

STUDENT- PARENT HANDBOOK 2026-2027

Updated: Nov 2026

Junípero Serra School Prayer

Lord God, from You comes all that is good, all our talents and abilities.

Help us develop these gifts, even when it means hard work.

Help us face the reality of working together as a community.

When necessary, help us deal with pain and disappointment.

Be with us in our endeavors.

In the spirit of Junípero Serra, let us never give up.

Let this dedication in our lives today-help us grow in faith, maturity and

life for tomorrow.

We ask this through Christ our Lord.

Amen.

MISSION STATEMENT AND GRADUATION LEARNING OUTCOMES

Inspired by the Gospel of Jesus Christ and empowered by a faith that is living, conscious and active, Junípero Serra is a Catholic college preparatory dedicated to the holistic formation of our students. Our community supports students in their journey towards becoming men of faith, wisdom, service, community and leadership. We seek to develop the gifts and talents of each student in an environment of excellence and mutual respect.

Guided by our mission and emboldened by the belief that every student is created in the image and likeness of God, the Junípero Serra community is committed to develop men who embrace:

Faith

Students are called to be open to a personal relationship with God, such that graduates will be able to demonstrate:

1. Knowledge of the life and teachings of Jesus, their contemporary application, and the role of the Catholic Church in the world
2. Active, reflective, and developing spirituality in both personal and communal dimensions
3. Well-formed consciences through moral decision making based on reason and Gospel values
4. Engagement with the world that illuminates God's loving presence through prayerful, just, and charitable action

Wisdom

Students are called to rigorous study in the pursuit of wisdom, such that graduates will be able to demonstrate:

1. Comprehension, analysis, and synthesis of essential concepts across disciplines
2. Academic skills for success in college and career and for independent lifelong learning
3. Openness to change, to take healthy risks, and to learn from pain and disappointment
4. Critical, creative, and innovative thinking applied to real world contexts

Service

Students are called to recognize, affirm, and advocate for the inalienable dignity of every human person through meaningful service, such that graduates will be able to demonstrate:

1. Knowledge and application of Catholic Social Teaching
2. Skills to identify and provide what family, school, and community need to thrive
3. Solidarity with those who are marginalized, vulnerable, and/or suffering
4. Stewardship of our common home

Community

Students are called to promote brotherhood and collaboration in their communities, such that graduates will be able to demonstrate:

1. Knowledge and practice of effective collaboration and conflict resolution strategies
2. Interpersonal skills for social and emotional relationships built on integrity and trust
3. Respect and compassion for global cultures and peoples
4. Active citizenship that enriches their communities, creating a more inclusive and equitable world

Leadership

Students are called to model courageous leadership based on Jesus' example of service, such that graduates will be able to demonstrate:

1. Knowledge of the value of servant leadership, diversity, and the pillars of brotherhood: respect, integrity, inclusion, and compassion
2. Social and emotional skills for effective problem-solving, collaboration, and teamwork
3. Effective communication as a listener, speaker, reader, and writer
4. Responsible action for the welfare of others

PHILOSOPHY STATEMENT

Empowered by parents, the primary educators of their children, and the Archdiocese of San Francisco, Junípero Serra High School is a Catholic school participating in the educational ministry of the Church. Junípero Serra has the responsibility to provide an integrated ministry through the celebration of Word and Sacrament, the building of community and the promotion of service to the world in which we live.

At Junípero Serra High School, the educational process, grounded in the Catholic tradition, affirms the dignity of the human person. The unique gifts and talents of each Junípero Serra High School student is developed in two complementary ways: first, through the fostering of intellectual capabilities, artistic creativity and physical skills; and secondly, through the nurturing of spiritual, moral, psychological and social growth. Through an integration of faith, life and culture, each student is encouraged to look critically at the diversity and challenges of our society and to make reasonable choices based on the Gospel values of justice and compassion.

Consistent with our mission statement, the Serra community supports students in their journey towards becoming men of faith, wisdom, service, community and leadership. Like our patron Saint Junípero Serra, we seek to find Christ in and bring Christ to the people with whom we live, work and serve.

DEFINITION OF BROTHERHOOD

The Serra Brotherhood is a bond shared among Padres, past and present, based on the values of respect, integrity, inclusion and compassion.

Padre Brothers hold themselves and each other accountable to these values every day, as Jesus modeled in his own life. Following this example,

- A Padre is a man of respect, treating others with love and kindness.
- A Padre is a man of integrity, acting with honesty and fairness, seeking truth.
- A Padre is a man of inclusion, embracing diversity and the gifts of others.
- A Padre is a man of compassion, compelled to help others, especially those most in need.

THE SCHOOL AND THE ADMINISTRATION
HISTORY

In September 1944, Junípero Serra High School opened its doors with a faculty of five and a student body of 86 freshmen and sophomore boys. Established by Archbishop Mitty as the Archdiocesan high school to provide for the Catholic educational needs of the boys of San Mateo County, it was named in honor of Padre Junípero Serra, the Apostle of California, and was the first Catholic high school west of the Mississippi to be staffed entirely by diocesan priests. Junípero Serra was originally located at Columbia Drive and Alameda de las Pulgas in San Mateo, now the site of St. Bartholomew's parish.

A constantly growing student body in the late 1940's and early 1950's made it imperative to expand the facilities on the old site or to find a new location and build a larger school. In 1952, the present 12.5-acre site was purchased by the Archdiocese from the San Mateo Gymkhana Club and the Reverend Edward R. Allen was appointed the new principal to guide the school during this time of rapid expansion and building.

There were 576 students and a faculty of 21 in 1955 when classes began at the new campus on West 20th Avenue in San Mateo. The new facility provided for the continued growth of Junípero Serra over the next decade. As principal from 1955 to 1961, the Reverend Thomas Kennedy helped the growing school to fulfill its role of meeting the needs of the rapidly increasing population of San Mateo County. Under the leadership of the Reverend James F. Maher, principal from 1961 to 1967, Junípero Serra continued as a strong influence in the academic community; and as the number of the laity on the faculty and staff increased, a greater effort was made to try to begin to meet their financial and retirement needs, thus enabling the school to retain a stable and qualified faculty.

As the Church continued in its development in the years after the Second Vatican Council and as society struggled to deal with the upheavals of the late 1960's and the 1970's, Junípero Serra maintained its commitment to the Catholic community of San Mateo County. The Reverend Harold J. O'Donnell, who succeeded Monsignor Maher as principal in September 1967, helped Junípero Serra adjust to meet the demands of these turbulent years. The Reverend Ludwig M. Andre became principal in 1970. During his five years as principal, additional classroom space was provided.

In the mid 1970's, Serra responded to the ever-growing academic and spiritual requirements of the school community by restructuring the school's administrative staff, expanding the curriculum, converting the role of chaplain to a Campus Ministry position, and implementing numerous campus improvements.

In 1978, Mr. C. Michael Peterson became the first lay person to serve as principal of Junípero Serra High School. The Reverend Stephen H. Howell was also appointed at that time to serve as the school's first President. Those who led the school during this period ensured that the school "developed the gifts and talents of each student and fostered Gospel values in an environment of academic excellence and mutual respect." During the 1980s and 1990s, several development efforts successfully raised funds that led to the renovation of school facilities. In addition, new advances in technology were introduced to the faculty and students. In 1999, a new campaign began to provide Serra with state-of-the-art facilities and an endowment that would enable Serra to continue its important mission well into the 21st century.

In 2002, Reverend Joseph P. Bradley '73 was appointed as the second President in Serra's history. Under his leadership, the school continued to provide excellent programs that fostered each student's spiritual, academic and social growth. In 2003 Mr. Lars J. Lund was appointed Principal of Junípero Serra High School. Under his leadership the school redoubled its efforts to ensure Serra continued to be the best possible Catholic college preparatory for young men in all areas, academic, extracurricular and spiritual. Beginning in 2008-2009 Serra returned to the President-Principal governance model with Mr. Lund becoming Serra's third President and Dr. Barry Thornton as Serra's 11th Principal. The school embarked on a major campaign to renovate the physical plant and constructed the Center for the Arts and Sciences in time for the 2011-2012 school year. The new complex included five state of the art science lecture labs, art and ceramics facilities, a band room, and an academic resource center. The facility also included a new 38 meter by 25 yard pool, swim locker facilities, and an athletic training facility. Major upgrades to infrastructure systems were also completed in the renovation.

In July 2019, Dr. Barry Thornton was appointed President of Junípero Serra High School and Mr. Charles J. McGrath was hired as the school's 12th Principal. Dr. Thornton led a process to develop the Strategic Plan, Transforming Lives, which focused on Living the Mission, Inspiring Academic Excellence and Ensuring the Future. This plan was supported by the largest capital campaign in Serra's history, Always Forward, that sought to raise $38 million for renovating the school. These efforts led to the building of the Stinson Center for Learning and Innovation, a comprehensive renovation of the library to a modern collaboration and innovation space that supports Serra's

academic excellence moving forward. The Stinson Center opened in spring 2023.

In July 2024, Serra alumnus Mr. Michael Fadelli ‘88 was appointed president of Junípero Serra High School. With a wealth of experience in advancement and a deep commitment to the values that define Serra, Mr. Fadelli has brought fresh perspective and boundless enthusiasm as he leads Serra into a new era of excellence. Fadelli's ability to engage and inspire constituents and stakeholders to further support Serra’s mission was illustrated during his six years at Serra as the Chief Advancement Officer. In this capacity, he revitalized alumni relations programming, grew revenue for the annual fund and ignited the Fund a Dream Tuition Assistance program to an annual $1 million dollar fundraiser. Mr. Fadelli worked in conjunction with Dr. Thornton to launch the “Always Forward” Capital Campaign, the single largest and most successful fundraising campaign in school history, exceeding its $38M goal in just over three years. Mr. Fadelli’s stewardship, research and preparation has been instrumental in supporting Serra’s substantial growth in student programming and building renovations. He is the proud father of two Padres, Matthew ‘21 and Andrew ‘25.

Pope Francis canonized Fr. Junípero Serra as a Saint on September 23, 2015. Serra High School celebrated this momentous occasion the following day at the Mass of the Holy Spirit, presided over by Father Tommy King, OFM, Serra class of 1974.

Throughout the many changes in the Church, society, and education the mission of Junípero Serra continues to focus on developing men of faith, wisdom, service, community and leadership. Like our patron, Saint Junípero Serra, we seek to find Christ in and bring Christ to the people with whom we live, work and serve.

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I. ADMINISTRATION

President	Mr. Michael Fadelli, ‘88
Principal	Mr. Charles J. McGrath
Chief Operating Officer	Dr. Tara Mann
Assistant Principal: Academics	Mrs. Rita Lee
Assistant Principal: Student Life	Ms. Meghan Flynn
Vice President, Finance	Mr. Craig Fletcher
Head of Enrollment Management	Mrs. Julie Behn
Head of Marketing and Communication	Mr. Kenny Kim
Alumni Director	Mr. Logan Wolf, ‘14
Dean of Students	Mr. Raymond Baldonado, ‘07
Dean of Studies	Ms. Stefanie Oudiz
Director of Campus Ministry	Mr. Billy Byrnes
Athletic Director	Mr. Justin Ferdinand
Director of Student Activities	Mr. Mike Langridge, ‘91

DEPARTMENT CHAIRS

English Department	Mr. Dan Nolan
World Language Department	Ms. Marianne Biron
Counseling Department	Mrs. Jane Zoucha
Mathematics Department	Mr. James Marheineke
Theology Department	Dr. Christopher Buckels, ‘01
Science Department	Mr. Chase Mock
Social Studies Department	Mr. Rick Boesen
Visual and Performing Arts Department	Mr. Lawrence Long

STUDENT GOVERNMENT

EXECUTIVE STUDENT COUNCIL 2026-2027

Click HERE to view Student Government

II. PARENT RESPONSIBILITY

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/ GUARDIANS IN SCHOOLS OF THE ARCHDIOCESE OF SAN FRANCISCO

The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student-parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student-parent handbook of the school.

These Christian principles further include, but are not limited to the following:

1. Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.

2. Students and parents/guardians 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

3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. athletics, field trips, etc.), and in any online or social media environment.

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally may first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of a student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in school activities, volunteer work, etc.)

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

ATTENDANCE OF CLASSES

Absences

Junípero Serra High School expects all students to be in attendance on all days that school is in session. Parents/Guardians should try to schedule trips, vacations, medical appointments and similar obligations after the school day or during holidays. In the event that a student must be absent, the following should be done:

1. **Submit the absence on PowerSchool:** Please use your PowerSchool app or the PowerSchool parent portal to submit your son's absence. If you have not submitted the absence on PowerSchool by 9:00am, you will be contacted by phone. If you have any questions, you can email attendance@serrahs.com.

2. **Illness policy**: Any student who is returning to school after more than 3 days of absence due to illness is required to be symptom-free for 24 hours unless otherwise directed by a doctor. This includes but is not limited to vomiting, diarrhea, fever and any contagious disease. Please note that any student that has a confirmed communicable disease must contact attendance@serrahs.com.

3. **Extended absences due to illness:** Any absence of 3 or more consecutive days requires a doctor's note or other documentation within 72 hours of the student's return to school in order to be marked as excused. After 72 hours, notes will not be accepted to retroactively change attendance records. All doctor's notes and other documentation should be uploaded to PowerSchool.

4. **Excessive excused absences:** Once a student reaches a total of 6 full-day excused absences without documentation in one semester, a doctor's note or other documentation will be required in order to excuse any subsequent absences for the remainder of the semester. All doctor's notes and other documentation should be uploaded to PowerSchool.

Failure to comply with the above regulations is a disciplinary violation and may result in detention being assigned when the student returns to school.

Types of Absences

- **Excused Absences:** Absences are excused only in the following cases: verified personal illness, severe family illness or bereavement or other serious situations, as approved by an administrator, and pre-approved college visit (Seniors and Juniors).
    - For college visits, the College Visit Form must be completed and submitted for approval *prior to* the student's absence. Only juniors and seniors may have absences excused for college visits, and only a maximum of three days per school year may be excused for college visits. Students may make up their coursework in these cases.
        - Seniors may have one additional excused absence to attend an Admitted Students Day. A College Visit Form is required prior to this absence.
    - Students with recurring absences due to medical conditions may submit a Chronic Illness Form to excuse these absences. A signed Chronic Illness Form is only valid for the current academic year.
    - Any absence of 3 consecutive days or more will require a doctor's note within 72 hours of the student's return to school in order to be excused. Notes will not be accepted to retroactively change attendance records.
    - Once a student reaches a total of 6 full-day excused absences without documentation in one semester, a doctor's note or other documentation will be required in order to excuse any subsequent absences for the remainder of the semester.
    - All doctors' notes must be submitted within 72 hours of a student's return to school in order to change a student's attendance status from unexcused to excused. Notes can be uploaded to PowerSchool.
- **Unexcused Absences:** Absences which have the consent of the parent, but are for reasons other than those stated above, are considered "unexcused." Parents should realize that teachers do not have to allow the student to make up missed assignments or tests and that this may affect the student's grade.
- **Cutting a Class:** Absence from one class period without a valid reason is considered a disciplinary violation. All other class meetings with required attendance that occur before, during or after school are considered a class for this purpose. (This includes Padres Forward and detentions.) See Detention Policy.
- **Truancy:** A student who is away from school without a valid reason is considered truant. Truant students cannot make up missed work, and truancy is considered a major disciplinary violation. See Detention Policy.
- **AP Exams:** Note the "Student Attendance on AP Exam Days" policy in the Advanced Placement Courses section.
- **Final Exams:** Students are expected to be present when examinations are scheduled to be administered. Students may NOT miss or reschedule a semester final exam due to travel, non-Serra sports activities, and/or vacation plans. Students who miss any semester final exam will be given a grade of zero for the exam(s) unless a letter from a physician or other official documentation is presented to the Dean of Studies to verify the student's inability to take test(s).

PARENT REQUEST FOR STUDENT ABSENCE

Junípero Serra High School expects all students to be at school on all days that school is in session. Parents should try to schedule trips, vacations, medical appointments and similar obligations after the school day or during holidays. In the event that a parent chooses to remove a student from school for an extended period of time for non-illness related reasons (such as those listed above), **the proper procedure is the following:**

1. Contact the Assistant Principal: Academics in writing at least one week prior to the expected absences (if advance notice is possible).
2. The written note should include dates of absence from school, the reason for the absence, and the parent's request to have the student miss school.
3. If the absence is for the student to participate in an outside school agency event such as an outside school sports team, a copy of the invitation from the outside agency should be included with the parent letter (both the letter of invitation and the parent note should be included). Please understand that this will be considered an unexcused absence.
4. The Assistant Principal: Academics will contact the student's teachers in writing to notify them of the upcoming absences and a copy of that letter will be sent to the parents.

5. If these absences are not excused by the school (see the school absence policy), or if parents do not comply with these procedures, teachers are not obligated to provide work for the students, nor are they obligated to give credit for work missed due to the absence. In all cases, it is the student's responsibility to stay informed of assignments and make up missed work and/or tests, etc.
6. If the student will miss a quiz, test, or other in-class assessment, he must make arrangements with the teacher to make it up prior to his absence unless the teacher prefers otherwise.

While an administrator may approve the absence as eligible for making up assignments and assessments, the absence is still categorized as unexcused and is subject to the standard penalties for excessive unexcused absences.

***NOTE: A student may NOT participate in more than one overnight activity in the same semester: this includes but is not limited to Kairos, Close-Up, outdoor education, or other multi-night travel through Serra.**

Parents Who Are Out of Town

Parents who plan to be away from home while school is in session should notify the school's Attendance Office in writing as to who will be legally responsible for their son during this time and provide the necessary contact information.

Leaving School During the Day

A student may not leave campus for any reason without specific approval from the Dean of Students or the Attendance Office. Permission to leave for unavoidable medical appointments or other activities is only granted if the following procedures are followed:

1. Notification: Parents must notify the school of the student's early departure by entering it into PowerSchool before school on the day of the absence.
2. Required Note: A note from a doctor or other relevant documentation is required and must be uploaded to PowerSchool. Notes for doctor's appointments MUST include:
    a. Name of physician
    b. Phone number of physician
    c. Time of appointment
    d. Time to be excused from school

    Please note: Documentation from the provider must be submitted on PowerSchool in order for the student to return to school the following day.
3. Dismissal Pass: A student will be issued a Permit to Leave Pass that should be shown to the teacher when the student leaves. The student must return the pass upon returning to school. Please note that we will not interrupt a class to contact a student as it is disruptive to the academic setting.

Non-observance of the above regulations is a disciplinary violation and will result in detention being assigned when the student returns to school.

Tardy Policy (For the complete policy, see the "Attendance Classes" section.)

Any student is considered tardy if he arrives at school after the last bell for his first class or is not in his seat when that bell rings. Tardy students must report to the Attendance Office upon arrival to school in order to be admitted to class. No tardy student will be admitted to class without a late slip. Parents must notify the Attendance Office via PowerSchool before the start of the school day if their son will be absent or arrive late.

- **AM Tardy:** AM Tardy is defined as being late to the student's first class of the day. Students who arrive at school more than 15 minutes late will be marked absent from that class and will receive one hour of detention. The student must report to the Attendance Office upon arrival at school and receive admittance to class.
- **Class Tardy:** All unexcused tardies of any length will result in detention to be served that day during the student's lunch period. Tardies for afternoon classes will be served the following day. Failure to serve lunchtime detentions will result in a 1-hour detention served that day after school. Students who are more than 30 minutes late for a class will receive 3 hours of detention as this constitutes a cut.
- **Excused Tardy:** The only excused tardy is for a medical/dental/special appointment or family emergency. Late carpools, transportation, traffic, and parking problems are not excused. In the event of a medical or dental appointment, parents notify the school using PowerSchool and upload to PowerSchool a note from the doctor/dentist/ appropriate person verifying the time of the appointment. (The Dean of Students in consultation with the Attendance Office will be the final determination of excused and unexcused tardies.)
- **Excessive Tardiness:** More than five (5) AM tardies or class tardies, late/cuts, or single period absences during one semester is considered excessive tardiness. Parents will be notified that continued tardiness may result in Activity Probation, Activity Restriction, or suspension from school.

Excessive Tardiness: Unexcused AM Tardy (1-15 minutes late), Class Tardy (16-30 minutes late), Late/Cut (31-75 minutes), or single-period unexcused absences

- If a student has a combination of AM Tardies, Class Tardies, late/cuts, or single-period unexcused absences for a total of *five* times in a semester, he will receive an official warning letter.
- If a student incurs a combination of *seven* AM Tardies, Class Tardies, late/cuts, and/or single-period unexcused absences in a semester, he will be placed on **Activity Probation** for the remainder of the semester.
- If a student who is on Activity Probation incurs an *eighth* AM Tardy, Class Tardy, late/cut, and/or single period absence in a semester, he will be placed on **Activity Restriction**.
- All attendance records reset at the start of a new semester.

Excessive Unexcused Full Day Absences:

- If a student is unexcused absent for a total of *four* times in a semester, he will receive a warning letter.
- If a student is unexcused absent for a total of *five* full days, he will be placed on **Activity Probation**.
- If a student is unexcused absent for a total of *six or more* full days he will be placed on **Activity Restriction**.
- All attendance records reset at the start of a new semester.

Excessive Excused Full Day Absences:

- If a student is absent 6 full days without documentation (e.g. doctor's note), regardless of parent notification, all subsequent absences will be marked as unexcused unless documentation is provided to excuse the absence.
- All attendance records reset at the start of a new semester.

Activity Probation: Attendance: Junípero Serra High School students learn through different types of interactions such as class discussions and classroom activities, not simply through the completion of assignments and tests.

- Students who have accrued a combination of *seven* AM Tardies, Class Tardies, late/cuts, or single period absences will be placed on Activity Probation for the remainder of the semester. If the student does not fulfill the terms of Activity Probation and has additional unexcused tardies or single period absences, he will be placed on Activity Restriction.
- Students who have accrued *five* unexcused absences in any course in a semester will be placed on Activity Probation for the remainder of the semester. If the student does not fulfill the terms of Activity Probation and has additional unexcused absences, he will be placed on Activity Restriction.
- Note: Absences due to verified medical illness and attendance at Junípero Serra High School-sponsored activities will not be included in this total. Absences due to documented college visits for seniors up to a maximum of three days will also not be included in this total.

Activity Restriction: Attendance:

- Once a student has been placed on Activity Restriction, he will not be permitted to participate in Tri-School Productions, student government, interscholastic athletics, Serra club-sponsored activities, or other non-required school events, nor may he hold a work permit or attend school dances of Serra or any other high school, until he has completed *five* consecutive days of school with full, uninterrupted attendance.
- Once a student has been placed on Activity Restriction: Attendance, teachers are *not obligated* to extend deadlines to accommodate a student's chronic absenteeism.
- If a student is placed on Activity Restriction: Attendance for longer than two weeks or more than twice in one semester, the student will be placed on an Attendance Contract, and the student's file may be brought before the Academic Review Board at the end of the term.
- Junípero Serra High School reserves the right to deny or reduce academic credit in any course when a student has been placed on Activity Restriction multiple times.

Attendance Contract:

- Please note that any student placed on Activity Restriction: Attendance more than twice in one semester will be placed on an Attendance Contract.
- Once a student has been placed on an Activity Restriction: Attendance for a third time, he will be placed on an Attendance Contract.
- Once a student is placed on an Attendance Contract, the student's file will be reviewed at the end of each semester to determine if the student will remain at JSHS.

Participation in Extracurricular Activities

In order to participate in any school-sponsored extracurricular activities, a student must be present on campus by 9:30 a.m of that day. **Any student who is not in school by 9:30 am for reasons other than medical or dental appointments is not allowed to practice, participate in, or attend any school activity that day.** Any student who leaves school prior to the end of his school day for any reason other than a medical or dental appointment is not allowed to practice, participate or attend any school activity that day. **The student must have a note from the Doctor/Dentist/appropriate person verifying the time of the appointment.** Any exceptions must be approved by the Assistant Principal: Student Life and the appropriate Administrator (Dean of Students, Athletic Director, Activities Director, etc).

OTHER POLICIES AND PROCEDURES

CUSTODIAL INFORMATION

To ensure a student's safety and to support our students and their families, any documentation related to custody, restraining orders and other custodial arrangements must be on file with the registrar prior to the first day of school.

Note: If it is brought to the attention of the administration that a student is living alone or apart from their family for extended periods of time without a guardian or family member present, Serra will contact the Police Department and Child Protective Services (CPS). If that student is a member of the International Student Program at Serra, he will be required to live with a Homestay Family at the natural parent's expense.

ADMISSIONS STATEMENT

Junípero Serra High School, supported by the Archdiocese of San Francisco, admits students of any race, color and national or ethnic origin. The school does not discriminate based on disability if the student is otherwise qualified and can, with reasonable accommodations, meet the graduation requirements of the school.

COMPLAINTS AND GRIEVANCES

Junípero Serra High School takes all issues seriously and therefore any student or parent who has a grievance or complaint is encouraged and welcome to do so. In the interest of clarity and to facilitate the resolution of any issues that may exist, we ask that all complaints and/or grievances by a student or his parents are to be addressed with the teacher, coach or moderator. If satisfaction is still not attained, the appropriate administrator should be contacted, such as the Assistant Principal: Academics or the Assistant Principal: Student Life. The final contact should be made with the Principal, only after contact has been made with the person with whom the conflict or issue exists.

MEDICAL INFORMATION

In order to ensure your son's health and safety, we ask that you notify the main office of any significant health issues that can impact the student during the school day. Through the annual Summer Forms, parents will have the opportunity to notify the school about chronic health issues such as allergies etc.

NOTE REGARDING PERSONAL INFORMATION

Please understand that in an effort to support the health and safety of the larger community, Serra will comply with requests for information from the health department or other agencies.

DROP-OFF AND PICK-UP PROCEDURES

In an effort to maintain safety for your student and good order of the neighborhood and school, we ask parents to adhere to the instructions listed below when dropping-off or picking-up your student from school.

- On 20th Avenue, please pull up to the beginning of the white "Drop-off" zone on the school side of 20th Avenue.
- When entering the campus from the gate on 20th Avenue, please drive all the way onto campus to the rear entrance of the cafeteria near the baseball field. Traffic needs to flow freely. Do not stop at the entrance by the gates, as this is not safe for the student.
- Remember to abide by all traffic and safety guidelines; there should not be any u-turns or parking in the driveways of the neighborhood residences.
- On Stratford, enter through the parking lot, pull up to the beginning of the "Drop-off" zone and proceed to the exit. Please follow the "Right Turn Only" sign during drop off and pick up.

TRANSPORTATION TO AND FROM SCHOOL

It is the parent's responsibility to ensure that their student gets to and from school each day. Parent permission is required via handwritten written note or electronically to attendance@serrahs.com when a student leaves the school before the conclusion of the regular school day via ridesharing services or public transportation.

Note: Junípero Serra High School does not endorse or recommend any rideshare or transportation service. Junípero Serra High School and its employees accept no responsibility for screening, monitoring or assessing the safety of any ride share service, driver or vehicle. The use of any rideshare or transportation service by a student is at the sole discretion of the parent or guardian. Contacting with, or use of, a professional ride service indicates the express acknowledgment that Junípero Serra High School and its employees have not influenced that decision and bear no responsibility for your decision to do so.

PARKING PROCEDURES

1. **Student Parking:** All student-driven vehicles must be registered with Junípero Serra High School. All vehicles must be parked within the lined parking spaces in the lots. There is ABSOLUTELY NO PARKING in emergency entrances and exits on the campus or the fire lanes. **Students must park in their designated parking area -- with their parking permit visible. Students are not allowed to park in faculty or visitor parking during normal school hours.** Students must follow the parking rules for their assigned areas. Violations of the parking rules may result in the vehicle being towed at the owner's expense and/or detention. At no time will students be allowed in the parking area unless they are arriving or leaving the school campus –- students are not allowed to go to their cars during school hours. Students who do not comply with these procedures will be subject to disciplinary action. Students driving to school park at their own risk. Junípero Serra High School is not liable for any items lost or stolen from inside the vehicle or for any damage done to vehicles before, during or after school.
2. **Parent/Visitor Parking:** All visitors should park their vehicles in spots designated as "visitor" spaces in Mary's Courtyard or on the Serra side of 20th Avenue. Please do not park in numbered spots as those are designated for faculty, staff and students.

   It is essential that when visiting Junípero Serra High School we are respectful of our neighbors and do not stand in or park in driveways, make u-turns or leave vehicles idle. When at all possible park on the Junípero Serra High School side of the street.

AUTOMOBILE REGISTRATION

Due to space limitations and regulations imposed by the city of San Mateo codes, **only juniors and seniors** with a valid driver's license will be allowed to register for on and off-campus parking. All student-driven automobiles must be registered with the Dean of Students Office, whether parked on or off campus. Student driven vehicles must display the Junípero Serra High School registration tag. Registration fee is $250.00 per school year ($125.00 for the second semester). Registration takes place during the summer, at which time all fees are due and forms must be submitted. If space is available, students may be allowed to register for parking after the start of school. Priority is normally given to: 1) Students driving to Tri-School classes; 2) Seniors; and 3) Juniors.

Note: Any student who drives to school and is not registered to park on or off-campus may forfeit their right to drive to school for the remainder of the school year and the following year.

Parking Regulations at Elk's Club

- Use the West entrance/exit ONLY — this is the entrance closest to the tennis courts.
- Park in numbered spots only.
- Your parking permit must be hung from the rearview mirror.
- Do not back vehicles into numbered slots.
- Parking hours are 7:15 a.m. to 3:30 p.m.
- Speed limit not to exceed 5 miles per hour.
- Do not loiter (hang out) by your car. No loud music. Pick up your garbage.
- In the event that there is a day where there is no parking available at the Elks Club, students will be notified and asked to park in a different location.

Use of Car

Students are not allowed to sit in or lounge on top of their cars while school is in session. Parking lots are to remain free of students except when they are arriving or leaving the campus. Please note the school policy regarding the search of student vehicles on or off-campus.

Student Expectation

It should be clearly noted that all students are expected and required to follow the California Motor Vehicle Code and San Mateo City laws pertaining to driving and parking both on campus and in our neighborhood. The maximum speed limit in the parking lot at all times is five (5) miles per hour.

PASSWORD AND POWERSCHOOL PARENT PORTAL

Many communications that you receive as parents will be shared with you via email and the PowerSchool Parent Portal. It is imperative that the Parent Portal and your passwords are kept safe and confidential and not shared with anyone, including your son.

SENIOR PORTRAITS AND CLASS PICTURES

Senior Portraits and Class Pictures

Parents please be advised that in order to facilitate the scheduling of senior portraits and class pictures, email addresses for all students will be shared with CADY when requested. Seniors that do not partake in this effort will be excluded in the graduation composite that is posted on the school campus. Any student who does not take school pictures will not be featured in the yearbook. For more information regarding graduation, senior rings and jackets please visit section XI: Appendix.

CAFETERIA FOOD SERVICE

Junípero Serra High School has partnered with Flik Independent School Dining for the upcoming school year. Flik is the market leader in independent school dining, currently serving more than 190 prestigious private and independent schools. Its successful partnership with schools is based on its philosophy, "Nourishing a brighter future." The company prides itself on providing wholesome, nutritious meals, prepared from fresh ingredients, that support local and sustainable agricultural practices.

Their dedicated team of associates are committed to providing quality food service and go above and beyond food service by offering nutrition education programs that empower students to make healthy choices on a daily basis. By providing wholesome meals in conjunction with nutrition education, we are equipping students with the tools needed to live a happy, healthy life.

Students will be able to pay for their meals with their student ID cards by loading money online through mypaymentsplus. There is a small service fee for this service. Students may also bring cash or a check (made payable to Flik) to the main office. Envelopes are available and this service is free. Funds received before 10 a.m. will be available on their account by their lunch period on the same day.

CLICK HERE for information on how to load money onto student ID cards.

Note: Because there is food service available to students during the school day food services like UberEats, GrubHub, DoorDash etc. will not be permitted on campus to deliver food to students during school hours. If food is delivered to a student, they will receive a minimum of 3 hours detention and the food will be confiscated.

EMERGENCY INFORMATION

At Junípero Serra High School, the safety of your child is very important to us. Please read and keep a copy of the following evacuation plan. Listed below are the procedures you will need in the event we would ever need to evacuate the building due to an emergency (fire, earthquake, etc.). In case of an emergency, Junípero Serra High School will post updates via Instagram, Facebook and X (@SerraSanMateo).

Emergency Drills

The school conducts various emergency drills on a monthly basis, as required by State and County Regulations. During the emergency drills, if there is an evacuation, students will be told to evacuate to a location and parents will be notified as soon as feasible, via email, text, phone, and/or social media platforms. You should feel confident that the facilities, school plan and staff will keep your son safe in the event of an emergency. The Junípero Serra High School Emergency Procedures have been adapted from The Big Five, School Emergency Guidelines Immediate Action Response Guide produced by the Coalition for Safe Schools and Communities in San Mateo County. These procedures are used by fire and law enforcement officials county-wide.

Procedures

Shelter in Place (Used to isolate students/staff from environmental contaminants or wildlife.): In the event of a

gas leak or another dangerous situation in the surrounding areas, school will shut down and students will not be allowed to leave campus for their safety. All windows and air vents will be closed and all heating/cooling units will be turned off. At that time students will not be allowed to leave campus until it is safe for the students to evacuate the area.

Drop, Cover and Hold On (Earthquake): During the event of an earthquake, students will be instructed to drop under their desks or in a doorway, protecting their head and neck from injury and facing away from windows. When the quake has ceased, students will then evacuate the building. (As students exit the building they will be asked to leave all doors and windows as they were at the time of the earthquake as the building and foundation may have shifted as a result of the movement.

Secure Campus (This is used for any potential threat of danger in the surrounding community.): When there is the potential for danger surrounding our campus, we will secure the campus and hold all students until otherwise directed. All instruction would continue as planned and once the threat was eliminated, the school would be reopened and students/faculty may continue as per usual.

Lockdown/Barricade (An instance when there is an immediate threat of danger to the occupants of the campus or school building and movements could put students/staff in jeopardy.): If there is an intruder on campus, students and teachers will barricade themselves into their classrooms and will follow the instructions of the administration until the police arrive on campus. Once in effect and the police arrive on the scene, no one will be allowed to enter or exit without explicit direction from law enforcement officials.

Evacuation (Fire or other instances where conditions outside of the building are safer than inside): At the sound of the alarm, students will wait for further instruction before evacuation. Upon exiting students and/or teachers should close all doors and windows as they leave the building.

Evacuation Procedures:
In the event of any of these emergencies, if there is an evacuation, students will be told to evacuate to a specific location. Once all students have been evacuated and accounted for, parents will be allowed to pick up their students. In order to pick up your son you will need to present a current identification. We will not release any student to you unless you are listed as an emergency contact and conversely, we will not release your child to any parent not listed as one of your son's emergency contacts. In the event of an emergency, as soon as we are able, we will contact the parent community via PowerSchool. Please remember to keep all emergency contact information up-to-date by emailing powerschool@serrahs.com. For the health and safety of your son in the event of an emergency It is imperative that all of your emergency contacts are local.

THE BIG FIVE IMMEDIATE ACTION RESPONSES

THE BIG FIVE ACTION	WHEN	WHAT
SHELTER IN PLACE	Environmental hazards, dangerous air quality due to smoke or other contaminants, fire off-site, dangerous wildlife in the area, or severe weather	Isolate students and staff from the outdoor environment. Go inside. If hazard is airborne, close doors, windows, and air vents. Shut down air conditioning/heating units.
DROP, COVER AND HOLD ON	Earthquake, explosion, or falling debris	Protect students and staff from falling debris, drop to the floor, take cover under heavy furniture and hold on.
SECURE CAMPUS	Potential threat of violence in the surrounding community and/ or police activity off-campus and nearby	Calmly direct all staff/students indoors. Close and lock all classrooms/office doors. Continue instruction as planned. Remain indoors until otherwise directed.
LOCKDOWN/ BARRICADE	Violent intruder on campus	Immediately seek safety indoors. Once inside, lock and barricade all doors. Cover windows and turn off lights. Remain quiet and alert. No one is allowed to enter or exit for any reason unless directed by law enforcement.
EVACUATION	Bomb threat, chemical/gas leak, fire inside the building or nearby premises, severe weather alert, after an earthquake or explosion, or when implementing Student Release/Reunification	Use the "Look, Listen, and Leave" protocol. Once it is deemed safe to exit buildings, lead students and school staff from school buildings to a predetermined location.

SUDDEN CARDIAC ARREST

Assembly Bill No. 1639 requires that schools provide sudden cardiac arrest symptoms and warning signs information. Please see the information below and discuss it with your son.

Keep Their Heart in the Game

A Sudden Cardiac Arrest Information Sheet for Athletes and Parents/Guardians

What is sudden cardiac arrest?

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens blood stops flowing to the brain and other vital organs. SCA is NOT a heart attack. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart's structure.

How common is sudden cardiac arrest in the United States?
As the leading cause of death in the U.S., there are more than 300,000 cardiac arrests outside hospitals each year, with nine out of 10 resulting in death. Thousands of sudden cardiac arrests occur among youth, as it is the #2 cause of death under 25 and the #1 killer of student athletes.

Who is at risk for sudden cardiac arrest?
SCA is more likely to occur during exercise or physical activity, so student-athletes are at greater risk. While a heart condition may have no warning signs, studies show that many young people do have symptoms but neglect to tell an adult. This may be because they are embarrassed, they do not want to jeopardize their playing time, they mistakenly think they're out of shape and need to train harder, or they simply ignore the symptoms, assuming they will "just go away." Additionally, some health history factors increase the risk of SCA.

FAINTING is the #1 SYMPTOM OF A HEART CONDITION

What should you do if your student-athlete is experiencing any of these symptoms?
We need to let student-athletes know that if they experience any SCA-related symptoms it is crucial to alert an adult and get follow-up care as soon as possible with a primary care physician. If the athlete has any of the SCA risk factors, these should also be discussed with a doctor to determine if further testing is needed. Wait for your doctor's feedback before returning to play, and alert your coach, trainer and school nurse about any diagnosed conditions.

What is an AED?

An automated external defibrillator (AED) is the only way to save a sudden cardiac arrest victim. An AED is a portable, user-friendly device that automatically diagnoses potentially life-threatening heart rhythms and delivers an electric shock to restore normal rhythm. Anyone can operate an AED, regardless of training. Simple audio direction instructs the rescuer when to press a button to deliver the shock, while other AEDs provide an automatic shock if a fatal heart rhythm is detected. A rescuer cannot accidently hurt a victim with an AED—quick action can only help. AEDs are designed to only shock victims whose hearts need to be restored to a healthy rhythm. Check with your school for locations of on-campus AEDs.



The Cardiac Chain of Survival

On average it takes EMS teams up to 12 minutes to arrive to a cardiac emergency. Every minute delay in attending to a sudden cardiac arrest victim decreases the chance of survival by 10%. Everyone should be prepared to take action in the first minutes of collapse.

Early Recognition of Sudden Cardiac Arrest

Collapsed and unresponsive.
Gasping, gurgling, snorting, moaning or labored breathing noises.
Seizure-like activity.

Early Access to 9-1-1

Confirm unresponsiveness.
Call 9-1-1 and follow emergency dispatcher's instructions.
Call any on-site Emergency Responders.

Early CPR

Begin cardiopulmonary resuscitation (CPR) immediately. Hands-only CPR involves fast and continual two-inch chest compressions—about 100 per minute.

Early Defibrillation

Immediately retrieve and use an automated external defibrillator (AED) as soon as possible to restore the heart to its normal rhythm. Mobile AED units have step-by-step instructions for a bystander to use in an emergency situation.

Early Advanced Care

Emergency Medical Services (EMS) Responders begin advanced life support including additional resuscitative measures and transfer to a hospital.

Cardiac Chain of Survival Courtesy of Parent Heart Watch

Keep Their Heart in the Game

Recognize the Warning Signs & Risk Factors of Sudden Cardiac Arrest (SCA)

Tell Your Coach and Consult Your Doctor if These Conditions are Present in Your Student-Athlete

Potential Indicators That SCA May Occur

- ☐ Fainting or seizure, especially during or right after exercise
- ☐ Fainting repeatedly or with excitement or startle
- ☐ Excessive shortness of breath during exercise
- ☐ Racing or fluttering heart palpitations or irregular heartbeat
- ☐ Repeated dizziness or lightheadedness
- ☐ Chest pain or discomfort with exercise
- ☐ Excessive, unexpected fatigue during or after exercise

Factors That Increase the Risk of SCA

- ☐ Family history of known heart abnormalities or sudden death before age 50
- ☐ Specific family history of Long QT Syndrome, Brugada Syndrome, Hypertrophic Cardiomyopathy, or Arrhythmogenic Right Ventricular Dysplasia (ARVD)
- ☐ Family members with unexplained fainting, seizures, drowning or near drowning or car accidents
- ☐ Known structural heart abnormality, repaired or unrepaired
- ☐ Use of drugs, such as cocaine, inhalants, "recreational" drugs, excessive energy drinks or performance-enhancing supplements

What is CIF doing to help protect student-athletes?
CIF amended its bylaws to include language that adds SCA training to coach certification and practice and game protocol that empowers coaches to remove from play a student-athlete who exhibits fainting—the number one warning sign of a potential heart condition. A student-athlete who has been removed from play after displaying signs or symptoms associated with SCA may not return to play until he or she is evaluated and cleared by a licensed health care provider. Parents, guardians and caregivers are urged to dialogue with student-athletes about their heart health and everyone associated with high school sports should be familiar with the cardiac chain of survival so they are prepared in the event of a cardiac emergency.

I have reviewed and understand the symptoms and warning signs of SCA and the new CIF protocol to incorporate SCA prevention strategies into my student's sports program.

STUDENT-ATHLETE SIGNATURE	PRINT STUDENT-ATHLETE'S NAME	DATE
PARENT/GUARDIAN SIGNATURE	PRINT PARENT/GUARDIAN'S NAME	DATE

For more information about Sudden Cardiac Arrest visit

California Interscholastic Federation
http.www.cifstate.org

Eric Paredes Save A Life Foundation
http:www.epsavealife.org

CardiacWise (20-minute training video)
http.www.sportsafetyinternational.org

PARENTAL TECHNOLOGY RESPONSIBILITIES

Junípero Serra High School works in partnership with parents and guardians to educate their sons academically, spiritually and morally. This partnership includes educating students on digital citizenship. Digital citizenship starts at home and refers to the responsibilities related to your son's proper use of technology and social media. Junípero Serra High School expects that parents and guardians will exercise their right and responsibility to monitor their son's social media accounts and technology use.

NOTICE OF THE PRESENCE OF SECURITY CAMERAS

For the safety and security of Junípero Serra High School's community, video surveillance cameras have been installed in various areas of the school. Typically, video is only reviewed by the security team and certain administrators. Video is released to law enforcement as appropriate; however, the video is not released to outside agencies, including insurance companies, unless required by law or court order.

PHOTOGRAPH AND VIDEO NOTICE

Junípero Serra High School has the right to photograph or videotape parents, guardians, families and students and to use such photographs or video tapes to promote, advertise, or publicize Junípero Serra High School or its programs to the Junípero Serra High School Community and the public in general.

Junípero Serra High School streams select athletic and student events live on the web. Notification of event streaming will be posted at the ticket gate/entrance.

In order to ensure every student's right to privacy, Junípero Serra High School asks you to have a signed statement on file if you do not agree to the use of photographs or videotapes by the school. (This does not apply to yearbook photographs, printed school newspaper photographs, or photographs/media published on the school website.)

An extension of the website, Junípero Serra High School uses social media platforms to broadly share school news and celebrate the diverse and wide-ranging stories that make Junípero Serra High School a special community, as well as build continued awareness for the school. If you would prefer your student not appear on social media channels, please opt-out by emailing padres@serrahs.com. Respecting every person is a core tenet of our mission and philosophy. As always, if concerns do arise, please report them to the Dean's Office, or another trusted adult on campus, who will follow school protocol in addressing the concern.

You can find us on Facebook, X, and Instagram under handles @serrapadres and @SerraSanMateo. The communications and marketing team monitors these channels and maintains exclusive posting privileges. We encourage you to follow these feeds.

III. ACADEMICS

Abstract of Academic Section:
Students are expected to be prepared for learning. This involves attending their classes, checking Schoology daily, responding to messages from the teacher, completing assignments, and doing so in a way that reflects the Code of Christian Conduct and the Academic Honor Code. Teachers use the Academic Success Lab (ASL) to provide academic support and to ensure that students complete their daily work. Students can also receive academic support through Office Hours, Math and Spanish Centers, National Honor Society tutors, the counseling department, the Academic Resource Center (ARC), and informal support throughout the school day by teachers. College and Career guidance is provided through the Counseling Department. Students receive progress grades at the end of the first two grading periods each semester. End of semester grades become part of a student's official school transcript and count toward the graduation requirements. Students are required to maintain at least a 2.0 GPA in order to stay eligible for student activities. Students are reviewed at the end of each grading period and semester. Semester grades and GPAs are used for eligibility for various activities and awards. Awards are assigned by each department or by the administration.

Junípero Serra High School is an academic high school with a strong college preparatory curriculum. Its goals are to provide the best possible program to meet the current needs of the students enrolled and to lay the foundations for them to continue their education at the college level. As stated in the Graduation Learning Outcomes(GLO's) - "Inspired by the Gospel of Jesus Christ and empowered by a faith that is living, conscious, and active, Junípero Serra is a Catholic college preparatory dedicated to the holistic formation of our students. Our community supports students in their journey towards becoming men of faith, wisdom, service, community and leadership. We seek to develop the gifts and talents of each student in an environment of excellence and mutual respect."

ACADEMIC EXPECTATIONS

A basic principle of Serra's philosophy is that every student must actively engage in the educational process. Consequently, we expect each student to realize that the primary responsibility for learning rests squarely on his own shoulders. Parents/Guardians, teachers may guide and direct the learning process, but real achievement in the academic endeavor is not possible if a student is not actively involved. Hence, each teacher expects that a student will come to class fully prepared, ready, willing and able to participate in the lessons of the day. The following expectations more clearly explain how a student should approach his studies.

- **Attendance and Participation:** In order for students to participate fully in their education, students must attend class and willingly participate in classroom activities as directed by the teacher. Students should be on time and only miss class in the case of a verified illness or other serious reason as outlined on page 10. This applies to both in-person and distance learners.

- **Classroom Conduct:** A student is expected to be on time for each class and not to miss class except in the case of verified illness or other serious reason, as outlined in the attendance section of the Student/Parent Handbook. The student is expected to participate in all class activities. Further, he is expected to assist in maintaining a positive classroom environment by refraining from disruptive conduct.

- **Materials:** A student is expected to bring <u>all</u> necessary materials to class. This includes all textbooks, electronic devices, workbooks, notebooks, pens and pencils, binder paper and any other materials or online resources required by the teacher in a particular class. While in class, electronic devices should be focused on work as directed by the teacher.

- **Homework:** Students should expect to spend an average of two to three hours of home study every day; this may be higher for students in multiple Honors or AP classes. This may be a combination of written assignments, short and long term projects, reviewing for tests or other coursework. Assignments should be completed thoroughly and turned in on time.

- **Meetings outside of class time:** In accordance with the school schedule, Office Hours (OH) will be scheduled for teachers to provide additional academic support for students. These may be scheduled for the school as whole or by teachers individually. When students need assistance, it is their responsibility to meet with their teachers at the designated time(s).

If a student is absent, he is expected to contact his classmates for each day's assignment and make arrangements for securing appropriate resources. Teachers also maintain and update their own electronic

grade books and Schoology, which provide additional information helpful for students and parents. In the case of a prolonged excused absence (5 full day absences or more, for example), a student's parents should contact the student's counselor and the Dean of Studies for assistance or contact teachers by email for a more extensive list of assignments. In all cases, it is the student's responsibility to keep up with academic work missed because of absence from school for any reason (excused or unexcused).

GRADUATION REQUIREMENTS

Junípero Serra High School diploma will be given to those students who have completed a minimum of 26.2 credits and have passed the required subjects. Ordinarily, each semester of a course, which meets 375 minutes every two weeks, is valued at 0.5 credits.

Required Units by Department*

- English – 4.0 credits (1.0 credits each year)
- Social Studies – 3.0 credits (1.0 credit each in 9th, 11th, 12th grade)
- Mathematics – 3.0 credits
- PE-Health - 0.5 credits (10th grade)
- Science – 3.0 credits
- World Language – 2.0 credits (in the same non-English language)
- Theology – 3.5 credits
- Visual and Performing Arts – 1.0 credit
- Christian Service – 2.0 credits (0.5 credits each year; 20 hours each year; see Christian Service section for additional information)
- College Advising Seminar - 0.2 credit (11th grade)
- Other elective classes – 4.0 credits
- **Total Required for Graduation:** 26.2 credits

* For more specific information about required courses and prerequisites, consult the Junípero Serra High School website

COLLEGE REQUIREMENTS

Students, assisted by parents and counselors, should be extremely careful when choosing their courses so as to fulfill the entrance requirements for colleges they wish to attend. Some colleges have special requirements in addition to the general requirements.

Completion of the following general requirements will prepare students for enrollment at most four-year colleges or universities.

English..... 4 years
History/Social Sciences..... 3 years
College Prep Math..... 3 years – 4 years recommended
Lab Science..... 3 years – 4 years recommended
Language.....2 years (same language) – 3 years recommended
Visual/Performing Arts.....1 year required by the CSU and UC systems
Additional Requirement ..... 4.0 credits (8 semesters)

In addition to those requirements listed above, each student can bolster his readiness for college by taking additional courses from the following areas: History, English, Advanced Mathematics, Laboratory Science, World Language, Visual and Performing Arts.

ACADEMIC HONOR CODE

ACADEMIC INTEGRITY

Academic integrity means acting in a way that is honest, moral, fair, respectful, and responsible in your studies and academic work.

- Academic integrity is demonstrated by doing your own work, based on your understanding of the content, without the use of unapproved assistance from start to finish, for all of your academic work.
- Academic integrity requires applying these values in your own work, and also when you engage with the

work and the contributions of others.
- These values are expected of all members of the Serra community.
  Sources: Monash University, Iowa State, University of North Carolina, Chapel Hill

A NOTE REGARDING ARTIFICIAL INTELLIGENCE TECHNOLOGY

Artificial intelligence (AI) technology (such as ChatGPT) has become common in workplace and academic settings. Students shall not use AI or other Large Language Models (LLM) *unless* their teacher specifically permits it, and students *must* follow their teacher's instructions and stay within the teacher's guidelines for its use on each assignment. Use of AI in one assignment or one class does not imply its permitted use for other assignments or other classes. As with any resource, Junípero Serra High School expects students to cite their sources and note the use of all resources accurately and consistently when completing assignments. Turning in work written by other people or by generative AI as if it were the student's own without citation/notification *is* plagiarism, which represents a violation of Junípero Serra High School's Honor Code. As such, it will be considered a serious academic infraction.

HONOR CODE INVESTIGATIONS

The Junípero Serra High School Academic Honor Code embodies the standards of honesty and academic integrity for all students. It declares that compliance with those standards is expected, just as a student's signature declares his understanding of and agreement to follow this honor code. We expect the standards to be followed, and we expect students, faculty members and administrators to take reasonable steps to discourage violations of the Academic Honor Code.

The school reserves the right to initiate and conduct an investigation when there is a reasonable suspicion that an Honor Code infraction has occurred. The school reserves the right to question a student and conduct searches of a student's belongings and/or digital accounts as part of this investigation. The Dean of Studies is empowered to impose penalties for violations of the Honor Code and to refer students to the Academic Review Board. The Dean of Studies will be using a standard of proof that utilizes the concept of "more likely than not" when determining the facts and consequences of an Honor Code infraction. Students will cooperate fully with teachers and administrators who investigate possible violations of the Honor Code. Students should always keep in mind that their *actions* will determine whether or not they violated the Academic Honor Code, **regardless of whether or not they intended to do so**. When in doubt, a student should always consult with his teacher about what is allowed and what is not. The Assistant Principal: Academics and/or Dean of Studies will make the final determination of all honor code violations. Every effort will be made to resolve all Honor Code violations in a timely manner.

VIOLATIONS OF THE ACADEMIC HONOR CODE

Students will not engage in academically dishonest behavior, which includes but *is not limited to*:

- Violating the testing rules set by the teacher
- Copying, "borrowing," or using another student's work or answers or coercing a student to share coursework
- Lending work or answers to a student so the student can copy or "borrow," regardless of the intent
- Collaborating or "working together" on an assignment when the assignment is meant to be done individually
- Taking or using another student's answers from a test, quiz, or homework assignment
- Taking a photo or video of a test or quiz or test or quiz answers
- Communicating the content of a test or quiz to another student who has yet to take the test or quiz
- Electronically sending or receiving answers or test/quiz information
- Using an online translator in a World Language class when it is not allowed by the teacher
- Using digital add-ons or extensions assessments or assignments (unless explicitly allowed by the teacher)
- Wearing any Internet-connected devices such as smart glasses, smartwatches, or headphones/earbuds
- Using a calculator, AI content generator or any other technology on a written assessment, quiz, or test when it is not allowed by the teacher
- Using or being in possession of "cheat sheets"
- Plagiarizing (using language, ideas, or other material that are not one's own without acknowledging its source. Examples of plagiarism include, but are not limited to:
- Turning in another student's work, with or without that student's knowledge, as your own
- Turning in work written or completed by someone other than you (e.g. a parent, sibling, tutor, etc.)
- Turning in work that has benefitted from assistance so much that the skill level does not genuinely represent that of the student (tutorial overreach)
- Copying any portion of another's work without proper acknowledgment or citation, with the intention of presenting the material as your own
- Borrowing words or ideas from any AI content generator and claiming that the words or ideas are your own
- Changing key words or phrases but retaining the essential content of the source without acknowledgement

- Buying or downloading a paper from an AI content generator, research service or term-paper mill and submitting it as original student work
- Inaccurate reporting of service hours
- Forging of signatures or other forms of verification

This is not an exhaustive list. In all cases, all students must follow their teachers' instructions and rules.

Remote Instruction: Regardless of whether a student's class is live, synchronous, asynchronous, remote, or blended, the Academic Honor Code shall be in effect at all times.

Penalties for Not Complying with the Academic Honor Code
The Junípero Serra High School Honor Code identifies actions that place the student in violation of the Academic Honor Code and outlines school policies addressing academic integrity. Violations of the Academic Honor Code can indicate a serious lack of understanding of the Code of Christian Conduct as outlined elsewhere in the handbook. It is important for all stakeholders to know that these violations are cumulative for the duration of the student's attendance at Junípero Serra High School. In other words, the "slate" is not "wiped clean" at the beginning of a given school year or the beginning of a student's contact with a teacher. Note that students may receive multiple Honor Code Violations and/or may incur disciplinary actions through the Dean of Students' office, depending on the circumstances of the violation.

Notes:
- All Honor Code violations will be assessed on a case by case basis.
- All Honor Code violations which include use of a cell phone will incur 3 detention hours, illustrative of the inappropriate use of a cell phone.
- Cheating on a final examination and/or an AP exam is considered a serious breach of the Academic Honor Code, and will be dealt with by the Dean of Students in accordance with the Academic Integrity portion of the Grading Philosophy. The consequences for a student who cheats on a final examination may include an F and no credit for the course.
- The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal, including consequences beyond what is outlined below.
- Tallies of offenses are cumulative across a student's entire tenure as a student at Junipero Serra High School; a student's record of Honor Code violations does not reset at any point.

First Offense:
- The teacher will notify the student's parents, Dean of Studies, counselor, and, if applicable, the ARC Director.
- The assignment will incur one of the following grade penalties:
    - Minor assignment (homework, classwork, quiz): zero
    - Major assessment (test, essay, project): student will earn 50% upon completion of the full consequences listed below.
    - Final exam: the student's overall semester grade will be dropped by one full letter grade.
- The student will attend 6 hours of assisted studying in the Academic Success Lab (or ARC). These hours will take priority over other activities such as rehearsals and athletic team practices but not over Serra athletic contests or Serra performing arts performances.
- The student will complete an online academic integrity educational module.
- The student will be excluded from the Principal's List and Honor Roll for that semester.
- For upper division infractions, the student will be excluded from consideration for Valedictorian.
- The Dean of Studies will meet with the student to discuss the violation and consequences.
- The Dean of Studies will notify the parents of the infraction and consequences
- The student will complete a written reflection.
- The violation will be confidentially logged in the academic disciplinary files.

Second Offense:
- The teacher will notify the student's parents, Dean of Studies, counselor, and, if applicable, the ARC Director.
- The student will earn a zero on the assignment.
    - For a final exam, the student's overall semester grade will be dropped by one full letter grade.
- The student will attend 9 hours of assisted studying in the Academic Success Lab (or ARC).
- The student will be placed on Activity Restriction for 14 calendar days from an effective date determined by the Dean of Studies. Restriction can be extended if a student is not responsibly fulfilling his Academic Success Lab hours.

    - Any Restriction effective dates that go beyond the end of the school year will continue at the beginning of the next school year.
- The student will be excluded from Honors Societies for two years. Depending on when the infraction was incurred, the student may be excluded from Life Membership in an Honors Society.
- The student will be excluded from the Principal's List and Honor Roll for that semester.
- The student will be excluded from consideration for Valedictorian and may be ineligible for other academic awards.
- The student will be excluded from Serra leadership positions, including but not limited to Student Government, Team Captain, Big Brother, and Encounter Leader, for the remainder of the school year.
- The Dean of Studies will meet with the student and parents to discuss the violation and consequences.
- A letter summarizing the infraction and consequences will be given to the parents.
- The violation will be confidentially logged in the academic disciplinary files.
- The student's file will be reviewed at the end of the semester to determine whether he goes on Academic Probation.

Third Offense:
- The teacher will notify the student's parents, Dean of Studies, counselor, and, if applicable, the ARC Director.
- The student will earn a zero on the assignment.
- The student's overall grade for that semester will be dropped by one letter grade (or more depending on the assignment).
- The student will be immediately placed on Academic Probation.
- The student will attend 12 hours of assisted studying in the Academic Success Lab (or ARC).
- The student will be placed on Activity Restriction for 21 calendar days from an effective date determined by the Dean of Studies. Restriction can be extended if a student is not responsibly fulfilling his Academic Success Lab hours.
    - Any Restriction effective dates that go beyond the end of the school year will continue at the beginning of the next school year.
- The student will be excluded from the Principal's List and Honor Roll for that semester.
- The student will be ineligible for Valedictorian and Honors Societies, and he may be ineligible for other academic awards.
- Colleges will be notified of the violations.
- The student will be removed from and ineligible for Honors/AP courses in that subject for the remainder of his Serra career.
- The student will be excluded from Serra leadership positions, including but not limited to Student Government, Team Captain, Big Brother, and Encounter Leader, for the remainder of the school year.
- A spring-semester senior who incurs a third infraction may be prevented from participating in the commencement ceremony.
- At the end of the semester, the student will be subject to an Academic Review Board decision to determine whether he continues attending Serra.
- The Assistant Principal: Academics will meet with the student and his parents.

Fourth Offense:
- The teacher will notify the student's parents, Dean of Studies, counselor, and, if applicable, the ARC Director.
- The student will be asked to withdraw from enrollment at Junipero Serra High School.

ACADEMIC RESOURCE CENTER

Mission Statement
The mission of the Academic Resource Center (ARC) is to provide the support necessary for all ARC students to become successful learners within the Serra community. The ARC helps students develop self-advocacy skills, understand and utilize appropriate accommodations, and build effective academic strategies. These skills and tools prepare students for continued success at Serra and in their future college and academic pursuits.

ARC Team

The ARC is staffed by experienced and highly qualified professionals who work collaboratively to support student success. The ARC team provides individualized academic support, guidance and coordination with teachers, parents and outside professionals.

ARC Hours of Operation
The ARC is open Monday through Thursday from **7:30 a.m. to 4:00 p.m.** On Fridays, the ARC closes at **3:00 p.m.** Students are encouraged to plan accordingly to ensure access to support services during these hours. ARC members are encouraged to drop in during ARC hours for additional support in addition to their scheduled ARC Study Hall.

ARC Application and Enrollment Policy
The ARC application and all required supporting documentation must be submitted during the 9th grade admissions process. Students who do not complete this process at the time of admission will not be eligible to receive ARC services upon enrollment at Junípero Serra High School.

Requests for entry into the ARC program in 10th, 11th or 12th grade will be considered on a space-available basis.

If a student receives a new diagnosis while a student at Serra, the family should contact the Director of the Academic Resource Center to review the application process and eligibility requirements for possible admission to the ARC program.

Qualifications for ARC Membership
In addition to submitting a completed ARC application, students must provide current documentation (completed within the past three years) that includes an appropriate diagnosis. Acceptable documentation includes one of the following:

- A psychoeducational evaluation
- An active Individualized Education Program (IEP)
- A current Section 504 Plan

ARC Fee
Students enrolled in the ARC are assessed an additional annual program fee. This fee supports staffing, individualized academic services and program resources.

ARC Study Hall
Students enrolled in the ARC are scheduled into an ARC Study Hall, which replaces their Independent Study Period. During ARC Study Hall, students have access to:

- Individualized academic support.
- Assistance with writing assignments and long-term projects.
- Study support and test preparation.
- Organizational and executive functioning guidance.
- Access to approved academic accommodations, including extended time on assessments.

ARC Study Hall provides a structured and supportive environment designed to promote academic independence, skill development and success.

Alternate ARC Study Hall Scheduling
ARC Study Hall is typically scheduled during the school day in place of an Independent Study Period. In select cases, students may be approved to attend ARC Study Hall after school to better accommodate their academic schedules. The after-school ARC Study Hall meets Monday through Thursday from 2:40 p.m. to 3:30 p.m.

Eligibility Requirements for Afternoon ARC Study Hall
To qualify for the afternoon ARC Study Hall option, students must meet all of the following criteria:

- Maintain an unweighted GPA of 3.8 or higher.
- Utilize ARC Study Hall primarily for extended time on examinations.
- Receive approval from the Director of the Academic Resource Center, in consultation with the ARC team and the Assistant Principal: Academics.

Padres Forward
Any ARC student who is assigned to Padres Forward due to academic performance will complete their required time in the ARC rather than the Academic Success Lab. This allows the ARC Team to provide targeted support aligned with the student's individual learning needs and accommodations.

ARC Family Team Meetings

Family team meetings are scheduled at the start of the fall semester for all 9th and 10th grade students. These meetings include the student, at least one family member and the Director of the Academic Resource Center. Meetings take place in the Director's office, with family members joining via Zoom.

- **9th Grade Meetings:** The Serra Learning Plan is reviewed, and students and families receive an introduction to the ARC program.
- **10th Grade Meetings:** The focus is on reviewing the student's use of accommodations and discussing strategies for implementing any necessary improvements.
- **11th Grade Meetings**: Meetings are held in January–February. In addition, the student's upper division counselor also participates in this meeting. This meeting reviews the student's engagement with the ARC and provides guidance on the college search and application process.
- **12th Grade Meetings:** 12th grade family meetings are optional and can be requested by the student or his family.

Parent Communication

The ARC values ongoing communication with parents to support student progress and success. Communication may include:

- Updates regarding academic progress and areas of concern.
- Collaboration to support student learning and independence.
- Participation in student support meetings, as needed.
- Guidance regarding accommodations and academic planning

Parents are encouraged to contact the Director of the Academic Resource Center with questions or concerns at any time. The ARC team also collaborates with teachers, counselors and outside professionals, when appropriate, to ensure coordinated support for each student.

Student Expectations

Students enrolled in the ARC are expected to take an active role in their academic success and demonstrate increasing independence. A primary goal of the ARC is to help students develop self-advocacy skills and the ability to independently manage their academic responsibilities. Expectations include:

- Attending ARC Study Hall as scheduled and using the time productively.
- Completing assignments and preparing for assessments in a timely manner.
- Utilizing accommodations appropriately and responsibly.
- Communicating with teachers and ARC team regarding academic needs.
- Demonstrating respectful, responsible and engaged behavior.

ACADEMIC SUCCESS LAB

The purpose of the Academic Success Lab (ASL) is to promote academic excellence, strengthen key academic skills, develop essential study habits, and provide individualized academic support. The Academic Success Lab is located in the Stinson Center for Learning and Innovation after school and is a focused study environment. It is composed of Padres Forward (a mandatory academic assistance program) and the Tutoring Lab (an optional drop-in space open to all).

- In the Tutoring Lab, faculty mentors and peer tutors present to provide students targeted and subject-specific academic support.
- The Tutoring Lab is available to all students on a drop-in basis.
- Any freshman or sophomore who fails to do his homework may be assigned by his teacher to Study Table in the Academic Success Lab. Note: This policy also covers juniors or seniors in classes which are primarily lower division such as Spanish II or Chemistry.
- Any junior or senior who needs additional academic support may be assigned by his teacher to the Academic Success Lab.
- It is the individual teacher's choice to assign a student to the Academic Success Lab.
- The teacher will indicate on the Study Table form what assignment the student missed or which topic/unit/concept the student needs additional support. If assigning the student to the Academic Success Lab for a missing assignment, the teacher agrees to accept the assignment late and give academic credit once the student turns it in. The student must turn in the completed homework assignment(s) to his teacher(s) the following school day for reduced credit. If this does not occur, the teacher may choose to take further action.
- The Academic Success Lab will operate for 50 minutes, Monday through Thursday, starting 10 minutes after the end of the school day, regardless of what time the last class of the day ends.
- Students in Padres Forward are expected to report to the Academic Success Lab (or ARC) on time with the

necessary resources to complete academic work.

- A student may have Padres Forward or Study Table postponed if it conflicts with appointments for doctors, dentists, counselors, or athletic contests (but not athletic practices). Prior approval is needed from the Dean of Studies, and the student must present a note from the doctor, dentist, or counselor upon his return.
- Students who fail to appear at the Academic Success Lab on an assigned day are automatically referred to the Dean of Studies for appropriate action. Failure to comply with Academic Success Lab procedure will result in disciplinary action at the discretion of the Dean of Studies.
- The Academic Success Lab Coordinator or Faculty Mentor may also refer a student to the Dean of Students if a student is disruptive or if a student is in violation of any standard school rules/policies that would normally incur such action.
- Students assigned to the Academic Success Lab are required to attend in the same way as a class. Failure to report to the Academic Success Lab will result in the the following consequences:
    - First and second cuts: The student will be required to attend the ASL for three days in the morning before school (7:20-8:10am) in addition to their after-school Padres Forward requirement.
    - Third and fourth cuts: The student will be placed on Activity Restriction: Attendance for five calendar days, in addition to all other consequences listed above.
    - Fifth cut: The student will be placed on Academic Probation and his file will be evaluated by the Academic Review Board at the end of the semester, in addition to all other consequences listed above.
- Students in Padres Forward will have their grades re-evaluated in the middle of each grading period. At this 3-Week Grade Check, a student may be conditionally released from Padres Forward if he does not have any grades below a C-. Students will not be considered for release prior to the 3-Week Grade Check.
    - Those students who are released from Padres Forward at the 3-Week Grade Check may be required to return to daily attendance if their grades fall again before the end of the grading period.
- If a student is assigned to Padres Forward three times in one year, he will be placed on Academic Probation. As a result of Academic Probation, he will automatically be subject to several consequences, including daily attendance in the Academic Success Lab for the remainder of the semester and possible dismissal at the end of the semester. See the Academic Probation section for further information.

PROGRAM CHANGE POLICY

Course Changes

Junípero Serra High School endeavors to place students in an appropriate schedule and levels of classes through a comprehensive course selection process that involves the student's teachers, department chairs, the counselor, and parents. However, if the student and teacher agree within the first three weeks of classes that the student should be placed in a lower or higher level of the same course, the teacher may recommend a change in the schedule to the Dean of Studies. These requests will be considered on a case by case basis, based on the merits of the individual situation. The Dean of Studies will make the final determination for any proposed course changes.

Course Withdrawals

A student may be allowed to withdraw from a course through the first three weeks of the first semester for yearlong and first semester courses, and the first three weeks of the second semester for second semester courses only. However, if a student is failing the course, he will receive a grade of F on his report card and transcript. No units are given for withdrawals.

NOTE: All students must be registered for a minimum of 3.0 credits per semester. To withdraw from a course, the student must have the approval of his counselor, teacher, and parents. The withdrawal is subject to the final approval of the Dean of Studies.

Selection for Honors and Advanced Placement Courses

When selecting Advanced Placement (AP) or Honors level courses, students should be aware of the prerequisites, the rigorous academic demands and time commitment of each course. They should check with their counselor and review their academic, athletic and personal commitments so that they do not overextend themselves. Students should be aware that, once the scheduling process is completed, the school normally does not allow students to drop AP and/or Honors level courses. The final decision on all such changes is made by the Dean of Studies.

Students enrolled in Advanced Placement courses must fill out an AP contract before they are approved for the class. All students enrolled in AP courses are required to take the AP exam. Only those students enrolled in AP courses are permitted to take the exam. Failure to take and complete the AP exam will result in an automatic grade reduction on the semester grade. For attendance on AP exam days, see "Student Attendance on AP Exam Days" under section "Advanced Placement Courses".

The College Board will set dates for make-up exams — the only excuses that Junípero Serra High School will accept that could result in a late exam are: time conflict with another AP exam, Junípero Serra High School academic or athletic contest which cannot be rescheduled, or extreme illness or injury verified by a physician's visit note.

Procedure for Course Changes and Withdrawals

Step 1: If a student is considering requesting a course change he **must** begin the process by discussing the request with his teacher.

Step 2: Once step 1 is complete, the student will discuss the request with his counselor and parents to determine if this change is beneficial for the student.

Step 3: Once steps 1 and 2 have been completed the counselor and student will meet with the Dean of Studies to clarify the reason(s) for the request.

Step 4: If approved by the Dean of Studies, an Add/Drop Course Form is processed.

Step 5: The student will obtain the approval signatures of the teacher(s), parents, and counselors and return the completed form to the Dean of Studies or Registrar's Office.

All five steps should be completed within the first three weeks of the Fall semester for a full year course, or the first three weeks of the semester for a single semester course.

PHILOSOPHY OF GRADING

1. Statement of Purpose for Grading

a. **Purpose:** Junípero Serra High School reports grades to describe to students, parents, academic institutions, and others the students' levels of academic proficiency achieved in their coursework, based on Junípero Serra High School's learning expectations/standards established for each course. Students' grades are used to guide the school in placing students into academic programs that will be most appropriate to them educationally. Grades are also used to determine student placement on honor rolls, in academic honor societies, and in determining eligibility for co-curricular activities.

b. **Progress Reports and Final Grade:** Junípero Serra High School provides two progress report cards during the semester (at six week intervals) to communicate progress in achieving the course outcomes, and to assist students and parents in guiding student improvement efforts. These grades indicate achievement during the semester and should not be construed as final grades. However, progress grades are also used to determine eligibility for athletics, student government, drama productions and work permits as indicated in the Student Parent Handbook ("Activity Probation: Academics" and "Activity Restriction: Academics"). The grading criteria and course syllabus published by each teacher will be helpful in interpreting progress reports. Final semester grades are documented as letter grades and are included on official student transcripts.

2. School-Wide Grading Policies

Based on the Statement of Purpose for Grading stated above, Junípero Serra High School has established school-wide grading policies in the following areas:

- **Academic Deadlines**
- **Extra Credit**
- **Participation**
- **Academic Integrity**
- **Standards for Grading**
- **Final Exams**

a. **Academic Deadlines**

Submitting homework and assessments punctually is an academic responsibility of all students. Skill development for students depends on a structured sequence of instruction; teachers must be able to evaluate student performance in a timely manner in order to guide student learning and adjust instruction; and, Junípero Serra High School emphasizes responsibility as a graduation outcome. As a result, all assignments are due at the time stated by the teacher and are considered late if submitted anytime thereafter. Policies regarding late work are outlined on the teacher syllabus and support departmental policy regarding late work.

It is critical that students complete the work necessary to demonstrate progress towards mastery of the learning outcomes. For that reason, the course syllabus will clearly outline the Late Work

policies for all types of assignments, including timely communication of deadlines and grade penalties for late or missing work. If a major assignment is missing at the end of a grading period or semester, the teacher is authorized to issue a grade of "F" for that assignment and not accept late work.

1. **Late work due to excused absences**
   Students who miss class with an excused absence (as defined in the Student-Parent Handbook) will be allowed to make up any assessment or homework they miss within the deadline set by the teacher without a grade-reduction penalty.

2. **Late work due to early and full day dismissals**
   Absences due to early and full day dismissals (e.g., for athletic contests or co-curricular activities) are considered excused. Since these absences can be anticipated beforehand, students who miss classes for this reason are expected to know the assessments and homework for which they will be held responsible and they are required to complete that work by the due date originally assigned by the teacher. Work that is assigned based on class work or discussions missed due to an early or full day dismissal will be subject to the Late Work policy defined by the teacher in the syllabus.

   For specific policies regarding Kairos and other school sponsored overnight trips. and make-up work, please see the Campus Ministry section of the Student-Parent Handbook.

3. **Late work due to school suspensions**
   In the event that a student is suspended from school due to a disciplinary infraction, teachers will provide the student with appropriate assignments to be completed while the student is absent from school. Once the investigation is complete, if the student is exonerated from any wrongdoing, the student will be allowed full credit without grade penalties for such work if it is received in a timely manner. However, if the student is not exonerated, teachers are not obligated to give credit for work turned in as a result of the suspension. The final determination of what work should be accepted will be made by the Assistant Principal: Academics in consultation with the individual teacher.

4. **Academic Success Lab policies**
   Study Table in the Academic Success Lab (ASL) provides students with an incentive to complete daily assignments such as homework on time. Work completed as a result of attending Study Table in the Academic Success Lab will be accepted by teachers and graded according to school policy (Academic Success Lab section of this handbook). While teachers are required to accept work completed as a result of attending the Academic Success Lab, they may give reduced credit for such work. Teachers' individual policies regarding the Academic Success Lab will be communicated to students and parents through the course syllabus.

b. **Extra Credit**
   At each teacher or academic department's discretion, extra credit may be offered as outlined in the course syllabus. When offered, it may be earned only for work that is aligned with course learning outcomes, as determined by the teacher. Students may not earn additional grade credit in lieu of completing assessments or homework assigned by the teacher.

c. **Participation**
   Participation may be defined as "the extent to which a student engages the course learning outcomes both in and out of class." Participation can take many forms, such as oral response, written response, engagement in group activities, and participation in activities outside of class related to the coursework. Participation is a key element in student academic achievement. Certain courses (e.g., Visual Performing Arts and World Language) require active student participation in order for students to show their levels of mastery of the course's learning outcomes. The criteria used to measure a student's level of participation in the class and the extent to which it will be used to determine a student's grade will be communicated through the course syllabus.

d. **Academic Integrity**
   The Junípero Serra High School Honor Code in the Student-Parent Handbook identifies actions that place the student in violation of the Academic Honor Code and outlines school

policies addressing academic integrity. Violations of the Academic Honor Code can indicate a serious lack of understanding of the Code of Christian Conduct as outlined elsewhere in the handbook. Due to the importance of the Honor Code, it is important for all stakeholders to know that these violations are cumulative for the duration of the student's attendance at Junípero Serra High School. In other words, the "slate" is not "wiped clean" at the beginning of a given school year or the beginning of a student's contact with a teacher.

e. **Junípero Serra High School Standards for Grading**

A	Excellent	● The student has achieved excellent mastery of the course objectives and outcomes. ● The student has demonstrated an ability to analyze, synthesize, and apply the concepts and principles presented. ● The student has demonstrated an ability to work independently and creatively in the academic area studied. ● The student has met all the requirements of the course regarding homework, projects, attendance, and participation.
B	Good	● The student has achieved strong mastery of the course objectives and outcomes. ● The student is able to analyze the concepts and principles presented. ● The student demonstrates an ability to understand and apply concepts independently. ● The student has met all the requirements of the course regarding homework, projects, attendance, and participation.
C	Satisfactory	● The student has achieved a basic mastery of the course objectives and outcomes. ● The student has demonstrated a basic understanding of the concepts and principles presented. ● The student has met the requirements of the course regarding homework, projects, attendance, and participation.
D	Poor	● The student has achieved only minimal mastery of course objectives and outcomes. ● The student has demonstrated a minimal understanding of the concepts and principles presented. ● The student has met only minimum requirements of the course regarding homework, projects, attendance, and participation. *(This grade is not college recommended and may also not meet departmental requirements. Students are encouraged to retake any course in which a "D" is received.)*
F	Fail	● The student has failed to achieve the minimum objectives of the course. ● The student has been unable to demonstrate an understanding of the concepts and principles presented. ● The student has not met the minimum requirements of the course regarding homework, projects, attendance, and participation. ● The student withdraws from a course in which he was receiving a grade of F, or withdraws from a course after the end of the fourth week of school (for yearlong courses) or after the end of the fourth week of the semester (for semester courses). ● A student on Attendance Probation for poor attendance is later dropped from the course ● Note: An "F" in a Pass-Fail class such as Christian Service factors into the student's GPA.
I	Incomplete	● The student, who for serious reasons has not been able to complete the course, has been given an extension of six weeks from the date the grading period ends. This "Incomplete" will be converted to an "F" if the student does not complete his work within those six weeks. Any exceptions are those made by the Dean of Studies. At the discretion of the teacher, a student may receive an "Incomplete" if a semester grade of "D" or "F" results from failure to satisfactorily complete major work/projects. The missing work will be completed within six weeks from the end of finals or the "Incomplete" will revert to a grade of "F".
P	Pass	● The nature of the course determines that the student has met the requirements of the course and has earned full credit.

Plus and minus grades are used by teachers to further define student achievement within these grade categories.

f. Final Exam Policy

Final examinations are an integral part of a student's college preparatory learning experience and of the semester grade. As such, approximately 20 percent of the student's semester grade will be determined by the final exam. Days set aside for final examinations will be published before the start of

the school year. Advanced Placement teachers also have the prerogative of waiving the spring final exam.

Students are expected to be present when examinations are scheduled to be administered. Students may *NOT* miss or reschedule a semester final exam due to travel, non-Serra sports activities, and/or vacation plans. Students who miss any semester final exam will be given a grade of zero for the exam(s) unless a letter from a physician or other official documentation is presented to the Dean of Studies to verify the student's inability to take test(s). The Dean of Studies will notify the teacher, who will have the option of either giving the student an incomplete grade until the examination is made up or giving a semester mark based on the student's grade going into the final examination.

Cheating on a final examination and/or an AP exam is considered a serious breach of the Academic Honor Code, and will be dealt with by the Dean of Studies in accordance with the Academic Integrity portion of the Grading Philosophy. The consequences for a student who cheats on a final examination may include an F and no credit for the course.

Seniors who have earned 90 percent or higher grades are exempt from taking the Spring Semester final exam for that class. This determination will be made at the end of school on Tuesday the week before Spring Semester final exams. The cutoff date for students to submit work to the teacher will be the Friday prior to the grade cut off date. This policy does not apply to Tri-School classes (at any of the three schools) or Visual and Performing Arts classes. It also does not apply to other students in a class that is primarily seniors. If a final project is required by the teacher for the class, students who are exempt from the final exam will still be required to submit their final project. The Dean of Studies will notify students and parents directly as to which students are exempt from which specific exams during the week before Finals Week. Students exempt from taking their final exam are not expected to attend class, and students should expect to take their final exam unless notified that they are exempt.

GRADING

The semester grading system is as follows:

Grade	Percent*	Grade Points (unweighted)	Grade Points (weighted)
A	93-100	4.0000	5.0000
A-	90-92	3.6667	4.6667
B+	87-89	3.3333	4.3333
B	83-86	3.0000	4.0000
B-	80-82	2.6667	3.6667
C+	77-79	2.3333	3.3333
C	73-76	2.0000	3.0000
C-	70-72	1.6667	2.6667
D+	67-69	1.3333	2.3333
D	63-66	1.0000	2.0000
D-	60-62	0.6667	1.6667
F	0-59	0.0000	0.0000

Grade Point Averages

Junípero Serra High School calculates three different Grade Point Averages, which are used for different purposes:

- Unweighted GPA: This includes all courses taken for a letter grade. This is reported on Report Cards and student transcripts, and used to determine eligibility for athletics, student government, blocks, and work permits.
- Weighted GPA: This includes all courses. An additional grade point is given for any course designated as Honors

or Advanced Placement as noted above. This is reported on student transcripts. It is used along with the Unweighted GPA to determine eligibility for student awards such as department awards, scholarships, valedictorian, and by colleges to determine college entrance.

- Academic GPA: This includes all courses except PE, Teaching Assistant, and other non-academic courses. An additional grade point is given for any course designated as Honors or Advanced Placement as noted above. This is used to determine Honor Roll lists.

*AP classes may have a different percentage scale based upon the individual subject which will be communicated to the students in the class syllabus.

All grade discrepancies must be resolved by the individual teacher and approved by the Dean of Studies. Any grade change must be made in writing and signed by the teacher. Grade changes should be made immediately after semester report cards are received, and, unless there is a request, all grades become final six weeks after the last day of the semester.

HONOR ROLL

For the Class of 2027, 2028 and 2029: Students with an Academic grade point average of 3.0 or higher and no grade lower than a “C-” will be placed on the Honor Roll. An Academic grade point average of 3.5 or higher and no grade lower than a “B-” is considered especially meritorious. Such students will be on the Principal’s Honor Roll and receive special recognition and honor. A grade of “D” or “F” will disqualify a student from any honors list. (Please note that P.E., Teaching Assistant, and other similar courses are non-academic. Grades earned in these courses are not averaged into the Academic Grade Point Average used for the Honor Roll.) Eligible students should join the California Scholarship Federation. After four semesters of membership, a student becomes a C.S.F. Life Member and this honor is posted on all transcripts of grades issued to him.

For the Class of 2030, new qualifications will be implemented for the Honor Roll and Principal’s List: Students with an Academic grade point average of 3.5 or higher and no grade lower than a “B-” will be placed on the Honor Roll. An Academic grade point average of 3.75 or higher and no grade lower than a “B” is considered especially meritorious. Such students will be on the Principal’s Honor Roll and receive special recognition and honor. A grade of “D” or “F” will disqualify a student from any honors list. (Please note that P.E., Teaching Assistant, and other similar courses are non-academic. Grades earned in these courses are not averaged into the Academic Grade Point Average used for the Honor Roll.)

TRANSCRIPTS

A student’s records are always available to him and/or his legal guardians, but only through an administrator or his counselor. A student may request a copy of his official transcript at any time by filling out a Request for Transcript form which is located in the Main Office. There is a charge of $5 for every official transcript and students can pick up their transcript from the Registrar.

VALEDICTORIAN SELECTION

The Valedictorian Selection Committee chooses a valedictorian who embodies the spirit of Junípero Serra High School and embraces the Graduation Learning Outcomes. He should serve as an example to the graduating class and all those assembled at graduation and above all, he must be a true representative of our graduating class. Since the students chosen as valedictorians should represent the full experience of being a Junípero Serra High School student, those seniors who have transferred into Junípero Serra High School after the start of freshman year may be restricted from being selected as valedictorians.

The seniors who are among the top 10 Weighted or Unweighted Cumulative Grade Point Averages and in good academic and disciplinary standing, as assessed by the administration, will be given an opportunity to participate in the valedictorian selection process by providing a personal statement.

The administration will review each of the personal statements. The students will then be placed on a ballot for a vote by the entire senior class.

The administration will then select three valedictorians based on the following criteria (in no particular order):

- The senior class vote on whom they believe best represents the class and the mission of Junípero Serra High School

- The student's academic standing
- The student's personal statement
- The student's personal commitment to the school's Graduation Learning Outcomes

The three valedictorians will be selected to write and deliver their speeches to the Principal's Leadership Team. After hearing the speeches of the three valedictorians, one will be selected to speak at Commencement, one at Mother/Son Mass, and one at Senior Awards Night based on the above criteria as well as the quality and delivery of the actual speech to the Selection Committee.

POLICY FOR STUDENT ACADEMIC REVIEW

Philosophy

As a college-preparatory high school, Junípero Serra High School expects its students to exhibit a level of academic progress that empowers them to gain acceptance to colleges and universities and succeed in post-secondary education. Towards this end, the Academic Dismissal Policy at Junípero Serra High School is designed to periodically monitor student academic progress, provide an opportunity for counselors or others to offer assistance, and inform parents when students are not meeting the school's expectations. When a student is having academic difficulty, the Academic Success Lab, Academic Probation: Academics, and/or Academic Suspension: Academics will be put into effect.

Students are expected to comply with the letter as well as the spirit of any discussions, agreements, or contracts that result from this policy. Consistent with the school's commitment to helping students achieve their goals, all school personnel (teachers, counselors, coaches, etc.) who have responsibility for a student's achievement will be consulted as part of this process.

Academic Success Lab

Academic Success Lab will operate Monday through Thursday starting 10 minutes after the end of the school day, regardless of what time the last class of the day ends.

A student will be assigned to Padres Forward in the Academic Success Lab (or ARC) if any of the following occurs:

- If his Unweighted GPA is below 2.0 at the end of any grading period.
- If he earns two deficient grades (D's or F's) or an F or Incomplete (I) in any grading period. For the purpose of this policy, D's include D+, D, and D- grades.
- Note: Grades of Incomplete (I) could be interpreted by the school to mean that the student has not engaged in coursework necessary to receive a letter grade. As such, the Dean of Studies may interpret an Incomplete (I) grade as a D or an F, and could result in a student being placed in Padres Forward. The Dean of Studies will make the final determination in such cases.

Other policies regarding Padres Forward in the Academic Success Lab:

- Academic Success Lab will take place every day, Monday through Thursday, and takes priority over other school activities such as clubs and sports practices. Students on Junípero Serra High School athletic teams which require attendance for a contest or early dismissal for a contest during Academic Success Lab will be excused to attend the contest.
- The priority for students who receive detention while placed in Padres Forward should be to attend to academics first. Any exceptions to this must be cleared through the Dean of Studies.
- The Dean of Studies reserves the right to evaluate students' placement in Padres Forward at any time based on new information.
- Students who are assigned to Padres Forward for the current grading period will be re-evaluated once new report cards are posted. Students will continue to report to the Academic Success Lab until they are notified that they are no longer required to attend. This normally takes place during the second week following the end of a grading period.
- Failure to report to the Academic Success Lab will result in the the following consequences:
    - First and second cuts: The student will be required to attend the ASL for three days in the morning before school (7:20-8:10am) in addition to their after-school Padres Forward requirement.
    - Third and fourth cuts: The student will be placed on Activity Restriction: Attendance for five calendar days, in addition to all other consequences listed above.
    - Fifth cut: The student will be placed on Academic Probation and his file will be evaluated by the Academic Review Board at the end of the semester, in addition to all other consequences listed above.

Academic Probation

A student may be placed on Academic Probation if any of the following occurs:

- He is assigned to Padres Forward for three grading periods within the same academic year.
- He earns two semester F's in any class or classes.
- He is assigned to the Padres Forward six times in one academic year.
- He has a sudden severe drop in his grades at the end of a grading period.
- He incurs three violations of the Academic Honor Code.
- He fails to complete his Christian Service requirement for the previous school year.

Consequences for Academic Probation

- The student will be assigned to Padres Forward for the remainder of the semester.
- He and a parent will have a meeting with the Assistant Principal: Academics to discuss the terms and consequences for Academic Probation.
- He and a parent will sign a written contract that describes the plan for improvement as well as the terms for his continued enrollment at Junípero Serra High School.
- The student will meet with his counselor to develop an improvement plan.
- The student will remain on Academic Probation at least until the end of the current semester.
- The student's status will be reviewed by the Academic Review Board (see below) at the end of the current semester.

Academic Dismissal

A student's case will be brought to the Academic Review Board where he may be considered for dismissal from Junípero Serra High school for poor academic performance for any of the following reasons:

- If the student is on Academic Probation at the end of the semester.
- If the student earns a semester GPA below 1.7 for two consecutive semesters.
- If the student earns a semester GPA below 1.7 for any three semesters during his attendance at Junípero Serra High School.
- If the student has a cumulative GPA below 1.7 at the end of a school year.
- If the student has excessive absences (more than five in any one semester) that result in poor academic performance.
- If the student is placed on Padres Forward for three grading periods within the same academic year.
- If the student earns two or more semester F's in any class or classes in the same school year.
- If the student commits three or more violations of the Academic Honor Code.

Academic Review Board

The Academic Review Board primarily meets at the end of each semester to make a recommendation to the Principal for every student who is subject to review. Whenever possible, the comments and recommendations of the student's teachers and his counselor will be included in the review process. For each student, the Board will make one of the following recommendations:

- Academic Probation may be lifted. This will only occur if the student has met all of the terms set forward in the meeting with the Assistant Principal: Academics, such as making up previous D or F grades in summer school or earning C or better grades in all classes.
- The student may be placed (or continue) on Academic Probation subject to certain conditions.
- The student may be dismissed from Junípero Serra High School for academic reasons.

When needed, the Academic Review Board may meet to review students with Honor Code Violations and/or students placed on Attendance Restriction.

Appeal Process

For questions regarding the academic appeal process, please contact the Executive Assistant to the Principal within three days of the expulsion.

OTHER ACADEMIC REGULATIONS AND INFORMATION

Advanced Placement Courses

Students enrolled in Advanced Placement courses must fill out an AP contract before they are approved for the class. All students enrolled in AP courses are required to take the AP exam. Only those students enrolled in AP courses are permitted to take the exam. If a student fails to take the AP exam, he will receive a grade reduction for the final semester of the course.

Student Attendance on AP Exam Days

- Students are not required to attend afternoon classes on days of their morning AP exams.
- Students are not required to attend morning classes on days of their afternoon AP exams.
- This policy exempts student-athletes from the requirement to be on campus by a specific time in order to participate in practices or contests that day. Similarly, students who wish to participate in other school events on the days of their AP exams (such as prom or athletic contests as spectators) are not required to be on campus for their classes that day. For AP students, their school day begins and ends with their AP test.
- Students are responsible for scheduling their final exams for VPA classes with their teachers in accordance with their AP exam schedule whenever possible.
- In all cases students should communicate with their teachers and coaches regarding their AP schedule as well as their expected attendance.

Participation in Extracurricular Activities

All students need to be on campus by 9:30 am. Any student who is not in school **by 9:30 am** for reasons other than medical or dental appointments is not allowed to practice, participate or attend any school activity that day. Any student who leaves school prior to the end of his school day for any reason other than a medical or dental appointment is not allowed to practice, participate or attend any school activity that day. The student must have a note from the Doctor/Dentist/appropriate person verifying the time of the appointment. Any exceptions must be approved by the Assistant Principal: Student Life and the appropriate Administrator (Deans or APs).

Campus Ministry Events

Students will be required to participate in various campus ministry events each year such as the Freshmen Retreat, the Sophomore Retreat, Junior Urban Plunge, and Kairos. An absence from class due to a mandatory event will not penalize a student academically. Students are responsible for material covered in class that day and must turn in assigned work at the direction of the teacher (see below). Days missed due to mandatory events shall not count as one of the five (5) absences referred to under the Excessive Absences section. Unless previous arrangements have been made and approved by the Campus Ministry Department, all students must attend the event with their assigned group. If they do not, due to an unexcused absence, cut or other circumstance (missed the bus), it will be dealt with as a cut and the Dean of Students will take appropriate action.

Note about required course work: When a student's absence can be anticipated beforehand, it is the student's responsibility to meet with his teacher in order to ensure that deadlines for assignments, making up tests, etc. are clear. In such cases, the teacher is authorized to require the student to turn in work on the day that it is due.

For specific policies regarding Kairos, and other Serra sponsored trips and make-up work, please see the Campus Ministry section of the Student-Parent Handbook.

College Visits

Juniors and Seniors who complete the College Visit Form and are approved, will be allowed to visit the college/university of their choice and these absences will be considered excused. Each student is limited to a maximum of three excused college visit days per school year. Seniors may have one additional excused absence to attend an Admitted Students Day. Students will be required to complete the College Visit Form (available in the Counseling Office) and submit it at least one week prior to their absence in order for the absence to be excused. Please note that approval is dependent on a timely meeting with the counselor to determine the appropriateness of the college visit. Download the College Visit Form: COLLEGEVISITFORM.

Minimum Schedule Each Semester

Normal progress towards graduation requires that students take six courses (3.0 credits) per semester for graduation credit. Any exceptions to this requires the approval of the Dean of Studies and may only be granted to seniors in extraordinary situations.

Report Cards

Each teacher communicates specific grading practices and distributes it to students during the first week of class. Grades are reported approximately every sixth week during each semester and posted in PowerSchool. Grades posted after six and twelve weeks are progress reports to appraise students and parents of achievement to that period of the semester. They are not recorded on a student's transcript. Semester grades are a permanent record of the student's achievement. As such, they are reported on the transcript and are used to compute a student's grade point average.

Summer School

As a college-prep school, Junípero Serra High School recognizes that colleges generally do not accept grades of D

or lower. Therefore, Junípero Serra High School recommends that students remediate semester grades of D or lower in any college-approved course. Students should use Summer School to remediate grades of D or F. Additionally, semester grades of F in courses that are required for graduation must be remediated before the start of the following school year. Whenever possible, Junípero Serra High School recommends taking classes in Junípero Serra High School's Summer School. All remediated courses taken at an outside institution must be at an accredited institution approved by the Dean of Studies and final grades submitted on an official transcript. Any exceptions must be approved by the Dean of Studies beforehand. Junípero Serra High School will not accept more than three semesters of credit for courses taken during the same Summer, regardless of where the courses are taken unless approved by the Assistant Principal: Academics.

Failing Courses

Courses failed may not be repeated during the regular sessions at Junípero Serra High School. A required course that has failed (or its equivalent) must be passed in summer school before the student returns in August. Any exceptions to this policy must be approved by the Assistant Principal: Academics. The school reserves the right to deny fall enrollment to any student who fails to make up an F in a required course during the summer months.

Incomplete Grades

1. A grade of "Incomplete" meaning deficient in quantity, though adequate in quality, may be given in case of absence from required examinations due to illness only, or in unusual circumstances which warrant granting the student additional time to complete the work of the course.
2. Teachers, in conjunction with the Dean of Studies, will coordinate the remediation of a grade of Incomplete (I).
3. A grade of Incomplete (I) must be removed within a six week time limitation. After this date, if a student fails to complete the coursework, he will receive the appropriate semester grade which may include a semester grade of "F."
4. If, in the opinion of the Dean of Studies, a student is refusing to complete a major assignment as a way of avoiding receiving a low grade and thus incurring negative consequences such as Padres Forward or Activity Ineligibility, the Dean of Studies in conjunction with the teacher will assign an appropriate letter grade.

Activity Probation: Academics and Activity Restriction: Academics

Students whose grades fall below a 2.0 GPA for one grading period are placed on Activity Probation: Academics for one grading period. Students whose grades fall below a 2.0 GPA for two consecutive grading periods (or more) are placed on Activity Restriction: Academics for one grading period (or more). Students on Activity Restriction: Academics will not be permitted to participate in Tri-School Productions, student government, interscholastic athletics (including practices, competitions, and conditioning), Serra club-sponsored activities, or other non-required school events, nor may they hold a work permit or attend school dances of Serra or any other high school. Student(s) who have completed less than 2.0 credits in a grading period are automatically placed in Activity Restriction: Academics. At the end of each grading period, all student grades are evaluated for Activity standing.

Activity Restriction: Honor Code

Students who have two or more honor code violations are placed on Activity Restriction: Honor Code. Students on Activity Restriction: Honor Code will not be permitted to participate in Tri-School Productions, student government, interscholastic athletics (including practices, competitions, and conditioning), Serra club-sponsored activities, or other non-required school events, nor may they hold a work permit or attend school dances of Serra or any other high school.

Activity Probation: Service and Activity Restriction: Service

For 12th Graders: Seniors must have their yearly required Christian Service hours completed and verified by the end of Grading Period 4.

- End of Grading Period 4: Any senior who has not completed his service requirement (hours completed, submitted and verified by the Christian Service Coordinator) will receive an Incomplete for Christian Service and will be placed on Activity Probation: Service (refer to Academic section of handbook). Students on Activity Probation: Service are still permitted to participate in Student Activities.
- End of Grading Period 5: Any senior who still has not completed his service requirement will receive an "F" for Christian Service and be placed on Activity Restriction: Service until he has completed this requirement. Students on Activity Restriction: Service will not be permitted to participate in Tri-School Productions, student government, interscholastic athletics (including practices, competitions, and conditioning), Serra club-sponsored activities, or other non-required school events, nor may they hold a work permit or attend school dances of Serra or any other high school. As soon as his hours have been verified by the Christian

Service Coordinator, he will be removed from Activity Restriction: Service. However, the grade F will remain on his report card for Grading Period 5.

- Please note: If the student's GPA falls below a 2.0, due to the F in Christian Service, he will be placed on the Activity Restriction: Academics list. The student will be ineligible to participate in sports or other activities until the end of the Spring semester regardless of when the student completes his Christian Service requirement.
- End of Grading Period 6: Any senior who still has not completed his service requirement will receive a grade of F for Christian Service. **Additionally it is possible he will not walk at graduation. He will not receive his diploma and transcripts will indicate that he has not graduated. Once the hours are completed and verified, his diploma will be released and his final transcript will be adjusted to indicate that he has graduated.**

For 9th-11th Graders:

- End of Grading Period 5: Any freshman, sophomore, or junior who has not completed his service requirement will receive an Incomplete for Christian Service and be placed on Activity Probation: Service. Students on Activity Probation: Service are still permitted to participate in Student Activities.
- End of Grading Period 6: Any freshmen, sophomore, or junior who has not completed his service requirement will receive an "F" for Christian Service and will be placed on Activity Restriction: Service. This means that although he can participate in summer activities, he will be suspended from all activities starting the first day of the following school year until the hours have been completed and verified. Once his service hours have been completed and verified by the Christian Service Coordinator, he will be removed from Activity Restriction: Service and the grade will be changed on his transcript.
- If a student has not completed and verified his Christian Service Hours from the previous school year by September 1, he will not be eligible for Honor Roll, Principal's List and Honor Societies for the previous semester. In addition, his Grade Point Average for determining Academic Block Points and Academic Blocks will take into account his F in Christian Service.

Activity Restriction: Academics Waiver

Students who are placed on Activity Restriction: Academics are not permitted to participate in practices, rehearsals, meetings, dances, trips, or competitions for extracurricular activities (including Tri-School Productions, Athletics, Student Government) while they are on Activity Restriction: Academics. However, students may request a one time waiver that will allow them to participate in practices, rehearsals and meetings associated with interscholastic athletics, Tri-School Productions and student government. A student may only be granted one waiver during their four-year attendance at Serra, and this does not allow him to compete in games, contests or performances while on suspension. However, it will allow the student to stay connected with his peers and the school, as well as allowing him to remain physically active during this time. The student must apply for the waiver in writing to the Assistant Principal: Academics, who will work with the appropriate administrator to facilitate the process. The Assistant Principal: Academics, in conjunction with the Assistant Principal: Student Life, makes the final determination on all waiver applications.

ACCEPTABLE USE POLICY

Adapted from ISTE SIGML Policy Revised 5/2026

The Acceptable Use Policy of Junípero Serra High School is an agreement designed to foster safety, encourage creative exploration, and develop responsibility and academic maturity. Students are expected to use good judgment, seek guidance when necessary, and represent the school appropriately. In learning to use technology properly, students must understand that the use of technology at school is a privilege, not a right. Students will follow school policies and respect teachers' direction regarding appropriate use of technology in the classroom.

Respect Truth:

Students will be ethical and conscientious when researching and presenting information to peers and members of the community.

Students will:

- Constantly assess the accuracy of information to ensure that there are no errors. This is uniquely and especially important when engaging with large language AI models (LLMs), when allowed within the parameters set by an instructor.
- Cite all sources. Provide proper citation and obtain permission before using information and media from copyright friendly sources.
- Only modify media with permission. Avoid distorting or misrepresenting the content of photos, videos, and other media.
- Distinguish between opinion and fact when expressing ideas.

Respect Others:

Students will treat all sources of information - whether directly from people or indirectly through the Internet - as deserving of respect.
Students will:

- Never cause harm or threaten to be harmful to any one person or group of people when gathering and expressing information.
- Never stereotype or discriminate against others which includes but is not limited to race, gender, age, nationality, religion, ethnicity, geography, sexual orientation, disability, physical appearance or social status.
- Consider possible outcomes and consequences that information may have on others.
- Recognize that individuals have a greater right to control information about themselves than do others.
- Not invade the privacy of others. This includes but is not limited to using another person's login, password or data space, sharing these items with others, opening or tampering with files of others and/or the use of another person's image, likeness or voice without their expressed consent.
- Inform a trusted adult when they encounter a digital or online situation that may compromise the safety, reputation or intellectual property of themselves or another.

Respect Yourself:

Students will be accountable to their readers, listeners, viewers and to each other.
Students will:

- Use appropriate language and media when communicating electronically with others.
- Use school email accounts for all school email communications and documents.
- Promptly report to a faculty member any unethical or improper use of technology by others. This includes but is not limited to hacking, launching or distributing viruses or other damaging software, physically damaging or altering hardware or software, and/or the publishing of information that is untrue and/or potentially harmful.
- Commit to ethical use, if any, of generative AI, within the specific parameters given by school instructors and administrators. Ethical use in this context consists in not misrepresenting the source of words, images, actions or sounds.

Respect the School:

Students will safeguard and use in a respectful manner the school's equipment, software and services.
Students will:

- Receive approval from the classroom teacher to use electronic devices and services in class.
- Not engage in any actions that adversely affects school resources, including but not limited to degrading or disrupting equipment or system performance, gaining unauthorized access to resources or entities, causing unnecessary network congestion such as gaming, and/or streaming non-educational videos or audio.
- Notify Junípero Serra High School personnel immediately if they identify any security issues, and never demonstrate the problem to others.

Unacceptable Use:

As indicated above, malicious and/or illegal interaction with the school's services or online services is prohibited.
Some examples include, but are not limited to, the following:

- Using an account owned by another person without authorization
- Creating or assuming an online identity for another individual. Use of voice cloning (deep fake audio) and/or the digital manipulation of another's likeness (deep fake imaging and video) to misrepresent another will be considered a serious violation of this policy
- Vandalizing or damaging data (i.e. websites, files, email) or equipment of another person
- Sending malicious programs, messages, pictures, or videos which may result in the compromise of recipient's work or system(s)
- Invading the privacy of individuals
- Cyberbullying: Posting messages, pictures, videos, or audio "--anonymously or otherwise--", which may adversely affect other people
- Posting personal communications, pictures, videos or audio without consent of person(s) involved
- Using personal likenesses of celebrities or public figures for promotional materials (e.g. club flyers, student election posters) without explicit approval from the Dean of Students
- Using abusive or otherwise objectionable language
- Revealing personal information, home addresses, personal phone numbers, email addresses, or account information of others without their consent
- Sending "chain letters", "broadcast", or "chat" (SPAM) messages to lists or individuals
- Using the school's network to access the "dark web" or for any illegal activity, including violation of copyright

or other contracts, vandalism, theft, and any message(s), picture(s), video(s), audio sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism or inappropriate language
- Using technological resources in impersonating, defrauding or otherwise maligning a person's identity or reputation, image or likeness is strictly prohibited
- Manipulating or artificially creating images, videos, or other media that harmfully represents or misrepresents any person, group, ideology, institution

Other Unacceptable Actions:
- Use of commercial activities for profit or product advertising
- Political lobbying
- Actions that violate the Code of Christian Conduct
- Any other inappropriate use as determined by the school

Please note: Students may not use any device to take pictures, videos or audio recordings at any school event unless previous authorization has been granted. Any improper use of technology where a device has been used to take an inappropriate picture of another person or a picture/video has been taken without consent is considered disruptive and harmful to the Junípero Serra High School community. This includes but is not limited to improper snapshots of people, places, phone/computer contents, items, tests and other documents, and/or manipulating documents, images, etc. Students who film, photograph or record anything without expressed consent from a teacher or administrator will be subject to immediate suspension and/or expulsion.

Violation of these provisions
Violations of this policy may result in denied access to information services, confiscation of device(s), and subject the violator to disciplinary action including suspension and/or expulsion.

Junípero Serra High School reserves the right to inspect any user device(s), files, email, and accounts (both personal and educational) at any time. All information transmitted via school systems and networks is subject to search and inspection. Any user identified as a security risk will be denied access to information systems.

Responsibility of Junípero Serra High School
Use of any information obtained via the information systems is at your own risk. Junípero Serra High School is not responsible for the accuracy of information obtained through its services, and makes no warranties of any kind, whether expressed or implied, for the service it is providing, nor will it be responsible for any damages suffered while on this system. These damages may include, but are not limited to, loss of data, delays, non-deliveries, misdeliveries or service interruptions.

Junípero Serra High School operates and maintains a public website. The goals of our website are:
1. To provide a method of communication for the Junípero Serra High School community.
2. To promote the educational, spiritual, moral, intellectual, artistic, physical, psychological and social goals of Junípero Serra High School. This material comes in the form of informational text, photographs, and videos of school events and activities (which include students).
3. Our goal is to provide the Junípero Serra High School community with relevant and interesting information, while at the same time preserving the necessary safety and privacy of individuals associated with the published material.
4. If you DO NOT wish to have a student's name and/or photograph published on the Junípero Serra High School website, parental signature is required to indicate so when completing the Permissions portion of the online summer forms.

JSHS TECHNOLOGY RESOURCES

WiFi
While on campus, students may use the WiFi network labeled "Serra-Students." Use of the school's networks is subject to the Acceptable Use Policy outlined in this handbook, which includes the school's right to search and inspect all information transmitted using its networks, systems, and devices.

Academic Devices
Students are expected to bring their own laptops with chargers to school every day.
Laptop loaners (with chargers) are available for the following circumstances:
- The student's laptop is being repaired. A repair order, invoice, or receipt is required for proof.
- The student's laptop was stolen. A copy of the police report is required for proof.

- Other extenuating circumstances subject to the approval of the Dean of Studies.

Laptop loaners are not available for any other circumstances. Laptop chargers are also not available to loan to students. Laptop loaners are subject to the following terms:

- The student will return the JSHS Loaner Device Agreement with parent/guardian signature assuming financial responsibility for a damaged, lost, or stolen device.
- The student will review login procedure, care and handling of the device, and safe-keeping/security with the Technology staff.
- The loaner will be returned by the agreed-upon date.
- School-owned devices are subject to the Acceptable Use Policy outlined in this handbook.

Printing

Printing services are not available for students.

ARTIFICIAL INTELLIGENCE

"Technology has the power to heal, connect, educate and protect our common home; but it can also divide, exclude and generate new forms of injustice. In the abstract, technology in and of itself is not a solution to humanity's problems, just as it is not inherently evil. In practice, however, technology is never neutral, because it takes on the characteristics of those who devise, finance, regulate and use it. Therefore, the primary choice is not between a 'yes' or 'no' to technology, but rather between…a power that claims to dominate the heavens and a people who work together in the presence of God to rebuild the walls of fraternal coexistence." (MH §9)

As a Catholic college preparatory institution, Serra prepares young men to be productive and honorable citizens in a rapidly-changing world. Serra recognizes that AI is a tool with the capacity to both harm and help humanity, and Serra aims to guide students in its responsible and ethical use. Serra's approach to AI is grounded in Catholic teaching and supports our Graduation Learning Outcomes (GLOs) with the following guiding principles:

- **Humanity:** AI can assist human creativity and understanding, but it does not replace human thought, voice, or emotion – it is no substitute for the fullness of humanity that is created in the image and likeness of God.
- **Integrity:** AI presents students with an opportunity to act with integrity, to use AI in support of learning rather than to undermine or replace effort, mastery, and originality. Responsible and ethical use of AI in education respects every student's right to learn and grow in an academically healthy and fair manner.
- **Scrutiny:** AI is fallible, biased, and inconsistent, and therefore requires critical scrutiny in all aspects of its use. Serra commits to continually questioning and evaluating our use of AI, particularly in its implications on the environment, power structures, labor, and human rights and dignity.

Students shall not use AI or other Large Language Models (LLM) unless their teacher specifically permits it, and students must follow their teacher's instructions and stay within the teacher's guidelines for its use on each assignment. Use of AI in one assignment or one class does not imply its permitted use for other assignments or other classes. As with any resource, Junípero Serra High School expects students to cite their sources and note the use of all resources accurately and consistently when completing assignments. Turning in work written by other people or by generative AI as if it were the student's own without citation/notification is plagiarism, which represents a violation of Junípero Serra High School's Honor Code. As such, it will be considered a serious academic infraction.

STINSON CENTER FOR LEARNING & INNOVATION

The Stinson Center for Learning & Innovation hours are 7:30 am-4:00 pm, Monday through Friday. The Stinson Center for Learning & Innovation staff is available for student and staff reference and research assistance.

The Stinson Center for Learning & Innovation has a curriculum-based collection of books, e-books, periodicals, kits and DVDs as well as digital resources available through our subscription research databases. The online catalog and research databases can be accessed from all non-campus and remote computers via the Stinson Center for Learning & Innovation web page (www.serrahs.com/academics/library). Contact the Stinson Center for Learning & Innovation staff for an updated list of the research databases and the passwords for remote accessibility.

Stinson Center for Learning & Innovation student checkout policies are as follows:

Books and periodicals -- 65 school day loan + 25 day grace period, no overdue fines. Items not returned by the

end of the grace period will be marked as lost and the lesser of the original purchase price or replacement cost will be charged to the student's account.

E-books -- 65 school day loan.

Project research (items needed by multiple students for research on a common topic) - 5 school day loan + 2 school day grace period. Overdue fine: $1.00/day assessed from the due date, but only after the grace period. *Project research materials not returned after **15** school days will be charged the lesser of the item's original purchase price or replacement cost to the student's account.*

***Reference, course reading and DVDs** - 1 school day loan + 5 school day grace period. Overdue fine: $1.00/day assessed from the due date, but only after the grace period.

***Course reserve textbooks** - same day loan + 1 school day grace period. Overdue fine: $1.00/day assessed from the due date, but only after the grace period.
** - Reference, course reading, textbooks and DVD materials not returned after **10** school days will be charged the lesser of the item's original purchase price or replacement cost to the student's account.*

Device Use Rules
The acceptable use policy states that devices are to be used for **educational purposes**. Headphones are available at the front desk.

Unacceptable use of devices includes:
- Playing games
- Viewing inappropriate content/websites
- Streaming non-coursework audio or video
- Downloading software

WORK PERMITS

Junípero Serra High School is certified to issue work permits to eligible Junípero Serra High School students under the California Education Code and the California Labor Code (copy available in the Office of the Registrar). Students aged 12 through 17 need a California work permit to hold a job. Students eligibility is based on the school's Activity Eligibility guidelines. *Work permits are issued at the discretion of the school and can be withdrawn at the school's discretion.*

Students may request a "Statement of Intent to Employ Minor and Request for Work Permit" form in the Main Office. Once the "Request for Work Permit" (application) is completed, it is returned to the Registrar for preparation of the permit. Students then pick up the permit and deliver it to their employer. Please contact the Registrar if you have any questions.

ONLINE TRAINING TO PREVENT CHILD ABUSE (VIRTUS)

Under the direction of the Archdiocese of San Francisco, Junípero Serra High School incorporates a series of modules into the classroom curriculum which are designed to prevent child abuse.

IV. NORMS OF STUDENT CONDUCT

As members of the Junípero Serra High School community, we are welcomed into the Padre brotherhood and we are responsible for our decisions and actions.

The Junípero Serra High School Brotherhood is a bond shared among Padres, past and present, based on the values of respect, integrity, inclusion and compassion.

Padre Brothers hold themselves and each other accountable to these values every day, as Jesus modeled in his own life. Following this example,

- A Padre is a man of respect, treating others with love and kindness.
- A Padre is a man of integrity, acting with honesty and fairness, seeking truth.
- A Padre is a man of inclusion, embracing diversity and the gifts of others.
- A Padre is a man of compassion, compelled to help others, especially those most in need.

Discipline is defined as the training that develops self-control and character. Disciplinary policy is established to protect the good of all by curtailing the abuses of a few. Rules exist in order to create an orderly atmosphere in which many widely differing personalities can come together in the spirit of "Community" while working individually towards personal and common goals. As educators, it is our professional obligation to treat each student in the Junípero Serra High School community as an individual whose freedom and rights are respected. **The student in turn must accept responsibility for his own actions. His behavior and attitude must reflect a Christian respect for himself and for the rights and sensibilities of others.** The relationship among the members of this community must be based on mutual respect, support and trust. Only then can students and educators be open to the feelings and viewpoints of others. Since parents/guardians are the primary educators of their children, the responsibility for the development of the discipline necessary to achieve intelligent, self-directed behavior on the part of the high school student shall belong to them with the cooperation of the school. Parents/guardians must realize that they cannot abdicate their responsibility for their son's conduct and action, especially before and after school hours and school sponsored activities. The underlying premise of the disciplinary process is to have an educational impact on the students' development, but the ultimate goal is to assure student safety.

FOUR (4) MAJOR NORMS GOVERN DISCIPLINE

1. Students must respect the sensitivities and socio-economic sensibilities of others (students, faculty, staff, administrators and visitors); in all respects and aspects (personal, racial, ethnic, cultural and gender); in the classroom, on campus, in the neighborhood, online or in any social media environment, at all school-related activities and at any time the student can be publicly identified as a student of Junípero Serra High School.
2. Students must not disrupt the normal operations of educational activities. Such disruptions may result in the extension of the school day to make up for missed class time.
3. Students must avoid any actions that discredit themselves, their teams, clubs or the school.
4. Students must not damage or deface the physical plant.

POLICY

The responsibility for maintaining order and discipline in the school and at school activities has been delegated to the Dean of Students. The school reserves the right to initiate and conduct an investigation when there is reasonable suspicion that an infraction(s) of the school's disciplinary policy has occurred or is imminent. The Dean is empowered to impose consequences for violations of school policy, to suspend students from school, and to refer to the Disciplinary Review Board, students guilty of major offenses or a series of minor offenses against school policy. The Dean will be using a standard of proof that utilizes the concept of "more likely than not" when determining the facts and consequences of a disciplinary infraction.

The school reserves the right to conduct searches and confiscate student property during the course of an investigation when there is reasonable suspicion that dangerous, stolen or illegal goods/materials may be present. Such searches shall include, but are not limited to personal searches of any student, student belongings, electronic devices or items in the possession of a student, any locker or any vehicle located in school related parking areas or at any school related event. Moreover, please be aware that the Dean or his designee will check the content of students' phones and devices without parental consent. Students are expected to act and use technology responsibly at all times (please see the Acceptable Use Policy). A student's refusal to cooperate and/or provide passwords to phones and/or devices may be considered sufficient reason to suspend the student, may involve law enforcement, refer him to the Disciplinary Review Board, or to immediately dismiss (expel) the student.

School's Jurisdiction

1. At all times the student is on the school grounds.
2. At all times during the school day, both on and off school grounds.
3. At all school-sponsored events, on or off campus.
4. On the way to and from school under normal conditions.
5. The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This includes but is not limited to messages, chat room commentary, comments/pictures on social-networking sites, blogs, wikis, gaming chats, discord servers, cell phone and other digital transmissions, and other technology related activity.
6. Please note that all disciplinary policies are in effect for both in person and distance learning.

STUDENT IDENTIFICATION CARDS (STUDENT IDs)

All students are required to carry their student identification cards (Student IDs) at all times while on the school campus and at all school sponsored events.

ATTENDANCE OF CLASSES

Absences

Junípero Serra High School expects all students to be at school on all days that school is in session. Parents must notify the school regarding any student absence (for more information, please see the Parent Responsibility section of the Student-Parent handbook). Failure to comply with the above regulations is a disciplinary violation and will result in detention being assigned when the student returns to school.

Types of Absences

- **Excused Absences:** Absences are excused only in the following cases: verified personal illness, severe family illness or bereavement or other serious situations, as approved by an administrator, and pre-approved college visit (Seniors and Juniors).
    - For college visits, the College Visit Form must be completed and submitted for approval *prior to* the student's absence. Only juniors and seniors may have absences excused for college visits, and only a maximum of three days per school year may be excused for college visits. Students may make up their coursework in these cases.
        - Seniors may have one additional excused absence to attend an Admitted Students Day. A College Visit Form is required prior to this absence.
    - Students with recurring absences due to medical conditions may submit a Chronic Illness Form to excuse these absences. A signed Chronic Illness Form is only valid for the current academic year.
    - Any absence of 3 consecutive days or more will require a doctor's note within 72 hours of the student's return to school in order to be excused. Notes will not be accepted to retroactively change attendance records.
    - Once a student reaches a total of 6 full-day excused absences without documentation in one semester, a doctor's note or other documentation will be required in order to excuse any subsequent absences for the remainder of the semester.
    - All doctors' notes must be submitted within 72 hours of a student's return to school in order to change a student's attendance status from unexcused to excused. Notes should be uploaded to PowerSchool.
- **Unexcused Absences:** Absences which have the consent of the parent, but are for other than the above reasons, are considered "unexcused." Parents should realize that teachers do not have to allow the student to make up missed assignments or tests and that this may affect the student's grade.
- **Cutting a Class:** Absence from one class period without a valid reason is considered a disciplinary violation. All other class meetings with required attendance that occur before, during or after school are considered a class for this purpose. This includes The Academic Success lab and detentions.) See Detention Policy.
- **Truancy:** A student who is away from school without a valid reason is considered truant. Truant students cannot make up missed work, and truancy is considered a major disciplinary violation. See Detention Policy.
- **AP Exams:** Note the "Student Attendance on AP Exam Days" policy in the Advanced Placement Courses section.
- **Final Exams:** Students are expected to be present when examinations are scheduled to be administered. Students may NOT miss or reschedule a semester final exam due to travel, non-Serra sports activities, and/or vacation plans. Students who miss any semester final exam will be given a grade of zero for the exam(s) unless a letter from a physician or other official documentation is presented to the Dean of Studies to verify the student's inability to take test(s).

Leaving School During the Day

A student may not leave campus for any reason without specific approval from the Dean of Students or the Attendance Office.

Dismissal Pass: A student will be issued a Permit to Leave Pass that should be shown to the teacher when the student leaves. The student must return the pass upon returning to school. ***Please note that we will not interrupt a class to contact a student as it is disruptive to the academic setting.*** **Non-observance of the above regulations is a disciplinary violation and will result in detention being assigned when the student returns to school.**

PARENT REQUEST FOR STUDENT ABSENCE

Junípero Serra High School expects all students to be at school on all days that school is in session. Parents should try to schedule trips, vacations, medical appointments and similar obligations after the school day or during holidays. In the event that a parent chooses to remove a student from school for an extended period of time for non-illness related reasons (such as those listed above), **the proper procedure is the following:**

1. Contact the Assistant Principal: Academics in writing at least one week prior to the expected absences (if advance notice is possible).
2. The written note should include dates of absence from school, the reason for the absence, and the parent's request to have the student miss school.
3. If the absence is for the student to participate in an outside school agency event such as an outside school sports team, a copy of the invitation from the outside agency should be included with the parent letter (both the letter of invitation and the parent note should be included).
4. The Assistant Principal: Academics will contact the student's teachers in writing to notify them of the upcoming absences and a copy of that letter will be sent to the parents.
5. If parents do not comply with these procedures, teachers are not obligated to provide work for the students, nor are they obligated to give credit for work missed due to the absence. It is the student's responsibility to stay informed of assignments and make up missed work and/or tests, etc.
6. If the student will miss a quiz, test, or other in-class assessment, he must make arrangements with the teacher to make it up prior to his absence unless the teacher prefers otherwise.

While an administrator may approve the absence as eligible for making up assignments and assessments, the **absence is still categorized as unexcused** and is subject to the standard penalties for excessive unexcused absences.

***NOTE: A student may NOT participate in more than one overnight activity in the same semester: this includes but is not limited to Kairos, Close-Up, outdoor education, or other multi-night travel through Serra. (If there is a competition with required attendance, students can attend, however they could not choose to attend something in another program. For example, a student could attend two Robotics overnight events, but would not also be allowed to attend a Kairos or overnight event that semester.)**

Parents Who Are Out of Town

Parents who plan to be away from home while school is in session should notify the school's Attendance Office in writing as to who will be legally responsible for their son during this time and provide the necessary contact information.

Leaving School During the Day

A student may not leave campus for any reason without specific approval from the Dean of Students or the Attendance Office. Permission to leave for unavoidable medical appointments or other activities is only granted if the following procedures are followed:

1. Notification: Parents must notify the school of the student's early departure by entering it into PowerSchool before school on the day of the absence.
2. Required Note: A note from a doctor or other relevant documentation is required and must be uploaded to PowerSchool. Notes for doctor's appointments MUST include:
    a. Name of physician
    b. Phone number of physician
    c. Time of appointment
    d. Time to be excused from school

    Please note: Documentation from the provider must be submitted on PowerSchool in order for the student to

return to school the following day.

3. Dismissal Pass: A student will be issued a Permit to Leave Pass that should be shown to the teacher when the student leaves. The student must return the pass upon returning to school. Please note that we will not interrupt a class to contact a student as it is disruptive to the academic setting.

Non-observance of the above regulations is a disciplinary violation and will result in detention being assigned when the student returns to school.

TARDY POLICY

Tardy Policy (For the complete policy, see the "Attendance Classes" section)
Any student is considered tardy if he arrives at school after the last bell for his first class or is not in his seat when that bell rings. Tardy students must report to the Attendance Office upon arrival to school in order to be admitted to class. No tardy student will be admitted to class without a late slip. Parents must notify the Attendance Office via PowerSchool before the start of the school day if their son will be absent or arrive late.

- **AM Tardy:** AM Tardy is defined as being late to the student's first class of the day. Students who arrive at school more than 15 minutes late will be marked absent from that class and will receive one hour of detention. The student must report to the Attendance Office upon arrival at school and receive admittance to class.
- **Class Tardy:** All unexcused tardies of any length will result in detention to be served that day during the student's lunch period. Tardies for afternoon classes will be served the following day. Failure to serve lunchtime detentions will result in a 1-hour detention served that day after school. Students who are more than 30 minutes late for a class will receive 3 hours of detention as this constitutes a cut.
- **Excused Tardy:** The only excused tardy will be a Medical/Dental/Special appointment, or family emergency. Late carpools, transportation, traffic and parking problems are not excused. In the event of a medical or dental appointment, parents must notify the school through PowerSchool and upload to PowerSchool a note from the doctor/dentist/appropriate person verifying the time of the appointment. (The Dean of Students in consultation with the Attendance Office will be the final determination of excused and unexcused tardies.)
- **Excessive Tardiness:** More than five (5) AM tardies or class tardies, late/cuts, or single period absences during one semester is considered excessive tardiness. Parents will be notified that continued tardiness may result in Activity Probation, Activity Restriction, or suspension from school.

EXCESSIVE TARDIES & ABSENCES

Excessive Tardiness: Unexcused AM Tardy (1-15 minutes late), Class Tardy (16-30 minutes late), Late/Cut (31-75 minutes) or single period absences

- If a student has a combination of AM Tardies, Class Tardies, late/cuts, or single-period unexcused absences for a total of *five* times in a semester, he will receive an official warning letter.
- If a student incurs a combination of *seven* AM Tardies, Class Tardies, late/cuts, and/or single-period unexcused absences in a semester, he will be placed on **Activity Probation**.
- If a student who is on Activity Probation incurs an *eighth* AM Tardy, Class Tardy, late/cut, and/or single-period unexcused absence in a semester, he will be placed on **Activity Restriction**.
- All attendance records reset at the start of a new semester.

Excessive Unexcused Full Day Absences:

- If a student is unexcused absent for a total of *four* times in a semester, he will receive a warning letter.
- If a student is unexcused absent for a total of *five* full days, he will be placed on **Activity Probation**.
- If a student is unexcused absent for a total of *six or more* full days he will be placed on **Activity Restriction**.
- All attendance records reset at the start of a new semester.

Excessive Excused Full Day Absences:

- If a student is absent 6 full days without documentation (e.g. doctor's note), regardless of parent notification, all subsequent absences will be marked as unexcused unless documentation is provided to excuse the absence.
- All attendance records reset at the start of a new semester.

Activity Probation: Attendance: Junípero Serra High School students learn through different types of interactions such as class discussions and classroom activities, not simply through the completion of assignments and tests.

- Students who have accrued a combination of *seven* AM Tardies, Class Tardies, late/cuts, or single period absences will be placed on Attendance Probation for the remainder of the semester. If the student does not fulfill the terms of Attendance Probation and has additional unexcused tardies or single period absences, he will be placed on Activity Restriction.
- Students who have accrued *five* unexcused absences in any course in a semester will be placed on Attendance Probation for the remainder of the semester. If the student does not fulfill the terms of Attendance Probation and has additional unexcused absences, he will be placed on Activity Restriction.
- Note: Absences due to verified medical illness and attendance at Junípero Serra High School sponsored activities will not be included in this total. Absences due to documented college visits for seniors up to a maximum of three days will also not be included in this total.

Activity Restriction: Attendance:

- Once a student has been placed on Activity Restriction, he will not be permitted to participate in Tri-School Productions, student government, interscholastic athletics (including practices, competitions, and conditioning), Serra club-sponsored activities, or other non-required school events, nor may he hold a work permit or attend school dances of Serra or any other high school, until he has completed *five* consecutive days of school with full, uninterrupted attendance.
- Once a student has been placed on Activity Restriction, teachers are *not obligated* to extend deadlines to accommodate a student's chronic absenteeism.
- If a student is placed on Activity Restriction for longer than two weeks or more than twice in one semester, the student will be placed on an Attendance Contract, and the student's file may be brought before the Academic Review Board at the end of the term.
- Junípero Serra High School reserves the right to deny or reduce academic credit in any course when a student has been placed on Activity Restriction multiple times.

Attendance Contract:

- Please note that any student placed on Activity Restriction: Attendance more than twice in one semester will be placed on an Attendance Contract.
- Once a student has been placed on an Activity Restriction: Attendance for a third time, he will be placed on an Attendance Contract.
- Once a student is placed on an Attendance Contract, the student's file will be reviewed at the end of each semester to determine if the student will remain at JSHS.

Participation in Extracurricular Activities

In order to participate in any school-sponsored extracurricular activities, a student must be present on campus by 9:30 a.m. of that day. **Any student who is not in school by 9:30 am for reasons other than medical or dental appointments is not allowed to practice, participate or attend any school activity that day.** Any student who leaves school prior to the end of his school day for any reason other than a medical or dental appointment is not allowed to practice, participate or attend any school activity that day. **The student must have a note from the doctor/dentist/appropriate person verifying the time of the appointment.** Any exceptions must be approved by the Assistant Principal: Student Life and the appropriate Administrator (Dean of Students, Athletic Director, Activities Director, etc.).

Students with a Fifth Period Independent Study:

Attendance at all Student Body Assemblies, Office Hours, Masses and other events during the morning activity period are required. Therefore, in order to take attendance prior to the activity period, students must sign in to the main office prior to 9:30 am on all B-AM Activity days. Once he has signed in, he may report to any supervised area on campus such as the Cafeteria or the Stinson Center for Learning & Innovation.

Student Messages: With the exception of extreme emergencies, we are unable to deliver messages to students during the school day.

BEHAVIOR EXPECTATIONS

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS IN SCHOOLS OF THE ARCHDIOCESE OF SAN FRANCISCO

The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their son.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student-parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student-parent handbook of the school.

These Christian principles further include, but are not limited to the following:

1. Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians 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.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. athletics, field trips, etc.), and in any online or social media environment.

The school also reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in school activities, volunteer work, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal or expulsion.

Expectations in the Classroom

Junípero Serra High School students are expected to conduct themselves in a manner appropriate to the Christian and academic nature of the school at all times. Respect for teachers, administrators, staff, visitors and fellow students is expected. In the classroom, students are expected to participate in all academic activities and not disrupt the learning process. Students must follow additional classroom rules that are given by their teachers. In addition, the following should be observed:

1. Students should be in the classroom and prepared for class with all proper books and materials when the second bell rings and should not leave their seats without a teacher's permission.
2. Students are to follow all classroom rules presented by the teacher and to exhibit appropriate behavior at all times, so as not to disrupt the learning process.
3. Students are to be attentive to their teachers and do all assigned work. Students should not be working on other material during class.
4. Students are responsible for their desks and the area around them and should keep them clean.
5. Students should see the teacher after class if possible, or make an appointment to discuss grades, tests, consequences and other issues.
6. During classes and in their homeroom, students will listen in silence to the PA announcements.
7. Students are not to use their cell phones, any wearable smart devices, or cameras at any time in the classroom.

Dismissal from Class

If it becomes necessary for a teacher to remove a student from class for a disciplinary reason, that student must report directly to the main office and will not be allowed to return to class until the matter has been resolved to the teacher's and the Dean of Student's satisfaction. A student removed from class for disciplinary reasons will receive three hours of detention and parents will be contacted by the teacher and additionally by the Dean of Students.

In cases where there is a serious breach of discipline or a history of behavioral infractions, a disciplinary contract will be written stating the school's expectations for the student's classroom behavior. The contract will be signed by the student, his parents and the Dean of Students. Failure to comply with the stated conditions will result in the permanent removal of the student from the class, assignment to Mandatory Study during the class period, and the issuing of a failing grade for the course (see Detention Policy).

Expectations During Independent Study

1. All students must report to a supervised area during their Independent Study period. Students not in these areas will receive appropriate detentions. During PA announcements, students will listen in silence.
2. During their independent periods, students are allowed in the following supervised areas:
    a. Stinson Center for Learning & Innovation
    b. Cafeteria
    c. ARC
    d. Counseling Center
    e. Campus Ministry
3. Students are responsible for the appearance of the campus and maintaining a safe environment.
4. Students are responsible for using appropriate language at all times.
5. Students are expected to adhere to the norms of student conduct.

Expectations During Office Hours

Office Hours (OH) were created for students to meet with teachers and get additional one-on-one help. Some teachers may offer review sessions, make up tests, and use Office Hours for other academic opportunities for their students. The following restrictions are in place for students during all Office Hours:

1. Students are allowed to work in individual classrooms, Stinson Center for Learning & Innovation, ARC, Counseling Offices, or Campus Ministry.
2. The classroom is the domain of the teacher in attendance. If students are disruptive or uncooperative during Office Hours the teacher has the right to ask that student to leave the room.
3. Students with a C- or below in any class may be required by their teacher to attend office hours. Any student who does not attend Office Hours when required by his teacher will receive an unexcused absence.
4. Students:
    a. are expected to report to one of these areas by the start of Office Hours. Once they have arrived at that location, they may move from one supervised location to another.
    b. are responsible for the appearance of the campus and maintaining a safe and clean environment.
    c. are responsible for using appropriate language at all times.
    d. are expected to adhere to the norms of student conduct.
    e. are not allowed in the cafeteria, gym or on the blacktop.

Expectations During Lunch and Break

1. During break and lunch, students are allowed in the following supervised areas:
    a. Stinson Center for Learning & Innovation
    b. Cafeteria
    c. Campus Ministry
    d. Counseling Center
    e. ARC
    f. Administrative and Department Offices, as necessary
    g. Math Center
    h. Blacktop
    i. The Football Field will be open at lunch only
2. Students are responsible for the appearance of the campus and maintaining a safe environment.
3. Students are expected to adhere to the norms of student conduct.

Expectations in the Locker Room

1. Students are not allowed in the locker room from 8:15am until the end of the school day (with the exception of PE students).
2. The locker room will be open before and after school to drop off gear. The locker room is closed during the school day.
3. Students are required to lock all of their valuables in their assigned locker and must use a school issued blue lock. Lockers and their contents should always be secured.
4. Students are not to use their cell phones, any wearable smart devices, or cameras at any time in the locker room.

Expectations during Campus Ministry Events

1. Students are required to attend all liturgies and mandatory retreats regardless of their religious affiliation.
2. Students are expected to be prayerful, respectful and to participate fully, actively and consciously.
3. Students are expected to adhere to the school dress code, unless otherwise specified.
4. The same behavior expectations apply to all Campus Ministry functions, both on and off campus, including when students are off campus fulfilling their service hour requirement.

5. Students are expected to adhere to the norms of student conduct.

Expectations at Athletic Events (Taken directly from the WCAL Guidelines)

WCAL League Policy: Acceptable Behavior:

1. Applause during introduction of athletes, coaches and officials.
2. Athletes shaking hands with opponents who fouled out while both sets of fans recognized athletes' performance with applause.
3. Accepting all decisions of officials.
4. Yell leaders leading fans in positive yells in a positive manner.
5. Handshakes between participants and coaches at the end of contests, regardless of outcome.
6. Treating competition as a game, not a war.
7. Coaches/athletes searching out opposing participants to recognize them for outstanding performances of all participants.
8. Applause at the end of the contest for all participants.
9. Everyone showing concern for an injured athlete regardless of team.
10. Encouraging surrounding people to display only sportsmanlike conduct.

WCAL League Policy: Unacceptable Behavior:

1. Disrespectful, taunting, derogatory yells, chants, songs or gestures (including such cheers as “Na, na, hey, hey, goodbye” or “Airball, airball”).
2. Turning backs or holding up newspapers while teams are being introduced or when teams dance or drill teams are performing.
3. Booing or heckling an official’s decision.
4. Criticizing officials in any way; displays of temper with an official’s call.
5. Yells that antagonize opponents.
6. Refusing to shake hands or give recognition for good performances.
7. Blaming loss of game on officials, coaches or athletes.
8. Laughing or name-calling to distract an opponent.
9. Using profanity or displays of anger that draw attention away from the game.
10. Doing their own yells instead of following the lead of yell leaders.
11. Using noisemakers at any time unless these are mascots or traditional items that have prior approval of the league.
12. Unauthorized visiting of another school’s rooting section.
13. Going onto the court or field at any time before, during or after a contest.

Junípero Serra High School Policy

1. All Junípero Serra High School students must present a valid student body card when entering the game. All students must stay in the cheering section until the end of the game in order to receive Spirit Points.
2. Students may not leave a contest then re-enter at a later time.
3. All cheers shall originate from the designated yell leaders. Individual cheers and crude or defaming cheers are prohibited.
4. All Junípero Serra High School students must sit in the designated student area of both the facilities home and away.
5. Students are to cooperate with supervisors, faculty, parent volunteers and student leaders at all times, both home and away.
6. At all home sporting events, all students are to be seated as soon as possible and avoid congregating in facilities’ entrances. By law, these exits/entrances are to be kept clear, so that in case of fire or some other emergency, these exits are available.
7. Students should leave all athletic contests in a timely and orderly manner.
8. No charging field or court at any time.

Expectations at Extracurricular Activities

Junípero Serra High School students are expected to exhibit proper behavior at all extra-curricular activities. Student behavior that is inappropriate or dishonors the school’s reputation is not tolerated at any of these activities. Students in violation of this policy will face appropriate disciplinary consequences that could include detention, suspension or referral to the Disciplinary Review Board for possible expulsion.

Please note: Any student who is not in school **by 9:30 a.m.** for reasons other than medical or dental appointments is not allowed to practice, participate or attend any school activity that day. **Any student who leaves school prior to the end of his school day for any reason other than a medical or dental appointment is not allowed to**

practice, participate or attend any school activity that day. Any exceptions must be approved by the Assistant Principal: Student Life and the appropriate Administrator (Dean of Students, Athletic Director, Activities Director, etc.).

Expectations at Assemblies and Rallies

Assemblies and rallies are offered to enhance the school's program and spirit. Students are expected to attend, participate and to be courteous. Students must go directly to the assembly or rally and should sit in the appropriate section or assigned seat. Students must be attentive and respectful to speakers at all times and should not disrupt the assembly or rally in any way. Students are responsible for adhering to the norms of student conduct.

Expectations Off Campus

Schools are judged in no small measure by the conduct of their students when off campus. While Junípero Serra High School does not hold itself responsible for offenses committed outside its legal jurisdiction, **any conduct that is detrimental to the reputation of the school or that hinders the advancement and the moral good of the students can be cause for suspension and/or expulsion from the school.** A student accused of a serious wrong can be placed on a home study program pending the outcome of adjudication or investigation.

Expectations at Dances/Socials

- **Time:** School dances/socials normally begin at 7:00 p.m. and end by 10:00 p.m. Students **will not** be admitted after 7:30 p.m. unless permission from the Dean of Students is previously given. Students may not leave the dance before 9:30 p.m. Students **must** leave the premises by 10:00 p.m.
- **Admission:** A current Junípero Serra High School student will be admitted with a ticket and a valid student body card. Guests from Catholic high schools will be allowed admission with a valid ticket and their valid student body card or state identification card. Guests from other high schools will be allowed admission as the guest of a Junípero Serra High School student with a completed guest pass that has been turned in on time to the Activities Director. These guests must have a valid student body card from their school. High school graduates may attend at the discretion of the Dean of Students and they must have a completed Guest Pass. Guests cannot be over 20 years of age. Students and their belongings will be searched upon entrance. Students are encouraged to leave purses and backpacks at home as the school cannot monitor them during the dance. Students bring valuables at their own risk.
- **Male Dress Code:** The school dress code applies to all dances, unless specific announcements are made modifying the dress code. Students are expected to be clean and neat in their personal appearance, observing standards of modesty, moderation, and good taste. Clothing should be clean, hemmed and unripped. Hats and sunglasses are not allowed. Clothing displaying any offensive or sexually-suggestive language, or anything related to tobacco products, alcohol, or other illegal drugs will not be permitted. Earrings are permitted. School personnel will have the final say as to whether the dress is appropriate and acceptable.
- **Female Dress Code:** No halter tops, tube tops, tank tops/spaghetti straps, tops that reveal the midriff, that are bare back, low-cut or off-the-shoulder are allowed. Shorts and skirts need to be modest and of an appropriate length. School personnel will have the final say as to whether the dress is appropriate and acceptable.
- **Behavior:** Standards of Christian morality are expected at all dances, and chaperones will confront any student behavior that is disruptive or unbecoming. All students in attendance must provide a student ID upon request from school personnel. In the event of any violation of these regulations or any other behavior deemed inappropriate, the Dean of the guest's school will be notified of the incident. Large jackets, pockets, purses and backpacks will be inspected by school personnel before admittance to the dance. For the duration of the dance, students will be expected to be in compliance with the standards of dress stated above. All dance styles must comply with standards of Christian morality, standards that include modesty and safety. School personnel will be the final judge of the appropriateness of dance style. School personnel will confront any student behavior or dancing deemed inappropriate. Inappropriate dancing includes, but is not limited to the following: slam dancing, break dancing, moshing, "freaking," suggestive or otherwise **inappropriate** or dangerous dancing. **Only face to face dancing at an appropriate distance is permitted. Students and their guests MAY NOT engage in any sexually explicit form of dancing or gestures.** Everyone must follow the directions of the supervisors and the security. Behavior regulations and school policies apply to school dances, on or off campus.
- **Consequences:** If a student is dressed or dancing inappropriately, parents will be notified and the student will be sent home immediately with a parent and disciplinary consequences will follow and attendance at future dances may be prohibited. Any student asked to leave the dance will not receive a refund for their ticket.
- **Pre/Post Dance Activities:** Students are allowed to travel in limousines, stretch limousines and sprinter vans. (Students are not allowed to arrive or depart from the dance in party buses or hospitality vehicles.) Please be aware that these vehicles are subject to search. Junípero Serra High School prohibits the rental

of hotel rooms, Airbnb or other non-supervised venues due to the lack of supervision, the issue of safety and the disregard for Christian conduct and respect. It is important that parents who decide to rent transportation or facilities afterwards understand their liability. It is highly recommended that parents take the initiative to talk to the driver and check as students enter the vehicle to ensure that no alcohol or drugs are present. Students and parents are reminded that dances and socials are to be healthy and safe events dances and socials are to be healthy and safe events. Students are not to participate in any activities that are in violation of Junípero Serra High School's policies. Students who violate the policies may be brought before the Disciplinary Review Board for possible expulsion.

- **Drugs/Alcohol:** Any student may be subject to breathalyzer tests at any time. Possessing, selling, giving away, or being under the influence of alcohol, drugs, and /or illegal substances at or around the dance, will result in parents being contacted and students being asked to leave the dance. Students who are in violation of school policies will also be subject to school disciplinary procedures. Further disciplinary measures are outlined in the Serious Misconduct section of the Student-Parent Handbook. Students who violate this policy may be brought before the Disciplinary Review Board for possible expulsion. Behavior regulations and school policies apply to proms, on or off campus.
- **NOTE:** Students attending dances at other schools and need to have a dance pass signed, must bring the dance pass to the Attendance Office in the morning for the Dean of Students' signature. Junípero Serra High School students may pick up dance passes at the end of the day. Dance passes will not be faxed to other schools.

Expectations at Prom & Semi-Formal

- **Time:** Prom & Semi-Formal typically begins at 7:00 p.m. and ends at 10:00 p.m. Students will not be admitted after 7:30 p.m., unless permission from the Dean of Students is previously given. Students may not leave the dance before 9:00 p.m. Students **must** leave by 10:00 p.m.
- **Admission:** Students will purchase tickets electronically after completing all preparatory paperwork. Guests from Catholic or other high schools will be allowed admission with a valid ticket, their valid student body card or state identification card and a completed guest form. High school graduates may attend at the discretion of the Dean and they must have completed the Prom Form. Guests cannot be over 20 years of age. Students and their belongings will be searched upon entrance. Students are encouraged to leave purses and backpacks at home as the school cannot monitor them during the dance. Students bring valuables at their own risk. No refunds will be given for a student or guest who is not admitted to the dance.
- **Male Dress Code:** Students are to wear a suit or tuxedo and nice shoes. Top hats and fedoras are the only hats allowed. Students are not to wear sunglasses or carry canes. Earrings are permitted. This is a formal dance and students are expected to dress in a formal manner. Hair and shaving guidelines according to Junípero Serra High School's policies are still in effect. There should be no visible tattoos. Students in violation of the dress code will have their parents contacted, if violation is not corrected, students will be sent home. School personnel will have the final say as to whether the dress is appropriate and acceptable. Nice tennis shoes are allowed.
- **Female Dress Code:** Students are to wear formal attire. They are to dress appropriately and will not be allowed to wear outfits with low or revealing necklines or midriffs showing. Although strapless dresses are allowed, those with plunging necklines are not appropriate. Backless dresses that drop below the waistline are not appropriate. Long dresses with slits or short dresses may not expose the upper thigh. Dresses with holes or made of transparent or spandex material may not be worn. There should be no visible tattoos. They are not to wear sunglasses at the prom. Individuals in violation of the dress code will have their parents contacted, if violation is not corrected, individuals will be sent home with their date. School personnel will have the final say as to whether the dress is appropriate and acceptable. Nice tennis shoes are allowed.
- **Behavior:** Standards of Christian morality are expected at all dances, and chaperones will confront any student behavior that is disruptive or unbecoming. In the event of any violation of these regulations or any other behavior deemed inappropriate, the Dean of the guest's school will be notified of the incident. For the duration of the dance, students will be expected to be in compliance with the standards of dress stated above. All dance styles must comply with standards of Christian morality, standards that include modesty, safety and respect for self and others. School personnel will be the final judge of the appropriateness of dance style. Inappropriate dancing includes, but is not limited to the following: slam dancing, break dancing, moshing, "freaking," suggestive or otherwise **inappropriate** or dangerous dancing. **Only face to face dancing at an appropriate distance is permitted. Students and their guests MAY NOT engage in any sexually explicit form of dancing.** Everyone must follow the directions of the supervisors and the security. Behavior regulations and school policies apply to school proms, on or off campus. No refunds will be given for a student who is asked to leave the dance for inappropriate behavior and/or dress.
- **Consequences:** If a student is dressed or dancing inappropriately, parents will be notified and the student will be sent home immediately with a parent and disciplinary consequences will follow and attendance at future dances may be prohibited. Any student asked to leave the dance **will not** receive a refund for their ticket.

- **Drugs/Alcohol:** Any student may be subject to breathalyzer tests at any time. Possessing, selling, giving away, or being under the influence of alcohol, drugs, and /or illegal substances at or around the dance, will result in parents being contacted and students being asked to leave the dance. Students who are in violation of school policies will also be subject to school disciplinary procedures. Further disciplinary measures are outlined in the Serious Misconduct section of the Student-Parent Handbook. Students who violate this policy may be brought before the Disciplinary Review Board for possible expulsion. Behavior regulations and school policies apply to proms, on or off campus.
- **Pre/Post Prom/Semi-Formal Activities:** Students are allowed to travel in limousines, stretch limousines and sprinter vans. (Students are not allowed to arrive or depart from the dance in party buses or hospitality vehicles.) Please be aware that these vehicles are subject to search. Junípero Serra High School prohibits the rental of hotel rooms, Airbnb or other non-supervised venues due to the lack of supervision, the issue of safety and the disregard for Christian conduct and respect. It is important that parents who decide to rent transportation or facilities afterwards understand their liability. It is highly recommended that parents take the initiative to talk to the driver and check as students enter the vehicle to ensure that no alcohol or drugs are present. Students and parents are reminded that dances and socials are to be healthy and safe events dances and socials are to be healthy and safe events. Students are not to participate in any activities that are in violation of Junípero Serra High School's policies. Students who violate the policies may be brought before the Disciplinary Review Board for possible expulsion.
- **Mandatory Prom Program:** Parents are required to participate in an online prom safety program before students are allowed to purchase their ticket. Students may only purchase a ticket after attending the student meeting and the parent/guardian has completed the online prom agreement. Students must submit a prom form to the main office a week prior to the prom.
- **Other Proms/Semi-Formals:** Students attending dances at other schools must bring the dance form to the Attendance Office in the morning for the Dean of Students' signature. Junípero Serra High School students may pick up dance passes at the end of the day. Dance passes will not be faxed to other schools. Please note that students who have outstanding detentions will not be permitted to attend dances, proms or semi-formals.
- **Refunds:** Please note that once final numbers have been given to the venue, there will be no refunds for the tickets.

Expectations at Graduation

- **Graduation Exercise:** In the event that a senior is in violation of a major school rule, a student may forfeit his right to participate in the graduation exercise. Seniors will be issued a graduation agreement that outlines the expectations set forth for all second semester seniors. These agreements will be distributed during the second semester and must be signed by the student and his parent/guardian and then promptly returned to Junípero Serra High School. Students who have not signed the agreement will not be able to participate in graduation or other activities involving seniors. In keeping with the dignity of the Cathedral and the guidelines given to us by the staff of St. Mary's, once the ceremony has begun, we ask that you remain in the place that you have chosen. While this is a graduation ceremony and a time for celebration, we must remember that this ceremony is being held in a cathedral and our behavior should be appropriate for a sacred space. Traditionally, each graduate's name is read prior to receiving his diploma. We understand that you have good reason to be proud of your graduate's successes and accomplishments. **We ask, however, that you not shout out or applaud individually when your son's name is announced.** Doing so would draw attention away from the next students in line and would not be fair to those students. After all graduates are presented, we acknowledge their achievements collectively. **Please share these guidelines with all members of your party. We have told the seniors that if invited guests shout out while they are receiving their diploma case (the students actually receive their diplomas at the Cathedral right after the ceremony), the actual diploma may be withheld for two weeks.**
- **Video Cameras/Photos:** As with any special occasion, we sometimes like to capture the moment on film. At times, this may block the view of seated guests and families. To avoid this we ask that you move to the rear of the Cathedral to videotape/photograph the ceremony. Please know that Serra has arranged for the ceremony to be livestreamed.
- **Professional Photographers:** We have arranged for professional photographers to take individual pictures of the graduates as each graduate receives his diploma.

Expectations on Overnight Trips

- **Junípero Serra High School - Sponsored Trips:** Schools are judged in no small measure by the conduct of their students when off campus. When a student chooses to participate on a school-approved overnight trip, whether domestic or international, the student must remember that they represent the school and its reputation at all times. While Junípero Serra High School does not hold itself responsible for offenses committed outside its legal jurisdiction, any conduct that is detrimental to the reputation of the school or that hinders the advancement and the moral good of the students can be cause for suspension and/or expulsion

from the school. If a serious offense takes place during the trip, a student may be sent home at the expense of the parents. To ensure the safety, security, and educational benefits of participants on an overnight trip a student will be held to the behavioral expectations as outlined in the Junípero Serra High School Student-Parent Handbook.

- **Trips not Sponsored by Junípero Serra High School:** Occasionally students participate in trips that are not sponsored by Junípero Serra High School. Students are to remember that although this is not a school trip, that they are Junípero Serra High School students 24/7. If the school becomes aware of a Junípero Serra High School student who violates the Student-Parent handbook, he may be subject to disciplinary consequences according to the handbook.

GENERAL SCHOOL REGULATIONS

School Hours

During normal business hours the campus is open from 7:30am-4:00pm and the main office is open Mondays-Thursdays from 7:30am-4:00pm and Fridays 7:30am-3:30pm. Before school, the cafeteria will be open at 7:30am and the Stinson Center for Learning & Innovation will open at 7:30am.

After school, students are reminded that the academic building is closed at 4:00pm. All students, including those participating in after-school activities, should have their books or any other necessary items removed from their academic locker prior to 3:30pm. All students who are not involved in activities after-school should leave the premises by 3:00pm or should report to the Stinson Center for Learning & Innovation as it will remain open and supervised until 4:00pm.

Restricted Areas

- **Hallways:** When classes are in session, the upstairs and downstairs hallways in the Academic Buildings are to be kept clear of students. There are designated areas in the lobbies that are reserved for students working quietly during classes. Any students who cannot behave appropriately in these areas, will not be able to continue studying in these designated study areas.
- During the lunch periods, students should not be in the Academic hallways unless they have a note from a teacher, or are working in the Stinson Center for Learning & Innovation, the ARC or the Math Center.
- **All Times:** Students should not be in the following areas without specific permission: the elevator, offices, faculty lounge, parking areas, storage areas & the maintenance shop.
- **During the School Day**: During the school day, students should avoid areas outside of classroom windows, e.g. the inner courtyards, parking lot, the athletic fields, the locker room or any area that could disturb classes in session. Students dismissed early should quietly go to their lockers and then vacate the hallways. The Chapel is a place to pray and is not a study hall, lounge or passage between hallways.

Eating

Students are permitted to eat in the following areas:

- Cafeteria
- Blacktop
- Cafeteria foyer outside of ‘snack shack’ but not in the entrances of the auditorium
- Students are only permitted to eat modest snacks in classrooms with the teacher’s permission. Water will be allowed in all areas of the school -- absolutely no other drinks will be allowed in the classrooms. However, students **should not** eat in common areas in the Academic building:
    - Art, Music and Science Classrooms/Labs (due to chemicals, other materials and the nature of the class activities that could compromise student safety)
    - Chapel
    - Stinson Center for Learning & Innovation and the ARC (if a student is on his independent study period he is able to eat in the cafeteria and therefore food is not allowed in these areas).
    - Areas with seating: Main lobby, ARC lobby, 2nd floor arts & science, 2nd floor by Stinson Center for Learning and Innovation.

DRESS and PERSONAL APPEARANCE CODE

All students attending Junípero Serra High School must comply with the Dress and Personal Appearance Code during the school day and at required school sponsored activities (i.e. retreats) unless otherwise specified. Attire and personal appearance need to be neat, clean and respectful to others.

In order to maintain safety and identify students, students will be required to carry their student ID at all times.

The Junípero Serra High School Dress and Personal Appearance Code is enforced by all faculty and staff. Most violations can be avoided if parents and students familiarize themselves with the dress code expectations and parents take an active role in making sure that students are attired correctly for school. A student who is out of dress code may be referred to the Dean's Office for a change of clothing. Repeated violations of the dress code can only be viewed as a deliberate choice by the student. Blatant disregard for the dress code will result in a student being sent home from school. Penalties range from detention for minor infractions to suspension and/or expulsion for repeated and flagrant violations.

Once the school day has begun, the outermost layer of clothing **MUST** meet the following guidelines:

Approved clothing:

- **Shirts:** Junípero Serra High School sponsored-shirts are allowed. WCAL, CCS and CIF shirts are allowed. Any non-Junípero Serra High School shirts must have a collar. Words or graphics on collared shirts are limited to pocket-sized logos. (Junípero Serra High School-issued or approved outerwear includes any shirt sponsoring a Junípero Serra High School sport, club, department, or school-sponsored activity that has been officially reviewed and approved by the administration. These shirts must be clean, undamaged and unaltered). All coats, jackets, sweaters and sweatshirts may be worn only as outerwear over Junípero Serra High School dress-code attire.
- **Pants:** Jeans, long pants, and regular shorts that are in good condition, hemmed and fit at the waist.
- **Footwear:** Formal, casual and tennis shoes that are neat, clean and unaltered.
- **Socks:** Must be visible and worn at all times.
- **Coats/jackets/sweaters/sweatshirts:** Must be clean, in good condition, unaltered and fit properly. Clothing under a coat/jacket/sweater/sweatshirts must still meet all other dress code requirements. Words and graphics on coats, jackets and sweatshirts are limited to pocket-sized logos.
- **Seniors:** *Only seniors are allowed to wear college t-shirts and sweatshirts throughout the school year. Only official T-shirts and sweatshirts, identifying the university will be allowed. These t-shirts and sweatshirts must be appropriate in nature and adhere to the dress code as listed above.*
- The administration will make the final determination as to whether dress is appropriate or not.

Unacceptable clothing:

- **Shirts: College, Get Sports Focus, Next Level,** tank tops or other sleeveless shirts, military/work shirts, and athletic jerseys (even those with collars), and other shirts not approved by the Junípero Serra High School administration.
- **Sweaters and Sweatshirts:** Oversized, baggy items, etc. (V-neck sweaters should be worn with a shirt underneath.)
- **Pants:** Oversized, baggy, sagging, extra-long, camouflage, holes tattered or frayed. Swim shorts, athletic sweat suits/shorts, camouflage and/or mesh shorts. Fatigues are not allowed.
- **Hats, hoods, headbands and beanies** cannot be worn inside school buildings.
- **Footwear:** Work shoes, sandals, slippers, flip flops, crocs, moccasins and other shoes that might pose a safety hazard.
- **Any clothing with rips, holes or in poor condition.**
- Patches, signatures, pictures, slogans or drawings including military/camouflage treatments are also not allowed.

Note regarding injured students:

- Any student needing to modify the Dress Code due to an injury must request this modification through the Dean's Office prior to returning to school.

Students are not permitted to wear any attire during the school day, at any school-sponsored event, or on the school premises that displays inappropriate or offensive material, including but not limited to those that represent drugs, gangs, alcohol and/or tobacco products, or include any references to any racist, political, sexist, anti-religious or other discriminatory material.

Additionally, clothing **cannot** display:

- Signatures, pictures, slogans, or drawings including military/camouflage treatments

Once the school day has begun (first bell has rung), students **MUST:**

- Keep their hair clean and reasonably groomed and/or styled. Students must maintain their natural hair color. Extreme or faddish hairstyles are not permitted. The following are some of the hairstyles that will be allowed: HERE
- Not wear hats or beanies, at any time indoors while a student is on campus (including the cafeteria, classrooms, theater, etc.).
- Freshmen, sophomores and juniors must be clean shaven every morning before they enter the school building.

- **Senior shaving policy:** In their final year of school, seniors must be clean-shaven the **first school day of each week**, sideburns should not extend below the ear.
- Not wear earrings and body piercings. They are not allowed. Students may not wear their earrings or body piercings until they have left the school building after their final class of the day. Earrings and body piercings are not allowed during athletic competitions per league rules.
- Not wear sunglasses at any time indoors during the school day.
- Not display tattoos or other markings, temporary or otherwise. (Any tattoos must be covered at all times at during any school-sponsored activities, including but not limited to athletics contests off campus.)
- Not wear colored nail polish or have any writing on hands as it may be distracting.

All members of the faculty, staff and administration are required to enforce all aspects of the Dress and Personal Appearance Code, as such, students are to follow the direction of any faculty, staff or administrator in this regard. The Dean of Students will review repeated violations. The Dean of Students in consultation with the Administration of Junípero Serra High School has the final judgment of what is or is not acceptable.

Dress-Up Day

In keeping with appropriate dress for certain events and occasions, Junípero Serra High School will have dress-up days for our Mass of the Holy Spirit, Mass of the Immaculate Conception, the Holy Week Mass and the end of the year prayer service. These days will be announced in advance and students will be expected to follow these guidelines for the entire day:

- Dress slacks/Dockers style pants
- Full buttoned collared dress shirt, tucked in, with tie, socks and dress shoes
- Tennis shoes, blue jeans, sweatshirts and shorts are not permitted
- The Dean of Students in consultation with the Administration of Junípero Serra High School has the final judgment of what is or is not acceptable.

Violations of Dress and Personal Appearance Code

Students in violation of the dress code will receive a minimum of one-hour detention to be served that day. Depending on the severity of the dress code violation, parents may be required to come to school and bring proper attire or accompany the student home. Repeat violations will result in additional hours of detention and possibly suspension. Students will be assigned detention for school time missed for dress and personal appearance code violations. Confiscated articles of clothing (i.e., hats, earrings, etc.) will not be returned.

OTHER SCHOOL GUIDELINES

Any student who violates a school policy, may be subject to disciplinary consequences. The specific disciplinary consequences will depend on the severity of the infraction and may include detention(s) and/or suspension. Please note that both repeated violations and/or accumulated violations will result in more severe consequences.

Attendance of Classes

Students must attend classes on a daily basis and must attend mandatory study, study table and detention as assigned. Failure to attend will result in disciplinary consequences. A student who cuts an entire day of classes will be considered truant and will receive the appropriate consequences. Please see attendance policies on page 10 for more detail.

Attendance Procedures

All attendance procedures must be followed at all times for the safety and order of the campus. Please see attendance policies on page 10 for more detail.

Bus Conduct

It is imperative that student conduct on buses (public, charters and school) be appropriate and support the need for safety and order.

Cafeteria and Cafeteria Cards

Students paying for food in the cafeteria must pay with their student ID card. **No cash will be accepted**. Funds for purchases in the cafeteria can be loaded onto your card via the website or by bringing in a check or cash directly to the cafeteria. Student ID cards must be presented to purchase food and can only be used by the student whose name is on the card. Students who lose their Student ID card must notify the cafeteria staff and the main office immediately. Students who use lost or stolen student ID cards will be subject to disciplinary consequences as per the

Serious Misconduct section of the Student-Parent Handbook.

Note: Because there is food service available to students on a daily basis and for the safety and well-being of our community, food services like UberEats, GrubHub, DoorDash, etc. will not be permitted on campus to deliver food to students. If food is delivered to a student, they will receive appropriate consequences and food will be confiscated.

Chewing Gum
The chewing of gum at any time in the school building is prohibited.

Closed Campus
All students are required to be on campus at all times during the school day, unless they have received a "Permit to Leave" pass from the Attendance Office. Students may leave campus to go home at the end of their school day. The school day includes detention, Study Table and Padres Forward. Students who leave campus for any reason during the day without permission and the appropriate permit to leave will be subject to disciplinary consequences.

Dismissal from Class
If it becomes necessary for a teacher to remove a student from class for a disciplinary reason, that student must report directly to the main office and will not be allowed to return to class until the matter has been resolved to the teacher's and the Dean of Student's satisfaction. A student removed from class for disciplinary reasons will receive three hours of detention and both the Dean of Students and the teacher will contact his parents.

In cases where there is a serious breach of discipline or a history of behavioral infractions, a disciplinary contract will be written stating the school's expectations for the student's classroom behavior. The contract will be signed by the student, his parents and the Dean of Students. Failure to comply with the stated conditions will result in the permanent removal of the student from the class, assignment to Padres Forward during the class period, and the issuing of a failing grade for the course (see Detention Policy).

Drones
These are NOT to be used on campus or at school or at school-related activities unless supervised by a faculty/staff member (ie. practices or school projects).

Drones are not allowed to be flown during any CIF sanctioned games or events happening on campus.

Eating in Building
Detention will be awarded for eating in restricted areas of the school.

Headphones & Other Similar Listening Devices
For the safety and good order of the school wireless headphones, earbuds, and similar technology will only be allowed during class when permission is granted by a teacher or staff member, as well as lunch or independent study periods in the following locations only: cafeteria, blacktop, and Stinson Center.

Eighteen Year-Old Students
Students who have reached 18 years of age must abide by the rules under which they were accepted to Junípero Serra High School; namely that they live under the supervision of parents or legal guardians.

Forged Notes/False Excuses
Under no circumstance is a student allowed to sign a note to excuse himself, nor is he allowed to forge a note/signature to excuse himself.

Illness or Injury
Anyone becoming ill or injured while at school must report to the Attendance Office immediately. Students are not allowed to leave campus until they receive permission from the Attendance Office. Under **NO** circumstances should a student go home before the school contacts the parent or guardian.

Stinson Center of Learning & Innovation
Students using the Stinson Center for Learning & Innovation are expected to work quietly and productively, in a manner that is not disruptive to other students. Headphones and other listening devices are allowed during independent study and lunch periods in the Stinson Center.

Littering
Junípero Serra High School takes great pride in its campus. In an effort to be a green campus, students are expected to keep the campus clean, which includes using the appropriate recycling and composting bins. They must also keep the areas around their desks clean and should dispose of all paper properly. Lunch areas must also be cleaned before students return to class. Students who litter will be assigned detention.

The administration reserves the right to extend the school day in the event that the campus is deemed unclean. For example if it takes 20 minutes for the campus to be cleaned, 20 minutes will be added onto the school day.

Lost and Found
Lost and found items may be turned into the main office. Any devices that are found or turned in will remain in the main office. All clothing and other goods will be stored in the cafeteria nearest the blacktop. Lost and found books will be kept in the main office until claimed. Unclaimed items are discarded after thirty days. The school cannot be responsible for items or valuables left in lockers, classrooms, hallways or athletic areas. Students are encouraged to write their name in their textbooks and notebooks in order to facilitate their return in case they are lost. Junípero Serra High School is not responsible for any items that are lost or stolen. However, students, who are involved in stealing another person's belongings, are subject to disciplinary consequences.

Pranks
Pranks are not allowed at Junípero Serra High School or on any other campuses. Depending on the severity of the prank, it may be considered Serious Misconduct.

Prescription Medications
Students are not allowed to take any medication unless supervised by main office staff. All prescription medicine must be in its original prescription-labeled bottle and given to the main office staff with a parent note indicating the administration of the prescribed medication. Any student with a prescription epipen or inhaler, must notify the main office, however the epipen and/or inhaler must remain with the student at all times for his safety.

Possession of a medical prescription for use of marijuana (for example: medical marijuana card) does not entitle the student to possess or use marijuana on campus or at any school event. The possession or use of marijuana in any form when at school or on campus at any time will be treated as a violation of school rules as stated in the Serious Misconduct section of the handbook.

Skateboards, Bikes, E-Bikes, etc.
Although, students are allowed to ride skateboards, bikes and e-bikes to and from school, these are NOT to be used on campus or at school or at school-related activities. Students are responsible for storing skateboards, bikes and e-bikes in the designated areas and must provide their own lock. Skateboards are not to be brought to class. Confiscated skateboards may be returned at the end of the school year. Please note that students must wear a helmet when travelling to and from school.

Student Identification Cards (Student IDs)
All students are required to carry their student identification cards (Student IDs) at all times while on the school campus. Student ID Cards are distributed at the beginning of each year. Every student is to have a current Student ID Card and have it in his possession at school and all school related activities. If a faculty or staff member asks a student for his Student ID Card, the student is to present the card immediately and see the Dean of Students promptly regarding its return. Replacement Student ID Cards will be issued through the Tech Center for a $10 fee. Replacement cards will be issued no sooner than 24 hours after the student request.

Tardies
Students will receive detention for unexcused tardies. Excessive tardies will result in dismissal from a course, additional detentions and/or suspension from school. For more information regarding tardiness see the Attendance section of the handbook.

Technology Policy (Cell Phones/Academic Devices)
Any unacceptable conduct and/or illegal interaction using technology on or off Junípero Serra High School's campus is strictly prohibited. Any improper use of technology is considered disruptive and harmful to the Junípero Serra High School community and will not be tolerated. The determination of what the school will consider acceptable is made by the school administration. Any electronic interaction that is inappropriate or harmful towards the school or a member of the school community will result in disciplinary consequences. Please see the Acceptable Use Policy in Academic

section of the Student-Parent Handbook for more details.

During normal school hours, cell phones, “smart” phones, “smart” watches, wearable “smart” items, and other devices must be silenced and out of sight unless they are required by a teacher for educational purposes (i.e. a specific class assignment). These devices are not to be used at any time in the academic areas of the school. Students are allowed to use their phones during their lunch period in the cafeteria and on the blacktop only. Please note that drones, “smart” watches or any device with bluetooth capability are not allowed to be used on campus during normal school hours without permission of a teacher. **No technology, including, but not limited to cell phones, wearable “smart” devices, and academic devices, are ever allowed to be in the “on position” in the locker rooms and or restrooms; this is in effect at all times.** These devices must be silenced and put away before the first class begins (8:15am) and cannot be used until after school (outside of the Academic Building). Any violation of this policy will result in confiscation of the electronic device and the student will receive detention.

Any unacceptable use of an electronic device, which includes but is not limited to cell phones and academic devices is considered a violation of the handbook. Examples of unacceptable use include, but are not limited to: honor code violations, viewing or recording inappropriate content, gaming, recording others without expressed consent, etc.

School personnel have the right to open and access any data on any device at any time. Devices that have been confiscated or that are in question may be handed over to the proper authorities if necessary. These devices will not be returned until the conclusion of the disciplinary investigation.

Students who violate this policy will be subject to progressive discipline which may include detention, the confiscation of devices and parents having to retrieve the device. When the violation is more severe, it may be considered serious misconduct. For more details, please refer to the Serious Misconduct: Technology portion of the handbook.

Please note: Students may not use any device to take pictures, videos or audio recordings at any school event unless previous authorization has been granted by the school. Any improper use of technology where a device has been used to take an inappropriate picture of another person or a picture/video has been taken without consent is considered disruptive and harmful to the Junípero Serra High School community. This includes but is not limited to improper snapshots of people, places, phone/computer contents, items, tests and other documents, and/or manipulation of documents, images, etc. Students who film, photograph or record anything without expressed consent from a teacher or administrator will be subject to immediate suspension and/or expulsion.

Telephone and Text Messages

Telephone messages will be delivered to a student only in the case of emergency as determined by the school. Students using electronic devices to receive/make phone calls or to receive/send text messages without permission during the school day will be subject to disciplinary action.

Use of Lockers

Lockers remain the property of the school and may be opened at any time by the Administration. Academic lockers (in the A-wing) will be issued during the 2026-2027 school year and will be administered on a first come first served basis. Athletic lockers will be distributed during specific athletic seasons. Any damage to lockers will be billed to the student assigned to the locker. Students are not permitted to change lockers without permission of the Dean of Students and/or Asst. Athletic Director. Lockers must be kept clean, orderly and locked at all times. Locker combinations should not be given to anyone. Only locks purchased at school are permitted on Academic and Athletic lockers. The school is not responsible for anything taken from the lockers.

Vending Machines

Anyone tampering with, vandalizing and/or stealing from any of the vending machines on campus will be subject to disciplinary action.

Trespassing/Visiting Other School

Being present in any part of Junípero Serra High School or other school facility when it is closed to the public or the student is not authorized to be there is strictly prohibited. Students must not visit *other* schools unless they receive authorization from the Dean’s office of Junípero Serra High School as well as the school to be visited. Students must also not invite friends from other schools onto our campus without receiving prior Administrative approval. Students may be liable for suspension and/or expulsion depending on the severity of the infraction.

Visitors

All visitors must sign in with the main office, show appropriate identification and obtain a visitor’s pass. Students must

also not invite friends from other schools onto our campus without receiving prior Administrative approval.

SERIOUS MISCONDUCT

Students involved with serious misconduct may be suspended, brought before the Disciplinary Review Board, and/or expelled, this can be after a series of infractions or even one infraction depending on its severity

Alarms/Threats
Students who falsely trigger fire/other alarms or falsely report emergencies at school or related to the school will be subject to disciplinary consequences. Additionally, students who make threats in person or online regarding the health and safety of individuals, schools and/or other entities will be subject to disciplinary consequences.

Bodily Contact and/or Rough Housing
Committing a reckless or negligent act that inflicts bodily contact upon another person, which may include rough-housing or teasing is unacceptable. Students involved with these types of behaviors will receive disciplinary consequences. If this behavior persists or escalates it would be considered serious misconduct.

Driving
Any student who does not follow the parking and driving regulations of Junípero Serra High School and the State of California may forfeit the right to drive to school.

Extortion and/or Coercion Policy
Extortion and/or coercion are expressly prohibited and the offender will be automatically suspended and liable for expulsion.

Fighting
Any student involved in fighting on or off campus is liable for disciplinary consequences.

Gambling Policy
Gambling in any form is expressly prohibited. Students who gamble or are perceived to be gambling may be liable to disciplinary actions including possible suspension and/or expulsion.

Harassment Policy
Students who harass another individual in a verbal, written, physical or visual form may be liable for suspension and/or expulsion. Please refer to the Harassment section of the Student-Parent Handbook for complete details.

Hazing Policy
Students involved with the hazing of another student(s) may be liable for suspension and/or expulsion. Hazing is considered committing an act against another student or coercing a student into committing an act that creates a substantial risk of harm or holds a student up to ridicule in order for the student to be initiated into or affiliated with a student organization, group, or club.

Impairing, Intoxicating and/or Illegal Substances
The philosophy of Junípero Serra High School states that “our educational process, grounded in the Catholic traditions, affirms the dignity of the human person. We seek to develop the unique gifts and talents of each Junípero Serra High School student. We desire to foster individuals who make responsible choices based on the Gospel values.” We adhere to the belief that any use of impairing, intoxicating and/or illegal substances by our student population is inconsistent with this philosophy. Our perspective is that a student’s use and abuse of alcohol, tobacco/nicotine products and drugs is an affront to his dignity, a practice which creates a serious obstacle to the development of his unique gifts and talents, and is, at its core, a threat to a student’s health and well-being. It is a behavior which is contrary to the Gospel values, as communicated through our Catholic tradition, which form the cornerstone of our educational process. Students are reminded that behavior outside of school hours and premises that reflect poorly on the school population is subject to disciplinary consequences. Each case will be reviewed on its own merit and with due process.

I. Students Experiencing Problems with Impairing, Intoxicating and/or Illegal Substances
Any student who is experiencing a problem with impairing, intoxicating and/or illegal substances is encouraged to speak with his counselor. Any student who voluntarily approaches a counselor, administrator, teacher, coach, or other

staff member for help regarding his use of impairing, intoxicating and or illegal substances (not influenced by prior knowledge of an offense) will be assisted in the Catholic spirit of reconciliation and rehabilitation. The same will be true for students referred to any staff member by friends or family for intervention. These cases will not be considered disciplinary matters, but rather will be referred to his counselor who will support a student's family in identifying the resources needed for support and healing. Students who discuss these types of problems are protected by the confidentiality inherent in the student-counselor relationship. In accordance with California state law, information discussed in these counseling sessions will only be disclosed if a student's well-being is in imminent danger. The Counseling Department is committed to helping students find and utilize resources (both within and outside of school) that will assist them in overcoming any problem with impairing, intoxicating and/or illegal substances.

II. Students in Possession of, Under the Influence of and/or Using Impairing, Intoxicating and/or Illegal Substances or Related Paraphernalia while Under the School's Jurisdiction, as Determined by the School

Any student who is either in possession, under the influence of and/or using impairing, intoxicating and/or illegal substances or related paraphernalia at school or school-related activities will be immediately suspended and subject to, but not limited to, some of the following consequences:

*Although legislation has been passed that allows alcohol, tobacco products and marijuana on your person at the age of 21, Junípero Serra High School prohibits the possession and/or use of these substances at school or at any school related events.

III. Selling, Distributing or Possessing Impairing, Intoxicating and/or Illegal Substances and/or Paraphernalia For Possible Distribution (As Determined by the School)

A student who is determined to be guilty of selling, distributing and/or possessing impaired,intoxicating and or illegal substances and/or paraphernalia for sale or in exchange for other goods will have his file reviewed by the Disciplinary Review Board for possible expulsion. This includes instances both on and off campus, at all times.

Pornography

Possession of obscene, vulgar or sexually explicit material using technology of any kind, including any social media platform is unacceptable. Students transferring pornography or other inappropriate content will be subject to disciplinary consequences which may include suspension and/or expulsion, and notification to local, state and federal enforcement agencies.

Sexual Misconduct/Lewd Behavior

Students caught participating in sexual misconduct or lewd behavior will be subject to disciplinary consequences, which may include suspension and/or expulsion. Sexual conduct that is considered offensive will not be tolerated. This includes but is not limited to possessing, creating or accessing sexually explicit material through the use of other electronic communication or other means, sexting, any physical acts of aggression or force, or the threat of aggression or force, which involves non-consensual sexual contact or non-consensual sexual intercourse with another person. This also includes any student who exposes himself or another person.

Stealing Policy

Students caught stealing may be liable to suspension and/or expulsion. Included in this area are: a) stealing personal property from another student, faculty, staff or the school; b) tampering with another student's personal property; c) stealing from the cafeteria; d) taking from the Stinson Center for Learning & Innovation books under any circumstances without the book being properly checked out; e) failing to return lost property or being in possession of stolen property.

Student Non-Cooperation/Insubordination

Students who refuse to cooperate, deceive or lie to faculty/staff or administration at any time, especially during a disciplinary investigation, are liable for disciplinary actions that can include suspension and/or expulsion. If the school suspects that the safety and well being of the community is in question, the authorities may be notified.

Technology Policy (Cell Phones/Academic Devices)

Any unacceptable conduct and/or illegal interaction using technology on or off campus is strictly prohibited. Any improper use of technology is considered disruptive and harmful to the school community and will not be tolerated. The determination of what the school will consider acceptable is made by the school administration. Any electronic interaction that is inappropriate or harmful towards the school or a member of the school community will result in disciplinary consequences. Please see the Acceptable Use Policy in Academic section of the Student-Parent Handbook for more details.

During normal school hours, cell phones, “smart” phones, “smart” watches, “smart” glasses and other wearable “smart” devices must be silenced and out of sight unless they are required by a teacher for educational purposes (i.e. a specific class assignment). These devices are not to be used at any time in the academic areas of the school. Students are allowed to use their phones during their lunch period in the cafeteria and on the blacktop only. Please note that drones, “smart” watches, other wearable “smart” devices or any device with bluetooth capability are not allowed to be used on campus during normal school hours without permission of a teacher. **No technology, including, but not limited to cell phones, other wearable “smart” devices and academic devices, are ever allowed to be in the “on position” in the locker rooms and or restrooms, this is in effect at all times.** These devices must be silenced and put away before the first class begins (8:15am) and cannot be used until after school (outside of the Academic Building). Any violation of this policy will result in confiscation of the electronic device and the student will receive detention.

Any unacceptable use of an electronic device, which includes but is not limited to cell phones and academic devices is considered a violation of the handbook. Examples of unacceptable use include, but are not limited to: honor code violations, viewing or recording inappropriate content, recording others without expressed consent, gaming etc.

School personnel have the right to open and access any data on any device at any time. Devices that have been confiscated or that are in question may be handed over to the proper authorities if necessary. These devices will not be returned until the conclusion of the disciplinary investigation.

This policy is under review and may be subject to change prior to the start of the school year.

Please note: Students may not use any device to take pictures, videos or audio recordings at any school event unless previous authorization has been granted by the school. Any improper use of technology where a device has been used to take an inappropriate picture of another person or a picture has been taken without consent is considered disruptive and harmful to the Junípero Serra High School community. This includes but is not limited to improper snapshots of people, places, phone/computer contents, items, tests and other documents. Students who film, photograph or record anything without expressed consent from a teacher or administrator will be subject to immediate suspension and/or expulsion.

Vandalism Policy

Students who deface or damage school property may be liable to disciplinary action including possible suspension and/or expulsion, restitution and/or punishment.

Weapons, Replica Weapons, Dangerous Instruments and/or Fireworks

Students are not allowed to possess, handle or transport any object that can reasonably be considered a weapon, including but not limited to pocket and other knives, guns, tasers etc.: a) on the school grounds at any time; b) in vehicles parked on or off campus; c) off the school grounds at any school function or event; d) or while en route between home and school. Students violating this rule are subject to suspension and/or expulsion. For more information regarding what constitutes a weapon, see California Penal Code 626.10.

Note: Training or replica weapons or other threatening instruments (including but not limited to firearms and knives, as well as training or replicas, ammunition, mace, tasers, pepper spray or other projectiles that can cause bodily harm) are not permitted on campus without prior approval from the Dean of Students. These items will only be approved for a specific school function, ie. use in a scene for the fall play, etc. Students involved in scouting, hunting and other outdoor activities, should make sure that their vehicles and belongings are free from these types of items as they can pose a danger and if found the student will be subject to disciplinary consequences up to and including suspension and/or expulsion.

CONDITIONS OF RETURN FOLLOWING SERIOUS MISCONDUCT

Junípero Serra High School walks with students on their journey to become responsible young men. As such, students may stumble from time to time. Understanding that high school is a time for growth, change and maturity, when appropriate, Serra will take a restorative justice approach, in which Serra will work with students and families to rectify the situations at hand. It is important to understand that although we strive to work with all students and families on this journey, students involved with serious misconduct may be suspended, brought before the Disciplinary Review Board, and/or expelled, this can be after a series of infractions or one infraction depending on its severity.

First Offense:

- The student will be sent to the Dean of Students’ office and the Dean will cooperate with the local

authorities.

- The student will be suspended from school.
- The student's file may be brought to the Discipline Review Board and the student may be liable for expulsion.
- The student will be placed on Conduct Probation.
- The student will be placed on Activity Restriction for a minimum of 7 calendar days. This restriction includes participation in Tri-School Productions, student government, interscholastic athletics (including practices, competitions, and conditioning), Serra club-sponsored activities, and other non-required school events. Students on restriction also may not hold a work permit or attend school dances at Serra or any other high school. This restriction may not include events which are academic class requirements and/or Kairos retreats.
- The student will receive detention.
- The student will be referred to the Counseling Department.
- There may also be consequences to support the student's growth, specifically related to the disciplinary infraction. For example, in a situation involving student use of an intoxicating substance:

The student may be required to enroll in an online education course, to be completed at the expense of his family.
The student may be required to undergo an alcohol/drug assessment
which may lead to a treatment program at the expense of his family.
The student may be subject to random searches.
The student may be subject to mandatory drug testing offsite.

Second Offense:

- The student's file will be brought before the Discipline Review Board for possible expulsion.

Note Regarding Students in Leadership Positions

The nature of the student leadership is that students are to serve as good role models and to lead by example. Therefore, any violation of the student-parent handbook will result in a review of the student leader's file to decide whether or not he will be allowed to continue in his leadership position.

Note Regarding Students Participating in Athletics

Student-athletes are held to regulations of the Western Catholic Athletic League (WCAL) (our league), Central Coast Section (CCS) (our section) and California Interscholastic Federation (CIF) which is the body that governs athletics in the state of California. Because participation in high school athletics is a privilege, any student who transfers during the course of a disciplinary investigation or who are asked to leave JSHS may have sanctions placed on their participation in athletics for one year. These sanctions are not from JSHS, but rather are mandated in the CCS and CIF by-laws.

Note Regarding Investigations By Law Enforcement

As a member of the civic community, the school will respond to police investigations in an appropriate way. If the police come on campus to question a student concerning a matter not directly related to a school incident the police will be asked to arrange an interview with the student after school hours and off school premises.

Presented with a search warrant, arrest warrant or notified by Law Enforcement of exigent circumstances in a criminal investigation, the school will allow a student to be interviewed by Law Enforcement at the school. Parents of that student will be notified after the interview.

If Law Enforcement come on campus to question a student concerning a matter directly related to a school incident, the school will allow a student to be questioned in an investigation of a school-related incident. The parents of students interviewed under these circumstances will be notified after the interview.

Students cited by Law Enforcement in any criminal investigation will be subject to a school investigation and possible disciplinary action by the school.

The school reserves the right to call Law Enforcement at any time if it is suspected that the safety and well being of the community is in question.

Please note that the school will fully comply with any investigations conducted by Law Enforcement or other government agencies.

HARASSMENT

Introduction

In 1992, the Archbishop of San Francisco promulgated a comprehensive set of policies and procedures covering all forms of unlawful harassment, with particular emphasis on sexual misconduct in the workplace and in ministerial relationships, as well as highlighting the unique respect and responsibility which is owed by adults to children. These Comprehensive Guidelines are designed to serve as a more detailed policy and teaching tool for the students in Archdiocesan schools. It serves as a tangible witness to the Catholic commitment to live, love and respect as Jesus did.

This policy does not replace the 1992 policies and procedures. It is meant to be read and applied in conjunction with that document. Therefore, many of the government and Archdiocesan reporting laws and procedures are not repeated herein. Rather, the focus here is on education.

A complete copy of the Archdiocese of San Francisco Policies and Procedures Regarding Harassment, including the Safe Environment Guidelines and Appendices incorporated herein.

Harassment in General

The Archdiocese of San Francisco affirms the Christian dignity of every student. Harassment is unacceptable verbal, written, physical or visual conduct that is severe and pervasive. Harassment occurs when an individual is subjected to treatment in an environment which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, physical ability, sexual orientation or gender. Harassment of any student by another student is prohibited and will not be tolerated. It is the policy of the Archdiocese to provide a safe and comfortable environment in which all students are treated with respect and dignity. Any student who engages in any type of harassment towards another student or adult is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension and/or expulsion.

Hazing and/or Bullying

According to the US Department of Health and Human Services, "bullying is aggressive behavior that is intentional and involves an imbalance of power or strength". Typically, it is repeated over time. A child who is being bullied or hazed may have a hard time defending himself or herself. Bullying and/or hazing can take many forms, such as hitting or punching (physical bullying); teasing or name calling (verbal bullying); intimidation using gestures or social exclusion (nonverbal bullying or emotional bullying); and sending insulting messages by email [or any other electronic means] (cyberbullying).

Reporting Harassment, Hazing, and/or Bullying

Individuals who feel they have been victims of harassment, hazing and/or bullying have the right to report the incident to school authorities. A charge of harassment, hazing and/or bullying shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment and/or bullying will result in disciplinary action up to, and including, expulsion. Retaliation against an individual who brings a complaint, participates in an investigation of harassment, hazing and/or bullying or pursues legal action is prohibited. Similarly, deliberate false complaints are also prohibited. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including expulsion. An unsubstantiated complaint is not automatically considered to be a deliberate false complaint. Harassment, hazing and/or bullying committed in connection with any school program, whether on or off campus, is prohibited. This applies to academic, educational, extracurricular, athletic, and any other school programs. Depending on the nature and the extent of the charge, if reasonable suspicion of harassment, hazing and/or bullying is determined, the alleged harasser may be sent home pending the conclusion of the investigation by the school. The goal of this policy is to create a community free from harassment, hazing and/or bullying. Students who are victims of harassment, hazing and/or bullying or are witnesses to harassment, hazing and/or bullying have an obligation to themselves and their community to report these actions to the Dean of Students or another member of the faculty, staff, counseling department, Campus Ministry Team or the administration of Junípero Serra High School.

Sexual Harassment

Sexual Harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward a student under conditions such as the following:

- **Verbal Harassment:** Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, songs or epithets.
- **Written Harassment:** Suggestive or obscene letters, notes, invitations, drawings, pictures, emails, text

messages, websites, blogs and other communications.
- **Physical Harassment:** Unkind, immoral, non-consensual, and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement.
- **Visual Harassment:** Leering, gesturing, displaying of sexually suggestive objects or pictures, cartoons, or posters, including, but not limited to anything displayed on the internet.

Sexual Misconduct

- **Sexual Misconduct:** Conduct of a sexual nature, whether consensual or non consensual, that is unacceptable in the school environment or disrupts the school environment.
- **Sexual Assault:** Deliberate sexual contact that is non-consensual.
- **Sexual Exploitation:** The taking of sexual advantage over another for one's own gain or the gain of others, but to the detriment of the victim(s) involved.

Student to Student, Student to Adult Sexual Harassment

This policy prohibits any form of sexual harassment whenever it is related to school activity or attendance and occurs at any time including, but not limited to, any of the following:

- While on school grounds
- While going to or coming from school
- During the lunch period whether on or off campus
- During, or while going to or coming from, a school sponsored activity

Note: Should conduct outside the school environment come to the attention of the school, this too may serve as grounds for discipline as students of Archdiocesan schools are expected to conform their lives to Christian principles at all times.

Any student who engages in any type of harassment of another student or adult is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension and/or expulsion.

United States. U.S. Department of Health and Human Services. What We Know About Bullying. HRSA Web. 8 June. 2010.

Reporting Sexual Harassment

Individuals who feel they have been victims of sexual harassment or misconduct have the right to report the incident to school authorities. 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, expulsion. Retaliation against an individual who brings a complaint, participates in an investigation of harassment or sexual misconduct or pursues legal action is prohibited. Similarly, deliberate false complaints are also prohibited. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including expulsion. An unsubstantiated complaint is not automatically considered to be a deliberate false complaint. Sexual misconduct committed in connection with any school program, whether on or off campus, is prohibited. This applies to academic, educational, extracurricular, athletic, and any other school programs. Depending on the nature and the extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school. The goal of this policy is to create a community free from sexual misconduct. Students who are victims of harassment or are witnesses to harassment have an obligation to themselves and their community to report these actions to the Dean of Students or another member of the faculty, staff, counseling department, Campus Ministry Team or the administration of Junípero Serra High School.

Student's Responsibility

It is the student's responsibility to conduct himself in a manner which contributes to a positive school environment. Students will not commit acts which tend to injure, degrade, disgrace or threaten the safety, privacy and respect of other students, teachers or staff members. Students who are victims of harassment or are witnesses to harassment have an obligation to themselves and their community to report these actions to the Dean of Students or another member of the faculty, staff, counseling department, Campus Ministry Team or the administration of Junípero Serra High School.

School's Responsibility

To promote an environment free of harassment, the school shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules and providing staff in-services or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of harassment. The school will treat allegations of harassment seriously and, in accordance with the

comprehensive reporting and investigation procedures set forth in the Archdiocese of San Francisco's 1992 Comprehensive Policy Against Harassment, will review and investigate such allegations of harassment in a prompt, professional and thorough manner.

Elastic Clause

The Administration reserves the right to alter, amend or augment any aforementioned disciplinary policies, such amendments will be communicated to the parents in a timely manner. Furthermore, the Administration reserves the right to enforce standards of conduct and behavior not mentioned in the foregoing disciplinary policies which are felt to be necessary for the good order of the school or the protection of students, faculty and staff. The school reserves the right to investigate and discipline any student conduct that the school believes, in its sole discretion, to be contrary to the mission and philosophy of the school.

DISCIPLINARY ACTION

There are various types of Disciplinary Action at Junípero Serra High School and they all are associated with varying levels of infractions. There are:

Teacher Assigned Detention

Teachers are empowered to enforce discipline in their classes, as well as to and from class. A teacher is permitted to assign detention for students who violate that teacher's rules. If a student fails to complete the assignment or does not show up, a teacher may turn his name over to the Dean of Students.

Detention

Students will be issued detention for disciplinary infractions of school rules. A student who receives a school-assigned detention is to report to the Dean of Students after the last class of the day. Students must report to detention on the day assigned. Detention will take place every day, Monday through Friday, for one hour. Attendance in Padres Forward or Study Table does take priority over detention. Detention takes priority over other school activities such as clubs and sports practices. A student on an athletic team which requires his attendance for a contest or early dismissal for a contest will have detention postponed to attend the contest. The administration reserves the right to withhold the student's participation in extracurricular activities depending on the nature of the infraction. A student may only have his detention postponed if it conflicts with appointments for doctors, dentists, professional tutors or counselors. Prior approval is needed from the Dean of Students, and the student must present a note from the doctor, dentist, professional tutor or counselor upon his return. The student must report to detention the following day. A student who fails to report to detention will receive additional detention. Any exception to this policy must involve special circumstances and be approved by the Dean's Office in advance. Repeated failure to serve will result in suspension.

Various Saturday morning detentions will be held throughout the year. A student assigned to the Saturday detention will not be excused from detention for any reason. Students with multiple detention hours may be asked to serve these hours in conjunction with a special event on campus. Students who have not served their detention hours before final exams begin will not be permitted to take exams. **If a freshman, sophomore, or junior has not completed all of his detention by the last day of finals, any remaining hours will be doubled and the student will be required to complete the hours during the weeks following graduation, as assigned by the Dean of Students.**

*Note: Lunchtime detentions will only be given to students who are less than 15 minutes tardy for a class; however, a student who is tardy for his first class on a late start day will receive one hour of detention that day. Any student who is more than 15 minutes late for a class (when school begins at 8:15am) will receive one hour of detention, also if a student is more than 30 minutes late for a class, it will be considered a cut.

Outstanding Detentions

Any student with outstanding detentions will not be allowed to attend any dances, formals, or proms. Seniors may not be allowed to participate in the end of the year ceremonies and Please note that students will not be eligible to take spring final exams until all detentions have been served.

Suspension

Suspension is a temporary penalty that removes a student from the school environment. A student is given suspension for significant violations of our handbook policies determined by the Administration. When a student is suspended, the parent or guardian will be notified and is expected to come to school immediately to pick up the student. Parents will also be expected to sign documents related to the suspension. Students may be readmitted to school when they show a willingness to cooperate with the school and its policies, and after they and their parents

have met with an administrator or their file may be brought before the Disciplinary Review Board for immediate expulsion. If a student is allowed to continue at Junípero Serra High School, there may be a Restorative Justice component and there may be additional conditions of return in place which may include, but are not limited to: detention, restitution, activity suspension, conduct probation, and outside help that will support the student. See the Junípero Serra High School philosophy of grading for information on missed work due to suspension.

Behavior Contract

A Behavior Contract is issued to those students who have had an infraction and/or a series of disciplinary violations that are so significant that the behavior has to be addressed in a formal way that includes written notification and a student/parent/administrator conference. The student may be required to complete a formal set of disciplinary requirements as a result of being placed on a Behavior Contract. A violation of a student's behavior contract will result in the student being placed on conduct probation and/or being referred to the Disciplinary Review Board.

Conduct Probation

Conduct probation is issued to those students who have a significant number of infractions and/or disciplinary violations or have not improved after previous warnings. Conduct probation can also be issued for a student involved in a major disciplinary violation. Parents will receive written notification and/or a parent-student-administrator conference will be arranged. The student may be required to receive professional, medical or psychological help as a condition of probation. At the end of each semester, the Disciplinary Review Board will review the case of each student on probation, and if the problem continues, the student may be dismissed.

Activity Restriction: Discipline

A student on Activity Restriction will not be permitted to participate in Tri-School Productions, student government, interscholastic athletics (including practices, competitions, and conditioning), Serra club-sponsored activities, or other non-required school events, nor may he hold a work permit or attend school dances of Serra or any other high school. Students may also be prohibited from attending specific school activities or functions at the discretion of an administrator. Exceptions to this policy may be made by the Administrative Team.

Home Study Program

Home study may be assigned to a student who is accused and/or charged with a serious handbook violation or who is dealing with circumstances that do not permit him to attend school for a period of time. Pending the outcome of adjudication or investigation, the student is to remain home from all classes and school activities, including tri-school, clubs, athletics, etc. The school will provide academic assignments for the student to complete at home.

Expulsion

When a student's conduct reaches the point where the Discipline Review Board determines that the student's behavior has shown no improvement or impedes the good name and moral well-being of the school or threatens the safety and order of the school community, the Discipline Review Board may recommend to dismiss a student from Junípero Serra High School. In exceptional cases, immediate expulsion may be necessary for students involved in a single major offense that the Discipline Review Board feels is completely inappropriate. Below is a partial list of some infractions that may be a cause for expulsion.

- A violation of his Conduct Probation
- Extortion and/or Coercion
- Fireworks and/or Vandalism
- Gambling and/or Stealing
- Harassment
- Indecent Exposure
- Possession or being under the influence of alcoholic beverages, illegal drugs or controlled substances
- Selling alcoholic beverages or illegal drugs or controlled substances
- Sexual Misconduct/Lewd Behavior
- Technology Violation
- Weapons and Dangerous Instruments
- Please note that when a student is expelled or leaves as a result of discipline he is no longer allowed on campus

POLICY FOR DISCIPLINARY REVIEW

Philosophy

As a college-preparatory high school, Junípero Serra High School expects its students to exhibit a high level of Christian conduct towards their peers, the school personnel and their community that empowers them to succeed in

life as a good and responsible citizen. Towards this end, the Conduct Dismissal Policy is designed to periodically and systematically monitor student's conduct, provide an opportunity for counselors or others to offer assistance, and inform parents when students are not meeting the school's expectations. When a student is having disciplinary difficulty, Suspension, Activities Restriction, Conduct Probation, Behavior Contract and/or Conduct Dismissal programs *(Expulsion)* will be put into effect.

Students are expected to comply with the letter as well as the spirit of any discussions, agreements, or contracts that result from this policy. Consistent with the school's commitment to helping students achieve their goals, all school personnel (teachers, counselors, coaches etc.) who have responsibility for a student's achievement will be consulted as part of this process.

Disciplinary Review Board

The Disciplinary Review Board will meet as needed throughout the school year as well as at the end of each semester to make a recommendation for every student who is subject to review. At the end of the spring semester, all students will have their disciplinary file reviewed by the Dean of Students in conjunction with the Assistant Principal: Student Life, if necessary, the student's file may be brought before the Disciplinary Review Board for further review and possible consequences.

Whenever possible, the comments and recommendations of the student's teachers and his counselor will be included in the review process. In the event that a student's file is brought before the Disciplinary Review Board, the student and his parents are allowed to provide a written statement and/or meet with the Assistant Principal: Student Life. The Dean of Studies and/or Assistant Principal: Student Life will then present the statement and information to the Disciplinary Review Board before a decision is made. For each student, the Board will make one of the following determinations:

- Conduct probation may be lifted. This will occur if the student has met all of the terms set forth in the meeting with the Dean of Students.
- The student may be placed on (or continue) Conduct Probation subject to certain conditions.
- The student may be dismissed from Junípero Serra High School for disciplinary reasons.

***Please note the CIF Policy related to discipline and athletic participation.**

CIF State Bylaw: 209. DISCIPLINE, EXPULSION AND TRANSFER FOR DISCIPLINARY REASONS:
C. Disciplinary Transfer

(1) If a student transfers from any public or private school when a disciplinary action is in place or pending,that student shall be ineligible for competition in all sports for one (1) year from the date of the transfer to the new school. (Revised May 2020 Federated Council)

Appeal Process

For questions regarding the disciplinary appeal process, please contact the Executive Assistant to the Principal within three days of the expulsion.

V. STUDENT ACTIVITIES

Student activities are a vital component of a student's life at Junípero Serra High School. The activities are designed to promote the physical and social development of the student to provide opportunities for leadership, to provide avenues to serve school and community and to develop interests and talents that are normally untapped in the classroom. We encourage the growth of clubs and the student's participation in them. The more they are involved, the more they receive from the Junípero Serra High School experience.

STUDENT ACTIVITY REQUIREMENT

All new students (freshmen and transfer students) are required to participate in at least 1 activity within the first 10 weeks of school. Approved activities will be shared with students at the beginning of the year.

Several of our clubs have existed since the establishment of Junípero Serra High School while many other clubs have developed over the years because of the interests and special aptitudes of our students and faculty. For a complete list of clubs, societies and other ways to get involved at Junípero Serra High School, please see the website HERE. Any student wishing to propose a club must do so by September 30th for the current school year and March 30th for consideration the following school year. Once the school year has begun additional clubs will not be considered.

THE SERRA BLOCK CLUB

The Block Club (Block "S") is the oldest student organization at Junípero Serra High School. It is a leadership and service organization which is made up of those students who have performed at the highest level in Academics, Athletics, the Arts, Leadership, Service and/or Student Activities. Students who receive a Block "S" in these areas are eligible for membership in the Block Club.

The criteria for awarding the Block "S" will be determined by the Assistant Principal: Academics and the Assistant Principal: Student Life, in conjunction with the various administrators, moderators and coaches in the specific areas awarding Block Society certificates. The Assistant Principal: Academics and the Academic Council set criteria for academics. The Assistant Principal: Student Life and the Student Life program directors set the criteria for the various co-curricular activities.

The Block "S" award is the same for all six areas and will be awarded just once when a student receives his first Block Society certificate. A patch indicating the particular area of achievement will also be given the first time a student receives the certificate. Additional emblems will be given each time a Block Society certificate is awarded indicating the particular area of achievement.

Students may display their Block "S" awards on a Block Jacket. The Block "S" and the various Block Society patches, as well as any other items issued and approved by Junípero Serra High School may be sewn onto a Block Jacket. Please see the Block club jacket guide: HERE

The Junípero Serra High School Block Club

The Block Club is a leadership and service organization. The members of the Block Club are those students who step forward and extend themselves in roles of leadership and service to the Junípero Serra High School community. Membership in the Block Club is not automatic upon receipt of a Block certificate, however, eligible students (i.e., students who have been awarded a Block "S") who wish to join require a separate application. The criteria is established by the Assistant Principal: Student Life, Director of Student Activities and the moderator. Those students who meet the criteria and are accepted will receive and can wear the Block Club shield on their letterman jacket.

Criteria for Earning the Academic Block "S"

In order to earn an initial academic block, a student must earn a total of 75 points, based on the Semester Unweighted GPA specified below. Additional block awards will be issued when a student earns point totals of 125 and 175.

3.750 to 4.000	=	25 points
3.500 to 3.749	=	20 points
3.250 to 3.499	=	15 points
3.000 to 3.249	=	10 points

After a student receives his initial block, he shall receive a star each semester he earns a perfect 4.00 GPA.

Criteria for Earning the Fine Arts Block "S"
Music
A Block "S" may be earned in music by participating in one or more of Junípero Serra High School's three performing groups: Advanced Band, Men's Chorus, or Jazz Band. Points toward the Block "S" are earned each semester according to the following scale:

Grade	Points
A	20
B	15
C	5

If a student has an unexcused absence from any performance during a semester, he will receive no points toward his block for that semester, no matter what the final grade he may receive.

A block may be applied for when a student earns 80 points. A second block may be earned when a student accumulates 120 points. A third block may be earned with 160 points. Students participating in multiple performing groups may earn multiple points beginning in the sophomore year.

Dramatic Arts
A Block "S" may be earned in Dramatic Arts by participating in one or more of Junípero Serra High School's dramatic or musical theater productions. Points toward the Block "S" are earned each production according to the following scale:

Position	Points
Cast or selected run crew	25 per show

If a student has an unexcused absence from any performance or rehearsal during the run of a show, he will receive no points toward his block for that production.

A block may be applied for when a student earns 75 points. A second block may be earned when a student earns 125 points. A third block may be earned when a student obtains 175 points.

Criteria for Earning the Athletic Block "S"
A Block "S" may be awarded to those students who participate on a Varsity team and who meet the established criteria of that sport. A player must obey all of the team rules established by the coaching staff to be eligible for the award. Any player who loses his eligibility due to poor grades or leaves the team before the end of the season will not receive the award. The final decision of awarding a Block "S" is at the discretion of the coach in consultation with, and with the approval of the Athletic Director.

Any senior who has participated for at least two years on a Varsity team or four years in a sport and has not met the minimum requirements for a Block, may still be eligible to receive a Block "S". The final decision of awarding a Block "S" to such a senior is at the discretion of the coach, in consultation with and with the approval of the Athletic Director.

Criteria for Earning the Block "S" in Individual Sports

Any student who successfully completes a season of a varsity sport as an athlete, manager or athletic trainer will be eligible to receive his Block "S."

1. Athletes:
    a. attend all practices and games/matches, unless he is ill, injured or excused by the Head Coach
    b. participate as a productive member of the team
    c. contribute as a player in practices or games/matches
2. Managers:
    a. attend all practices and games/matches, unless he is ill or excused by the Equipment Manager
    b. participate as a productive member of the managing team
3. Athletic Trainers:
    a. attend all practices and games/matches, unless he is ill or excused by the Athletic Training Staff
    b. participate as a productive member of the athletic training staff

Criteria for Earning the Christian Service Block "S"
In order to earn an initial Christian Service Block, a student must complete double the current number of Christian Service hours required for graduation, i.e., when he completes 160 hours of Christian Service that has been verified by the Christian Service Coordinator and the Director of Campus Ministry. Additional block awards will be issued upon completion of each additional 80 hours of verified Christian Service.

Criteria for Earning the Leadership Block "S":
In order to earn an initial leadership block and an initial pin, a student must earn 50 points through their successful participation in any combination of the following activities listed below. After a student receives his initial block, he shall receive a leadership pin for every additional 40 points he receives. Please note that all students receiving a leadership award must be in good standing with the Dean of Students and the Dean of Studies.

Position	Points Awarded
Executive Officer	50 points (each year of service)
Class Officer	20 points (each year of service)
Homeroom Representative	5 points (each year of service)
Big Brother	40 points (each year of service)
Mock Trial & Robotics Captains	25 points (each year of service)
Yell Leader & Robotics Leads (Design, Hardware & Software)	20 points (each year of service)
Robotics Vice Captain & Business Lead	15 points (each year of service)
Club President, Block Club Member or Equivalent as approved by the AP:SL & the Director of Activities	10 points (each year of service)
Tri-School Productions Stage Manager	40 points (each production)
Tri-School Productions Asst. Stage Manager	30 points (each production)
Tri-School Productions Dance Captain	10 points (each production)
Encounter Leader	40 points (each year of service)
Kairos Retreat Leader	30 points (each year of service)
Sophomore/Junior Retreat Leader	10 points (each year of service)
Varsity Team Managers	40 points (each season of service)
Athletic Intern	25 points (each season of service)
Athletic Trainers	15 points (each year of service)
Athletic Captains	5 points (each season of service)
Padre for a Day Host	15 points (each year of service)
Student Ambassador	10 points (each year of service)
Varsity Team Managers	40 points (each season of service)

VI. ATHLETICS

ATHLETIC DEPARTMENT MISSION STATEMENT

The Athletic Department of Junípero Serra High School's mission is to cultivate an atmosphere of athletic excellence that will provide well-coached and motivated individuals. We strive to develop the gifts and talents of each individual student-athlete and foster Gospel values in an environment of athletic distinction and mutual respect.

At Junípero Serra High School, athletics are an essential and important part of the high school experience. Athletics provide a learning experience for the student and a teaching opportunity for the coach. This learning/teaching experience and the player/coach relationship goes far beyond wins and losses. We believe our athletic program must reflect the philosophy of the school, where the emphasis is not only on the development of the intellectual, artistic and physical skills, but also on the nurturing of the spiritual, moral, psychological and social growth of each student. Coaches are responsible to use their technical skills diligently while working to support "students" in their journey towards becoming men of faith, wisdom, service, community and leadership." [1]

INTERSCHOLASTIC ATHLETICS

The interscholastic athletic program is an integral part of the curriculum. It holds many educational advantages for those students who elect to participate. The self-discipline required of the students participating in interscholastic competition provides a unique training opportunity not ordinarily available elsewhere in the curriculum.

All interscholastic activities of the Junípero Serra High School Athletic Department will maintain, in practice, as well as in spirit, the ideals and standards that are the policy of the school, the California Interscholastic Federation (CIF), the Central Coast Section (CCS) and the West Catholic Athletic League (WCAL).

GENERAL POLICIES

1. Student-athletes are expected to be familiar with the policies, philosophy and regulations of Junípero Serra High School and the Athletic Department.
2. Participation in Interscholastic Athletics is a privilege not a right, as such, the coach is the sole decision-maker regarding the level of participation (V, JV, Frosh etc.), the amount of playing time and the enforcement of team rules. The coach has the right to suspend or remove a player from the team at any point in the season if any school or team rule has been violated.
3. No student-athlete is to use any school facility unless a faculty member or coach is present to supervise him.
4. All student-athletes, with the help of their coaches, should set individual goals for the season.
5. All student-athletes are encouraged to play as many sports as possible.
6. Parents/Guardians of all athletes are strongly encouraged to join the Junípero Serra High School Booster Club.
7. Athletes at Junípero Serra High School will represent our program and the school in a responsible and mature manner. They will not, in any way, disgrace the name of Junípero Serra High School.
8. Junípero Serra High School teams take preference over all non-school teams. Any student who misses a practice or a game to try out, practice or play for a team outside of Serra will be subject to immediate dismissal from the school team. The individual coach has the right to grant an exception.
9. Athletes who violate the General Policy will be subject to the following disciplinary action:
    a. In the case of criminal offenses resulting in arrest, the athlete will be suspended from the team until further notice as determined by the administration. Appropriate disciplinary action will be taken.
    b. Any other violation of the General Policy will result in appropriate disciplinary action.
    c. The use of drugs and alcohol are illegal and prohibited by law and Junípero Serra High School. Due to the very nature of athletics, student athletes are expected to live a healthy lifestyle, as such:
        i. **Student-athletes in season:**
            a. who are found in possession and/or use of controlled substances or paraphernalia (including the use of alcohol), at a school-related event/activity will be subject to the school rules, in addition to other consequences as outlined in the Student-Athlete Contract.
            b. who are found in possession and/or use of controlled substances or paraphernalia (including the use of alcohol), at a non school-related event/activity may be subject to a 30 day suspension, in addition to other consequences as outlined in the Student-Athlete Contract.

[1] Philosophy Statement, Junípero Serra High School.

ii. **Student-athletes who are not in season:**

a. who are found in possession and/or use of controlled substances or paraphernalia (including the use of alcohol) during the off-season, either on or off campus, will be subject to school rules which may include game suspensions, in addition to other consequences as outlined in the Student-Athlete Contract.

***Please note the CIF Policy related to discipline and athletic participation.**

CIF State Bylaw: 209. DISCIPLINE, EXPULSION AND TRANSFER FOR DISCIPLINARY REASONS:
C. Disciplinary Transfer

(1) If a student transfers from any public or private school when a disciplinary action is in place or pending, that student shall be ineligible for competition in all sports for one (1) year from the date of the transfer to the new school. (Revised May 2020 Federated Council)

SPORTS AND LEVELS

Click HERE to view a complete list of the sports and levels available at Junípero Serra High School.

SCHOLASTIC ELIGIBILITY

All students participating in an extracurricular activity which necessitates investing a large amount of practice/participation must maintain a 2.0 grade point average (GPA).

1. At each official grading period, any student below a 2.0 GPA is placed on Activity Probation: Academics.
2. The school has established a probationary time of ONE grading period duration, whereby a student can compete while working to improve his grade point average above a 2.0.
3. The probation period for all student athletes will begin immediately when they fall below a 2.0 GPA whether or not they are currently on a team.
4. Students who achieve below a 2.0 for two consecutive grading periods are placed on Activity Suspension: Academics and are declared ineligible.
5. A student must pass 20 units in a given grading period to remain eligible in addition to the GPA requirements.
6. A student must complete all of his service hours from the previous school year.

ATTENDANCE

All students need to be on campus by 9:30 am. Any student who is not in school by **9:30 am** for reasons other than medical or dental appointments is not allowed to practice, participate or attend any school activity that day. Any student who leaves school prior to the end of his school day for any reason other than a medical or dental appointment is not allowed to practice, participate or attend any school activity that day. Any exceptions must be approved by the Assistant Principal: Student Life, Assistant Principal: Academics, and/or the appropriate Administrator (Athletic Director, Activities Director, etc.).

TRY OUT PROCEDURE

1. All students who intend to try out for a team should attend an information meeting and must sign up with the coach by the announced deadline.
2. Before a student is allowed to condition or try out, the following forms must be on file with the Athletic Department:
    a. A physical release form signed by a doctor.
    b. A student medical history form. (Form must be brought to physical appointment and then turned into school with the physical release form).
    c. A release from a parent/guardian.
    d. A steroid contract signed by both athlete and parent/guardian.
    e. A statement of insurance (football only).
3. The minimum try out length for all teams is:
    a. Varsity – 3 days
    b. JV/Freshmen – 3 days
    c. Golf (All Levels) - 1 9-hole round of golf

4. Athletes who try out late for a team due to overlapping seasons (only applies to members of a Junípero Serra High School team) will be given a fair opportunity to make the team. The following are the minimum try out lengths for athletes whose seasons overlap:
    a. Freshmen – 3 days
    b. Junior Varsity – 3 days
    c. Varsity – 1 day
5. All students must try out for the designated level for their class. Only the head coach may invite a student to move up a level or place a junior on the junior varsity.
    a. Freshmen must try out for freshmen or frosh/soph teams.
    b. Sophomores must try out for junior varsity or frosh/soph teams.
    c. Juniors and seniors must try out for varsity teams.
6. Any student who quits or leaves a team for any reason, including injuries, once final cuts are made (final rosters posted for teams that do not cut), cannot try out for another sport until the season has ended for the team he left. This includes post-season play. A coach cannot release a student to try out for another team.

(Exception: If a fall or winter varsity sport is in post WCAL competition, that coach may allow an athlete to begin workouts with a varsity team whose season is just beginning. That athlete is still a part of the in season playoff team and must make all team commitments required by the coach. Both coaches must agree to this special consideration.)

MEDICAL

1. Each student who intends to try out for any sport must provide evidence of physical examination by a physician before he will be allowed to try out. Physical examinations are valid only for one calendar year. Such evidence is to be turned in by means of a PHYSICAL RELEASE FORM supplied by the school to the Athletic Office.
2. Each student participating in interscholastic sports must provide evidence that he is covered by an adequate medical insurance policy. The information should be recorded on the parental release form. The school insurance policy is secondary and supplemental to the student's policy.
3. Any student-athlete who is injured must report to the school's athletic trainer.
4. Any injury to an athlete that requires medical attention must be reported to the school's athletic trainer. The athletic trainer will file the necessary insurance form (note football exception) for the supplemental coverage. Upon returning to school, the athlete is to report to the Registrar in the main office to pick up the claim forms.
5. After an injury that requires medical attention, a release in writing must be obtained from the doctor before a player may resume participation. This is for the protection of the player, the coach and the school. Once the release is received, the school will determine when the student-athlete will return to full participation.

Football Insurance

Competition in interscholastic football requires additional insurance in order for the student to be allowed to compete. This requirement may be satisfied through policies held by the student-athlete's parent/guardian that does not exclude interscholastic football or by the purchase of special insurance for football. In any event, proof of type of coverage must be declared on a special **insurance form** for football. **The regular school insurance does not cover football**.

INFORMED CONSENT

By its very nature, competitive athletics may put students in situations in which **serious** and, perhaps **fatal accidents** may occur.

Many forms of athletic competition result in intense physical contact among players, the use of equipment which may result in accidents, strenuous physical exertion and numerous other exposures to risk of injury.

Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will totally eliminate all risk of injury. Just as driving an automobile involves choice of risk, athletic participation by high school students also may be inherently dangerous. The obligation of parents and students in making this choice to participate cannot be overstated. There have been accidents resulting in death, paraplegia, quadriplegia and other very serious permanent physical impairment as a result of athletic competition.

By granting permission for your son to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists.

Students will be instructed in proper technique to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. All students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

As previously stated, no amount of instruction, precaution and supervision will totally eliminate all risk of serious, catastrophic or even fatal injury.

If any of the foregoing is not completely understood, please contact the Athletic Director for further information.

STEROID CONTRACT

All students must have a non-use of steroid contract on file with the Athletic Director prior to participating on a team. These forms are available online through the Athletics section of the school's website

UNIFORMS AND EQUIPMENT

1. Any student who is issued equipment and/or uniforms is fully accountable for the return, in good condition, of the items issued. Parents will be held financially accountable for any item lost, stolen or damaged.
2. Uniforms and equipment issued to the student for use throughout the season shall be stored in his LOCKED LOCKER at school or kept at home. No student shall loan out or let anyone use the equipment without the permission of the coach.
3. School athletic equipment is used for use in school-related athletic events only and is not for private or personal use.

ATHLETIC LOCKERS

Lockers remain the property of the school and may be opened at any time by the Administration. Athletic lockers will be distributed during specific athletic seasons. Any damage to lockers will be billed to the student assigned to the locker. Students are not permitted to change lockers without permission of the Assistant Athletic Director. Lockers must be kept clean, orderly and locked at all times. Locker combinations should not be given to anyone. Only locks purchased at school through the Athletic Department are permitted on athletic lockers. The school is not responsible for anything taken from the lockers. Students should not be in the locker room without adult supervision. Please note: Students are not allowed in the locker room from 8:15am until the end of the school day (with the exception of PE students).

TRANSPORTATION AND TRAVEL

1. I give permission for my son to travel in Junípero Serra High School provided transportation to and from any sporting contest. I understand that the expectation is that my son will travel with the team in Junípero Serra High School provided transportation at all times. In the event that Junípero Serra High School does not provide transportation to these contests, I understand that I will be notified in writing by the Athletic Department/Director of Transportation.
2. In traveling to away contests where the school DOES NOT provide transportation, it is the responsibility of the parent/guardian to get their son to and from the contest. The parent will be notified in writing that they are assuming the responsibility of transporting their son.
3. In traveling to away games where the school provides transportation (school bus, van or other means of APPROVED transportation), players, managers, statisticians, etc. must use the designated mode of transportation. They are to return on the bus, van or approved transportation, unless permission is specifically received by the coach to do otherwise. **Such permission may only be granted upon presentation of a signed note from the athlete's parent/guardian at the conclusion of the contest. For permission to return home from a contest with someone other than a parent/guardian, the written note must specifically state who that person is.** A coach may institute a policy that all team members return to school on the bus or van despite the parent/guardian request.
4. Under no circumstances may a student travel to and from a contest with another student when the school is providing transportation.
5. When traveling to and from away games, the student-athlete is to be dressed in accordance with school, department and team rules.
6. It is the parents'/guardians' responsibility to provide transportation to all off-campus practice facilities and home contests that are scheduled off-campus. Parents will be notified of any exceptions.
7. Students who drive themselves to or are driven to away games when the school provides transportation will not be allowed to participate. Any exception to this rule must be approved by the Athletic Director or Assistant Principal: Student Life.

COMPLAINTS AND GRIEVANCES

All complaints and/or grievances by an athlete or his parents/guardians are to be directed first to the coach. If the problem cannot be resolved at this level, it should then be referred to the Athletic Director. If satisfaction is still not attained, the Assistant Principal: Student Life may then be contacted. The final contact should be made with the Principal, only after contact has been made with the coach, Athletic Director and the Assistant Principal: Student Life.

AMATEUR STATUS REQUIREMENTS

All student-athletes must be amateurs, that is, one who has not:

- Coached or taught athletics for pay
- Competed in any game where any member or members of his team received compensation, including "tryouts" for professional or service teams
- Competed for cash, merchandise or for any compensation
- Competed under an assumed name in any of the above situations
- Please note that any NIL student-athletes may not wear any Serra branded attire when involved in NIL photos and videos.

OUTSIDE COMPETITION - SUMMER LEAGUE

1. According to CIF rules, no student may participate on a non-school team of the same sport during the same season. This includes leagues, tournaments, charity games, all-star games, 3 on 3 tournaments, college classes, etc. Always check with the Athletic Director if there is any doubt as to whether a competition is permissible according to CCS and CIF by-laws. Participation in a non-school event of the same sport will render the athlete ineligible and the team will forfeit all games the athlete played in after the illegal event.
2. Summer league teams are not sponsored by Junípero Serra High School, WCAL, CCS or CIF. Participation is allowed, however, they are not officially or unofficially associated with the above mentioned organizations. The parent assumes full responsibility for medical expenses or any liability that may occur as a result of participation on a summer league team.

VII. CAMPUS MINISTRY

DEPARTMENT MOTTO AND MISSION

"As I have done for you, you should also do." (John 13:15)

We in Campus Ministry truly believe that our work should be guided by the Spirit as modeled by Jesus Christ. It is our desire that all the work we do in this department is out of Christian love for, and in service to the students, faculty, and staff of Junípero Serra High School. Modeling servant leadership is part of our Christian vocation, we hope that the young men of Junípero Serra High School join us in following Jesus' example of humble service in the Kingdom of God.

GOALS OF CAMPUS MINISTRY

Goal 1: To empower members of the Junípero Serra High School community to live as disciples of Jesus Christ in our **world** today.

- Presenting young people with the Good News of Jesus Christ.
- Gathering as a Church for the celebration of the Eucharist, and thus being commissioned and empowered for witness.
- Presenting the saints to the students as models of discipleship in the world throughout history.
- Forming young people in the world-shaping and counter-cultural vision of the Gospel.
- Directing young people to see where God is active in the world.
- Inviting and challenging members to act and create in the world.

Goal 2: To draw and to form members of the Junípero Serra High School community to full, active, conscious participation in the life, mission, and work of the **Church**.

- Offering opportunities to experience in a practical way what is studied in theology courses.
- Accompanying members as they witness the Gospel of Jesus Christ.
- Participating in the liturgy and sacraments of the Church.
- Guiding the rhythm of the school into the liturgical calendar of the Church.
- Nurturing an awareness of the connection between the school, the parish, the home, and the larger Church.
- Empowering members to discover their gifts and offering opportunities to utilize those gifts in a variety of meaningful roles.

Goal 3: To foster the growth of the **whole person** for the members of the Junípero Serra High School community.

- Facilitating growth through experiences that focus on the interior life of the individual.
- Inviting community members to an active life of prayer and reflection.
- Offering resources for prayer and reflection.
- Presenting the Person of Jesus Christ as the model and way for personal fulfillment, integrity and holiness.
- Fostering an awareness of and an openness to God's transformative grace in our lives.
- Cultivating a recognition of the inherent dignity as created in God's image which illuminates the holiness of our person—body, soul, and spirit.
- Encouraging an awareness and practice of the complementarity of faith and reason.
- Facilitating the formation of conscience and exploration of moral issues in light of the teaching of the Church through the students' lived experience.
- Modeling a recognition of the tension in life between the world of the Gospel and the negative values present in today's culture (including relativism, a loss of a sense of sin, social sin, secularism, consumerism, and individualism).

RETREAT PROGRAM

Retreats are offered all four years at Junípero Serra High School. Freshmen attend a one-day retreat during the fall as part of their orientation to Junípero Serra High School. The retreat is led by Big Brothers, Student Council members, and Encounter leaders from Campus Ministry. The theme is *Siempre Adelante,* where they begin to learn about brotherhood and the culture of Junípero Serra High School.

Juniors can participate in the *Imago Dei, a* two-night retreat offered once each semester. This retreat focuses on each person being made in the image and likeness of God. While optional, it would greatly benefit each student's spiritual and social growth. Seniors have the opportunity to participate in the Kairos Retreat – a four-day, three-night student-led retreat. Kairos is a Greek word meaning "God's time" – those moments when we lose sense of measured time in the presence of the Divine. This retreat's goal is to create a space of community, discernment, and prayer

wherein retreatants can contemplate their personal relationship with God looking to Jesus Christ as the model example. Kairos Retreats are optional retreats, however students are strongly encouraged to attend and are given generous accommodations to do so (see Optional Retreats below).

Unless previous arrangements have been made and approved by the Campus Ministry Department, all freshman students must attend the freshman retreat. Between the student's sophomore and junior years, the student is expected to attend at least one of the sophomore or junior retreat overnight offerings. If a student chooses not to attend an overnight retreat during their sophomore and/or junior year, they must attend a day-long retreat at the end of their junior year (or other event identified by Campus Ministry). If they do not attend a retreat due to an unexcused absence, cut, or other circumstances (i.e. miss the bus, etc.), arrangements must be made by the student with Campus Ministry for the student to make-up the activity.

Optional Retreats

Students have opportunities to participate in various optional Campus Ministry activities each year they are in attendance at Junípero Serra High School.* This category includes but is not limited to Kairos and other overnight Retreats offered for juniors and seniors.

An absence from class due to an optional activity will not penalize a student academically. All students are responsible for material covered in class those days. Days missed due to optional activities shall not count as one of the five (5) absences referred to under the section Excessive Absences. (See policy regarding excused student absences)

Kairos make-up work policy:

- Any assignments given to the class before Kairos are due the first class meeting back from Kairos.
- No homework (assigned during Kairos), tests or quizzes are to be submitted or taken until the Thursday morning following Kairos, and all items must be completed by the end of the school day (2:30pm) the second Monday after they participate in Kairos, unless an extension has been granted by the teacher.
- All students attending Kairos, must go to office hours immediately prior to AND following Kairos.

Any student on academic and/or conduct probation may apply to participate in optional activities; however, these students will be reviewed by the Administration on a case-by-case basis. The school reserves the right to deny participation in optional Campus Ministry activities based on a student's standing in terms of academics and/or behavior. If a student on mandatory study chooses to go on an optional activity, he will serve a total of two hours of mandatory study per day for as many days as he was on the activity to support him academically in order to complete all missed assignments by the deadline.

***NOTE: A student may NOT participate in more than one overnight activity in the same semester: this includes but is not limited to Kairos, Close-Up, outdoor education, or other multi-night travel through Serra. (If there is a competition with required attendance, students can attend, however they could not choose to attend something in another program. As an example, a student could attend two Robotics overnight events, but would not also be allowed to attend a Kairos or overnight event that semester.)**

Liturgy and Prayer

The Junípero Serra High School community celebrates several all-school Masses and other liturgies in line with the liturgical calendar and seasons. All are welcome to our weekly masses in the chapel. Mass is also celebrated with teams and groups, including Alumni dads and their sons, and Junípero Serra High School moms and their sons by grade level. The Sacrament of Penance (Reconciliation) is made available to lower division students during the season of Advent and upper division students during the season of Lent. Students attend a Reconciliation prayer service with their Theology class.

Service Immersion Program

The Immersion Program at Junípero Serra High School grounds itself in the Catholic Christian tradition. Uniting prayer and action after the example of Jesus Christ, we intend to live an encounter in faith in the spirit of the Program Tenets which are: spirituality, justice, solidarity, and community. Firm in our belief that we are one body in Jesus Christ, and with Him as our model of love, faith, and service, groups of Junípero Serra High School students between their sophomore, junior and senior years who apply and are accepted to the program will participate in either a week during the Easter break or a two-week directed summer trip with the intention to encounter in a faith-filled way with those living at the margins of society. Each student will be exposed to the social justice issues that plague the communities we serve. Past trips have been to New Orleans, Louisiana; Montego Bay, Jamaica; Phat Diem, Vietnam; San Nicolas, Nicaragua; Bethlehem & Nazareth Farms, West Virginia; East Los Angeles; San Francisco, San José, Salinas and Watsonville, California.

Justice
Putting the words of Pope Paul VI into action "If you want peace, work for justice," Campus Ministry challenges all students to consider issues of social justice. All of the justice work we do is informed by the principles of Catholic social teaching. Campus Ministry invites students to contribute to the larger community through a variety of activities including the Adopt-A-Family program, the Lenten Justice Project, ~~Walk for Catholic Worker~~ and Walk for Life.

CHRISTIAN SERVICE

Vision Statement

One of the formational objectives of Junípero Serra High School is the development of men of faith and service. Thus, Campus Ministry believes the following program will facilitate the completion of meaningful, genuine Christian Service with those members of our community who are most marginalized and in need ─ namely, the poor, the ill, the elderly, and those with disabilities. While service should ideally flow freely from a compassionate heart, it is a practice that, like others, is best formed when we make it a habit. With this in mind, our Christian Service program ensures ongoing service-learning and reflection throughout a student's time at Junípero Serra High School. These service opportunities will encourage participants to experience the realities of those in society whom the Gospel calls us to serve and reflect upon how these acts of service impact their lives.

> *"For I was hungry, and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me, naked and you clothed me, ill and you cared for me, in prison and you visited me."*
>
> - Matthew 25:35-36

Christian Service Hours
In the 2025-2026 academic year, the Christian Service program will be as follows:

- **Freshmen:** Commit to a minimum of 20 hours of service. **Within** the 20 hours, freshmen are required to participate in the Freshman Day of Service (3 hours), a day dedicated to a classwide service project, **and** will complete a Freshman BINGO card (2 hours). They must complete at least 10 FIAT hours and either 5 more FIAT, Non-FIAT or ON SERRA's CAMPUS hours for the Serra Community.
    - **20 Service Hours [minimum 10 FIAT + Day of of Service (3) + Bingo (2) + 5 FIAT or Non-FIAT or On Serra's Campus Hours]**
- **Sophomores:** Commit to a minimum of **20** hours of service. **Within** the 20 hours, seniors must complete at least 10 FIAT hours and either 10 more, FIAT, Non-FIAT or ON SERRA's CAMPUS hours for the Serra Community. Students are *encouraged* to complete all hours at one agency and preferably one where they have served in the past.
    - **20 Service Hours [minimum 10 FIAT + 10 FIAT or Non-FIAT or On Serra's Campus Hours]**.
- **Juniors:** Commit to a minimum of **20** hours of service. **Within** the 20 hours, juniors are required to participate in the Junior Urban Plunge (5 hours). They must also complete at least 5 FIAT hours and either 10 more FIAT, Non-FIAT or ON SERRA'S CAMPUS hours for the Serra Community.
    - **20 Service Hours [minimum 10 FIAT + JUP (5) + 5 FIAT or Non-FIAT or On Serra's Campus Hours]**
- **Seniors:** Commit to a minimum of **20** hours of service. **Within** the 20 hours, seniors must complete at least 10 FIAT hours and either 10 more FIAT, Non-FIAT or ON SERRA'S CAMPUS hours for the Serra Community. Students are *encouraged* to complete all hours at one agency and preferably one where they have served in the past.
    - **20 Service Hours [minimum 10 FIAT + 10 FIAT or Non-FIAT or On Serra's Campus Hours]**.

FIAT hours are earned for **DIRECT** service *to* and interaction *with*:

1. the **F**inancially Impoverished
2. the **I**ll
3. the **A**ged;
4. **T**hose with disabilities.

Rationale: Based on the teachings of Jesus in Matthew 25 and the traditions of our own Catholic faith, we are called to serve the marginalized and the vulnerable. We are also called to live in solidarity with the poor who reveal the face of God on earth. What better way to understand the plight of those in need than to walk with them on their journey?

- All hours may be FIAT, but all hours can not just be non-FIAT.
- All students are encouraged to do more hours than the minimum required. They can submit all service hours through the X2Vol database for approval and tracking. Students may receive a Christian Service Award if they serve at least 160 hours and every subsequent 80 hours of service.
- For a student to become eligible for an end-of-year Christian Service award, he must complete his service requirement and have all of his hours submitted, verified, and approved before the end of Grading Period 5.

- Students who have completed their service requirements during the summer of 2026 will receive credit and are still *required* to participate with their classmates in the service opportunities planned for their class (Freshman Day of Service, Freshman BINGO card, and Junior Urban Plunge). All hours completed will count towards the Christian Service Award.
- Students who are absent on a day when their class is participating in a sponsored service project will need to make alternate arrangements with Campus Ministry.
- The addition of **service to Serra** hours can include, but are not limited to the Admissions Department (Padre For A Day, Open House, Padre Preview, Ambassador Program, etc.), Summer Camp (Camp Counselor), Athletics (Team Manager, Scorekeeper, Sports Medicine Club, etc.), Big Brother Program, Encounter Leader, Campus Ministry (altar serving, ushering at masses, Praise Band, etc.) and OXFAM Hunger Banquet.

Outcomes
It is our intention that this program will facilitate the lived reality of the mission of Junípero Serra High School as articulated in its graduation learning outcomes and support students in their journey towards becoming men of faith, wisdom, service, community, and leadership by developing men who:

- Make healthy, moral, and ethical choices based on Gospel values.
- Understand the role of the Church in the world.
- Identify and use their gifts for service to the world.
- Advocate for human dignity and a respect for life.
- Serve the larger community.
- Demonstrate care for the environment as stewards of God's creation.
- Identify with those suffering from injustice and work toward institutional change.
- Demonstrate interpersonal skills for healthy social relationships.
- Recognize our common humanity in the traditions, cultures, and people of the world.
- Embrace an openness to change and a willingness to take risks.
- Take responsibility for their own actions and the welfare of others.

Logistics of the Program
Starting with the first progress report of the Spring Semester, students will receive a grade for Christian Service for every grading period, spring semester. To receive a "Pass", each student must have completed and verified the yearly requirement.

- Seniors must have their yearly required Christian Service hours completed and verified by the end of Grading Period 4.
    - For Grading Period 4 - they will receive either a "Pass" or "Incomplete." Hours need to be submitted, and verified by the last day of the grading period to receive a "Pass."
        - Students who receive an "Incomplete" - will be placed on Activity Warning: Service (refer to Academic section of handbook).
    - For Grading Period 5 - they will receive either a "Pass" or "F" Hours need to be submitted, and verified by the last day of the grading period to receive a "Pass." If they receive an "F" - they will be placed on Activity Restriction: Service (refer to Academic section of handbook).
    - Seniors who have not completed their service requirement by the Monday of senior prom week will not be able to attend their prom.
    - For Grading Period 6 - they will receive either a "Pass" or "F" Hours need to be submitted, and verified by the last day of the exam to receive a "Pass." If they receive an "F" they will not receive their diplomas and transcripts will indicate that they have not graduated. Once the hours are completed and verified, their diploma will be released and the final transcript will be adjusted to indicate that the student has graduated.
- Freshmen, Sophomores, and Juniors must have their yearly required Christian Service hours completed and verified by the end of the Grading Period 5.
- For Grading Period 4 - they will receive either a "Pass" or "Incomplete." Hours need to be submitted, and verified by the last day of the grading period to receive a "Pass."
- For Grading Period 5 - they will receive either a "Pass" or "Incomplete." Hours need to be submitted, and verified by the last day of the grading period to receive a "Pass." If they receive an "Incomplete" they will be placed on Activity Warning: Service (refer to Academic section of handbook).
- For Grading Period 6 - they will receive either a "Pass" or "F" Hours need to be submitted, and verified by the last day of final exams to receive a "Pass." If they receive an "F" they will be placed on Activity Restriction: Service (refer to Academic section of handbook). Students can still earn a "Pass" if they finish the required hours during the summer, these grades will be changed at the end of summer. If the student fails to complete the required hours for an academic year, he will start the next school year on Activity Restriction: Service until the hours are served. If, after the first grading period, a student has still not completed outstanding hours from the previous year, he will be subject to review by the Academic Review Board.

General Restrictions for Christian Service

- Agencies listed on the X2Vol database are suggested sites for finding FIAT or non-FIAT service opportunities. However, FIAT service is not defined by the supervising agency but by the type of service provided by the student (as outlined above under **Christian Service Hours**). Any planned FIAT service at an agency not listed on X2Vol must be pre-approved by the Christian Service Coordinator or the Director of Campus Ministry.
- Christian service hours will only be awarded for actual service time.
- Students are encouraged to submit their hours within one week of serving on X2Vol.
- Service to persons with learning differences (e.g., dyslexia) is *not* considered FIAT service to those with disabilities. These hours will be counted for non-FIAT Christian service.
- All service hours must be done through an agency/organization. Serving family members is something that is expected of us so no hours will be awarded for this work.
- Students are not permitted to skip school to complete service hours. This will be considered an unexcused absence/cut, the hours might not be included towards the required hours, and there may be other disciplinary.

VIII. COUNSELING SERVICES

High school is a time of transition and change for students. The Counseling Department supports students as they learn how to manage these changes in their lives by helping students develop their coping skills and confidence. The Counseling Department strives to provide services to meet the needs of each student. During their time at Junípero Serra High School, students will have two counselors: a Lower Division Counselor that he will work with during freshman and sophomore years; and an Upper Division Counselor that he will work with during junior and senior years. Given the pressures of today and the ongoing stresses that students face in adolescence, Serra has an on campus Wellness Counselor/Mission and Brotherhood Coordinator who supports all students individually and also through the Mission and Brotherhood programming throughout the school year.

Counselors will monitor the academic performance of their students and regularly initiate individual interviews with students as well as when the need arises. Faculty members, staff or parents may refer a student to his counselor for a meeting. Every student is encouraged to initiate contact with his counselor by signing up on his counselor's calendar or by emailing his counselor with a request for a meeting.

The Counseling Department provides students with information about the college application process -- including information about standardized testing, scholarship opportunities, financial aid information and information about preparing for specific careers. MaiaLearning is the central tool for college research and planning. Students are introduced to MaiaLearning during their freshman year and are given a unique username and password. During their son's freshman year, parents are also given their own username and password so they can access the information and tools provided by MaiaLearning. During the course of their four years at Junípero Serra High School, students will be introduced to more features in MaiaLearning and will use the program to organize their college application process as seniors. Juniors are required to participate in our year long College Advising Seminar where they will continue to learn about themselves and the college process. E-mail newsletters from the Counseling Department will be sent regularly with information relevant to students and parents. The Counseling Department hosts several college information events and a college fair during the course of the school year.

The Counseling Department also provides students with counseling on issues of a personal nature. In accordance with California state law and the American School Counselor Association code of ethics, information of a personal nature revealed to a counselor is confidential. Counselors must break this confidentiality only in situations where there is imminent danger to the safety and well-being of a student, other students and other people, or if a student has experienced abuse or neglect. While each student has a right to confidentiality, counselors strive to work with students on improving communication between the student and his parents or guardians. Counselors do not provide therapy for students or families. However, if issues arise that require a therapeutic intervention, the counselor will assist the student and/or family in identifying appropriate resources in the community.

Parents should feel free to initiate contact with their son's counselor by phone or by email, and they may set up meetings with their son's counselor during school hours. The Counseling Department seeks to provide parents with the resources and information necessary to assist them as they help their son face the academic and personal challenges that he will encounter while he is a student at Junípero Serra High School.

If your son is currently working with an outside mental health care provider and you would like to share that information with Serra, please complete this Authorization for Exchange of Confidential Information and return to your son's counselor by July 30, 2026.

If you believe that you have a medical or psychiatric emergency, please call 9-1-1 immediately.

ADDITIONAL RESOURCES

Crisis Text Line is a United States not-for-profit organization providing free crisis intervention via SMS message. The organization's services are available 24 hours a day every day, throughout the US by texting 741741.
StarVista delivers services through counseling, skill development, and crisis prevention to children, teens, adults, and families. (These lines are monitored 24 hours a day.)
Crisis line
650-579-0350 or 1-800-SUICIDE
Parent Support Line
1-888-220-7575
Alcohol & Drug Line
650-573-3950

IX. FINANCIAL INFORMATION

TUITION AND FEES

The tuition for the 2026-2027 school year is $30,800.00. In addition, there is an annual registration fee of $1,150. Seniors pay an additional $100 to cover graduation expenses

Registration	$1,150	Due March 2026
Graduation Fee	$100	Due March 2026 **(Seniors only)**
Tuition	$30,800	Due per payment plan selected upon enrollment in the TADS tuition payment system

TUITION PAYMENT PLANS

10 payments of	$3,080	Due the date of your choice each month (1st, 5th, 10th, 15th, 20th, 25th) from July through April **(Direct Debit through TADS payment system)**
2 payments of	$15,400	Due July 2026 and December 2026 **(Direct Debit)**
1 payment of	$30,800	Due July 2026

ACH Transactions
Archdiocesan and school policy requires that all families who select the 2-payment or 10-payment plan use the Direct Debit program**.** All families on a payment plan will be required to set up an account through TADS. TADS will complete ACH transactions from the account listed on the dates agreed. TADS will initiate the ACH transaction one banking day prior to the due date. If the selected payment date falls on a weekend or holiday, the debit will occur on the first banking day following the selected date. The first debit to your account will be in July 2026 and continue through April 2027 for those who elect the 10-pay plan.

Supplemental charges (i.e. immersion trips, AP fees, athletic charges, etc.) will be added to the monthly tuition charges throughout the year and be automatically debited in the next billing cycle.

Delinquent Tuition Policy

Junípero Serra High School strives to work with families in whatever ways it can to assist in such matters; however, it is critical that they be discussed *in advance* of missed payments. If parents find themselves in financial difficulty and are concerned that prompt payment of tuition may be an issue, *it is important to speak to the Business Office at Junípero Serra High School about this in a timely manner (in* advance *of missing any payments)*, Junípero Serra High School right to refuse services to Student, including class attendance and/or grading examinations, as well as participation in any and all extracurricular and/or after school activities at any time tuition and/or fees are in arrears. In addition, if your account is past due, the parent/guardian will not be able to register their son for the subsequent school year until such account is paid-in-full.

Refund Policy

Registration and Graduation Fees are non-refundable. Once a student enrolls at Junípero Serra High School, it is understood that they will remain enrolled at Junípero Serra High School for the entire academic year. Junípero Serra High School commits to the faculty and staff and contracts for services on a yearly basis according to the number of students enrolled by the enrollment deadline date. If your student(s) voluntarily withdraw after the first week of instruction then consequently, it is expressly understood that parents/guardians are required to pay for services rendered through the final month of attendance, plus three (3) additional months of tuition and fees. However, if your student(s) are forced to withdraw (ex. disciplinary, grades, or other)**,** parents/guardians are required to pay for services rendered through the month your student *withdraws.* Families must notify Admissions of any intent to transfer out of Junípero Serra mid year as soon as such a decision is made. Junípero Serra High School may contract with outside vendors to assist with collection of or administration of tuition payments.

Returned Direct Debits/Checks

Direct Debits that are returned by the bank will not be re-debited. The following fees will be applied to your TADS account in the event of a late or returned payment:
Payment received by TADS after the due date - **$50.00 per payment**
Payment returned from the bank - **$50.00 per return**

FINANCIAL AID

Financial Aid is available through Junípero Serra High School and also the Archdiocese of San Francisco. Both require families to demonstrate financial need. Most families who send their sons to Junípero Serra High School make financial sacrifices. The Financial Aid Program is designed to help those families who, even with their sacrifices, are unable to meet the financial obligation. In addition to demonstrating financial need, applicants for the Archdiocese Catholic High School Scholarship Program must live within the boundaries of the San Francisco Archdiocese (this includes all of San Francisco and San Mateo counties) and must submit a Clergy Recommendation form through TADS. All religious denominations are eligible. We encourage families to apply to both programs.

If you need any further information please contact Arthur Rios, Accounts Receivable and Financial Aid Manager at 650-645-6404 or arios@serrahs.com

X. ADVANCEMENT

The Advancement Office is responsible for furthering the mission of the school through alumni relations, parent relations and organizations. In the spirit of philanthropy, through the careful planning and management of all fundraising initiatives - including; annual, capital, endowed and planned gifts, alumni relations, parent relations and organizations, athletics, clubs, special events and communications.

Junípero Serra High School's administration, faculty, and staff members are dedicated to working closely with parents to provide the best educational experience for each student. We put the needs of our students first, and in that effort, we ask parents to partner with us in the spirit and commitment of the Padre community by contributing their time, talents, and financial support.

PARENTS IN PARTNERSHIP

It is Serra's philosophy that parents are the primary teachers of their children. As partners in your son's education, families are encouraged to participate early and often. The investment of time and talent from Serra's families not only supports the entire school community but also adds to each family's experience at Junipero Serra High School. Your partnership with Serra signals your confidence in our mission to inspire confident, compassionate, independent, and creative thinkers who embrace lifelong learning.

Parents are crucial partners as we strive to provide the best possible education to our students. We invite every parent to support the mission of Serra and to contribute financially as well as with your gifts of time. As a first sign of support we ask every Padre family to help us reach our goal of 100 percent participation in **The Padre Fund** annual giving program.

The Padre Fund impacts every student's experience at Serra. From academic and innovation programs, arts and music programs, athletics, faith and service, mission and brotherhood, counseling services, and professional development for faculty, the Padre Fund supports it all.

The Padre Fund is Serra's only unrestricted giving program that benefits all programs that make Serra a special place to receive an education. But perhaps more importantly, the Padre Fund assures that every student has the opportunity to participate and benefit from all programs at Serra.

Serra provides many opportunities for parents to be invested and involved, which strengthens our partnership and enhances your son's Padre experience. There are a number of ways to participate and volunteer in academics, clubs, athletics, socials, services, and events. In addition to Serra's philanthropic programs, the Advancement Office facilitates Serra's Mothers' and Fathers' clubs. Serra's Mothers' and Fathers' clubs offer opportunities to share in your son's high school education, enrich the Serra community and make new friends.

XI. APPENDIX

SCHOOL JACKETS

School jackets may be ordered by Seniors, Juniors and Sophomores. Although the Block “S” may be placed on school jackets within the guidelines set by the Administration, these jackets are in fact school jackets and all members of the class, with or without a Block “S” may order and wear them. It is school policy that Freshmen may not order a school jacket. The Block “S” may be placed on school jackets within the guidelines set by the Administration. Orders are placed at the beginning of the school year; delivery normally takes place prior to Christmas. A reminder to all students and parents: Jackets that have been altered in any way that does not reflect the philosophy, mission and values of Junípero Serra High School may not be worn to school or to any Junípero Serra High School event or function. Alteration means the addition of any embroidery, non-approved patches, writing or drawing to a jacket. The Block “S” is placed on the side of the jacket opposite the embroidered name of the school. Only last names and Junípero Serra High School-issued patches are to be placed on the school jackets. Orders may be done in person when Jostens is on campus or online.

SCHOOL RINGS

School rings may be ordered by Seniors and Juniors through JOSTENS. You are contracting directly with Jostens. Sophomores may order their rings at the end of their sophomore year for delivery during the fall of their Junior year. It is school policy that no Freshman may order school rings. Rings ordered at the beginning of the year should be delivered before Christmas. Orders may be done in person when Jostens is on campus or online.

GRADUATION ROBES, PORTRAITS & ANNOUNCEMENTS

Graduation robes are provided to all students by Serra High school and parents **do not** need to order one. Graduating seniors will receive their robes at the graduation practice at the end of finals.

Senior families can book appointments for senior portraits at the San Carlos Studio using the link provided. The seniors will need to use this link: cady.com to schedule a studio session. The scheduling site is now ready for you to self-schedule your senior portraits -- appointments begin July 2026. All pictures need to be taken and picture selections completed by December 4, 2026 for your son's picture to be included in the yearbook. Sessions fill up fast in Fall -- so summer would be the best option. Please remember that photo sessions in the fall fill up quickly. All students must be clean shaven, well groomed and have no earrings when taking their senior portraits.

Please remember that with CADY, you will receive a portfolio with the proofs. Unless you choose to purchase the portfolio, you will need to return it within 60 days or your family will be charged $200 by the company.

Graduation announcements may be ordered in the fall via Jostens. Delivery will take place during the second semester. Orders may be done in person when Jostens is on campus or online.

NOTE REGARDING JOSTENS

ALL ORDERS for school jackets, rings and graduation announcements are placed through JOSTENS, a company that specializes in scholastic impedimenta.You are contracting directly with Jostens. Junípero Serra High School is NOT the retailer or middleman. All official Junípero Serra High School rings and graduation materials are contracted through Jostens; therefore, be aware that the only time and place to make an order is at school and that Jostens is the only authorized supplier of these products.

Josten Email	jostensbayarea@jostens.com
Josten Phone Number	925-283-9283

YEARBOOKS

All students receive a yearbook as part of their tuition costs. Students will receive the yearbook prior to the last day of finals.

EAGLE SCOUT PROJECTS

Students who are completing an Eagle Scout Project and would like to provide service to Serra, must present their proposal to the AP: Student Life, who will present it to the Principal's Leadership Team for approval. All funding of the project must be done independently of Serra.

ASSISTANCE DIRECTORY

Admissions
- Applications
- Homestay
- International Students
- Open House
- Padre for a Day
- Padre Preview
- Transfer Students
- Walk Around Wednesday

Attendance Office
- Absence
- Leaving Campus
- Tardiness

Advancement
- Parent Clubs
- Parent Participation
- Parent Pledge
- Publications (Social Media, Spotlight, Traditions, etc.)
- Website

Business Office
- Registration Fee
- Transportation
- Tuition Assistance
- Tuition Payment

Main Office
- Calendar/Schedule Questions
- First Aid
- Lost and Found
- Messages and Deliveries
- Picture Day/Make-up Pictures
- Public Transportation
- Report Illness (Positive COVID-19 and/or other communicable diseases report to attendance@serrahs.com)

Tech Center
- General Tech Questions
- Loaner Devices
- Password Changes
- Student ID Cards

Cafeteria Service/Flik Dining
- Card Issues
- Reimbursements

Executive Assistant to the Principal
- Jacket Orders
- Ring Orders
- Graduation
  - Tickets
  - Announcements
  - Diploma

AP: Academics
- Academic Probation
- Curriculum and Instruction
- Master Schedule
- Summer School
- Tri-School Classes
- Friar
- Yearbook

Dean of Studies
- Academic Success Lab
- Advanced Placement Testing
- Final Exams
- Grades (omissions or changes)
- Padres Forward
- Progress Reports
- Report Cards
- Schedule Change
- Study Table

Registrar
- Accidents/Injuries (to report)
- Awards/Honor Roll
- Change of Address or Phone Number
- Good Driver Discount
- Official Transcripts
- Work Permits

Stinson Center for Learning & Innovation
- Textbooks/Bookstore

Counseling
- Career Counseling
- College Information
- Graduation Requirements
- Mental Health and Wellness
- Personal Issues
- Testing Information
- Unofficial Transcripts

AP: Student Life
- Block Club
- Common Ground Speaker Series
- Master Calendar
- Mission & Brotherhood
- Padre Week Ahead
- Tri-School Activities
- Volunteers
- Summer Programs

Athletics
- Athletic Director
  - Athletic Clearance
  - Schedules
  - Ticket Information
- Asst. Athletic Director
  - Athletic Lockers
  - Signing Days

Campus Ministry
- Christian Service
- Encounter
- Immersion
- Kairos
- Liturgy
- Retreats
- Sacraments

Student Activities Director
- Announcements
- Clubs
- Dances/Socials
- Posters (permission to display)
- Prom
- Rallies
- Student Government & Elections

Dean of Students
- Discipline
- Parking
- Vehicle Registration
- Visitor Pass (campus)

SCHOOL TELEPHONE NUMBERS

Main Office (Please call this number to report student absence)	(650) 345-8207
Main Office (Please email to report student absence)	attendance@serrahs.com
Admissions Office	(650) 345-8207 ext. 6130
Athletic Department	(650) 345-8207 ext. 6160
Business Office	(650) 345-8207
Development Office	(650) 573-9935
School Fax	(650) 573-6638
Development Fax	(650) 573-6202
Athletic Department Fax	(650) 573-2407
E-mail	padres@serrahs.com
PowerSchool Support	powerschool@serrahs.com
Website	www.serrahs.com

OTHER RESOURCES

If you believe that you have a medical or psychiatric emergency, please call 9-1-1 immediately.

ADDITIONAL RESOURCES

Crisis Text Line is a United States not-for-profit organization providing free crisis intervention via SMS message. The organization's services are available 24 hours a day every day, throughout the US by texting 741741. StarVista delivers services through counseling, skill development, and crisis prevention to children, teens, adults, and families. (These lines are monitored 24 hours a day)

Crisis line	Parent Support Line	Alcohol & Drug Line
650-579-0350 or 1-800-SUICIDE	1-888-220-7575	650-573-3950