
Restroom
CS-LH
Library
Nurse
Administration
North Entrance
Football Field
North Parking Lot
<— San Gabriel Blvd. —>

STUDENT DROP-OFF/PICK-UP MAP

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

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

Keep vehicle speeds SLOW to protect our students.



BELL SCHEDULES

Daily Schedule: School begins at 8:00 AM

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

Student Body Mass Schedule: School begins at 8:00 AM

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

Late Start Schedule (after PTC, College Fair, etc.): School begins at 9:00 AM

First Bell	8:50 AM
First Block (Period A1/B1)	**9:00 - 10:15 AM**
Break	10:15 - 10:25 AM
Second Block (Period A2/B2)	**10:25 - 11:35 AM**
Lunch	11:35 - 12:35 PM
Third Block (Period A3/B3)	**12:35 - 1:45 PM**
Break	1:45 - 1:55 PM
Fourth Block (Period A4/B4)	**1:55 - 3:05 PM**

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

First Bell	7:50 AM
First Block (Period A1/B1)	**8:00 AM;** attendance, move to gym
Assembly Begins	**8:10 - 9:00 AM;** Block 1 resumes after
Block 1 Ends	**10:10 AM**
Break	10:10 - 10:20 AM
Second Block (Period A2/B2)	**10:20 - 11:30 AM**
Lunch	11:30 - 12:25 PM
Third Block (Period A3/B3)	**12:25 - 1:45 PM**
Break	1:45 - 1:55 PM
Fourth Block (Period A4/B4)	**1:55 - 3:05 PM**

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

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