SALESIAN
COLLEGE PREPARATORY

2026 - 2027
STUDENT-FAMILY HANDBOOK

Please note: The Principal reserves the right to modify this handbook at any time. If changes are made, you will receive written notification.

2851 Salesian Avenue, Richmond, CA 94804
(510) 234-4433
www.salesian.com

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ADMINISTRATION AND STAFF

All emails: first initial and last name@salesian.com (Example: jsmith@salesian.com)

Administration		**Extension #**
Itzaina, SDB, Fr. John	Director	1018
Pezzola, Mr. Stephen	President	1110
Farr, Mr. Kenneth	Vice President, Principal	1108
Colelli, Mr. Marc	Chief Financial Officer	1102
Dueñas, Ms. Adelaida	Associate Principal of Academic Excellence & Professional Learning	1109
Rivera, Ms. Chellsea	Associate Principal of Social Excellence, Director of Marketing	1117
Karabinis, Ms. Christina	Director of Admissions	1416
Duncan, Ms. Wendy	Director of Development	1414
Nightingale, Mr. Chad	Director of Athletics, Science Chair	1015
Fulay, Mr. Adrian Mison	Coordinator of Youth Ministry (CYM), Religious Studies Chair	3177
De Jesus, Ms. Erica	Executive Assistant	1300

Front Office Staff		**Extension #**
Guardado, Ms. Zuleyma	Front Office Assistant, Admissions Assistant	1000
Mangle, Ms. Rebecca	Registrar, Admissions Coordinator	1001
Julian, Mr. Marcus	Transportation Supervisor	1311

Admissions		
Karabinis, Ms. Christina	Director of Admissions	1413
Mangle, Ms. Rebecca	Admissions Coordinator, Registrar	1001
Guardado, Ms. Zuleyma	Admissions Assistant, Front Office Assistant	1000

Advancement, Marketing, Communications, Alumni Relations, Website		
Duncan, Ms. Wendy	Director of Development	1414
Rivera, Ms. Chellsea	Director of Marketing, Associate Principal of Social Excellence	1017
Zaragoza, Ms. Gabriella	Digital Marketing & Event Coordinator	7219
Porcella, Ms. Katrin	Web Manager & Digital Marketing Analyst	7220

Finance Department		
Colelli, Mr. Marc	Chief Financial Officer	1102
Howard, Ms. Eileen	HR Manager, Finance	1204
Crowther, Ms. Vida	Accounts Payable	1014

Guidance Department and Personal Counselors		
Fan, Ms. Hege	Academic Counselor (510) 806-8535	1217
Sanders, Ms. Morgan	Personal Counselor (510) 806-9108	1218

Maintenance Department		
Moe, Mr. Henry	Facilities Manager	1104
Cerda, Mr. Guillermo (Memo)	Lead Maintenance/Groundskeeper	
Ortega Ortega, Mr. Manuel	Maintenance/Groundskeeper	

Technology Team	
Conn, Mr. Kevin	helpdesk@salesian.com
Higgenbotham, Mr. Jonathan	helpdesk@salesian.com

FACULTY AND DEPARTMENTS

All emails: *first initial and last name@salesian.com (Example: jsmith@salesian.com)*

Faculty	Department	Extension #
Ambion, Mr. Andrew	Religious Studies	1927
Barahona, Ms. Jeorjana	Academic Success Program	2208
Barkett, Mr. Alex	English	1911
Belle, Ms. Monique	Visual & Performing Arts	1910
Bender, Mr. Patrick	Computer Science	1903
Bradbury, Ms. Meghan	English	1901
Conn, Mr. Kevin	Mathematics	1917
Darr, Ms. Elizabeth (Liz)	Science	1926
Dule, Mr. Griseldo	English, Spanish	1924
Fulay, Mr. Adrian Mison	Religious Studies Chair, CYM	3176
Higgenbotham, Mr. Jonathan	Religious Studies	1912
Hogan, Mr. Steven (Steve)	Visual & Performing Arts	1915
Holland, Ms. Ashley	Science	1940
Hill, Mr. Daniel	Science	1916
Jobe, Mr. David	Social Science Chair	1946
McAfee, Ms. Christina	Mathematics Chair	1904
McCarthy, Mr. Daniel (Dan)	English	1941
Mellis, Mr. William (Bill)	Physical Education Chair	1010
Neal, Mr. Leonard	Mathematics	1920
Nightingale, Mr. Chad	Science Chair, Director of Athletics	1015
Nightingale, Ms. Mariella	World Languages Chair	1934
ODonnell, Ms. Nichole	Mathematics	1914
O'Hair, Ms. Janet	English Chair, Visual & Performing Arts	1918
Okada, Ms. Wendy	Religious Studies	1925
Porter, Ms. Pauline	Religious Studies	1928
Raterman, Mr. Jacob	World Languages	1906
Re, Ms. Casandra (Cassie)	Science	1909
Rinella, Mr. Frank	Visual & Performing Arts	1913
Ruiz, Mr. Oscar	World Languages	1905
Schreck, Ms. Laura	Social Science	1908
Shushan, Ms. Debra	Visual & Performing Arts Chair	1939
Smith, Ms. Carolyn	Social Science	1913

SCHOOL ADMINISTRATOR ROLES

1. Director

The Director bears final responsibility for the school's overall direction, working closely with administrators and staff to further common goals. The Director is particularly concerned with the school's pastoral character and works with the local clergy whenever possible to further the Catholic action of the Christian community. The Director is responsible for coordinating the annual CEPC with the Coordinator of Youth Ministry. The Director is available to students for counseling or assistance.

2. President (CEO)

The President acts as the school's chief executive officer with the guidance of the Salesian Director and the Board of Directors in implementing goals and policies. As the overall leader, the President serves as a role model for staff and students and bears responsibility for integrating faith and learning within the school. The President is directly responsible for the external affairs of the school: for ensuring sufficient resources, sound fiscal management, and the financial stability of the school through direct oversight of the business operations, development, alums, community relations, and enrollment management activities, etc.

3. Vice President and Principal

The Vice President and Principal is the chief administrator of the school and its legal representative. The Vice President and Principal works closely with other administrators and staff, allowing them to carry out their particular responsibilities while maintaining a unity of philosophy and procedure in running the school. The Vice President and Principal coordinates all phases of policy implementation related to academics, instruction, and curriculum in collaboration with the Associate Principal of Academic Excellence & Professional Learning. The Vice President and Principal works with the Associate Principal of Social Excellence to enforce school rules and regulations, coordinate procedures affecting student conduct and appearance code, and disciplinary probation, suspension, or dismissal.

4. Director of Finance and Business Operations

The Director or Finance and Business Operations is accountable for the administration of all financial operations of the school, including the development of a financial and operational strategy, metrics tied to that strategy and the ongoing development and monitoring of control systems designed to preserve school assets, report accurate financial results, monitoring adherence to the budget and development of long term financial and operational strategies.

5. Associate Principal of Academic Excellence & Professional Learning

The Associate Principal of Academic Excellence & Professional Learning assists the Principal in fostering an atmosphere in which the Salesian System of Education can flourish, ensuring that the Catholic mission of the school is reflected in the quality of all instructional programs and for providing educational leadership in the school's academic programs, including curriculum development. The Associate Principal of Academic Excellence & Professional Learning coordinates all phases of policy implementation related to academics, instruction, and curriculum in collaboration with the Principal and the Curriculum Council. This role also works closely with academic counseling services to support students in course selection, ensuring alignment with graduation requirements and postsecondary goals, and oversees transcript review to maintain accurate academic records and support student progress toward graduation.

6. Associate Principal of Social Excellence

The Associate Principal of Social Excellence has the responsibility of maintaining a student climate that promotes self-discipline, responsibility, and learning. The Associate Principal of Social Excellence works with the administration, faculty, and staff to enforce school rules and regulations and coordinate procedures affecting student conduct and appearance code, as well as disciplinary probation, suspension, and dismissal.

7. Coordinator of Youth Ministry

The Coordinator of Youth Ministry (CYM) is responsible for the Educative Pastoral Community (EPC), focusing on faculty, staff, young people, and their families regarding Salesian identity and spirituality. The CYM oversees retreats, liturgies, Faith Family Program, the Service Learning program, Student Life Council, Student Leadership and Ministry (SLAM), and the Campus Ministry Program at Salesian. In collaboration with the SDB community and the Religious Studies Department, the CYM animates and ensures the Salesian and Catholic identity of the school.

8. Director of Athletics

The Director of Athletics is responsible for planning, organizing, and coordinating the athletic program. This includes interviewing and selecting coaches (with the Vice President and Principal's approval), student eligibility, game scheduling, and securing officials.

9. Director of Admissions

The Director of Admissions is responsible for recruiting prospective students to Salesian College Preparatory. Recruiting includes coordinating the admissions process, all 8th Grade Days, Open House, re-enrollment, and prospective parents/guardians information sessions and materials. The Director works closely with the Vice President and with the marketing office.

10. Director of Development

The Director of Development is responsible for fundraising, the annual campaign, capital campaigns, public relations, and alumni relations. The Director of Development works closely with the President and with the admissions and marketing offices in recruiting and fundraising campaigns.

11. Director of Marketing

The Director of Marketing is responsible for planning, directing, and implementing overall strategies for all marketing and communications on behalf of Salesian College Preparatory in order to raise Salesian's visibility, advance its brand, and articulate clear messaging to internal and external constituencies. The Director works closely with the Vice President and with the admissions and development offices in recruiting and fundraising campaigns.

BOARDS, COUNCILS, COMMITTEES, AND ASSOCIATIONS

1. **Members**

The six (6) Members of Salesian College Preparatory ("School") reserve and retain unto themselves certain rights regarding the Corporation and its activities as follows:

a. To ensure the Catholic character and the Salesian identity of the School.
b. To determine and approve the philosophy and the mission of the School.
c. To amend, revise, or restate the Articles of Incorporation and the Bylaws of the School.
d. To approve the School's annual audited financial statements and budget.
e. To approve the disposition of all or substantially all of the School's assets.
f. To approve any dissolution, partnership, merger, or joint venture of the School.
g. To approve any purchase, sale, lease, transfer, or encumbrance of the real property of the School.
h. To approve any and all loans by the School.
i. To appoint and remove Directors and fill vacancies on the Board of Directors.
j. To appoint and remove the President of the School.
k. To appoint the auditors and legal counsel for the School.

2. **Board of Directors**

Salesian College Preparatory is a 501(c)(3) nonprofit organization sponsored by the Salesian Society, San Francisco, California. The School is a Catholic, co-educational, college preparatory, secondary school accredited by the Western Association of Schools and Colleges, as well as the Western Catholic Education Association. It is a member of the National Catholic Education Association. The School is governed by a Board of Directors of limited jurisdiction. Directors serve three-year terms, which may be renewed.

Responsibilities of the Directors:

a. Directors shall attend regular Board meetings and special meetings called by the Board. In all matters brought before the Board, Directors shall act in good faith as a group promoting the school's best interests.
b. In all circumstances, directors shall promote and uphold the goals and philosophy of Catholic education and the Salesian educational method, which centers its attention and service on students.
c. Directors shall promote the interests and position of the School in the community. They shall take particular interest in the school's financial stability and the development of resources to further the school's mission.
d. Directors shall serve on and participate in one or more standing committees of the Board.

3. **Executive Council**

The Executive Council comprises the Director, President, and Vice President. The Council meets bi-weekly, oversees the school's daily operations, nurtures its mission, and promotes well-being.

4. **President's Council**

The President's Council meets roughly on a monthly basis. Its members are the President, Vice President and Principal, Director of Finance and Business Operations, Director of Admissions, Director of Development, Director of Marketing, and Human Resources. Others may be invited as needed. The council's objective is to provide a forum where the academic and business operations of the school can learn of activities, events, plans, etc. of each other to better coordinate strategies and activities to ensure "Salesian Forever." The President sets the meeting's agenda.

5. **Principal's Council**

The Principal's Council comprises the Principal, Associate Principal of Academic Excellence & Professional Learning, Associate Principal of Social Excellence, Director of Athletics, CYM, One School Counselor, Facilities Manager, and Transportation Coordinator. The Council meets weekly to review the calendar, schedule issues, and coordinate support and/or security for upcoming events.

6. **Curriculum Council**

The Curriculum Council comprises the Associate Principal of Academic Excellence & Professional Learning, Department Chairpersons, and an academic school counselor. The Council oversees the development and implementation of the curriculum, including textbook selection and teacher programs. The Council makes recommendations to the Principal. The Council meets monthly.

7. **Council of the Educative Pastoral Community (CEPC)**
The CEPC animates the spiritual and ministerial life of the School. It comprises the professed Salesians, a representative group of SLAM (Campus Ministry) students, and representatives of the parents/guardians, administration, faculty, and staff. The CEPC is responsible for annually creating, implementing, and evaluating the pastoral plan.

8. **Student Life Council (SLC)**
The Student Life Council comprises of the Coordinator of Youth Ministry / Liturgies and Retreats, Class Moderators (faculty), Athletic Director, Student Leadership and Ministry (SLAM) Moderator, Faith Family Coordinator, Student Body President and Vice President, Class Presidents and Vice Presidents, Campus Ministry Team President and Vice President, and the Spirit Commissioner. The purpose of the SLC is to 1) unify the activities on behalf of our students and by those same students, 2) provide a forum for key activity coordinators to share their respective programs, dialogue and be supported in their work, 3) ensure that the planning and execution of activities continue to support the Salesian identity of the school and that leadership is affirmed as key to the on-going development of the students, 4) provide oversight and evaluation monthly so that all we do might truly benefit the young and their integral growth in Salesian style.

9. **Admissions Committee**
The Director of Admissions, the Vice President and Principal, the Director of Finance, and the Counseling Team comprise the Admissions Committee. They review and accept candidates for admission to the school. The Admissions Committee consults with the Resource Specialist for Academic Success candidates and the Associate Principal of Academic Excellence & Professional Learning.

10. **Tuition Assistance Committee**
The Tuition Assistance Committee comprises the President, Vice President and Principal, Director of Finance, and Tuition Assistance Coordinator and is responsible for making decisions related to tuition assistance. The Director of Admissions participates for incoming Freshmen only.

11. **Appeals**
In matters of academic or disciplinary dismissal, appeals are made in writing to the School's Principal. The Principal's decision is final.

12. **Title I Program**
The School participates in the Title I Program administered by WCCUSD. This program provides funds from federal and state sources for additional resource support for qualifying students who reside within a designated public high school district. The Associate Principal of Academic Excellence & Professional Learning coordinates the program.

13. **Title II Program**
The School participates in the Title II program administered by WCCUSD. The Title II program provides funds from federal sources for faculty professional development opportunities. The Associate Principal of Academic Excellence & Professional Learning coordinates the program.

14. **Title IV Program**
The school participates in the Title IV program administered by WCCUSD. Title IV is a federally funded program to provide all students with access to a well-rounded education, improve conditions for student learning, and improve the use of technology to improve the academic achievement and digital literacy of all students. The Associate Principal of Academic Excellence & Professional Learning coordinates the program.

15. **Technology Team**
Director of Finance and Principal oversees the Technology Team. The Tech Team consists of Knowing Technologies, our IT Services Company, and an IT Assistant who works with software updates, printer issues, Schoology, etc.

16. **Calendar Committee**
The purpose of this committee, composed of the Associate Principal of Academic Excellence & Professional Learning, Coordinator of Youth Ministry, Facilities Calendar Coordinator, and the Executive Assistant, and/or one Faculty Member, is to recommend to the Vice President and Principal the main school academic calendar, including all pertinent dates and schedules associated with it. These pertinent dates and schedules include, but are not limited to, the school's start and end dates, retreats, holidays, Christmas and spring breaks, and finals schedule to ensure that the school meets the number of required school days per state guidelines. The Committee is also charged with evaluating ad hoc requests, such as Bishop's Holidays, for additional non-class days off during a semester if necessary. The Executive Assistant is responsible for entering all approved calendar information into the school's official Google Calendar.

17. **Parent Association**

The School's Parent Association ("PA") mission is twofold. Firstly, in the spirit of Don Bosco, the PA will work to build and support the Salesian mission by promoting and sustaining the sense of family, which is an integral part of that mission. The Salesian PA will accomplish this by focusing on each Salesian College Preparatory student's success, specifically through fundraising to support its educational program. Secondly, the PA will organize various social activities for all families, students, faculty, and staff to increase community sense, which is essential to the Salesian educational mission. The elected PA officers are the President, Vice President, Secretary/Treasurer. The Vice President and Principal is the "Salesian College Preparatory Representative" in the Parent Association. Information regarding the Parent Association (PA) can be found online at www.salesian.com under the Parent Resource Hub. Contact the PA at parentassociation@salesian.com or (510) 234-4433 extension 1116.

18. **Alumni Association**

The Alumni Association aims to engage alums in the life of Salesian College Preparatory and its students and encourage lifelong connections supporting the school's Mission. The Alumni Association advances the school's interests and builds close, mutually beneficial relationships between the school and association members. The Vice President manages the Alumni Association.

DAILY BELL, BLOCK, AND LUNCH SCHEDULES

These schedules are subject to change. For the current daily schedule, go to the online calendar or Schoology calendar for details.

Daily Bell Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Blk 1 8:30 - 9:50 (80 min)	**Blk 5 8:30 - 9:50 (80 min)**	**Blk 2 8:30 - 9:30 (60 min)**	**Blk 7 8:30 - 9:30 (60 min)**	**Blk 4 8:30 - 9:50 (80 min)**
15 min passing	15 min passing	12 min passing	15 min passing	15 min passing
Blk 2 10:05 - 11:20 (75 min)	**Blk 6 10:05 - 11:20 (75 min)**	**Blk 3 9:42 - 10:37 (55 min)**	**Blk 1 9:45 - 11:00 (75 min)**	**Blk 5 10:05 - 11:20 (75 min)**
Lunch 11:20 - 12:00 (40 min)	Lunch 11:20 - 12:00 (40 min)	**Blk 4 10:43 - 11:38 (55 min)**	Lunch 11:00 - 11:40 (40 min)	Lunch 11:20 - 12:00 (40 min)
Blk 3 12:05 - 1:20 (75 min)	**Blk 7 12:05 - 1:20 (75 min)**	Lunch 11:38 - 12:18 (40 min)	**Blk 2 11:45 - 1:00 (75 min)**	**Blk 6 12:05 - 1:20 (75 min)**
10 min passing	10 min passing	**Event* 12:23 - 12:58 (35 min)**	10 min passing	10 min passing
Blk 4 1:30 - 2:45 (75 min)	**Blk 1 1:30 - 2:25 (55 min)**	**Blk 5 1:04 - 1:59 (55 min)**	**Blk 3 1:10 - 2:25 (75 min)**	**Blk 7 1:30 - 2:45 (75 min)**
	Flex 2:30 - 3:00 (30 min)	**Blk 6 2:05 - 3:00 (55 min)**	**Flex 2:30 - 3:00 (30 min)**	

Event can be a Faith Family Meeting, Heritage Celebration, Assembly, etc.

4-Day Week, No School on Monday

Monday	Tuesday	Wednesday	Thursday	Friday
No School	**Blk 1 8:30 - 9:27 (57 min)**	**Blk 6 8:30 - 9:27 (57 min)**	**Blk 5 8:30 - 9:27 (57 min)**	**Blk 3 8:30 - 9:27 (57 min)**
	14 min passing	14 min passing	14 min passing	14 min passing
	Blk 2 9:41 - 10:33 (52 min)	**Blk 7 9:41 - 10:33 (52 min)**	**Blk 6 9:41 - 10:33 (52 min)**	**Blk 4 9:41 - 10:33 (52 min)**
	Blk 3 10:40 - 11:32 (52 min)	**Blk 1 10:40 - 11:32 (52 min)**	**Blk 7 10:40 - 11:32 (52 min)**	**Blk 5 10:40 - 11:32 (52 min)**
	Lunch 11:32 - 12:12 (40 min)	Lunch 11:32 - 12:12 (40 min)	Lunch 11:32 - 12:12 (40 min)	Lunch 11:32 - 12:12 (40 min)
	Blk 4 12:17 - 1:09 (52 min)	**Blk 2 12:17 - 1:09 (52 min)**	**Blk 1 12:17 - 1:09 (52 min)**	**Blk 6 12:17 - 1:09 (52 min)**
	Blk 5 1:16 - 2:08 (52 min)	**Blk 3 1:16 - 2:08 (52 min)**	**Blk 2 1:16 - 2:08 (52 min)**	**Blk 7 1:16 - 2:08 (52 min)**
	Flex 2:15 - 2:55 (40 min)	**Blk 4 2:15 - 3:07 (52 min)**	**Flex 2:15 - 2:55 (40 min)**	**Flex 2:15 - 2:55 (40 min)**

4-Day Week, No School on Friday

Monday	Tuesday	Wednesday	Thursday	Friday
Blk 1 8:30 - 9:27 (57 min)	**Blk 6 8:30 - 9:27 (57 min)**	**Blk 5 8:30 - 9:27 (57 min)**	**Blk 3 8:30 - 9:27 (57 min)**	No School
14 min passing	14 min passing	14 min passing	14 min passing	
Blk 2 9:41 - 10:33 (52 min)	**Blk 7 9:41 - 10:33 (52 min)**	**Blk 6 9:41 - 10:33 (52 min)**	**Blk 4 9:41 - 10:33 (52 min)**	
Blk 3 10:40 - 11:32 (52 min)	**Blk 1 10:40 - 11:32 (52 min)**	**Blk 7 10:40 - 11:32 (52 min)**	**Blk 5 10:40 - 11:32 (52 min)**	
Lunch 11:32 - 12:12 (40 min)	Lunch 11:32 - 12:12 (40 min)	Lunch 11:32 - 12:12 (40 min)	Lunch 11:32 - 12:12 (40 min)	
Blk 4 12:17 - 1:09 (52 min)	**Blk 2 12:17 - 1:09 (52 min)**	**Blk 1 12:17 - 1:09 (52 min)**	**Blk 6 12:17 - 1:09 (52 min)**	
Blk 5 1:16 - 2:08 (52 min)	**Blk 3 1:16 - 2:08 (52 min)**	**Blk 2 1:16 - 2:08 (52 min)**	**Blk 7 1:16 - 2:08 (52 min)**	
Flex 2:15 - 2:55 (40 min)	**Blk 4 2:15 - 3:07 (52 min)**	**Flex 2:15 - 2:55 (40 min)**	**Flex 2:15 - 2:55 (40 min)**	

YEAR AT A GLANCE: 2026 – 2027 CALENDAR

Dates and Events are Subject to Change: Always refer to the calendar online

July 15 – Aug. 10	Mandatory Parent/Guardian registration for Family Service Program (FSP)
July TBD - Aug.TBD	Kairos V for Seniors
Aug. 12	New Student Orientation
Aug.12	Photo IDs: 9th – 11th Grades
Aug. 13	1st Day of School for All Students
Aug.21	Freshmen Class Mixer
Aug. 27	Back to School Night
Sept. 7	Holiday: Labor Day
Sept. 15 - 17	Triduum & Triduum Mass
Sept. 10 (tentative)	**Mandatory** 11th Grade Parent Meeting
Sept. 25	Freshmen Retreat & Family Dinner
Sept. 30 (tentative)	**Mandatory** 9th Grade Parent Meeting
Oct. 5 - Oct. 9	Spirit Week for Homecoming!
Oct. 9	1st Quarter Ends
Oct. 10	Homecoming Game & Dance
Oct. 12	Holiday: Indigenous Peoples Day
Oct. 15 (tentative)	**Mandatory** 10th Grade Parent Meeting
Oct. 16	Class Development Day
Oct. 18	Open House
Oct. 20	Parent/Teacher Conferences
Nov. 5-7	Fall play
Nov. 9	Holiday: Veterans Day Observed
Nov. 13	Junior Retreat, Family Dinner, & Ring Ceremony
Nov. 18	Prayer Service: Thanksgiving
Nov. 25	Holiday for Students: Day Before Thanksgiving
Nov. 26 - 27	Holiday: Thanksgiving
Dec. 4	Project Santa
Dec. 8	Mass: Immaculate Conception
Dec. 14 - 18	Semester Final Assessments
Dec. 21 - Jan. 5	**Holiday: Christmas Break**
Jan. 5	**In-service for Faculty/Staff**

January 6, 2027	School Reconvenes for Students
Jan. 15 - 16	62nd Annual Crab Feed
Jan. 18	Holiday: Martin Luther King, Jr.
Jan. 25 - 29	Spirit Week for Don Bosco & Don Bosco Mass
Date: TBD	Sophomore Retreat (St. Anthony's visit)
Feb. 1 (tentative)	**Mandatory** 12th Grade Parent Meeting
Feb. 15	Holiday: Presidents' Day
Feb. 16 - 17	Holiday: Bishop's Holidays
TBD	Kairos VI for Seniors
Mar. 1 - 26	Re-enrollment
Mar. 11	3rd Quarter Ends
Mar. 12	Service Day - All School
Mar. 18-20	Spring Musical
Mar. 24	Holiday: Bishop's Holiday
Mar. 25 - 26	Holidays: Holy Thursday & Good Friday
Mar. 25 - Apr. 2	Holiday: Easter Break
Apr. 9	Career Day
Apr. 23	Senior Retreat & Senior Family Dinner
Apr. 25	Senior/Junior Prom
Apr. 26	Holiday: Bishop's Holiday
Apr. 26	36th Annual Golf Tournament
May 3 - 14 (tentative)	AP Tests
May 14 - 15 (tentative)	Senior Grad Night
May 19	Academic Awards Ceremony
May 24	Mass: Mary Help of Christians
May 24 - May 28	Semester Final Assessments
May 27	Senior Class Baccalaureate Mass & Senior Class Family Reception
May 28	Senior Class Farewell Ceremony
May 28	**Last Day of School**
May 29	**2027 Senior Class Graduation**
May 31	**Holiday: Memorial Day**
Jun. 3	2026-27 Report Cards Mailed to Homes

HISTORY, VISION, AND MISSION STATEMENTS

History of Salesian College Preparatory

In 1927, the Salesian Society purchased the Emeric estate as the site for a new development. The original mansion became the living quarters and offices for the Salesian House of Studies, a high school seminary for future Salesians. The present gymnasium was constructed in 1940, and the three-story classroom building in 1950. The student center building, which currently houses the cafeteria, the Salesian Leadership and Ministry office (SLAM), and the library, was erected in 1960. That was the year the seminarians moved to Watsonville, California, and the school was opened as a day school to young men of West Contra Costa County. Salesian College Preparatory welcomed young women and became co-educational in 1989. Since its inception, Salesian students have continued to many eminent colleges, universities, and military academies, joining a worldwide alumni association numbering many thousands and a community of Salesian Family members from North America, Europe, Asia, Africa, South America, and Australia.

Vision Statement

To be a leading college preparatory Catholic school in the San Francisco Bay Area by providing a safe, welcoming, and nurturing environment for a diverse student body in the Salesian tradition.

Mission Statement

Salesian College Preparatory is a Catholic high school that educates young men and women to develop into good citizens for the betterment of society and the glory of God. Salesian combines the experience of church, school, playground, and home in a supportive, caring, family environment according to St. John Bosco's educational philosophy of reason, religion, and loving-kindness.

Salesian College Preparatory intends:

- To educate students from diverse socioeconomic backgrounds;
- To encourage students to develop their unique gifts and abilities;
- To value the innate talents and dignity of all students;
- To develop self-worth within each individual and respect for one another in a Christian community of faith, love, and fellowship;
- To collaborate with all members of the Salesian Family – students, parents, administrators, teachers, staff, alumni/ae, and benefactors;
- To celebrate the school's rich diversity of talent, race, ethnicity, religion, and socio-economic background.

St. John Bosco (Founder)

St. John Bosco, or Don Bosco as he is commonly known ('Don" is the Italian equivalent of Father), was born in the foothills of the Alps in Northern Italy on August 16, 1815. His father died when Don Bosco was two. Don Bosco's childhood and youth were spent in various trades, which served him well when he became a priest.

Don Bosco spent most of his priesthood in the industrial city of Turin, where he gathered young men from the neighboring towns who flocked to the city in search of jobs. He visited the local prisons and realized that he must work to prevent the young people he found there from pursuing a course of crime. He opened a center to house these young people and taught them one of the many skills he had learned: shoemaking, carpentry, blacksmithing, and printing. Don Bosco chose St. Francis de Sales as his patron, a saint noted for his kindness and charity. Salesian College Preparatory takes its name from this saint. Academic courses were also taught, and from this humble beginning, thousands of Salesian institutions formed worldwide.

It was during this flourishing activity that Don Bosco realized the need for education of the young girls of the area. With the collaboration of St. Mary Mazzarello, he founded an order for women who would be responsible for girls' education and needs. Under the same Salesian spirit, the Salesian sisters continued Don Bosco's concern for the necessity of a well-rounded education for all youth.

Don Bosco died on January 31, 1888. In 1934, Don Bosco was acknowledged by the Church as a saint who lived out his life in the message of Jesus Christ: "Let the children come to me" (Matt. 10:14). In 1989, Pope John Paul II declared Don Bosco Father and Teacher of Youth.

INTEGRAL STUDENT OUTCOMES (ISO) - PREMISE

Modeled on St. John Bosco's concept of the 'educative community,' Salesian College Preparatory seeks to meet the needs of the young through the oratory experiences of a home that welcomes, a school that educates, a church that evangelizes, and a playground where joy abounds. Animating this environment is Don Bosco's preventive system of common sense, Christian humanism, and educative love (*Reason, Religion, Loving Kindness*). Our students are committed to:

Reason: Students analyze, create, and communicate effectively.

- Students formulate questions, explore concepts, research data, and analyze text utilizing a variety of resources.
- Students demonstrate and articulate in writing and speaking, active listening, and artistic expression.

Religion: Students share their faith by experiencing God, serving others, and celebrating life.

- Students demonstrate their love of God by sharing their gifts, talents, and time with others.
- Students participate in a community of prayer and worship to strengthen their faith.

Loving Kindness: Students create a healthy home and build welcoming communities.

- Students respect each other and are joyful, empathetic, and caring.
- Students create a supportive environment where they freely and appropriately express themselves.
- Students grow in interpersonal relationships, become responsible citizens, model good sportsmanship, and care for the environment. Students accept and respect the differences of others.

ACCREDITATIONS

Salesian College Preparatory is a 501(c)(3) nonprofit organization sponsored by the Salesian Society, San Francisco, California. The School is a Catholic, co-educational, college preparatory secondary school accredited by the Western Association of Schools and Colleges, and the Western Catholic Education Association. The School is a member of the National Catholic Education Association and has been certified by the Salesian Society as a Member of the System of Salesian Secondary Schools.

FAITH FORMATION

Salesian education's overall goal is to form good, faith-filled individuals who are honest, upright, and active citizens. St. John Bosco passed on a deeply Catholic philosophy to do more than learn about faith. We are called to be “doers of God’s Word” so that faith and life are integral to one another. As a community, we attempt to become what we proclaim with our lips and live justly and compassionately at all times.

The following school practices are intended to further this goal:

1. **The “Good Morning”**

Every morning, we gather as a school community to acknowledge our awareness of God’s presence in our lives. In St. John Bosco’s time, he would speak and pray with his young people at the end of the day, giving them a meaningful thought or idea to reflect on. Our “good morning” recognizes the value of this tradition, so the moment is a combination of a brief reflection and a prayer. The “good morning” is generally led by the CYM, faculty, staff, and students.

2. **Eucharist**

All-school celebrations of the Eucharist are held throughout the year. Daily Mass is celebrated each morning before school in the Salesian Residence at 7:45 a.m.

3. **Sacrament of Reconciliation**

A Chaplain is available to assist students in the Sacrament of Reconciliation. Opportunities for Reconciliation will be offered to students at least twice a year and during retreats.

4. **Triduum (“Three Days”)**

Following the tradition begun by St. John Bosco, three days at the beginning of each academic year are dedicated to meditation and prayer for spiritual enrichment and a successful school year. Salesian students recognize the Triduum, three days of spiritual preparation, which introduces the unique theme for the year. Spiritual activities include liturgies, guest speakers, and student-team activities, all of which help illustrate and deepen our understanding of that theme.

5. **Retreats**

Each class is required to make a spiritual retreat every year. These are special days of reflection and prayer and are part of the school curriculum. The Freshmen, Juniors, and Seniors attend one-day retreats, the Sophomores participate in a one-day community service experience at St. Anthony’s Foundation in San Francisco. In addition, the Juniors and Seniors have the opportunity to participate in Kairos, which is a four-day off-campus retreat.

6. **Salesian Service Learning Projects**

Each year, every Salesian student must complete four service projects; the Faith Family Service Learning Coordinator approves individual Service Learning Projects.

a. Two Service Donation Projects (Thanksgiving and Project Santa)
b. An Individual Service Project of the student’s own choice, on or off-campus. This includes completing a self-assessment/reflection form and a project supervisor’s confirmation of the project completion. **Please note that a minimum of <u>twelve hours</u> is required for the Individual Service Project. Uncompleted hours will roll over to the subsequent school year.**
c. A Service Day Project. This includes completing a self-assessment/reflection form and a project supervisor’s confirmation of the project completion. Service Day usually takes place in the spring. On Service Day, all students, faculty, and staff go out, as Faith Families, into the local neighborhood to offer their service in various ways; and, most importantly, develop a commitment to service in the long term.
d. Complete Class Service Learning Project (grade-level specific; details shared via religion classes each year). The Service Learning Coordinator approves individual Service Learning Projects and monitors student progress in completing other program requirements annually.

GENERAL POLICIES

1. **Non-Discrimination Policy**

Salesian College Preparatory does not discriminate against any student in school practices relating to admission, financial aid, educational instruction, or participation in athletics, student activities, or discipline on the basis of race, creed, gender, sexual orientation, or nationality.

2. Freedom of Information Policy

The Family Educational Rights and Privacy Act of 1974 outlines certain rights and restrictions concerning student records. The law:

- allows the parents/guardians or eligible student to review and inspect the student record. (This does not include records kept by one person; e.g., a counselor, which are not shared with anyone but a substitute of that person);
- gives the parents/guardians or eligible student the chance to challenge the records in a hearing to ensure that the records are not misleading or inaccurate;
- requires written permission from the parents/guardians or eligible student before revealing pertinent records to other persons;
- requires administrators to notify parents/guardians or eligible students of their rights under the law. An "eligible student" is one who has reached the age of 18 or is attending any school after graduation from high school.

a. Exceptions to this Law / Policy

School personnel, upon presentation of a subpoena or court order, may show or turn over official copies of records, without permission, to other officials of the same school, officials of other schools in which the student seeks to enroll, certain federal, state, or local authorities performing functions authorized by law, individuals or organizations in connection with the student's application for financial aid, and court or law enforcement officials. Students' names, addresses, and telephone numbers are not released without permission. School rules and regulations apply to all Salesian students, even those who are over 18 years of age and those who are emancipated minors, that is, legally responsible for themselves even though under the age of 18.

3. Child Abuse Reporting Obligations

All school faculty and staff members are obligated by law and under penalty of fine and imprisonment to report reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation of any minor. In such cases, the parents/guardians will not be notified in advance. (California Penal Code, Sec. 11166)

4. Harassment Policy

Salesian College Preparatory is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by another student, teacher, staff, coach, or clergy member is prohibited. Harassment offends individual dignity and the ethical integrity of Salesian College Preparatory and often violates federal, state, and local laws. The school will treat allegations of harassment seriously and review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile or intimidating because of the individual's sex, race, gender, creed, color, national origin, physical or mental disability, sexual orientation, or any other characteristics prohibited by law.

The Harassment Policy is in effect at all times. It includes, but is not limited to, any or all of the following:

VERBAL HARASSMENT: Includes, but is not limited to, derogatory comments or jokes; threatening words spoken to another person.

PHYSICAL HARASSMENT: Includes, but is not limited to, unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

VISUAL HARASSMENT: Includes, but is not limited to, derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, and/or gestures.

WRITTEN HARASSMENT: Includes, but is not limited to, derogatory comments and jokes, gossip, threatening words written in blogs or social networking sites such as Snapchat, Twitter, Facebook, TikTok, Instagram, Discord or any other computer-generated forum; any written form of harassment.

SEXUAL HARASSMENT AND 'SEXTING': Sexual harassment includes, but is not limited to, unwelcome sexual advances or propositions, requests for sexual favors, and other verbal abuse or physical contact of a sexual nature, whether directed to persons of the opposite sex or persons of the same sex. It further can include the use of sexually degrading words used to describe an individual, a display in the school environment of sexually suggestive objects or pictures, sexually offensive jokes, unnecessary touching of an individual's body, or physical assault. **Sexting** includes, but is not limited to, requesting, producing, exchanging, receiving, or distributing inappropriate photos or images in any way. No student, volunteer, faculty, or staff member shall promise, imply, or grant any preferential treatment in return for another individual engaging in sexual conduct that would create an intimidating, hostile, or offensive educational environment.

BULLYING/CYBER-BULLYING HARASSMENT: Bullying includes, but is not limited to, deliberate, repeated, and hostile behavior intended to have a harmful effect on another student's safety and well-being, either in school or attending a school-related activity. Bullying includes verbal, physical, relationship (emotional), and cyberbullying. Students found engaging in bullying could be subject to disciplinary action up to and including dismissal.

Cyberbullying, or online bullying, is a term used to refer to bullying over electronic media (i.e., Facebook, Twitter, Snapchat, Instagram, Discord, etc.). Cyberbullying is willful and involves recurring or repeated harm inflicted through electronic text. **Cyber-harassment** refers to a person's use of any mobile device or PC to communicate obscene, vulgar, profane, lewd, lascivious, or indecent language, or to make any suggestion or proposal of an obscene nature, or threaten any illegal or immoral act. Cyber-harassment includes verbal, physical, relationship (emotional), and cyber-bullying. Students found engaging in cyber-bullying and/or cyber-harassment are in violation of the Technology Acceptable Use Policy of Salesian College Preparatory and will be subject to disciplinary action up to and including dismissal.

It is the responsibility of Salesian College Preparatory to implement the Harassment Policy:

- Through regular meetings with all administrators, ensuring that they understand the policy and its importance;
- By making all faculty, staff, students, and parents/guardians aware of this policy and the school's commitment toward its strict enforcement;
- By remaining watchful for conditions that create or may lead to a hostile or offensive school environment.

6. Disruptive Behavior of Adults

Parents/Guardians are expected to uphold the mission, goals, and policies of Salesian College Preparatory. Nevertheless, a situation could arise in which the uncooperative or disruptive attitude and/or the actions of a parent/guardian(s) might so diminish the effectiveness of the school that continuation of the student at Salesian could be morally impossible in light of the school's mission and philosophy.

Any parent, guardian, or other person who upbraids, insults, or abuses any teacher, staff member, or administrator in the presence or hearing of other Salesian personnel or student on Salesian premises or at some other location, if the teacher/staff/administrator is required to be at some other place in connection with assigned Salesian activities, is guilty of a misdemeanor which is punishable by a fine of not less than five hundred dollars but not to exceed one thousand dollars or by imprisonment in a county jail for not more than one year, or by both the fine and imprisonment. (California Education Code-Section 44811)

TECHNOLOGY GUIDELINES AND POLICIES

Salesian College Preparatory is pleased to offer access to a multimedia educational network, including filtered access to the Internet. The technology at Salesian College Preparatory is to be used for purposes consistent with our Catholic school mission. Salesian College Preparatory students have responsibilities regarding the use of school technology for educational purposes. Each student has a personal network account with an assigned login and password, access to educational software, a student directory on the file server for saving work, and filtered Internet access.

Salesian is committed to complying with applicable information security requirements and relevant information security standards and protocols. These include, but are not limited to, the following:

1. The Family Educational Rights and Privacy Act (FERPA)
2. Children's Internet Protection Act (CIPA)
3. Individuals with Disabilities Education Act (IDEA)
4. Children's Online Privacy Protection Act (COPPA)
5. Health Insurance Portability and Accountability Act (HIPPA)

Users of our Salesian College Preparatory ("SCP") network are required to adhere to state and federal law as well as school policy. Any attempt to break those laws or policies through the use of SCP networks may result in discipline or litigation against the offender(s) by the proper authority. SCP will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

Availability of the technological resources, including access to the Internet, to the students at Salesian College Preparatory, is contingent upon receipt of the signed Technology Acceptable Use Policy Agreement and Media Release Agreement form. Continued availability rests upon the proper conduct of individual students who must adhere to strict guidelines. These guidelines are listed below so that parents/guardians and students are aware of the responsibilities. If a student violates any of these provisions, future access to the educational network at Salesian College Preparatory may be denied to that student entirely, or in part, possibly affecting a student's credit for a given assignment. In addition, the general provisions of the Salesian College Preparatory discipline code will apply as deemed appropriate by the school.

Internet Safety Policy

It is the policy of Salesian College Preparatory to:

a. prevent School network access to or transmission of inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications;
b. prevent unauthorized access and other unlawful online activity;
c. prevent unauthorized online disclosure, use, or dissemination of student personal information;
d. provide Internet safety education to students; and,
e. comply with the Children's Internet Protection Act (CIPA).

Salesian College Preparatory takes reasonable measures to ensure that students do not access material and content that is potentially harmful to minors. As required by CIPA, Salesian College Preparatory utilizes a technology protection measure ("filter") that blocks access to material that is potentially harmful to minors. The filtering technology blocks Internet content and visual depictions including, but not limited to: pornography, child pornography, sexual acts or conduct, and other obscene material that may be deemed harmful to minors. School administrators, supervisors, or other authorized staff may disable technology protection measures for legitimate educational purposes, bona fide research, or other lawful purposes. Salesian College Preparatory may override the technology protection measure for a student to access a site with a legitimate educational value that is wrongly blocked by the technology protection measure.

Salesian College Preparatory staff monitors student use of the Internet, through either direct supervision or by monitoring Internet use history, to ensure that network services are used within the context of the School's instructional program, educational goals and to enforce the Internet Safety Policy.

Additionally, the School takes reasonable precautions to prevent unauthorized access ("hacking") to electronic student records and information. These precautions include but are not limited to: network firewalls, confidential passwords, data encryption, electronic monitoring, and physical data security.

SCP takes reasonable precautions by using filtering software to keep inappropriate Internet sites and email out of the classroom. SCP strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on SCP equipment. SCP does not supervise individual email accounts.

1. SCP reserves the right to review any email sent or received using SCP equipment and email accounts.
2. Students must adhere to the behavior expectations while using technology and email, including but not limited to those expectations contained in board policy.
3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, SCP cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

Salesian College Preparatory provides instruction to minors on the topics of Internet Safety and appropriate online behavior. Internet Safety education topics include but are not limited to online behavior and ethics, social networking safety, digital footprint, chat room safety, cyber-bullying awareness and response, and other online privacy and security issues.

The Salesian College Preparatory network and computing systems are for educational use only. The School makes no assurances of any kind, whether expressed or implied, regarding any Internet, network, or electronic communication services. Even with the above provisions, Salesian College Preparatory cannot guarantee that a student or staff member will not gain access to objectionable or inappropriate Internet material.

Prohibited Uses of SCP Resources
The following uses of SCP computer resources by students are prohibited from:

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang-related language or symbols.
3. The bypass or attempt to bypass any of SCP's security or content filtering safeguards.
4. Allowing another person to use the computer under your SCP's login.
5. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure, including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
6. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or attempted unauthorized access or use of SCP information systems.
7. Destroying or tampering with any computer equipment or software.
8. The use of any "hacking tools" that can be used for "computer hacking" may not be possessed on school property, or run or loaded on any [School] system.
9. The use of school computers for illegal activities, including, but not limited to, planting viruses, hacking, or attempted unauthorized access to any system.
10. Violating any state or federal law or regulation, board policy, or administrative rule.
11. Downloading pictures of students without their permission and sharing them with others.

SECTION A – TECHNOLOGY GENERAL TERMS AND CONDITIONS

1) **Acceptable Use**
The purpose of the educational network, including the Internet at Salesian College Preparatory, is to support education by providing access to unique resources and the opportunity for collaborative work. The use of school accounts must be in support of education and consistent with the educational objectives of Salesian College Preparatory. Transmission of any copyrighted material and threatening or obscene material is prohibited. Students are expected to respect the privacy of other users. Students may not tamper with other users' accounts, files, or documents. Students may not use personal digital equipment (digital cameras, camera phones, etc.) in conjunction with any of the equipment or technology at Salesian College Preparatory. The documents and files of other Salesian College Preparatory network users may only be used with instructor permission. No one may connect a computer or other device to the network or install any software without instructor permission.

2) **Privileges**
The use of the network and the Internet is a privilege, not a right, and inappropriate use may result in the cancellation of privileges. The supervising faculty member will deem what the inappropriate use is, and his/her decision is final.

3) **Network Etiquette**
Students are expected to abide by the generally accepted rules of network etiquette, as outlined in Section C.

4) **Copyright**
Students are expected to abide by all copyright laws at all times. Plagiarism is not permitted (see the Student-Family Handbook on Academic Integrity Policy).

5) **Security**
Network accounts are to be used only by an authorized user(s) for approved educational purposes. Students may share their passwords only with faculty members and parents. If a student or parents/guardians identifies a security problem on the Internet or is aware of any intentional misuse/misconduct regarding the use of technology at Salesian College Preparatory, the student or parents/guardians must notify a faculty member or administrator immediately. Students may not use another individual's account at any time. Attempts to log on to the network/Internet as anyone other than themselves may result in the cancellation of a student's network and/or Internet privileges. Any student identified as a security risk will be denied access to the entire network. The computers and the network are the property of the school. The school reserves the right to open any file or folder stored on the network as it deems necessary and monitor all network activities.

6) **Vandalism**
Vandalism may result in the cancellation of all privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, network, or agency that is connected to the network/Internet. This includes, but is not limited to, the uploading of any computer viruses, attempts at gaining unauthorized access, changing material without permission, intentionally altering the settings on computers or other devices, or any use of the network that disrupts its use by others.

7) **Personal Social Media Accounts**
Students cannot use the school logo, name, initials, or photos in any of their personal social media accounts (IG, Twitter, etc.) at any time. Salesian College Preparatory has the sole right to use its branded logo, name, or initials in school social media accounts.

SECTION B – MEDIA RELEASE AGREEMENT

Assignment of Photographic, Motion Picture, Video, and Sound Recording Rights

Parents/Guardians authorize Salesian College Preparatory (the "School") and its officers, vendors, and employees to photograph, record, film, or videotape their student(s) and/or their families in connection with school events and/or activities.

Parents/Guardians understand that any photograph, sound recording, motion picture, or video taken of their student(s) and/or their families under this assignment is for the purpose of collecting and/or representing factual information in the interest of serving the School's mission of research, education, and public service, and for promoting the public good.

Parents/Guardians hereby assign to the School all rights, title, and interest, including copyright, in and to any and all such photographs, sound recordings, motion pictures, or videos, and they hereby irrevocably authorize the School, its officers, vendors, and employees, without limitation, to reproduce, copy, sell, exhibit, publish, or distribute, in any medium now known or later developed, and any and all such photographs, sound recordings, motion pictures, or videos in perpetuity for the purpose expressed above.

Parents/Guardians further release and forever discharge the School, its officers, vendors, and employees from any and all claims and demands arising out of or in connection with the use of said photographs, sound recordings, motion pictures, or videos, including but not limited to any and all claims for invasion of privacy, defamation, or infringement of copyright.

SECTION C – STUDENT TECHNOLOGY AGREEMENT

This section is to be read by all students at Salesian College Preparatory and discussed with their parent(s)/guardian(s).

1) **Personal Responsibility**

As a student of Salesian College Preparatory, I will accept personal responsibility for reporting any misuse of the network to the teacher in charge or school administration. Misuse is considered any message(s) sent or received that indicate or suggest racism, sexism, inappropriate language, etc. Misuse is also considered to be intentionally accessing any Internet site deemed inappropriate by the faculty at Salesian College Preparatory, using another individual's account, photos, passwords, or documents without permission, or damaging the computers or other devices on the network.

2) **Acceptable Use**

My use of the network and the Internet will be in support of educational research and/or knowledge as defined by the teacher in charge.

3) **Network Etiquette**

I will abide by the following rules of network etiquette at all times:

a. I WILL BE POLITE – I will never send or encourage others to send abusive or hurtful messages, pictures or videos.
b. I WILL USE APPROPRIATE LANGUAGE – I realize that I am a representative of our school community. While I may be alone on the computer, what I write can be viewed globally. I will never swear, use vulgarities, or any other coarse language.

4) **Privacy**

I understand that I should guard my personal and private information on the Internet. While on the Internet, I should not reveal personal information, including a home address or phone number, or the address or phone number of others. I will share my password only with Salesian College Preparatory faculty members or my parent(s)/guardian(s). I will not ask other students to share their passwords.

5) **Electronic Mail**

I understand that electronic mail is not private. I will use email only with my teachers' permission. I will not send anything that I do not want others to read. I will always be courteous and respectful in an email sent from Salesian College Preparatory.

6) **Security**

I understand that security on our network is very important. I will never attempt to guess other users' passwords. I understand that to do so is a violation of my technology and network privileges. If I identify a security problem, any intentional misuse or misconduct regarding the use of technology at Salesian College Preparatory, or inappropriate material that is accidentally or purposely accessed, I will notify the teacher in charge immediately.

7) **Vandalism**

I understand that vandalism is defined as any malicious attempt to harm or destroy the computers, software, or other data within Salesian College Preparatory and on the Internet. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses. I will notify the teacher in charge or a school administrator if I encounter vandalism of any kind. Any vandalism or failure to notify the teacher in charge of attempted vandalism may result in the loss of any network privileges.

8) **Copyright**

I understand that to copy the information on the network or the Internet and call it my own is a violation of copyright law. <u>This pertains to text, graphics, or sound.</u> When using information other than my own, I will ask permission when possible and credit the author accordingly. The use of the network, the Internet, and electronic mail at Salesian College Preparatory is a privilege, not a right. I understand, and I will abide by the above Technology Acceptable Use Policy. I further understand that any violation of the above regulations is unethical and may constitute a criminal offense.

Parents/Guardians: Should you or your child commit any violation of these policies, your/his/her access privileges may be revoked, and school disciplinary action may be taken.

9) **Social Media Etiquette**

I will abide by the following rules of Social Media etiquette at all times.

A. I will take responsibility for my online profile, including my posts and any photos, videos, or other recordings posted by others in which I appear.
B. I will only post positive things.
C. I will consider "What is the me I want to see?" before I post anything online.
D. I will not post negative comments or gossip about other students.
E. I will not post/share pictures or videos of someone without their permission.
F. I am aware that I represent my school, team, family, and community at all times, and will do so in a positive manner.

10) **Digital Footprint**

Remember that regardless of privacy settings, what you post is public. Even if you delete the post, once something has been published, it is traceable.

11) **Laptop Policy**

All students at Salesian College Preparatory (SCP) are required to have a laptop with at least the following minimum specifications:

Operating System: Microsoft Windows 11 or higher, with Solid State Hard Drive or Mac OS 26.2. (Tahoe) or higher
Memory: 8GB or higher
Storage: 256GB or higher
Wi-Fi: 802.11g/5GHz compatibility or higher
Bluetooth: 3.0 or higher internal microphone
Warranty: Extended warranty that includes damage protection (recommended)

Questions may be directed to helpdesk@salesian.com.

Student Responsibilities:

1. Students are expected to bring their privately-owned laptop to school every day, fully charged. If a student arrives to class without a device or a charger for their device, they will submit their cell phone to the Front Office (for the remainder of the school day) in exchange for a loaner computer and/or charger. After the third occurrence will result in further consequences, at the discretion of either Associate Principal.
2. Students are responsible for hardware support and maintenance of their personal device.
3. Students must have all apps and accessories required by their teachers.
4. All contents and use of the student's device are to conform to the mission and vision of SCP as well as the Acceptable Technology Use Policy.
5. SCP reserves the right to inspect the content of all laptops brought onto campus by students.
6. Students are to adhere to the Acceptable Use Policy at all times (cf. Student-Family Handbook 2026-2027).
7. Students are to create a passcode/password on the laptop and keep the passcode/password confidential.
8. Students should not share their passcode/password with anyone.
9. Other than their parents or guardians, students are not to let anyone besides themselves use the laptop.
10. Students should not provide their personal information to anyone over the Internet.

Disclosure: Salesian is a safe campus where theft or damage to personal property is not common; however, students should always secure their personal property in their backpacks, which they should keep with them. By bringing their own laptop or other devices to school, students and their parents/guardians accept full responsibility for damage that might occur to the laptop, as well as loss or theft. Salesian College Preparatory is not responsible for the care, replacement, and/or repair of any device under any circumstances.

SCHOLASTIC INFORMATION AND GUIDANCE SERVICES

1. **Accreditation**

Salesian College Preparatory is a 501(c)(3) nonprofit organization sponsored by the Salesian Society, San Francisco, California. The School is a Catholic, co-educational, college preparatory, secondary school accredited by the Western Association of Schools and Colleges Salesian, and the Western Catholic Education Association. The School is a member of the National Catholic Education Association and has been certified by the Salesian Society as a Member of the System of Salesian Secondary Schools.

2. **College Admission**

The curriculum at Salesian College Preparatory is designed to meet the course requirements for college entrance. Students must earn a grade of C- or better for courses to be considered for college. Students may retake a course in the summer (maximum of two courses per summer) to raise a grade for the college admission process. Colleges have requirements that vary with each institution. College applications should be completed early in the senior year; most students apply online. The website for the UC system is www.universityofcalifornia.edu. The website for the CSU system is www.csumentor.edu. These websites also have useful exploratory tools for students. Students can learn about private colleges in California by visiting the website www.aiccu.edu. Students can learn about college options in California by visiting www.californiacolleges.edu.

3. **Academic and Personal Counselors**

Any student desiring to speak to an Academic Counselor may obtain a pass on request. Parents/Guardians and students must request course schedule changes within the first five school days of each semester. The Counseling Department cannot accommodate a course change request based only on teacher preference. An Academic Counselor will meet with every senior by November of their senior year. The Academic Counselor will explain options and possibilities and help the student make their preferred selection of courses. Academic Counselors meet with freshmen, sophomores, and juniors during two scheduled meetings per year.

Salesian College Preparatory has personal counselors on staff available to students who are having personal difficulties: from adjustment challenges to issues with peers, teachers, or family conflicts, to stress with school. They are available to offer support and guidance to students through many of the challenges of adolescence. Students can request to visit with one of the personal counselors, or they may be referred by faculty, staff, or parents. While this service is available to all students, it is entirely voluntary. The personal counselors' ultimate concern is about the well-being of the student. Their primary goal is to assess students and then make a referral to parents, if necessary. The personal counselors do not provide on-going therapy for any student. It is imperative that parents/guardians follow all counseling recommendations and referral information.

4. **Graduation Requirements**

Students must complete at least 250 semester credits. Students are required to pass the following:

- Eight semesters (40 credits) of Religious Studies
- Eight semesters (40 credits) of English
- Six semesters (30 credits) of Mathematics (CSU and UC recommend eight semesters of Mathematics)
- Six semesters (30 credits) of Social Sciences (World History, U.S. History, Government, and Economics)
- Four semesters (20 credits) of World Languages (CSU and UC recommend six semesters)
- Four semesters (20 credits) of Science (UC recommends six semesters of Lab Science)
- Two semesters of Physical Education (10 credits)
- Two semesters of Visual and Performing Arts (10 credits)
- Ten semesters of Electives (50 credits)

5. **Student Service Learning Project Requirements**

Each year, every Salesian student must complete four service projects:

a) Two Service Donation Projects (Thanksgiving and Project Santa)
b) An Individual Service Project of the student's own choice, on or off-campus. This includes completing a self-assessment/reflection form and a project supervisor's confirmation of the project completion. We require a minimum of twelve hours of dedication to the project. Uncompleted hours will roll over to the subsequent school year.
c) A Service Day Project. This includes completing a self-assessment/reflection form and a project supervisor's confirmation of the project completion. Service Day usually takes place in the spring. On Service Day, all students, faculty, and staff go out, as Faith Families, into the local neighborhood to offer their service in various ways; and, most importantly, develop a commitment to service in the long term.
d) Complete Class Service Learning Project (grade-level specific; details shared via religion classes each year). The Service Learning Coordinator approves individual Service Learning Projects and monitors student progress in completing other program requirements annually.

6. **Honors and Advanced Placement Courses**

Honors courses are offered in Biology, PLTW Human Body Systems, PLTW Medical Interventions, PLTW Biomedical Innovation, English I, English II, Comparative Religions, French II, French III, Spanish II, Spanish III, Pre-Calculus, U.S. Government, World History, and Economics. Advanced Placement courses are offered in English Literature, Language and Composition, Biology, U.S. History, Calculus AB, Calculus BC, Studio Art, Art History, Spanish, French, Chemistry, and Computer Science. Students must apply for these courses in the spring.

7. **Graduation with Honors**

A student's **unweighted** academic GPA from 9th-12 grades determines their eligibility at graduation for the following honors designations:

- Summa cum laude = First Honors: 3.85 or above Academic GPA 9th-12th grade (gold stole and tassel);
- Magna cum laude = Second Honors: 3.75-3.84 Academic GPA 9th-12th grade (gold cord and tassel);
- Cum laude = 3.50-3.74 Academic GPA 9th-12th grade (gold tassel).

8. **Academic Awards**

The following Academic Awards are presented to outstanding students:

- The **Salesian Award** is our school's most prestigious award. It honors the Senior student who has lived most clearly Don Bosco's vision of a young person who is compassionate, kind, loving, gentle, and concerned for others.
- The **Don Bosco Award** is presented to a student in each 9th – 11th grade class who demonstrates in their day-to-day school life the characteristics of Don Bosco's loving-kindness, gentleness, faith in God, and service to others in Jesus' name.
- The **Valedictory and Salutatory Awards** (see #9 below).
- The **Salesian Scholar-Athlete Award** is presented to the Senior boy and girl students with the highest cumulative GPA, leadership, and participation in most sports.
- The **Academic Excellence Awards** are presented to the students with the highest GPA in each course in the Salesian course catalog for three-quarters of the current academic year. **Plaques** are awarded to Senior students with the highest GPA in Fine Arts, Liberal Arts, and Mathematics and Science; **certificates** are awarded to Senior students in each of the following academic areas: English, Mathematics, Religious Studies, Science, Social Sciences, World Languages, and Visual and Performing Arts.

9. **Valedictorian and Salutatorian Speakers**

The Salesian charism, which drives our educational mission here at Salesian College Preparatory, seeks to attend to the development of the whole person in its attempt to encourage and shape good faith-filled young people who are also upright citizens. We believe that the Valedictorian and Salutatorian are students who best represent all that the Salesian charism offers to the young. We are proud of all of our students, and graduation is a moment in which we celebrate that pride.

At Salesian, the title of Valedictorian refers to the student who has attended Salesian since their 9th grade year and has earned the highest class rank in the graduating class by the end of their seventh semester based on their performance in academic courses listed in the Salesian course catalog. Qualifying seniors are invited to audition to welcome the graduating class as the Class Salutatorian. The student speaker is selected by a group of faculty and administrators based on the content of their speech and delivery. **A salutatory speech is a greeting to welcome everyone to the graduation, and a valedictory address is a farewell to the graduating class.**

The criteria for selecting candidates for **auditioning for Salutatorian** include the following:

- The candidate must have been a student at Salesian College Preparatory since the beginning of their 9th grade year.
- The candidate must be ranked between two and ten at the end of the seventh semester.
- The candidate must be an active member of their class.
- The candidate demonstrates being Salesian in their optimism, the spirit of joy, loyalty, and support for all that has been offered by the school. This student should be grounded in faith and be able to show compassion and concern for others and adults.
- The candidate must have a complete Senior Synthesis submission, as well as a complete Service Learning submission, and demonstrate their desire to go above and beyond what is required for service within the school community and the neighborhood.
- The candidate must write a Letter of Intent to audition and have one statement of reference from faculty member by March 1st of their Senior year.

- The candidate will then audition in March with a prepared two-minute speech. Candidates will be provided with audition guidelines. The Audition Committee will include administration, faculty, and staff. The name of the Valedictorian will be announced by late March / early April.

The Senior Class President and/or Student Body President may request the opportunity to audition for the Salutatorian speech. The Auditioning Committee may recommend another candidate for consideration to the Executive Council.

10. Academic Integrity Policy

Salesian College Preparatory students are expected to conduct themselves with integrity at all times. They should be honest and forthright in the completion of all academic work. Academic dishonesty is a serious ethical issue that is contrary to the Salesian mission that promotes the development of 'good citizens for the betterment of society.' The following constitute violations of SCP's Academic Integrity Policy:

- Copying another student's work or providing the opportunity for others to copy your work
- Receiving or providing information on a test or quiz, including posting or accessing such information digitally (also includes information from a previous class period)
- Turning in someone else's work as your own
- Unauthorized viewing of an exam prior to administration of the exam
- Using unauthorized material for a test and/or quiz
- Intentionally using or disabling any electronic or digital device to obtain or provide unauthorized course material
- Unauthorized use of AI for any part of an assignment or assessment
- Using ideas or written materials from other sources, including the internet, without acknowledging those sources in the assignment (definition of plagiarism)

** This list is not meant to be all-inclusive; other actions may be deemed a violation of the SCP Academic Integrity Policy. **

All such violations will be viewed with seriousness regardless of the importance or weight of an assignment or test and parents/guardians will be notified. For a first violation, the student will receive a 0% on the original assignment and no more than 70% for the revised assignment/test/quiz/paper/project that was deemed a violation of the Academic Integrity Policy. The Associate Principal of Academic Excellence & Professional Learning will keep a record of all violations of the Academic Integrity Policy. If a student commits a second and/or multiple violations of this policy, any of the following consequences may occur: Scheduling a parent/student conference with the Associate Principal of Academic Excellence & Professional Learning to create a Contractual Agreement. The following consequences may be a result of multiple violations: Reflection and Service opportunity, suspension, expulsion, loss of credit for the assignment, or loss of credit for the course may result. The Associate Principal of Academic Excellence & Professional Learning will consult with the Vice President and Principal to determine an appropriate consequence for the situation.

11. **Composition Standards**

Recognizing the need for effective communication in our world, and remaining consistent with our Lifelong Learning Expectations, Salesian College Preparatory expects students to observe the conventions of standard written English in all written work. Beginning in 9th grade, students are expected to use ABC structure as a base for their expository writing. Written work is expected to be the student's original unless otherwise allowed by the teacher.

12. **Homework**

Each student is expected to spend time at home each weekday on study or written work. Assignments should be completed in a timely way and with care given to neatness. **Parents/Guardians are encouraged to check their student's progress frequently on Schoology.** (Contact helpdesk@salesian.com for log-in information.)

14. **Grade Point Average (GPA)**

The Grade Point Average is arrived at by multiplying the semester grade points received by the number of credits earned for the semester. This is done for each class. A total is taken of all the grade points and divided by the total number of credits earned. The resulting figure is the GPA. An extra grade point is added for all HONORS and ADVANCED PLACEMENT courses in which a C- or better is earned.

15. **Grade Information**
Letter Grade, Percentage, GPA, Semester Grade Point

Letter Grade	Percentage	GPA	Semester Grade Point
A	93-100	4.0	4
A-	90-92	4.0	4
B+	87-89	3.0	3
B	83-86	3.0	3
B-	80-82	3.0	3
C+	77-79	2.0	2
C	73-76	2.0	2
C-	70-72	2.0	2
D+	67-69	1.0	1
D	63-66	1.0	1
D-	60-62	1.0	1
F	59	0	0

16. **Semester Credits 80/20 Grading System**
The Final Semester grade for each student will be calculated based on 80% of the grades accumulated throughout the semester, and 20% of the Fall/Spring End-of-Semester Assessment (EOSA) grade. Colleges and universities are provided only the final semester grade.

17. **Progress Reports**
Academic progress reports are mailed to parents/guardians at the end of the first and third quarters. Comments about work habits and classroom behavior are also included in those progress reports.

18. **Report Cards**
Midterm progress reports and semester grades are mailed to the address on record. Parents/Guardians are encouraged to access the Schoology grading system regularly. Go to www.salesian.com for details on how to access Schoology.

19. **Parent/Guardian-Teacher Evenings**
At Back-to-School-Night, classroom policies, including class expectations, rules, homework, grading, teacher contact information, and the teacher's year-long goals, are presented. This event usually occurs in the school year's second or third week. There is one scheduled Parent and Teacher Conference Night approximately two weeks after the end of the first quarter. The event allows parents/guardians to meet with teachers and to come to the school to discuss their student's progress.

20. **Academic Ineligibility and Probation**
All students are expected to maintain a total GPA of 2.00 in all classes attempted during each grading period. If the student fails to maintain a 2.00 GPA, they will be placed on academic probation. A student will only be placed on probation a maximum of three times during their years at Salesian. Students will not be placed on probation in consecutive grading periods, so students become ineligible if they fall below a 2.00 after their probation period. Students must achieve a 2.00 or higher after being ineligible to utilize their next probation period. If a student falls below a 2.00 a fourth time, the student will become academically ineligible. Academically ineligible means the student is no longer able to participate in athletics and school activities until their grades are raised to a 2.00 in any of the subsequent grading periods. This means athletics, student activities, campus ministry events, etc., and includes but is not limited to the following:

• Salesian sporting events at home or away
• Sports teams or cheerleading squad
• Campus Ministry Team
• Student Council
• Chorus; Drama productions
• Travel
• Any student activity on or off-campus, including dances, drama presentations, musical performances, and class ceremonies held after normal school hours.
• Any student activity event that requires missing class time, including liturgies, rally organization, campus ministry events, and service projects.

There are four grading periods during the academic school year: First Quarter, Fall Semester, Third Quarter, and Spring Semester. Ineligibility and probation last for one grading period. There is no exception for athletic participation because of NCS/CIF eligibility rules. Still, there may be an exception for co-curricular activities with the permission of the Vice President and Principal.

If a student earns below a 70% in a semester course, they must remediate the course the following summer only through UC Scout. UC Scout courses range from $50 to $400. If a student earns below 70% in a Religious Studies course, they will repeat it during a future semester in place of an elective.

21. **Failures**
Students who do not successfully complete the yearly time-bound requirements for graduation from Salesian College Preparatory might be asked to withdraw after any quarter.

22. **Transcripts**
The transcript is the official record of semester grades. Students may get a copy of their transcript, official or unofficial, by going to www.parchment.com. See the school's Front Office for details.

23. **Testing**

- Preliminary Scholastic Aptitude Test (PSAT) (11th Grade)
  The PSAT is offered optionally to any juniors interested in this useful practice test for the SAT. Interested students take the PSAT in the fall.
- Scholastic Aptitude Test (SAT) (11th and 12th Grade) and American College Tests (ACT) (11th and 12th Grade) -
  The UCs and CSUs no longer use these tests for admissions purposes. Almost all private universities are currently "test optional, "meaning it may or may not be in the student's best interest to send in an exam score. The Guidance Department will counsel students individually and help them determine whether or not they should sign up for or send scores in from standardized testing. For additional questions about the SAT and/or ACT test, contact Hege Fan, hfan@salesian.com.
  - Register online at http://www.sat.org/register or http://www.actstudent.org/
  - Students should register early for tests as they will have a better chance of getting their first choice of test center (Salesian College Preparatory is not a test center).
  - All testing should be completed no later than December of senior year.
  - Standardized Testing and Test Prep
    - College Board SAT: https://www.collegeboard.com/
    - ACT: https://www.actstudent.org/

STUDENT ACTIVITIES

1. **Salesian Symbols**
   - Emblem: A shield with a cross behind it. The shield features the school name and the year the high school was established. The accompanying tagline "Academics. Faith. Family." articulates our three main focus areas.
   - Colors: Salesian Red, Black, and Vegas Gold
   - Jackets: Black or Red with a Salesian block “S” letter
   - Literary Magazine: The Tabard
   - Mascot: Salesian Pride
   - Ring: Red stone and the bust of Don Bosco on one side

2. **Student Leadership and Ministry (SLAM)**

SLAM is the collective form of student leadership and animation within Salesian College Preparatory. The mission of SLAM is to be a force for good, a leaven in serving the community as a whole in a vibrant Salesian spirit. SLAM members strive to encourage spirit and cohesiveness to the whole school community through planning, carrying out, and constant evaluation of all student body activities. In this way, they will model a unified approach to our Salesian educational mission. SLAM encompasses elected student leaders and the Faith Family Team (Faith Family Leaders).

SLAM dedicates many long hours to the preparation of such things as Homecoming, School Rallies, Spirit Weeks, Blood Drives, Prom, and other dances and events.

SLAM members also participate in a year-long leadership course, which gives them some of the skills and knowledge necessary to be their best in the responsibility of student leadership in Salesian style.

Another portion of SLAM responsibilities is Campus Ministry work, which is essential to the Salesian community as it continues to live the Salesian charism. Students show, through their specifically faith-based emphasis on service, commitment, and collaboration, that they truly love the Salesian charism. They are the heart of many of the activities of the whole school community. Even more importantly, they are the backbone of maintaining the spirit of love and service so typical of being Salesian.

SLAM members are asked to suggest how they can be of service to the whole school community through the running of formal moments of worship (our whole school Eucharistic liturgies), as well as taking leadership of the different fundraising drives for those in need in the neighborhood and even further afield as circumstances dictate. Specific annual outreach to the local community is the responsibility of the members through two major events: Project Santa and another event to be determined each year. Two members of SLAM are appointed to serve on the Council of the Educating Pastoral Community (CEPC).

4. **Faith Family Team (FFT)**

The Faith Family Team (FFT) is facilitated by the faculty FFT Coordinator. Faith Families comprise students from all classes (freshmen through seniors) and a faculty/staff member. Faith Families function to assist the community in bridging the “generational divide” between classes and build a supportive and faith-filled group of young people ready and willing to aid each other and the wider community when the need arises. Faith Families are student-led groups. Faith Family leaders are part of Student Leadership and Ministry (SLAM). They are selected for their leadership capacities by their respective Faith Family members in conjunction with the FFT leader and faculty.

Faith Families become the interclass groups that share their experiences of life and service. Faith Family groups are one of the key vehicles through which students are encouraged to give their service to those around them and, through a variety of projects, to the local neighborhood. Faith Families organize and participate together in a full Service Day every year. On this day, usually in the spring, students, faculty, and staff go out into the community and involve themselves in a variety of projects.

5. **Student Life Council (SLC)**

The Student Life Council comprises the Coordinator of Youth Ministry, Coordinator of Retreats, Faith Family Coordinator, Class Moderators (faculty), Student Body President and Vice President, Class Presidents and Vice Presidents, and Associate Principal of Social Excellence. The purpose of the SLC is to 1) unify the activities on behalf of our students, 2) provide a forum for key activity coordinators to share their respective programs, dialogue and be supported in their work, 3) ensure that the planning and execution of activities continue to support the Salesian identity of the school and that leadership is affirmed as key to the on-going development of the students, 4) provide oversight and evaluation monthly so that all we do might truly benefit the young and their integral growth in Salesian style.

6. **Honor Societies**

a. California Scholarship Federation (CSF)
High standards of scholarship must be maintained for membership in this society. Students are eligible to apply beginning with the second semester of their sophomore year and must reapply for membership each semester thereafter.

b. National Honor Society (NHS)
Membership in this society requires a student's excellence in character, scholarship, and service. In addition, an unweighted academic grade point average of 3.5 or better must be maintained. Twenty hours of Salesian community service is required.

7. **Interscholastic Athletics**

Salesian College Preparatory recognizes the value of participation in sports. Athletics teaches a student such values as self-discipline, self-confidence, perseverance, teamwork, sacrifice, dedication, and leadership. Salesian College Preparatory subscribes to and supports the ideals and standards of the California Interscholastic Federation (CIF) and the North Coast Section (NCS). Salesian College Preparatory is a member of the Tri-County Athletic League (TCAL). The school competes in football, cross-country, volleyball, basketball, soccer, tennis, baseball, softball, swimming and diving, golf, and track and field.

a. **Eligibility Requirements for Participation in Interscholastic Athletics:**

Transferring from one school to another school may affect athletic eligibility under NCS and CIF rules. It is the student's and parents'/guardians' responsibility to see the Athletic Director for a copy of the rules.

1) To participate in the interscholastic competition, students must have the written approval of their parents/guardians and have clearance from their doctor. A physical examination is mandatory, and a record of the exam will be kept on file at the school. It is strongly suggested that this paperwork is done during the summer to guarantee athletic eligibility for the entire year. Medical clearance is required every year.

2) Those students who play football are encouraged to purchase additional insurance from the school. All other sports are covered by the student's accident insurance. The school's insurance is always considered secondary to individual family insurance policies.

3) Students whose 19th birthday is attained prior to June 15 shall not participate or practice on any team in the following school year. A student whose 19th birthday is on or before June 14th is ineligible.

4) Following completion of the eighth grade, students are eligible for eight semesters of high school interscholastic sports.

5) Athletes must have at least a 2.00 GPA scholastic average and not be on disciplinary probation or ineligibility.

6) To compete interscholastically, students must maintain their amateur status. High school eligibility is lost if students try out with a collegiate or professional team in any sport.

7) High school students may not compete on an outside team in the same sport during that sport's high school season.

8) Athletes who have unexcused absences, even for one period, or an excused absence for more than half of the school day (which does *not* always mean arriving by lunch), may not participate in practice or a game on the day of the absence. The Associate Principal of Social Excellence (or their designated proxy) decides on requests for exceptions to this rule.

9) Unexcused absences on days following games may result in ineligibility for the next athletic contest.

10) Ineligible players must notify the Athletic Director and coach as soon as possible. Failure to do so would cause the forfeit of any game they play and could render the player ineligible for an entire season.

11) Athletes dismissed from a team because of lack of cooperation (e.g., failure to attend practice or competition), misconduct, or any other reason, may not compete in another sport until the Vice President and Principal clears them. If a student is dismissed from a team, the coach and athlete will discuss the disciplinary action to be taken with the Athletic Director and the Vice President and Principal. Any athlete who quits a team after the final roster determination date may not compete, condition, or practice in another sport until the Athletic Director and Vice President and Principal clear them. In either instance (quitting or dismissal from a team), the earliest an athlete may compete, condition, or practice again would be when the sport they were participating in has completed all play for the season. If an athlete fails to make a team, they may try out for another sport immediately.

12) Depending on the sport, each athlete may be given, on loan from the Athletic Department, equipment and uniforms for that sport. It is the individual athlete's responsibility to care for that equipment/uniform for the duration of that sport season. At the end of the season, the athlete will return the borrowed equipment/uniform clean and in good condition. Failure to do so will require payment to replace what was lost or damaged.

13) The Vice President and Principal reserves the right to revoke an athlete's eligibility for conduct unbecoming of a Salesian student.

b. **NCS Ejection Policy**

The following rules and minimum penalties apply to players as adopted by the North Coast Section of the CIF. This policy includes non-league, league, invitational tournaments/events, post-season league, section, or state playoff games or matches.

1) Ejection of a player from a contest for unsportsmanlike or dangerous conduct will incur the following penalty: The player shall be ineligible for the next contest.
2) Illegal participation in the next contest by a player ejected in a previous contest will incur the following penalty: The contest shall be forfeited, and the ineligible player shall be ineligible for the next contest.
3) The second ejection of a player from a contest during one season for unsportsmanlike or dangerous conduct will incur the following penalty: The player shall be ineligible for the remainder of the season in that sport.
4) When one or more players leave the bench to begin or participate in an altercation, the following penalty will be imposed: The player(s) will be ejected from that contest and ineligible for the next three contests.
5) If an athlete is ejected from a contest for fighting, the athlete will miss the next three contests.

Student-athletes and coaches must read and understand the Ejection Policy and penalties. Student-athletes may not participate in any contest until they sign the Ejection Policy.

c. **Athletic Awards**

Recognition is given to athletes at the fall, winter, and spring sports awards events. Medals, trophies, and certificates are given based on achievement, ability, sportsmanship, participation, and leadership.

d. **Athletes' Code**

- Salesian student-athletes are expected to act within the student code outlined in this handbook.
- The decision of officials is to be accepted. Only those in authority may contest the officials' decisions, and always in a civil manner.
- Foul, abusive, and taunting language is never allowed.
- Property is to be respected.
- The names and symbols of opposing teams are to be shown respect.
- Opponents are never to be belittled nor their misfortune cheered.
- Booing is always out of place.
- Spectators are to remain in the stands and avoid entering the team areas.
- In basketball contests, spectators are to remain quiet during free throws. In volleyball contests, spectators are to remain quiet during service.
- We recognize that athletics promotes the well-being of the participants. Therefore, alcohol and drugs, which include all forms of steroids taken for strength and enhanced performance, are recognized as physically and morally dangerous in all types of athletic competitions for both students and spectators; therefore, these substances are banned from being used by students.

e. **Discipline Consequences**

Discipline consequences supersede any and all athletic contests and practices.

f. **Insurance for Football Players**

Football players are encouraged to purchase insurance from the School. Please contact the Finance Department for details.

Athletic Teams and Coaches

Athletics and Coaches	Extension
Nightingale, Mr. Chad, Athletic Director	1015
Liz Darr and Cassie Re, Sports Medicine	1304/1308
Weight Room	1006

Fall Sports

Varsity Cross Country: Mr. Andrew Ambion
Varsity Football: Mr. Chad Nightingale
JV Football: Mr. Kameron Carr
Varsity Girls Golf: Ms. Josephine Orozco
Varsity Girls Tennis: Mr. Gary Hazard
Varsity Girls Volleyball: Mr. Greg Ginsburg
JV Girls Volleyball: Ms. Emily Jiampoli

Winter Sports

Varsity Boys Basketball: Mr. Bill Mellis
JV Boys Basketball: Mr. James Portlock
Frosh/Soph Boys Basketball: Jonathan Higgenbotham
Varsity Girls Basketball: Mr. Stephen Pezzola
JV Girls Basketball: Ms. Cassie Re
Varsity Boys Soccer: Mr. Joseph Bacchus
Varsity Girls Soccer: Mr. Sergio Tostado

Spring Sports

Varsity Baseball: Mr. Joe Ruiz
JV Baseball: Mr. Eddie Wiederholt
Varsity Golf: Mr. Marcus Julian
Varsity Softball: Ms. Meghan Bradbury
JV Softball: Ms. Josephine Orozco
Varsity Swimming and Diving: Ms. Wendy Okada
Varsity Boys Tennis: Mr. Gary Hazard
Varsity Track and Field: Mr. Chad Nightingale
Varsity Boys Volleyball: TBD

Tri-County Athletic League (TCAL)

Albany	Cougars
Jesse Bethel	Jaguars
De Anza	Dons
El Cerrito	Gauchos
Hercules	Titans
John F. Kennedy	Eagles
Pinole Valley	Spartans
Richmond	Oilers
Salesian	**The Pride**
St. Mary's	Panthers
St. Patrick/St. Vincent	Bruins
John Swett	Warriors
Vallejo	Redhawks

Moderators of Co-Curricular Clubs and Activities (Partial List)

AAAK: Association of African American Knowledge & Multicultural Awareness	Mr. Leonard Neal
Adulting 101	Ms. Janet O'Hair
American Sign Language Club (ASL)	TBD
Art Club	TBD
Asian / Pacific Islander Club (API)	Mr. Adrian Mison Fulay
Campus Ministry	Mr. Adrian Mison Fulay
Cheerleading	Ms. Courtney Garner
Chemistry Club	TBD
Diversity Club	Dr. Jacob Raterman
Drama and Film Club	Ms. Janet O'Hair
Fantasy Sports Club	TBD
Friday Frisbee Club	Mr. Patrick Bender
Games Club	TBD
Hiking Club	Ms. Christina McAfee
Honor Societies (NHS and CSF)	Ms. Laura Schreck
Interact Club	Mr. Henry Moe
Knitting Club	Ms. Mariella Nightingale
Latino Club	Mr. Oscar Ruiz
Lego Club	Mr. David Jobe
Pokemon Go! Club	Ms. Meghan Bradbury
Robotics Club	Mr. Patrick Bender
Salesian News Network	Ms. Janet O'Hair
Sports Medicine Club	Ms. Liz Darr
Student Ambassadors	Ms. Christina Karabinis
Student Leadership and Ministry (SLAM)	Mr. Adrian Fulay
Tabard, Literary Magazine	Mr. Dan McCarthy
Writing Center	TBD

Student Body and Class Leader Positions

Student Body President	Senior Class President
Student Body Vice-President	Senior Class Vice-President
Student Body Treasurer	Junior Class President
Student Body Secretary	Junior Class Vice-President
CMT President	Sophomore President
CMT Co-Vice President	Sophomore Vice-President
CMT Co-Vice President	

STUDENT GUIDELINES

1. Attendance Policy

Daily attendance in each class is required. In the state of California, a truant tardy is considered being 30 or more minutes late to class without legal documentation. At Salesian, documentation that can excuse an absence and/or tardy includes medical and bereavement documentation. Three truant tardies will be counted as an unexcused absence. Classes missed do not relieve students of the work covered in those classes. For an unexcused absence, assignments and homework posted on Schoology are expected to be completed on time. Excluding school-related absences, medical absences, and bereavement-related absences (all at the discretion of the Associate Principal of Social Excellence), students absent from any class(es), including end-of-semester assessments, **THIRTEEN times** during a semester (~25% of total class time) for any reason are **ineligible** for semester credit for said class(es). Each individual case will be reviewed by either Associate Principal, who has authority to make the final decision relative to semester credit. Excessive Absence letters will be sent to parents/guardians on a regular basis from the Front Office.

Students who have unexcused absences, even for one period, or an excused absence for more than half of the school day (which does *not* always mean arriving by lunch), may not participate in any extracurricular activity on the day of the absence. The Associate Principal of Social Excellence (or their designated proxy) decides on requests for exceptions to this rule. A student participating in any co-curricular event must be in school for one-half of all classes to participate in any co-curricular event that day. Lack of attendance on a Friday means forfeiting participation in weekend co-curricular activities.

For school records and emergency purposes, please contact the school's Front Office as soon as possible about changes in addresses, phone numbers, email addresses, or emergency contacts.

2. Parents/Guardians' Responsibility for Reporting Absence

Parents/Guardians must email attendance@salesian.com each time the student is absent. The Front Office must receive the email by **8:45 a.m**. After three consecutive days of medical absences, a medical note is required. A medical form from the student's doctor attesting to treatment may also suffice when appropriate. Without this note, absences will be unexcused. Notes are required for both absences and tardiness, but do not necessarily excuse absences or tardiness. The Associate Principal of Social Excellence or Principal may ask for further clarification regarding student absenteeism.

Students who are absent without a valid excused absence from a parent or guardian, including instances of truancy, will be supported through a reflective, in-school intervention facilitated by the Associate Principal of Social Excellence or the Principal. This approach prioritizes understanding the root causes of absence, encourages personal growth and accountability. Failure to partner with the school administration to address these matters may result in further disciplinary action.

3. Tardy Policy

Students are expected to be in their assigned seats when the bell rings to start the class. Any student who does not meet this expectation is considered tardy. Students tardy to school or any class during the day must obtain an admit slip from the attendance office.

Rationale:

- Tardiness reduces the instructional time of the late student.
- Tardiness interrupts the class the student is entering, resulting in a loss of instructional time for all the students.
- For students to be successful and productive, they should develop habits of punctuality. These habits will contribute to academic success as well as career success.

Corrective Action:

- If a student is not in their assigned location by the sound of the bell/tone they will be required to attend one mandatory after-school detention, which takes place daily. The only exception is if the student provides a physical or electronic copy of a medical note with a physician's signature
- Students will only be admitted into their assigned location with a tardy slip.
- Reflection and Service: Campus service is an opportunity for students to serve their campus in various ways and/or reflect on any behavioral incidents not aligned with the Salesian mission and expectations.
- The Associate Principal of Social Excellence will administer a written notification to the student and their family at the sixth tardy and/or absence. At this point, a student may be placed on a written attendance agreement.

4. **School Passes: Medical/Tardy/Early Dismissal**

Medical appointments should be made outside school hours. Teachers whose classes will be missed should be notified ahead of time. If students leave early for any reason, parents/guardians must sign the student out before the student leaves. **It is unacceptable to send Uber, Lyft, or another transport service to pick up a student during the school day since a student must be signed out by an adult guardian when they leave campus.**

5. **Insurance/Injuries/Sickness**

All students are covered by accident insurance:

- during the school day while on school premises and for up to one hour immediately before and after regularly scheduled classes;
- while attending or participating in school-sponsored and directly supervised activities or sports, except interscholastic tackle football;
- while traveling directly and without interruption between home and school to attend regularly scheduled classes or to participate in school activities immediately before and after classes, and in any school-sponsored vehicle to and from a school-sponsored activity.

This insurance is always supplemental to parents/guardians' insurance. Benefits are paid in excess of or secondary to any other insurance or health coverage (HMO or PPO) that a parent/guardian or student may have. Students are to report any injury or illness immediately to the teacher and/or school administrator. If need be, the latter will call the parent/guardians or seek immediate medical attention if indicated. School officials may not administer any medication. **It is unacceptable to send Uber or Lyft, or another transport service, to pick up a student during the school day since students must be signed out by an adult guardian when they leave campus.**

6. **Prescription Medication**

Any student who requires prescription medication during the school day must leave the prescription medication in the front office with written doctor's orders. A written statement from the physician, surgeon, or physician's assistant should list the medication, method, amount, and time schedules by which the medication is to be taken. Parents/Guardians should drop the student off with the prescription and the doctor's written statement in the front office when the student returns to school (after surgery, medical absence, etc.). A student may not have any prescription drugs on their person, in a backpack, or in a locker during the school day at any time.

7. **Student Lunches**

Food deliveries (Parent/Guardian lunch drop-offs, Uber Eats, DoorDash, etc.) are strictly prohibited. Students who have food delivered in any capacity will not be allowed access to it until after school. Food can be purchased through the school's cafe'.

8. **Identification Cards**

Each student receives a photo identification card at the beginning of the school year. It is to be carried during each school day, at all school events, and presented whenever requested by a faculty member or representative. It is required for admission to school activities. Replacement cards cost $10 and must be ordered by the parents/guardians from Kurt Burton Photography, the school's photographer.

9. **The Wellness Center**

The Wellness Center is located on the first floor. This device-free zone offers students a safe, quiet, and calming place to reduce stress and anxiety. This space was created to aid in early interventions for students experiencing social, emotional, or mental health challenges that affect learning in the classroom. Student access to the Wellness Center is limited to 10 minutes each visit and to two students at a time. Additional regulation policies are at the school administration's discretion.

10. **Library**

The library at Salesian College Preparatory is an area for study, research, and exploration. Students will not have access to the Library at break or lunch.

Library Contents: The library offers print fiction and non-fiction books as well as various online databases and ebooks, which are available both on and off campus.

Printing: Students may NOT print any personal assignments through the front office or any copy machines located on campus until dismissal and ending at 30 minutes past dismissal each day.

11. **Fire and Earthquake Drills / Emergencies and ParentSquare Emergency Notification Service**

Drills are held regularly and are usually unannounced. Exit routes are posted in each classroom and the office. When the alarm is sounded, students are to leave the room without their books or other supplies, and the teacher is to follow, single file and in silence, to the place in the parking lot where the teacher will take roll. At an "all clear" signal given by the administrator in charge, everyone will return to their classrooms in silence. During duck-and-cover drills, students and teachers are to wait in this position until administrators give directions.

SchoolAdmin will be activated in an emergency to notify students/families or send out important information. An email, text or message will be made to the cell phone on record, notifying students/families of a possible school closure, lockdown, etc. In the event of school closure due to unhealthy air quality due to smoke from wildfires, students will be notified to immediately shift to 100% Remote School for the following day.

For emergency purposes, please inform the school as soon as possible about changes in addresses, phone numbers, email addresses, or emergency contacts. In cases of a power failure, the school's regular phones are inoperative.

12. **Field Trips**

Various periodic excursions give classes an opportunity for special experiences. Written parent/guardian permission is required for all student participants. Current medical release forms must be completed prior to field trip participation. Unless notified, students are to dress according to the School Dress Code. Exemplary behavior is expected of Salesian students on field trips.

13. **School Transportation**

Personal Vehicles: The school does not allow students to drive personal vehicles for transporting themselves or other students to school events. The owner's insurance is primary when adult privately owned vehicles are used to transport students to school events. Parents/Guardians who transport students on a field trip or school event must sign chaperone paperwork (acknowledgment and release forms), and complete volunteer paperwork with Human Resources. They must also submit proof of a clean DMV record. Permission slips must be used anytime students are transported from the school premises. Students are not allowed to drive school vehicles. **Uber, Lyft, or other app-based transport services are not an acceptable source of school transportation for a student (under the age of 18) and Salesian is not liable.**

14. **Work Permits**

Work permits are required for minors under 18 years of age who are attending school. If a student is 14 or 15 years of age, they are allowed to work up to 3 hours per day on school days with a maximum of 18 hours per week. They may not work later than 7:00 p.m. on school days. If a student is 16 or 17 years of age, they may work 4 hours per day on school days with a maximum of 36 hours per week. They may work no later than 10:00 p.m. on school days. Procedural information may be obtained from the school website (www.salesian.com).

15. **Procedures for Communication (Re: Student and Parents/Guardians Concerns)**

One of the goals of Salesian education is to help our students develop skills to succeed in the future. The school acknowledges parents/guardians' role in their child's education; however, the school believes high school students need assistance in developing skills to advocate for their interests. At times, there may be miscommunication or disagreements between a student and faculty or staff member. In these instances, the following steps should be followed to resolve the situation:

First, the student may be required to meet with the faculty or staff member to discuss the issue. If this meeting is unsatisfactory, a second conference may be held with the student, faculty or staff member, and an Associate Principal (depending on the purview of the matter). If this conference does not resolve the matter, a third meeting with the student, faculty or staff member, an Associate Principal, and the parents/guardians of the student.

16. **Withdrawal Policy**

Parents/Guardians who wish to withdraw their student from Salesian College Preparatory must formally request to do so in writing and include the reason for the withdrawal. Withdrawal procedures will then begin. Parent/guardian(s) and the student must fill out a Student Check Out form. Records may not be released until this procedure is complete and all outstanding financial responsibilities are met.

17. **Maintaining a Positive Home-School Partnership**

All Salesian schools are intended to be environments that educate, nurture, and support students according to basic Catholic principles. Everyone involved in the development of children and youth (teachers, administrators, parents/guardians, family, and friends) is required to conduct themselves in accordance with these principles. These Catholic and Salesian Principles include, but are not limited to, the following:

- Parents, guardians, family members, childcare providers, and friends (including but not limited to grandparents, stepparents, siblings, and anyone who is supporting the student, therefore representing the family) are expected to work courteously and cooperatively with the school in all areas of the school and student life. This principle is intended to broadly apply to all on and off-campus behavior that affects the school in any way.

- Students, parents, guardians, and family members may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive, and must use appropriate channels of communication to raise these concerns. Appropriate channels of communication include contacting the teacher or the principal directly by phone or email. Inappropriate channels of communication include posting information on Facebook or similar social media, or using the school's contact list to email or text others. Such channels of communication are considered divisive and not designed to lead to a resolution of the issue in the most respectful and Christ-centered manner.

  Parents/guardians or other responsible adults who violate these Catholic and Salesian principles may be asked to withdraw their student(s) from the school. Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated. The School reserves the right to determine, in its discretion, when conduct is of such a nature as to warrant any action, including asking that the parent withdraw their student(s) from the School.

  It shall be an express condition of enrollment that students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Catholic and Salesian principles of the school, as determined by the School in its sole discretion.

STUDENT CONDUCT

1. **Salesian College Preparatory Dress Code**

At Salesian College Preparatory, we believe that appropriate attire contributes to a positive learning environment and promotes a sense of purpose, discipline, and respect. The dress code also helps faculty and staff easily identify students and visitors on campus.

All students must be in dress code from arrival to departure while on campus. Co-curricular participants may wear team or club-approved spirit wear after school with moderator or coach approval.

Uniform polos or jackets may be purchased from **www.landsend.com** or from the **BSN Sideline Store**.

Here is what we expect every Salesian student to wear every day:

- Approved Salesian collared shirt (polo or button-up) and/or approved Salesian outerwear (sweatshirt, sweater, jacket, etc.), purchased through Lands' End or the BSN Sideline Store. Students must keep Salesian outerwear on throughout the day. (Salesian polos, jackets, hooded sweatshirts, or crewneck sweatshirts).
- Neutral colors (white, cream, beige, camel, gray, brown, navy, and black) pants, without rips or fraying (jeans, khakis, etc.), except *sweatpants, joggers, athletic, leggings, or track pants*. Pants cannot have designs or lettering, tears, multiple colors, or be faded.
- Pants must be secured at and around the waist with a belt if not fitting appropriately, must not have any holes in them, be torn, or have frayed edges. Pants purchased at retail stores must look like the uniform pants at Salesian's www.landsend.com store.
- Non-Salesian outerwear cannot be worn inside, even if a student has a Salesian polo or sweatshirt underneath. The Salesian logo must always be visible.
- Bermuda, jean, or cargo style shorts to the knees (any solid color without rips or frayed bottoms)
- Students can only wear solid color red, black, gray, or white undershirts under their Salesian polos.
- Girls may wear a black, gray, or khaki uniform skirt, length to knee level (purchased through Lands' End only).
- Shoes need to be appropriate for a school setting and must not compromise safety in an emergency. All shoes should be closed-toed and have backs. Crocs, or anything of the like, is not permitted.

Decisions regarding any dress code regulations are at the Associate Principals' and Principal's discretion. Any student who is out of the dress code on any given day when they arrive at school will immediately be assigned to an after-school detention. They will also be asked to change into a uniform article of clothing from the Front Office, sign for it, and then wash and return the loaned clothing article the next day.

Here is an expanded description of acceptable Salesian everyday wear:

a) **Everything purchased at Salesian's Lands' End store is approved for the school uniform.**

- All visible shirts worn by students must be approved uniform wear, the school colors (red, black, white, or gray), and have the block Salesian "S" branding.
- Official block Salesian "S" branding logo:

- Booster Club apparel may be worn as approved outerwear daily.
- No hoods of any kind may be worn while students are in the school buildings, classrooms, library, or cafeteria.
- Specific club or class sweatshirts (Salesian school branding) may be worn daily as approved outerwear.

b) **The only hair colors permitted for students to have on campus are:** black, brown, blonde, burgundy, auburn, gray, and white. Natural color highlighting of hair is acceptable. In case of doubt, **students need to ask the Associate Principal of Social Excellence if the hairstyle or color they want will be permitted.**

- Students are expected to maintain hairstyles that comply with the school's dress code at all times. Any student who arrives at school with hair that does not meet the dress code expectations will be assigned an after-school

detention. In addition, the student will meet with the Associate Principal of Social Excellence to discuss the dress code violation, determine any additional consequences as appropriate, and develop a plan to ensure future compliance with the school's hair expectations.

- Hats, bandanas, hoods, sweatbands, and/or any other type of headwear may not be worn on campus during the school day.

e) **Visible tattoos must be appropriate and aligned with the Saleisan mission (at the school administration's discretion).**

f) Sunglasses and excessive jewelry may not be worn.

g) **Piercing** - Flat nose studs are allowed. Hoop nose rings must be small and plain (up to the Associate Principal of Social Excellence's discretion). Gauges must be small and **approved by the Associate Principal of Social Excellence before being worn.** No other visible body-piercing is allowed.

h) **Replacement articles of uniform clothing** (in the Front Office) are for students who damage or soil their clothing during the school day. Students need to sign for any article of clothing taken and are to wash and return the loaned clothing articles the next day.

"Pride Friday" Relaxed Dress Attire

On Fridays, student Dress Code guidelines are as follows:

- Instead of Salesian uniform polos, students may wear shirts, t-shirts, and/or sweatshirts, from a Salesian athletic team, from the Spirit Store at sideline.bsn, or by Salesian-sponsored student clubs, and must have approved school branding designs). Sweatshirt hoods may NOT be worn in the school buildings, library, or cafeteria.
- Bottoms:
    - Students may wear any solid-colored jeans or pants. No designs, lettering, multiple colors, or fading.
    - Jeans or pants must not be tattered, ripped, frayed, or have holes.
    - ONLY SALESIAN branded sweats are permitted.
    - Students cannot wear leggings, jeggings, tights, PJ's, camouflage pants, or basketball shorts.

Professional-dress Attire

Students are required to wear professional-dress attire for all school liturgies, prayer services, and other designated special events. All professional dress attire should reflect the dignity of the occasion and uphold the standards of appearance expected by the school. Clothing should be modest, appropriate for the reverent nature of these occasions, and comply with all school dress code policies.

The following attire is required:

- Collared dress shirt
- Necktie
- Dress slacks or khaki-style pants with a belt
- Dress shoes with dress socks
- Collared blouse or other dress-appropriate top
- Dress skirt of an appropriate length
- Dress shoes (including flats)
- Sweaters, cardigans, dress jackets, or sport coats.
- No jeans of any color or sneakers are permitted

Note: The administration of Salesian College Preparatory reserves the right to make any and all judgments on matters not explicitly outlined in this Dress Code, and reserves the right to amend this Dress Code, after giving due notice to students and parents/guardians, at any time. The Dress Code is subject to change.

Dress Code Violations and Consequences

Any student out of dress code will be sent to the Front Office immediately. Usually, a student will be provided with a Salesian uniform polo or pants to wear during the school day, that they are required to sign for, wash, and return the next day. Any student that is out of dress code on any given day when they arrive at school will immediately be assigned to after-school detention. If a student continues to have chronic dress code violations, a student-parents/guardians conference with the Associate Principal of Social Excellence may be called to discuss further action. Community service or a Saturday Detention may be required for excessive dress code violations.

2. Code of Student Behavior

The goal of Salesian discipline is self-discipline. Students are given the opportunity to develop good judgment and to make decisions within the limits of acceptable behavior. Our students are identified with Salesian College Preparatory, and public perception of the school is formed by student behavior on and off-campus. Students attending Salesian College Preparatory are expected to act respectfully and courteously to the faculty, staff, and other students, and follow the rules laid out by the school, individual teachers, moderators, and coaches.

Students are accountable for their behavior on and off-campus, i.e., field trips, Service Day, retreats, etc. Misconduct calls for disciplinary action. Behavior problems will be handled in the following sequence: teacher, moderator (coach), counselor, Athletic Director (if appropriate), Associate Principal of Social Excellence, Vice/PresidentPrincipal.

3. **Conduct at School Events/Social Activities**
   a. Designated school representatives have authority to admit, refuse admittance, or dismiss any student from a school event.
   b. Dances are open only to students from other schools with an approved Guest Pass. Salesian students are responsible for their guests' behavior. Photo ID's and Guest Passes are required.
   c. Students are ordinarily not admitted to dances after one hour from the start time, or allowed to leave until a ½ hour before the end of the dance. Students may not loiter outside the gym or dance area when they leave a dance. The purpose of a dance is to provide a fun, safe, and comfortable experience for students. To that end, certain guidelines are applicable: offensive language, gestures, and dancing are not acceptable; dances that simulate sexual acts or are sexually explicit are not allowed; there is no break dancing, grinding, or mosh pits. School administrators and teachers supervise all dances. Their discretion determines if any student behavior or dancing is inappropriate. It is important for students to understand and support the expectations of school activities. Students are expected to be courteous and respectful to students and adults. Failure to comply with supervisors' judgment regarding acceptable student actions may result in the student being removed from the dance and their parents/guardians being contacted.
   d. Proper attire is always required for admission to any school event.
   e. Salesian is not responsible for students after the conclusion of school activities.
   f. Any use or selling of alcohol, nicotine, marijuana, or any controlled substance will result in immediate disciplinary and/or police action. Expulsion may result if Salesian students are involved.
   g. Students dismissed from a student activity group (club, SLAM, CMT, drama production, cheerleading, etc.) for lack of cooperation, misconduct, or any other reason may not join another activity group until cleared by the Principal, following a discussion between the moderator, student, and Principal. Students who quit an activity group after its roster is finalized (by election, appointment, selection, volunteering, etc.) may not join another activity group until cleared by the Principal. In both cases, students are eligible to join another activity group no sooner than the following school year.

4. **Assembly Behavior**

Students gather from time to time in assemblies and rallies. The tone of these events varies. Students must always be respectful toward speakers, visitors, and performers. School spirit is fostered through rallies that are opportunities to show team or school support. Cheering and signs of appreciation are appropriate on these occasions. All students must stand for the Pledge of Allegiance unless previously cleared by the Vice President and Principal. Cell phones and laptops are to be put away. Cell phones are not to be used during any assembly. Headsets and earbuds may not be worn during any assembly.

5. **Interpersonal Behavior**

Hand-holding is the allowed limit of the affection displayed by Salesian students on campus or at school-sponsored activities.

6. **Senior Privileges**

Senior privileges will be revoked if seniors violate school policies or abuse privileges; privileges may also be revoked. This includes senior events such as prom, grad night, and graduation ceremonies.

7. **Cell Phones, Laptops, Books, and Personal Belongings / Lost and Found**

Students' possessions should be clearly marked. It is advisable to label books on more than one page. The outside of laptop cases, book bags, books, and notebooks may not be written on with the exception of personal identification, i.e., one's name. Tagging letters, numbers, signs, logos, etc., are not permitted, and the item so marked will be confiscated by the school. Inquire at the Front Office about Lost and Found items. The school cannot be responsible for damaged items, lost or confiscated items or money. Students are advised to bring only necessary funds for school.

8. **Electronic Devices**

Cell Phone Usage: To prevent disruption in class, students may NOT use cellular phones during class time.

- Upon entering each class, students must hand in their cell phones to the teacher, who will store them safely for the duration of the class block.
- If a teacher deems it necessary to use cell phones in the classroom as an educational tool, they are required to inform the Vice President and Principal or Associate Principal of Academic Excellence & Professional Learning. Students must follow the teacher's instructions for phone use during that time, after which phones will again be collected and stored for the remainder of the block.
- During passing periods and lunch, students may use their cell phones in an appropriate manner while in or outside of the school building.
- Failure to comply with any of the above stipulations may result in further confiscation of a cell phone beyond the class period. Parents/Guardians will be notified if and when this action is taken.
- If a student needs to leave class (e.g., to use the restroom), their phone will remain in the designated location.
- A student may use the front office phone to contact home as needed during class time.
- Faculty and staff will do their best to ensure cell phones are safely stored to prevent damage and/or theft.

Use of Personal Listening Devices (earbuds/headphones)

To prevent disruption in class, students may NOT wear earbuds or headphones during class time.

- Students may wear earbuds or headphones:
  - If instructed to do so by a teacher for a classroom activity.
  - Students may use a single earbud but not headphones at lunch and passing periods.
- Failure to comply with any of the above may result in the confiscation of the earbuds or headphones.

9. **Food and Beverages/Gum/Smoking**

Water is the only beverage allowed to be consumed in the building with the exception of break and lunch periods. Students may only consume beverages and food on the 1st floor during break, lunch, or passing periods. Food or beverages may not be opened or consumed on the 2nd or 3rd floor, in the library, or on the gym floor at any time. Students found eating or drinking in non-designated areas are subject to having their food or beverage confiscated and disposed of by a school authority. Gum-chewing is not allowed anywhere on school property.

Salesian College Preparatory has a zero tolerance policy in regards to vaping/utilizing e-cigarettes. Neither possession nor smoking of tobacco products or vaping of e-cigarettes is allowed at any time in school or within a two-block radius of the school. Students should not be in possession of any vaping paraphernalia at any time. Any infraction of this type will ordinarily result in suspension or expulsion. For the safety of our students, all parents/guardians agree to allow the school administration to test their student(s) for alcohol or illegal drug use at any time.

10. **Student Responsibility for Damage**

Any damage done to school property will be repaired at the expense of the responsible party and/or parents/guardians. Students who willfully damage or deface school property are subject to suspension and, in serious matters, expulsion.

11. **Closed-Campus Policy**

Salesian College Preparatory is a closed campus. Students are required to have parental/guardian permission to leave the campus during school hours. When school is in session, guests must present themselves at the Front Office and receive a visitor's pass. Students are not allowed in the parking lots during school hours. Students may not loiter in the parking lots at any time.

a. Visitors

State law prohibits any visitor from entering the campus of another school while it is in session without the knowledge and approval of school officials. The Vice President and Principal may grant permission for students to bring visitors on campus during a normal school day. Visitor passes must be requested in writing three school days before the visit. Visitors must have written permission from a parent/guardian. Visitors are required to adhere to all school regulations, including the Dress Code. All visitors must remain with their hosts, who are responsible for the visitor's behavior.

b. Boundaries (Off-Limits)

From the time school starts until dismissal, the following areas are considered off-limits:

- All school parking lots
- The gym area: east, south, and west
- The area behind the cafeteria

c. Vehicle Regulations

- Parking permit applications are available from the Finance Office; they must be completed by both student and parent/guardian. Parking permits cost $50 per year.
- Parking permits must be visible and displayed at all times.
- Students will not be allowed access to their vehicles during school hours unless authorized by an appropriate authority.
- Loitering around the vehicles in the parking lot is not allowed.
- Loud playing of music/stereo systems will not be permitted at any time.
- Speeding - the limit on campus is 5 mph. The unsafe and careless use of a vehicle will result in the termination of parking privileges.
- Students and parents/guardians are **NOT** to be on their cell phones while driving on campus.
- Students park their vehicles on campus at their own risk. The school is not responsible for any damage or theft.
- Students are never to park in faculty or visitor lots.
- The parking lot will be checked monthly by a private towing company for parked cars not displaying a parking permit. Students and their families will be responsible for all costs associated with the towing of the car, including, but not limited to, impound costs.

DISCIPLINARY PROCEDURES

1. **Causes for Disciplinary Action**

Salesian College Preparatory holds high expectations for student behavior and accountability rooted in respect, compassion, and community. Our approach to discipline prioritizes restoration over punishment, healing over exclusion, and growth over judgment. Grounded in the Salesian educational tradition and informed by trauma-informed, culturally responsive, and growth-oriented principles, we seek to educate the whole person through reason, religion, and loving kindness.

The following are behaviors that may result in disciplinary action:

- excessive excused or unexcused tardiness;
- disrespecting schoolmates;
- causing, attempting to cause, or threatening to cause physical injury to another person;
- possessing, selling, or otherwise furnishing any firearm, knife, explosive, or other dangerous objects;
- being under the influence of, offering, arranging, possessing or negotiating to sell any controlled substance, alcoholic beverage, or an intoxicant of any kind or related paraphernalia;
- committing or attempting robbery or extortion, or any other crime;
- causing, or attempting damage to school property or private property;
- stealing, or attempting to steal, or assisting in stealing school property or private property;
- knowingly receiving, or assisting in the receipt of stolen goods or property;
- possessing or using tobacco, nicotine products, vaping paraphernalia, e-Cigarettes, alcohol, or any illicit drug;
- testing positive for a controlled substance including but not limited to THC, alcohol, etc.;
- attempting to or committing a sexual or obscene act, or engaging in profanity or vulgarity;
- disrupting school activities, defying authority, or showing disrespect to faculty or staff;
- withholding information when asked by an administrator or teacher;
- harassment – any ongoing behavior by an individual or group which creates an intimidating, hostile, demeaning, or offensive atmosphere to another person (see Harassment Policy under General Policies)

Disciplinary action may be taken, even if the incident occurs off-campus or online if the individual is identified as a Salesian College Preparatory student.

2. **Disciplinary Infractions**

Salesian's disciplinary model aims to prioritize relationship repair, student accountability, and personalized supports. Whenever possible, restorative conversations and reflective opportunities.

- Teachers serve as the first line of support and intervention. They may use restorative chats, reflective writing, warnings, detentions, or referral to the Associate Principal of Social Excellence. Incidents will be documented by teachers via Aeries.
- The Associate Principal of Social Excellence may initiate family meetings, create behavioral support plans, or involve the Disciplinary Review Board.
- Parents/guardians are viewed as partners in helping students grow through challenges.
- For a drug-related incident, a student must enroll in and participate in a personal counseling program and youth tobacco/drug diversion program in order to return to school and/ or participate in senior privileges.

3**. Student Safety Search Party**

When student or community safety is at risk, the school administration may, in its professional judgment, search student property, including electronic devices. This will be done with care, dignity, and transparency. Parents/guardians may also be asked to consent to drug or alcohol testing when necessary to protect student well-being.

4. **Suspension**

Suspension is a serious intervention that temporarily removes a student from normal school activities. It is not used to shame or isolate but to provide space for reflection and accountability. A suspension will be:

- Out-of-school, where the student completes assignments available from home and spends time reflecting on the appropriate factors to create restoration. In addition, Suspension involves barring the student from participating in any school activity, including classes or co-curricular activities.

All suspensions include:

- Immediate parent/guardian notification
- A student reflection and reentry meeting with administration (and the school personal counselor, if needed)
- Possible restorative or service-based components

Students may be placed on behavioral probation after suspension, including temporary loss of privileges.

5. **Contractual Agreements**

A Contractual Agreement is created and administered by the Associate Principals and Principal. It is a growth-oriented agreement created when:

- A serious handbook violation occurs that does not lead to immediate dismissal
- Additional reasons at the discretion of the Associate Principals and Principal

Contractual Agreements will:

- Provide clear commitments, goals, and supports
- Clarify expectations and timelines.

Violation of the Contractual Agreement may result in progressive consequences, including transfer or dismissal.

6. **Procedures for Recommended Transfers**

In some cases, the school may determine that it can no longer meet the needs of a student due to repeated challenges, emotional instability, or unresolvable breakdown in the school-home partnership. Prior to recommending a transfer, the school will do the following:

- Explore all reasonable interventions and accommodations to their capacity
- Communicate concerns with compassion and transparency
- Involve the Disciplinary Review Board and the Principal in decision-making

The school's administration and the guidance department will do the best in their capacity to partner with the family to support them in finding a new school. If a transfer is recommended and not acted upon within the timeline given, the student may be subject to dismissal.

7. **Procedures for Dismissal**

Dismissal is a last-resort action, generally preceded by documented infractions and interventions. It may also occur after a single, egregious incident. When dismissal is being considered:

a. Students and parents/guardians will be informed of the infractions.
b. A thorough and thoughtful investigation will be conducted.
c. An Associate Principal will issue a final decision and communicate it to the family
d. Families may submit a written appeal to the Principal

We recognize dismissal can be deeply painful and always aim to ensure dignity, transparency, and support throughout the process.

Title IX Policies

Scope of the Salesian College Preparatory Title IX Policy

The Title IX Policy prohibits discrimination and harassment based on a protected class, e.g., race, sex, disability, etc., within Salesian College Preparatory's ("the High School") educational program or activities. It also prohibits retaliation against those who participate in the High School's and governmental civil rights complaint processes.

Discriminatory behavior based on sex that is specifically prohibited under this policy includes but is not limited to, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and sexual exploitation as defined by Title IX and the California Penal Code.

The Title IX Coordinator oversees the implementation of the High School's Title IX Policy. Each complainant is entitled to report an incident to the Title IX Coordinator and to receive a prompt and equitable resolution of the report.

Emergency Help and Local Resources

1. Local Police Department
9-1-1

2. West Contra Costa Family Justice Center
STAND! For Families Against Violence (1-888-215-5555) * Crisis Line (Dial 988)
24-hour hotline, 7 days a week

3. Community Violence Solutions
(800) 670-7273
24-hour hotline, 7 days a week

4. National Sexual Assault Hotline
(800) 656-HOPE (4673)

Confidential Resources

The High School designates confidential resources, that is, persons who are available to provide assistance to those who may have experienced, have knowledge of, or have committed violations of the High School's Title IX Policy, including sexual harassment, sexual assault, dating violence or stalking, without obligation to provide personally identifiable information to the Title IX Coordinator. The following individuals have been designated as confidential resources when working within the scope of their license or ordination:

1. Salesian College Preparatory Counseling Center and Wellness Center
2851 Salesian Avenue, Richmond, CA 94804
Emails: msanders@salesian.com and/or hfan@salesian.com
Office: (510) 234-4433

2. Salesian College Preparatory Office of Campus Ministry
2851 Salesian Avenue, Richmond, CA 94804
Email: afulay@salesian.com
Office: (510) 234-4433

3. Fr. John Itzaina, SDB
Director at Salesian College Preparatory
2851 Salesian Avenue, Richmond, CA 94804
Email: jitzaina@salesian.com
Office: (510) 234-4433

Reporting

The High School has designated the following persons to oversee the implementation of the Salesian College Preparatory Title IX Policy and to receive and investigate complaints of discrimination, harassment, and retaliation:

1. Mr. Kenneth Farr, Vice President and Principal
Interim Title IX Coordinator
2851 Salesian Avenue, Richmond, CA 94804
Email: kfarr@salesian.com
Office: (510) 234-4433

2. Ms. Chellsea Rivera, Associate Principal of Social Excellence
Interim Deputy Title IX Coordinator
2851 Salesian Avenue, Richmond, CA 94804
Email: crivera@salesian.com
Office: (510) 234-4433

Supportive Measures

When a violation of the High School's Title IX Policy is reported, the High School will consider supportive measures to protect involved persons and/or the community. An alleged victim is not required to file a formal complaint to receive supportive measures.

Supportive measures may include changes in academic, transportation, or working conditions, in addition to other protective measures. The High School will endeavor to make such accommodations or provide such protective measures if requested and if they are reasonably available, regardless of whether the victim chooses to report the alleged violations to local law enforcement.

Supportive measures may include allowing a student who is an alleged victim or an alleged perpetrator of an incident of sexual harassment, sexual assault, dating violence, or stalking to drop a course without academic penalty if the other party involved in the reported incident is enrolled in the same course.

Supportive measures may be instituted, altered, or revoked by the Title IX Coordinator and remain in place until they are altered, revoked, or expire. Supportive measures may include, but are not limited to:

- Referral to counseling and health services;
- Education in the community;
- Restrictions on contact between the parties;
- In consultation with the Manager of Human Resources: altering work arrangements for employees;
- In consultation with the Associate Principal of Social Excellence: offering adjustments to academic deadlines, course schedules, etc.

When interim suspension or administrative leave is imposed, the person will be given the opportunity to explain why suspension or leave should not be imposed.

If a supportive measure is initially refused, it may still be available at a later date. Violations of supportive measures are a separate violation of the High School's Title IX Policy.

Investigation

Upon receiving a formal complaint of a violation of the High School's Title IX Policy, the Title IX Coordinator will appoint an investigator, who will be responsible for conducting a prompt and equitable investigation of the report.

The investigator will provide the complainant and respondent notice that the investigation has been opened and a summary of the allegations against the respondent.

- The complainant is the alleged victim of a violation of the High School's Title IX Policy.
- The respondent is the alleged perpetrator of a violation of the High School's Title IX Policy.

The High School shall take reasonable steps to protect the parties from retaliation and harassment during the pendency of the disciplinary process.

Each party may choose an advisor, who may be an attorney but is not required to be. A party may have their advisor present at any related meeting or proceeding.

The investigator will provide the parties with an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint. The investigator will make the evidence available to the parties prior to issuing the investigation report. The parties may submit a written response to the evidence.

If a student-respondent withdraws or graduates from the High School pending a charge that the respondent violated the High School's Title IX Policy by committing sexual harassment, sexual assault, dating violence, or stalking, the High School:

1. May not end the investigative and disciplinary process or issue a transcript to the student until the High School makes a final determination of responsibility; and
2. Shall expedite the High School's investigative and disciplinary process as necessary to accommodate both the respondent's and the complainant's interest in a speedy resolution.

At the conclusion of the investigation, the investigator will submit an investigation report to the Title IX Coordinator and the parties.

Standard of Evidence

The High School's investigative and disciplinary processes presume that an accused person is not responsible for the alleged conduct. A determination regarding responsibility is made at the conclusion of the disciplinary process. The High School sustains the allegations if the evidence establishes that it is more likely than not that the accused person committed a violation of the High School's Title IX Policy.

Disciplinary Process and Appeal

At least ten (10) days after issuance of the investigation report, the investigator will notify the complainant and respondent of the outcome of the process. The investigator's final decision will include the final determination, rationale, and procedures and bases for appeal.

FINANCIAL MATTERS

1. Tuition and Other Fees

a. Tuition, Registration Fee, Graduation Fee, and Annual Fund Contribution

- Tuition for 2026 - 2027 is $23,200
- Re-Enrollment Fee: $750 for Continuing Students
- Registration Fee $850 for New/Transfer Students
- Graduation Fee (Seniors Only): $250

Tuition and the above fees are combined for payment purposes and will be termed hereafter as "tuition." Tuition payment plans include once a year in July; twice a year in July and December or ten (10) installments beginning July 1. Please note that an Annual Administrative Blackbaud Tuition Fee of $56 will be in addition to your first tuition payment. The final tuition payment is due in May, skipping March since the re-enrollment fees must be paid in March (see section b.).

All tuition payments will be made via the parent's/guardian's arrangements with Blackbaud Tuition. If a parent/guardian has requested to receive a monthly statement by mail, it will be sent via Blackbaud Tuition.

Tuition and Fee Refund Policy:

- **Tuition and fees are non-refundable.** No portion of fees or tuition will be refunded or canceled due to student absences and/or voluntary withdrawal or involuntary dismissal from school. Any unpaid fees or tuition remaining through the end of the school year shall be due and payable immediately upon dismissal, expulsion, or withdrawal of any type.

Annual Fund Contribution: Salesian encourages all who can to make an annual pledge to the Annual Fund. The annual pledge is dependent upon income level and ability to give. This tax-deductible gift makes possible many enriching aspects of a Salesian education such as our service-learning program, lab equipment, college counseling program, and much more. Family participation in the Annual Fund would be appreciated.

b. Re-Enrollment Fee

Non-refundable re-enrollment fees are to be paid by all returning students between March 1 – 25. These fees total $750.00 for the next school year.

c. Other Fees:

Family Service Program Fee: Please see section 4 below for details.

d. Delinquent Accounts

<u>Finance Department Policy Concerning Tuition Accounts</u>

Salesian is a tuition-based school that relies solely on families fulfilling their contractual obligations. Salesian does not receive funding from the Catholic Church or the Salesian Province. To fulfill our financial obligations and keep our accounts current, we rely on timely tuition payments from our families.

When a family's tuition account becomes **delinquent 30 days after the due date**, the student may be subject to the following conditions:

- Students with a delinquent account may not be allowed to have grades posted to transcripts, receive a report card, be granted a diploma, or receive a yearbook until all indebtedness to the school has been resolved.
- Students with a delinquent account may not be allowed to participate in co-curricular activities (teams, clubs, dances, trips) until their account is current.
- A student whose account is not current at the end of a semester may not be allowed to return for the next semester.

Tuition payments are due by the date specified in your Blackbaud Tuition account. Late payments are subject to a $50 Blackbaud late fee. Accounts may be turned over to an outside collection agency, and legal action will be invoked if the terms of this tuition policy are not met.

Returned Check Policy

The School will levy a service/return check charge of $45.00 for any check returned by the bank.

2. Billing Questions/Concerns

If you have questions regarding your billing or account transactions, please contact the Finance Office at (510) 234-4433 ext. 1102.

3. Student Tuition Grants

Salesian College Preparatory offers tuition grants to those families who demonstrate financial need. To apply for a Salesian Tuition Grant, all families must complete an online FACTS application. The Tuition Grant Committee of Salesian uses family financial status as the main criteria for determining tuition grants. The application process includes the submission of tax forms and tuition grant applications, and is necessary to get an accurate financial picture of our families so that tuition grant determinations can be made.

Salesian College Preparatory Student Tuition Grant applications will be available at the beginning of December on the school's website - www.salesian.com. Each family must reapply for financial grants each year. The following deadlines apply:

- Completed FACTS applications for all students must be completed online by February 12, 2027.
- You must complete your FACTS application to be considered for F.A.C.E. (Family Aid – Catholic Education)

Every year in order to obtain and continue to receive a Salesian Tuition Grant, students must:

- Maintain a 2.5 Grade Point Average
- Receive good citizenship marks on report cards
- Maintain an attendance record that does not violate the school's truancy policy
- Abide by all behavior guidelines set forth in this Student-Family Handbook

Parents/Guardians of students receiving aid must:

- Complete all parents/guardians Family Service Program requirements
- Honor all financial obligations at Salesian College Preparatory
- Make monthly payments on time or before the due date

4. Family Service Program (FSP)

Each family is expected to offer volunteer service throughout the school year. Without family support, many of the school's events would not happen. Salesian College Preparatory has established a Family Service Program (FSP) as a way for families to be involved with school events by volunteering, financial support, and community building.

FSP requirements for each family (not per student) are:

- **(FSP 1)** Work at one large event – all day or evening (i.e., Project Santa, Service Day Driver, Athletic Booster all-day events, etc.)
- **(FSP S2)** Work at least one other event or activity (i.e., Dance, Sporting Event)
- **Attend ONE grade-level** evening meeting per year:
    - 9th Grade: Meeting with School Counselor: September
    - 10th Grade: Meeting with School Counselor: October
    - 11th Grade: Meeting with the Guidance Counselors: September: College Information Night
    - 12th Grade: Senior Parent Meeting regarding Graduation activities: February

FSP service opportunities include activities such as:

- **Athletic Events:** Work with the Booster Club at Fall, Winter, and Spring sporting events, including CYO track meets; work at the concession stand/Snack Shack by setting up, selling, and cleaning up; monitor the ticket gate, assist with parking, etc.
- **School Events:** Volunteers are needed to work at school fundraisers such as the Crab Feed (January), assist with dances and class retreats, chaperone field trips, or be a driver for Service Day, facilitate Project Santa, etc.

Parents/Guardians are required to register online for the Family Service Program by August 10, 2026 (see website for details).

- All financial assistance from Salesian (including scholarships) may be put on hold until FSP registration is completed.
- There is an "Opt Out Fee" option for families who decline to participate in FSP and agree to pay $500 instead.
- **If a family does not show up for or cancels their volunteer assignment with at least five days' notice before the event, they will not be charged and be expected to sign up for another opportunity.**

- **If a family does not show up for or cancels their volunteer assignment less than five days before the event, they will incur a $125 non-participation fee for each assignment that is unfulfilled (half of the fee for a total no show violation). Families have the option to sign up for another opportunity.**
- **If a family arrives more than 15 minutes after the start of their shift, their shift may be canceled, and they will be subject to a $125 fee (half of the fee for a total no show violation).**
- **If a family does not show up for or cancels their volunteer assignment with no notice before the event, they will incur a $250 non-participation fee for each assignment that is unfulfilled.**

Please note: It is solely the responsibility of the parents/guardians to actively pursue (FSP) and modify (as needed) their registered volunteer opportunities at Salesian.

QUESTIONS about FSP may be directed to the FSP Coordinator, Vida Crowther, at fsprogram@salesian.com or (510) 234-4433 ext. 1014.

5. P.E. Uniforms

P.E. shirts, shorts, and a combination lock are required for students taking P.E. These items are purchased from the Physical Education teacher during the first week of school. All required and optional apparel such as school logo sweatshirts, sweatpants, and other "Spirit items" may be purchased from our uniform company on our website at www.salesian.com.

6. Books - eBooks and Textbooks

Students (grades 10-12) will receive access to their personalized online bookstore, "Shelfit," during the second week of August via Schoology. Incoming 9th graders and transfer students will receive access to the online bookstore during Orientation Day when they are connected to Schoology. Students are expected to purchase all required materials and books no later than the first week of the school year.

7. Used Textbooks

If a course requires a physical textbook, it is extremely important that students purchase the correct version. There are usually various editions of each book, and each edition has a different ISBN. Purchasing a book with a different ISBN than what is listed on our website book list may result in your student not being able to follow the assigned curriculum and complete required assignments. Only purchase the version of the book that is listed in your personalized online bookstore.