2026-27 Parent-Student Handbook



Bishop Mora Salesian High School

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www.mustangsla.org

This Parent-Student Handbook is for use by Bishop Mora Salesian High School parents, faculty, and staff exclusively for school related functions. It is not to be used for commercial or other purposes.

The principal reserves the right to amend the Parent-Student Handbook at any time to best address the needs of the school community. Parents/guardians and students will be notified of any amendments.

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A. Introduction to the Parent-Student Handbook

Welcome to the 2026-27 school year. On behalf of the faculty and staff of Bishop Mora Salesian High School, we are pleased to introduce to you the expectations, policies, and procedures outlined in this handbook. The primary objective of the handbook is to assist students and families in understanding the policies, procedures, and guidelines that shape our school culture . Please read this handbook carefully, and communicate any questions or concerns you may have to me. The expectations, policies, and procedures stated in the handbook reflect our school values and hopes and dreams for our students. All of us take satisfaction in our common pursuit of the ideals found within the mission and philosophy of Bishop Mora Salesian High School.

The principal reserves the right to amend this handbook during the school year, at any time, and will give parents adequate notice when changes occur. Observance of any change is expected of all parents and students when changes are made known to the student body. The principal is the final recourse in all matters and may waive and or deviate from any and all regulations for just cause at his discretion.

Please read this handbook and return the Parent/Student Agreement form to the Dean of Students. Many sections of this Parent-Student Handbook are particular to Bishop Mora Salesian High School. Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found at http://handbook.la-archdiocese.org/

May God bless you and our entire school community this school year.

Mark Johnson
Principal
Bishop Mora Salesian High School

B. General School Information

1. Mission Statement and Philosophy

Vision Statement

Our vision is to be the leading Salesian, Catholic college preparatory school that empowers its students to become responsible and conscientious citizens to create a more just society.

Mission Statement

The mission of Bishop Mora Salesian High School is to love, teach, and inspire the young men entrusted to our care to become spiritual, intellectual, emotional, and social leaders.

Salesian Philosophy of Education

Da mihi animas, catera tolle... "Give me souls, take away the rest" was the motto of Don Bosco when describing his work with the young. The Salesian gift to the Church is its unswerving focus on the betterment of each young person through the education of the whole person. Salesian High School continues the work of Don Bosco seeking to educate the young in Boyle Heights. Therefore an education at Salesian High School has as its primary focus the building of a Christian family that has as its ultimate aim the education of the young in order for them "to become good citizens of this world and the next."

It is through a Salesian style of reason, religion, and loving kindness that the school builds community and enables that community to educate the young. By reason, we mean an awareness of the concerns and preoccupations of the young through a process of dialogue promoting a sense of equality and mutual growth. By religion, we mean our personal relationships with God that keeps us mindful of relationships with others. By loving kindness, we mean lovingness to a degree where the young know they are loved.

"Don Bosco lived a pastoral experience in the first Oratory which serves as a model; it was for the youngsters a home that welcomed, a parish that evangelized, a school that prepared them for life, and a playground where friends could meet and enjoy themselves." (Constitution 40). As Salesian High School carries out its mission today, the Oratory model is still the lasting criterion in our discernment and renewal.

As an educative community, Salesian High School strives to focus its attention and efforts on preparing the young to be actively involved in the Church and society by means of their contributions as leaders, brothers, and ministers. Our academic courses supply our boys with the knowledge necessary to integrate their faith and culture. An underlying thrust of Salesian High School is to assist each young person to a higher awareness of self by educating the whole person: the mind, body, and spirit.

2. Integral Student Outcomes (ISOs)
Embodying the principles of St. John Bosco, a Bishop Mora Salesian High School graduate values:

BELONGING (Home)
He is a young man who…

- practices brotherhood and Salesian Family Spirit within the school and in the greater community.
- values his dignity and the dignity of others.

REFLECTING (Church)
He is a young man who…

- models and reflects upon Christian faith and values in his life journey.
- understands the Catholic Christian heritage and shares his faith with others.

LEARNING (School)
He is a young man who…

- demonstrates critical thinking through multiple learning methodologies and technologies.
- completes a college preparatory curriculum that satisfies the University of California admissions requirements.
- uses academic and life experiences to develop individual talents and identity.

CELEBRATING (Playground)
He is a young man who…

- develops and shares his talents and celebrates the gifts of others.
- pursues personal growth to extend community and brotherhood.

3. History of the School

Bishop Mora Salesian High School opened in 1958 as an archdiocesan school staffed by the Salesians of Don Bosco. The school offered four distinct academic programs: college preparatory, business, general education, and shop. Throughout the 1960's and early 1970's, Salesian was known for its strong shop programs in printing, drafting, woodworking, and electronics.

The early 1970's saw a transformation of the school's curricular program. Salesian discontinued the shop and business programs and redirected resources into the college preparatory offerings. Enrollment reached an all-time peak during the late 60s and early 70s; the student body reached nearly one thousand students during these years. The faculty was staffed with predominantly Salesian brothers and priests.

Catholic high schools throughout Los Angeles decreased in enrollment and religious personnel in the 1980's. Salesian High School was not immune to this decline. In the late 1980’s, the enrollment hovered around 300 students. Rumors of the school's closure began to spread. In 1988, the Salesians of Don Bosco responded to their declining number of religious in the Western Province by withdrawing from the administration of the school. During the following three years, the first two lay principals directed the school.

In 1992, the Provincial Chapter of the Salesian Society reaffirmed its support of Salesian High School and re-established an official relationship with the school and the Archdiocese of Los Angeles. The model affirms that Bishop Mora Salesian High School is a Salesian work that participates in the educational workshops, pastoral retreats, and scholarship programs of the Salesians of Don Bosco. By agreement with the Archdiocese, the principal will be a lay person familiar with the Salesian Preventive System of Education. Through this model, there will also be a professed Salesian presence at the school.

In that same year the school's first Advisory Board was formed in order to assist with strategic planning and the establishment of a development program. With a focus on raising funds for tuition assistance, Salesian experienced increases in enrollment. In 1998, the John and Dorothy Shea Foundation announced a $7 million grant to partially finance the construction of new academic, athletic, and multi-purpose facilities on the campus. Construction of these new facilities was completed in 2002 with Cardinal Mahoney presiding at the dedication. The statue of Don Bosco was placed once again in its place of honor, facing the entrance of the school building. Bishop Zavala led the prayers for the re-dedication of the statue, urging all to be active ministers of the Word of God.

In 2016, thanks in large part to the generosity of the Shea Family Foundation, Salesian embarked on a major renovation project which included an artificial grass refurbishment of the athletic field, and the renovation of the school's library, chapel, counseling center and administrative offices. In 2022, we opened a renovated student learning space, main office facilities, kitchen, and faculty lounge on the north end of the first floor.

Today, Bishop Mora Salesian High School remains a strong Salesian and Catholic presence in the Boyle Heights community of Los Angeles.

4. Accreditation

Bishop Mora Salesian High School is accredited through 2029 by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC).

5. Code of Christian Conduct

The Salesian Preventive System of Education

Bishop Mora Salesian High School practices Don Bosco's preventive system of education based upon reason, religion and loving kindness. More information on the Salesian Preventive system can be found in section H of this handbook.

Code of Christian Conduct Covering Students and Parents

Students can best receive a quality, morally based education if students, parents/guardians, and school officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

As an expressed condition of enrollment, students and parents/guardians shall follow 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 or procedures set forth in the school's parent/student handbook.

These Christian principles include but are not limited to:

- 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.
- 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.
- In a place where a school employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts classwork or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.
- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the principal or any teacher in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the principal or teacher is required to be there in connection with assigned school activities.

These expectations for students and parents/guardians include but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, and field trips).
The school reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

For the Archdiocesan Code of Christian Conduct for students and parents, visit the webpage linked below:
http://handbook.la-archdiocese.org/chapter-13/section-13-8/topic-13-8-1

6. School Personnel
School personnel for the 2026-27 school year, along with contact information can be found on the school's website by clicking on the following link:
http://www.mustangsla.org/apps/staff/

7. School Schedule and Calendar
The daily school bell schedule and announcements are published daily on the main school website (www.mustangsla.org). Specific bell schedule information for all school days may also be found through the school's calendar via google calendar at the beginning of each month of school.

The official school calendar is published at the beginning of the school year and posted on the school website.

8. School *alma mater*, mascot, and official school colors, and general information

Alma Mater

O Salesian, Alma Mater,
St. John Bosco's Pride.
Fortified By His Wisdom,
He Stands By Our Side.
Time Goes By and We Grow Old,
Our Hearts Still Keep in Beat.
Hail, Salesian Mustangs, Hail!
The Mighty, Proud, Elite!

School Mascot
The Mustang

School Maxim
Love, Teach & Inspire

School Colors
Columbia Blue, Black, & White

CIF Championships
Basketball - 2020
Cross Country – 1972, 1975, 1979, 2011, 2012
Football – 2013
Soccer – 1964, 2004, 2007, 2009, 2010, 2021
Volleyball - 2009

CIF State Regional Championships
Soccer – 2008, 2010, 2011, 2021

Patron Saints
St. John Bosco, Feast Day – January 31
St. Dominic Savio, Feast Day – March 9
St. Mary Mazzarello, Feast Day – May 14
Mary Help of Christians, Feast Day – May 24

9. School website and social media

All affiliated school websites and social media accounts bearing the name of the school are owned and controlled by Bishop Mora Salesian High School. An individual may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the school, or any related or affiliated ministry. An individual may not host any school website on his

or her own domain or with a web hosting service that does not have a contract with the school itself.

10. Zero Tolerance Policy
See the link below for the Archdiocesan Zero Tolerance Policy for sexual abuse:
http://handbook.la-archdiocese.org/chapter-9/section-9-10

11. Safe Environment Training for Children and Youth
See the link below for the Archdiocesan Policy on Safe Environment Training for Children and Youth http://handbook.la-archdiocese.org/chapter-9/section-9-4/topic-9-4-4
and refer to http://handbook.la-archdiocese.org/chapter-9/section-9-12 for safe environment responsibilities of school leadership

12. Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events
Bishop Mora Salesian High School adheres to the following Archdiocesan Guidelines for Adults Interacting with Minors in order ensure a safe environment:
http://www.la-archdiocese.org/org/protecting/safeguard/Pages/policies.aspx

13. Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth
At the beginning of each academic year, students and parents/guardians must read and sign the Archdiocese of Los Angeles Boundary Guidelines and Code of Conduct for Middle and High School Youth Working or Volunteering with Children or Youth which can be found at the following link:
https://handbook.la-archdiocese.org/Handbook%20Resources/Boundary%20Guidelines%20and%20Code%20of%20Conduct%20Minor%20Volunteers.pdf#search=youth%20working%20with%20children

A student may not begin Christian Service Hours without submitting this form. See the link below for the Archdiocesan Policy on students working with minors:
http://handbook.la-archdiocese.org/chapter-9/section-9-6/topic-9-6-2

14. Dress/Uniform Code

Parental Responsibility

Parents and guardians must ensure that their son is in the correct dress code each day. School uniform polo shirts are available for purchase in the student store. Special school dress codes days (formal or free dress) will be announced by the administration.

Personal Appearance

Bishop Mora Salesian High School attempts to assist the growth of its students by providing an environment that is conducive to learning. Personal appearance is only one aspect in that attempt. Proper dress and grooming is encouraged by the school to ensure that the student will learn to work in cooperation with his parents, teachers, and the school administrators as he develops an attitude toward making right choices. School uniforms must be worn at all times during the school day. Any form of appearance violating the basic norms of neatness and

cleanliness, even though conforming to the school's specific guidelines, is out of order and subject to sanction by the school. The Dean of Students will be the final judge of what is or is not acceptable dress.

If a student is found to be in violation of acceptable school dress and grooming he will face the following consequences:

- 1st Violation – written referral
- 2nd Violation – referral with detention (break, lunch, or after school)
- 3rd Violation – Saturday detention ($20)

The Dean may withhold permission for a student to attend class until he is in compliance with the dress code. Repeat dress code policy offenders may be subject to further disciplinary action, up to and including request for withdrawal.

Dress Code

1. **Shirts:** The official Salesian polo shirt is to be worn at all times on a regular dress code day. Shirts must be of an appropriate size. During cold weather, students may only wear official Salesian sweaters/sweatshirts over the polo shirt. A student may also wear a long sleeve T-shirt (white, black, gray, or blue only) underneath the polo shirt. Sweatshirts with hoods may not be worn under the polo shirt. Students wearing a non-uniform sweater/jacket will receive a detention and will have the sweater/jacket confiscated. Official gear must be purchased at the school bookstore or approved by the school administration.

2. **Pants:** All students must wear khaki pants or shorts. No other pants or shorts (i.e. cargo pants/shorts or skinny pants/jeans) or colors are acceptable. All pants must fit properly and be worn above the hips and long enough to cover both ankles. Pants that are two sizes too large are considered oversized and in violation of the dress code. Shorts must be of appropriate fit and length. Torn or altered pants are not allowed. A belt must be worn at all times.

3. **Hats:** Salesian headwear (e.g. baseball hats, beanies) may be worn during break and lunch periods but are not to be worn inside school buildings during regular school hours. During the winter months or cold days, the Dean may modify this regulation. Hoods from sweatshirts may not be worn inside a building. The Dean of Students will be the final judge of what is or is not acceptable dress.

4. **Shoes:** Acceptable: Clean conventional footwear, in good condition, is required at all times. Socks must be worn and must be visible. For safety reasons, shoes must completely and securely cover the foot. Boots, sandals, slippers, Crocs, or flip-flops are not allowed.

5. **Jackets and Sweaters:** Only approved Salesian jackets and sweatshirts are allowed during the school day. Official gear must be purchased at the school bookstore or approved by the school administration.

6. **Backpacks:** Students may not use backpacks that have been defaced or altered.

7. **Belts:** A simple black or brown belt must be worn at all times.

Other:

The following are not allowed:

A. Earrings or any objects in the ear lobes or other visible body parts. This includes tongue, nose, or body piercing of any kind. For dances and other school events, see the dress code on the specific flier or invitation.
B. Cosmetics (includes the painting of fingers or toenails).
C. Hair ornaments, bandanas, etc.
D. Sunglasses in the school building.
E. Any attire which reflects current gang trends or affiliation
F. Headphones, earbuds, Airpods, etc. in the school building (at discretion of teacher)
G. The administration may require a student with a tattoo to cover it while on campus or representing the school.
H. Dice, gum, sunflower seeds, lasers, permanent markers, playing cards, or harmful aerosols.
I. Inappropriate or offensive magazines, literature, images, or videos.
J. Inappropriate patches, buttons, or stickers.
K. Chains, wallet chains, studded metal belts, and oversized belt buckles.

Students will not be allowed to attend school if through their clothing and/or body they display a message that is deemed questionable to the spirit of our philosophy and is contrary to our Catholic values.

Students must wear a shirt at all times while on campus, including while practicing for a sports team. The Dean of Students and Director of Activities may modify this policy for spirit rallies and The Stampede student section.

Grooming:

A. Hair must be properly groomed. A student's hair should not cover his eyes or face. The Dean of Students will be the final judge of what is or is not acceptable.
B. Facial hair must be neatly groomed and trimmed at all times. The Dean of Students will be the final judge of what is or is not acceptable facial hair.

<u>Formal Dress Days</u>

On student body mass days and other special occasions, students are required to wear the official Salesian suit, belt, white dress shirt, black or brown dress shoes with solid dark socks, and official school tie. Members of the Salesian Lettermen Society may wear their dress black and blues. The Dean of Students will be the final judge of what is or is not acceptable formal dress. Sweatshirts are not allowed on formal dress days. Students who fail to dress in formal uniform on designated occasions will be issued a Saturday detention.

Friday Spirit Day Dress

Throughout the school year, Fridays are designated as spirit days. Students may wear official Salesian spirit t-shirts. Regular uniform bottoms (shorts or pants) must be worn.

Modified Dress Day

The entire student body at various times during the school year is given the privilege of a modified dress day. The following modified dress restrictions must be observed:

a. Students must observe all of the restrictions listed in the dress code.
b. Students cannot dress or wear any gang related clothing while on campus or at any school related activity.
c. Students cannot wear beach attire.
d. Students cannot wear prohibited footwear of any kind. Students cannot go barefoot and must wear shoes and socks at all times while on campus.

15. School governance

The administrative structure at Bishop Mora Salesian High School adheres to the guidelines of all Archdiocesan schools. These guidelines can be found at the following link: http://handbook.la-archdiocese.org/chapter-3/section-3-3

a. Consultative School Board

Bishop Mora Salesian High School advises the president and principal on major strategic decisions of the school. For specific information about the role of a Consultative School Board at an Archdiocesan school, please refer to the following link: http://handbook.la-archdiocese.org/chapter-3

b. Parent Association:

The Bishop Mora Salesian High School Parent Association promotes parent/guardian support for the school program, increases mutual understanding between the school and parents/guardians, builds a sense of school community, and assists in the financial support of the school. Parent Association meetings take place once a month and are open to all parents.

For more Archdiocesan information on the role of parent organizations, please refer to the following link:
http://handbook.la-archdiocese.org/chapter-3/section-3-2/topic-3-2-4

16. Parent/Student Complaint Review Process

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted during the

Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

School Level

1. The person bringing the complaint is encouraged to try to resolve the complaint by discussing it frankly with the persons directly involved.
2. If resolution is not achieved, the complaint should be discussed with the principal (or the school president, if the principal is the subject of the complaint).
3. After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

Department of Catholic Schools Level

1. If the complaint is not resolved at the school level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
2. The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
3. However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

Additional Archdiocesan information can be found at the following link:
http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-10

C. Catholic Identity

17. Faith Formation (Mass, Prayer, Other Liturgies)

As a school faith community, Bishop Mora Salesian High School provides an education deeply rooted in the Catholic faith. School liturgies are celebrated each month and are mandatory for all students. Reconciliation is offered several times each school year. Additionally, students are required to participate in a school retreat each year while enrolled.

We gather for a student body mass at least once each month. Attendance at these masses is a graduation requirement. If a student misses a student body mass for any reason, he must make up the absence by attending the 7:45 am mass in the Salesian chapel on his next day of attendance at school.

Please refer to the following link for common principles of faith formation in the Archdiocese of Los Angeles:
http://handbook.la-archdiocese.org/chapter-4

18. Sacraments (First Reconciliation, First Communion, Confirmation)
Please refer to the following link for information regarding Sacramental preparation as determined by the Archdiocese of Los Angeles:
http://handbook.la-archdiocese.org/chapter-4

19. Religion Curriculum
"*Without religion there is no true knowledge, nor morality, nor education*." - St. John Bosco

A central purpose of Bishop Mora Salesian High School is to provide religious ideals and principles to the young men who make up the student body. Salesian teaches the Catholic Christian way of life, which recognizes that man is created by God and, through the teachings of Jesus Christ, is destined to return to God by the proper use of time and talents given by God. All students take a Religious Studies course each semester. These courses seek to go beyond the acquisition of mere religious facts to a deeper understanding of the Christian faith as it is expressed not only in word but also in action. Several opportunities exist for students to participate in Campus Youth Ministry, they include: Liturgy and Worship, Retreats, and Christian Service Programs

As an Archdiocesan Catholic High School, Bishop Mora Salesian High School is required to meet the following Catholic identity standards from the accrediting agency for archdiocesan schools, Western Catholic Education Association.

- The school has a mission statement and philosophy statement that indicates the integration of the Catholic faith in all aspects of the school's life.
- The school provides regular opportunities for the school community to experience prayer and the sacraments.
- The school has a religion curriculum and instruction that is faithful to Catholic Church teachings and meets the requirements as set forth by the U.S. Conference of Catholic Bishops.
- The local ordinary approves those who teach the Catholic faith (Canon 805) and there is ongoing formation for catechetical and instructional competence.
- The school maintains an active partnership with parents/guardians whose fundamental concern is the spiritual and academic education of their children (Canon 796).
- The school has a service-oriented outreach to the Church and civic community after the example of Jesus Christ, who said, "I have given you an example so that you may copy what I have done to you" (Jn 13:15).
- The school uses signs, sacramentals, traditions, and rituals of the Catholic Church.
- All school personnel are actively engaged in bringing the good news of Jesus into the total educational experience.

20. Campus Ministry
Students at Bishop Mora Salesian High School are provided with a religious education that includes classroom instruction as well as religious activities. Utilizing faculty and students, the Campus Ministry Team plans school liturgies and grade-level retreats, regularly participates in Christian Service activities and other activities that spiritually inspire the Salesian student community. While Bishop Mora Salesian High School welcomes students of all religious

backgrounds, students are required to attend all liturgies as well as attend a class retreat each year.

See the following link for the Archdiocesan Guidelines regarding Campus Ministry and Community Life:
http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-7

21. Christian Service Program
A component of the Religious Studies Department is the requirement of twenty-five (25) hours per year of active ministry in the community. A total of one hundred hours is necessary for graduation. The required twenty-five hours per year may be completed at any time during the year but must be completed before summer. Questions should be directed to the Campus Minister. A student will not be cleared for graduation if he has not completed the Christian service requirement.

See the following link for additional information regarding the Archdiocesan Christian Service Guidelines:
http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-14

22. Retreats
All students attending Bishop Mora Salesian High School are required to participate in a school-sponsored retreat experience each year. If a student misses his required grade-level retreat, he must attend a make-up retreat hosted by the Campus Ministry department.

See the following link for additional information regarding the Archdiocesan Retreat Guidelines for Schools:
http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-8

D. Admissions and Attendance

23. School Student Non-Discrimination Policy
Bishop Mora Salesian High School adheres to the Archdiocesan school Student Non-Discrimination Policy.

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, national origin, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, medical condition, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single-sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a

student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

More information about the archdiocesan non-discrimination policy is available here:
http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-4
http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-5

24. Inclusion Process/STEP
Bishop Mora Salesian High School adheres to the Archdiocesan Inclusion Policies and Procedures for Schools http://handbook.la-archdiocese.org/chapter-14

For questions regarding the inclusion process/STEP at Salesian High School, please contact the Academic Guidance Department.

25. Admissions Policy
The Admissions Committee is composed of the President, Principal, Director of Marketing & Admissions, Vice Principal, Dean of Students, and may include members of the faculty.

- For incoming ninth graders:
    1. Complete the online Admissions Application at www.mustangsla.org
    2. Take the High School Placement Test (HSPT).
    3. Provide transcripts and recommendation forms from the middle school principal and teachers.
    4. Interview with a member of the Admissions Committee.
    5. The Admissions Committee will review the applicant's file and send a letter of acceptance, conditional acceptance, or non-acceptance in March.
    6. Parents sign the Student/Parent Contract and pay the registration fee and submit the required documents by spring registration deadlines.

- For transferring ninth, tenth and eleventh grade students:
    1. Complete the online Admissions Application at www.mustangsla.org
    2. The student must be enrolled in a curriculum similar to the one offered by Salesian.
    3. The student should be on-track to meet Salesian graduation and college-eligibility requirements and be in good disciplinary standing. The student’s academic GPA at transfer should be a 2.0 or above in all the required subjects.
    4. Transcripts and letters of recommendation may be required prior to the interview.
    5. Interview with the Director of Admissions (both prospective student and parent/guardian).
    6. The Admissions Committee reviews the applicant's file and sends a letter of acceptance, conditional acceptance, or non-acceptance.
    7. There may be a Contract of Probation for any incoming students.

8. Parents sign the Student/Parent Contract and pay the registration fee after submitting the required documents.
9. Under normal circumstances, Salesian High School does not accept incoming twelfth grade students. The Admissions Committee will consider admissions files for seniors with extenuating circumstances on a case by case basis.

- For International Students
    - Bishop Mora Salesian High School adheres to the Archdiocesan policies regarding admissions of international students: http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6

See the links below for additional information regarding the Archdiocesan High School Admissions Procedures:
http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-2
http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-3

a. Emancipated, Married and Eighteen Year Old Students
Students who are legally emancipated (other than students who have been in a foster home or guardian arrangement) and are not living in the home of parents/guardians may be precluded from continuing to attend an archdiocesan or parish high school.

The Archdiocesan policy can be found at the following link:
http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-5

26. Absence, Tardiness, & Truancy
Students are expected to be present and on time for all school days and all classes throughout the school year. Until a student graduates, regardless of age, he needs parent/guardian written permission for all legal matters involving school activities, school records, and school attendance. The administration reserves the right to question the reason for an absence and ultimately deem it to be unexcused even with a note from a parent or guardian.

Students under a physician's care, a court appearance, bereavement for a household member, and/or a family emergency are circumstances that may be considered exceptions to school attendance policies. The school will make the final decision as to whether or not exceptions are warranted.

General Attendance Guidelines

1. Persistent tardiness, despite parent notes or telephone calls will be considered unexcused.
2. Students who are late to class will be marked as tardy. “Late” is defined as not being seated at an assigned desk or bench by the second and final bell designating the beginning of the period.
3. After the fifth unexcused tardy to school or class, a student will be assessed a $10.00 fee on his tuition and fees account for each subsequent tardy.

4. If a student has ten (10) absences, excused or unexcused, in one semester (excluding absences for school functions), he will be issued an attendance warning.
5. If a student goes beyond fifteen (15), excused or unexcused, absences in one semester, he may lose credit in a class, at the teacher's discretion, or he may be asked to withdraw from Bishop Mora Salesian High School due to lack of evident support of the school's attendance policies. Absences for school related functions do not count towards a student's total absences.
6. If a student has an unexcused absence in a class, the make-up of academic assignments and/or exams may be forfeited at the discretion of the teacher.
7. If a student is excessively tardy to school, he will be placed on attendance probation. A student who is excessively tardy is one who incurs ten or more unexcused tardies in one semester.

a. Absence

There are various reasons a parent/guardian finds it necessary to keep his or her son home from school. Any work missed as a result of an absence must be made up. Absences that the school considers excused are medical, dental, legal (court summons or notices to appear) and personal (funerals and family emergencies).

Further information from the Archdiocese of Los Angeles on this topic can be found at the following link:
http://handbook.la-archdiocese.org/chapter-13/section-13-2/topic-13-2-1

b. Absence with acceptable excuse

In order for a student to receive an excused absence, he must bring in a note from the physician, dentist, court official, or parent/legal guardian explaining the reason(s) for the absence. Each excuse must be addressed in the following way in order to avoid disciplinary action:

1. A parent/legal guardian must inform the school by telephone between 7:45 am and 10:00 am on the day the absence is occurring. The parent or legal guardian calling must state: reason for absence; when the student expects to return to school; and a telephone number where the parent/legal guardian may be reached during the day. It is the parent/legal guardian's responsibility to inform the school when their son is absent.
2. Upon returning to school, a signed note written by the parent/legal guardian stating the reason for the absence and a chronological record of the school days and dates missed must accompany the student on the day of his return. For excused and school function absences, students will have no less than the period of time equal to the number of days absent to make up school work (excluding weekends). After an absence, a student must contact his teachers to coordinate the submission of make-up work.

Further information from the Archdiocese of Los Angeles on this topic can be found at the following link:

http://handbook.la-archdiocese.org/chapter-13/section-13-2/topic-13-2-2

c. Extended absences

Students who will be absent beyond three (3) consecutive school days are required to contact the school attendance secretary and classroom teachers in order to establish expectations regarding required classwork and homework. Fifteen (15) absences per semester are the maximum absences allowed before semester credit may be lost. The administration will review the enrollment status of students with fifteen or more absences in one semester at the end of that semester.

The school may notify the Department of Children's Services and/or the parent/legal guardian may be asked to withdraw their son for lack of support of the school's attendance policies.

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

1. Pick-up a pre-planned absence form from the Dean of Students at least three (3) days prior to the absence.
2. The student's parent/legal guardian must sign the form.
3. The form must be signed by all teachers (with all assignments listed).
4. A duplicate copy must be left with the Dean and one remains with the student.
5. The student is responsible for all work assigned and should be handed in a timely manner.
6. Pre-planned absences during final exam days are generally not approved.

Further information from the Archdiocese of Los Angeles on this topic can be found at the following link:
http://handbook.la-archdiocese.org/chapter-13/section-13-2/topic-13-2-3

d. Leaving School Early

A written request from a parent/legal guardian must be submitted to the attendance secretary before school on the day the student is to be excused. A phone call from a parent/legal guardian is not sufficient to have the student excused from school. A parent/legal guardian may appear in person to request dismissal. The school reserves the right to ask for proper identification. Only individuals listed on a student's emergency card may pick up a student from school.

Further information from the Archdiocese of Los Angeles on this topic can be found at the following link:
http://handbook.la-archdiocese.org/chapter-13/section-13-2/topic-13-2-5

e. Tardiness

All tardies are unexcused unless accompanied by a medical note or excused by the Dean of Students. All students who are tardy to school or class, excused or unexcused, must report to the attendance secretary for a late slip. Students who are tardy to school or to class should not attempt to enter a classroom without visiting the attendance office first. Students who have unexcused tardies to school or to class will receive a detention (lunch or after school).

Students who are tardy may not loiter in hallways, bathrooms, offices, the activities room, library, chapel, or anywhere on campus. Students who have unexcused tardies to school or to class will be issued a detention. Students who fail to serve their detention will be issued a Saturday detention.

If a student has ten (10) tardies, excused or unexcused, in one semester (excluding tardies for school functions), he will be issued an attendance warning from the Dean's office. If a student goes beyond fifteen (15), excused or unexcused, tardies in one semester, he may lose credit in his classes, at the teacher's discretion, or he may be asked to withdraw from Bishop Mora Salesian High School due to lack of evident support of the school's attendance policies. Tardies for school related functions do not count towards a student's total tardiness.

Further information from the Archdiocese of Los Angeles on this topic can be found at the following link:
http://handbook.la-archdiocese.org/chapter-13/section-13-2/topic-13-2-6

f. Truancy

If parents fail to inform the school by telephone or a student fails to bring a note signed by his parent/legal guardian, then the student will be considered truant and will face disciplinary action. Forgery of notes may lead to a request for withdrawal. Students who are found throughout campus without a specific reason or purpose, and without permission from a faculty member during instruction-time are considered truant.

Walkouts

Students are not permitted to leave the school grounds once they have arrived at school and they may not leave until the final dismissal bell rings to end the school day. Leaving campus without parental permission is considered truancy and disciplinary action will be taken. Parents will be notified of this violation.

While walk-outs/demonstrations may reflect a student's right to express an opinion, doing so without the presence of adult supervision or without the written consent of parents/ guardians, places the student's safety in jeopardy.

Further information from the Archdiocese of Los Angeles on this topic can be found at the following link:

http://handbook.la-archdiocese.org/chapter-13/section-13-2/topic-13-2-7

g. Work permits

Bishop Mora Salesian High School issues work permits through the Director of Guidance. If students must work, it is suggested that they:

1. maintain a 2.0 GPA;
2. work a maximum of 20 hours per week;
3. do not work past 10:00 PM on school nights.

Further information from the Archdiocese of Los Angeles on this topic can be found at the following link:
http://handbook.la-archdiocese.org/chapter-5/section-5-4/topic-5-4-2

27. Communications Procedures

a. Parent Teacher Conferences

Bishop Mora Salesian High School faculty is available before and after school each day to meet with students and/or with parents. If a parent wishes to meet with a teacher, it is recommended that the parent request a specific meeting time with the teacher via email or over the phone to ensure availability.

b. Parent Messages and Phone Calls

Though email is a convenient way to correspond with Salesian High School faculty and staff, it is not an adequate substitute for dialogue when an issue or concern is complex or sensitive. Parents/Guardians are asked to keep email correspondence with Salesian High School faculty/staff brief. If an issue requires discussion, Salesian High School parents/guardians are asked to phone the appropriate faculty/staff member through the main office phone at (323) 261-7124.

c. Parent to School Communication

It is always the school's hope that problems be solved at the source whenever possible. Thus, it is advisable that anyone having a difference of opinion or having a need for clarification regarding policies or procedures goes directly to the faculty/staff member responsible before going to that person's superior. For example, if there is a concern about a student's grade in a class, this issue should be discussed with the teacher first. Only after the student, teacher and parent meet, and only if a solution is not reached, should the administration be contacted for an appointment. Please note that anonymous correspondence regarding personnel cannot be adequately addressed and will not be considered due to limited constraints and because proper follow-up is impossible. Responding to parent/guardian questions and concerns, in a timely manner, is extremely important to Salesian High School. To best support good working relationships between parents, faculty, staff and administration, an appropriate and consistent method of communication is essential. When parents work with teachers and staff to resolve problems at the source, it affirms the professional accountability that should be present in our community.

Ultimately, Bishop Mora Salesian High School is here to provide students with an exceptional education. Productive, proactive communication and parent/student support of Salesian procedures enable faculty/staff to do our best to serve parents and students to that effect.

Further information from the Archdiocese of Los Angeles on this topic can be found at the following link:
http://handbook.la-archdiocese.org/chapter-13/section-13-8/topic-13-8-1

28. Closed Campus

Bishop Mora Salesian High School is a closed campus during regular school hours of 7:30am until 3:30pm. Students are not permitted to leave the school grounds once they have arrived at school, and they may not leave until the final dismissal bell rings to end the school day. Leaving campus without permission is considered truancy.

Further information from the Archdiocese of Los Angeles on this topic can be found at the following link:
http://handbook.la-archdiocese.org/chapter-13/section-13-5/topic-13-5-1

29. Safety and Security Procedures

Bishop Mora Salesian High School is a closed campus. All visitors to Salesian must report to the main office for sign-in and a visitor's pass. Once a student has arrived on campus, he may not leave until the final dismissal bell rings to end school. Salesian students may not visit other schools unless the responsible authorities of both schools grant permission. Likewise, students from other schools may not enter the Salesian campus during school hours without authorization from the school's administration. Permission to leave campus during school hours must be in writing from a student's parent or guardian. Bishop Mora Salesian High School contracts with a canine detection service as an adjunct means to ensure for its students a drug and weapons-free campus.

Further information from the Archdiocese of Los Angeles on this topic can be found at the following link:
http://handbook.la-archdiocese.org/chapter-8

30. Arrival/Dismissal Procedures

All students may be dropped off in front of the school or in the lower school parking lot each morning. Students dropped off in the lower parking lot must arrive at least five minutes prior to the first bell indicating the start of school. Once the first bell has sounded, the parking lot entry gate will be locked and all students are directed to the main school entrance at 960 South Soto Street. For dismissal, all students may exit using the lower parking lot gate or through the school's main entrance.

31. Automobiles & Parking Lot

Students who bring automobiles or other motor vehicles to school do so at their own risk. The school assumes no liability for theft or damage to vehicles. Bishop Mora Salesian High School

does not assume any responsibility for damaged, lost, or stolen items. Students parking on campus must do so in their designated areas on the lower level. Students may not park in areas reserved for faculty, staff, or guests.

All student cars parked at Bishop Mora Salesian High School are to be registered with the Dean's office and parked in their designated spots assigned by the Dean of Students. During school hours, students may not go to any parking area whether their car is parked on or off campus without being escorted by Campus Security or school officials.

Parking on campus is a privilege. The Dean of Students may revoke this privilege for misconduct or abuse of the parking policies. The campus speed limit is 5 miles per hour. Drivers are expected to operate vehicles in accordance with the California motor vehicle code, good judgment, caution, and courtesy. Reckless driving, speeding and/or any action that endangers the safety or property of others may be cause for serious disciplinary action

32. Parent or Guardian Right of Visitation
Any parent or guardian desiring to visit their son during the school day must first check-in at the front office.

Further information from the Archdiocese of Los Angeles on this topic can be found at the following link:
http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-4

33. Non-Custodial Parents
Organizations, agencies, or persons may never be allowed to assume custody of any pupil on school premises during school hours or immediately before or after school unless the parent or guardian explicitly authorizes the assumption of custody. (The section on Arrests and Court Orders is the exception) Normally the principal will ask one other adult (e.g. teacher, secretary) to witness the presentation of a bona fide authorization. In case of any doubt as to the validity of the authorization, custody shall not be granted.

Further information from the Archdiocese of Los Angeles on this topic can be found at the following link:
http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-4

34. Health, Illness, Accident Procedures

a. Emergency Card

Emergency cards provide important information for the school in case of an emergency. Each student must have updated cards on file before starting school. Any change of address, telephone, or health condition must be reported to the Main Office. The school assumes no responsibility for false or non-updated addresses and telephone numbers submitted by families. Students may be suspended from school until cards are turned in.

Further information from the Archdiocese of Los Angeles on emergency cards can be found at the following link:
http://handbook.la-archdiocese.org/chapter-8/section-8-14/topic-8-14-1

b. Medical Screenings (vision, hearing, scoliosis)

Students, with the permission of the parents/guardians, may be subject to routine examinations in school, including hearing, vision, dental, head lice, and scoliosis.

Further information from the Archdiocese of Los Angeles on this topic can be found at the following link:
http://handbook.la-archdiocese.org/chapter-8/section-8-16

c. Immunization

Students are admitted to school only after complete immunization records are obtained. Emergency and Health forms will be kept in each student's file maintained in the Attendance Office.
Further information from the Archdiocese of Los Angeles on this topic can be found at the following link:
http://handbook.la-archdiocese.org/chapter-8/section-8-16

d. Health Records

Emergency and Health forms will be kept in each student's file maintained in the Attendance Office. Each student must have an updated form at the beginning of each school year. Changes in contact information must be reported to the Registrar's Office immediately.

Further information from the Archdiocese of Los Angeles on this topic can be found at the following link:
http://handbook.la-archdiocese.org/chapter-8/section-8-17

e. Medical Appointments

Students will never be kept from being able to be excused from school for a medical appointment. However, parents should attempt to schedule non-emergency medical appointments for their sons outside of school hours to maximize the amount of class time a student is able to experience.

Further information from the Archdiocese of Los Angeles on this topic can be found at the following link:
http://handbook.la-archdiocese.org/chapter-8/section-8-17/topic-8-17-1

f. Medications

Any student who must take medication during school hours, either prescription or over-the-counter, must communicate this information to the attendance office and the Dean of Students. Any additions/changes in medication/doses must be submitted to the main office staff in writing. All medications must be left in the front office.

Medication must be in its original packaging, marked with the student's name, the name of the prescription, and instructions for use. All non-documented medication will be confiscated until the Dean's Office has received proper documentation.

Further information from the Archdiocese of Los Angeles on this topic can be found at the following link:
http://handbook.la-archdiocese.org/chapter-8/section-8-17/topic-8-17-2

g. Communicable Diseases

A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department or a physician before he is readmitted to school

Further information from the Archdiocese of Los Angeles on this topic can be found at the following link:
http://handbook.la-archdiocese.org/chapter-8/section-8-12

h. Allergies

Parents should make every effort to inform the school in writing of any allergies that a student may have. Such information is kept in the student's emergency record each year.

i. Student Sexual Conduct and Pregnancy

Bishop Mora Salesian High School follows the moral standards and ethical principles set forth by the Department of Catholic Schools of the Archdiocese of Los Angeles when considering incidents of a moral nature. Archdiocesan information can be found at the following link:
http://handbook.la-archdiocese.org/chapter-4/section-4-1/topic-4-1-14

j. Research Projects and Rights of Parents

Parents/guardians must be informed if a research project involving their child is to be conducted at the school and they must be provided with sufficient information about the research to enable them to give informed consent. Parents/guardians have the right to withhold permission allowing their child to participate in research studies. Parents/guardians have the right to withdraw their child at any time from a research project without reprisal.

Further information from the Archdiocese of Los Angeles on this topic can be found at the following link:
http://handbook.la-archdiocese.org/chapter-13/section-13-6/topic-13-6-6

k. Accident Procedures

Students should report any injury to Salesian personnel immediately. The Student Accident Insurance Program is provided for all students enrolled in Archdiocesan high schools. This program assists only with medical expenses incurred because of

accidental bodily injury sustained by students while attending Salesian or while participating in a solely school-sponsored supervised activity. Upon request in matters where timely reporting occurs on the part of the student/parent, the Dean of Students will provide an insurance claim form for this secondary archdiocesan insurance. The Athletic Director will provide claim forms for injuries sustained as a result of participation in school athletics.

Further information from the Archdiocese of Los Angeles on this topic can be found at the following link:
http://handbook.la-archdiocese.org/chapter-8/section-8-7

l. Student Accident Insurance

The Student Accident Insurance Program is provided for all students enrolled in Archdiocesan high schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending Salesian or while participating in a solely school-sponsored supervised activity.

Further information from the Archdiocese of Los Angeles on this topic can be found at the following link:
http://handbook.la-archdiocese.org/chapter-6/section-6-6/topic-6-6-2

35. Privacy and Access to Records

a. Pupil Records

Bishop Mora Salesian High School adheres to the strictest guidelines set forth by the Archdiocese of Los Angeles as they relate to pupil records. For information regarding these guidelines, please refer to the Archdiocesan link:
http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-1

b. Directory Information

For information on the management of directory information by Bishop Mora Salesian High School, please refer to the following Archdiocesan link:
http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-2

c. Parent Authorization to use Student Image, Name, Voice and/or Work

Without the written permission of the parents/guardians of a student or minor, Bishop Mora Salesian High School may not publish or use for noncommercial purposes the image, name, voice, or work of the student or minor.

The Archdiocesan Parent/Guardian release form can be found at the following link:
http://handbook.la-archdiocese.org/chapter-12/section-12-5

d. Verbal/Written Confidences

For information related to the handling of confidential information by Bishop Mora Salesian High School, please refer to the following Archdiocesan link:
http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-3

36. Transfer of Records

a. Student Transfers, Withdrawals and Graduation

To request transcripts of student academic records, a parent or guardian must complete and sign the Authorization to Release School Records Form, available through the Registrar's Office. The name and address of the school or college the student wishes transcripts to be sent to must be provided on the release form in order for the records to be forwarded. Please allow 3-5 business days. Unofficial student academic records may also be released in person to the parent or guardian with the same form through the Registrar's Office or Guidance Office.
Further information from the Archdiocese of Los Angeles on this topic can be found at the following link:
http://handbook.la-archdiocese.org/chapter-13/section-13-4/topic-13-4-1

b. Withholding of Records

Under California law, Salesian High School cannot refuse to provide student records to a requesting elementary school or high school because of any outstanding charges, including tuition or fees that the student or parents/guardians owe. However, in accordance with school policy, the school may withhold from parents/guardians the grades, diploma, or transcripts of a student pending the payment of certain amounts for damaged property, the return of loaned property, or unpaid tuition or fees.

Further information from the Archdiocese of Los Angeles on this topic can be found at the following link:
http://handbook.la-archdiocese.org/chapter-13/section-13-4/topic-13-4-2

c. Cumulative Pupil Record

Permanent Academic Records

Only semester grades are entered on a student's official transcript. The transcript is the official record of scholastic work accomplished during high school. Whenever a pupil transfers to or from one school district or private school, the pupil's permanent enrollment and scholarship record or a copy thereof shall be transferred where the student intends to enroll. In legal separation and divorce cases, state law gives to only the custodial parent the right to consent to release of records (unless both parents have notified the school in writing of a mutual agreement to permit either parent to authorize release); to challenge the content of records; to write responses to information regarding disciplinary action to be included in the record. However, the non-custodial parent still has all the other rights of a parent. Semester grades are issued in January and June. Transcripts are forwarded to colleges or universities upon request.

Archdiocesan Pupil Records

On the official archdiocesan Cumulative Pupil Record form for each student, the school enters full and accurate records, including standardized test results: For a complete

listing of the information contained in a student's cumulative pupil record, please visit the following link:
http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-5

d. Release of Directory Information for Tracking Purposes

Catholic high schools in the Archdiocese of Los Angeles participate in programs in which students' personally identifiable information is disclosed to school officials for purposes of tracking alumni throughout college. This data enables schools to better serve their alumni and helps evaluate the effectiveness of curriculum, instruction, and support services.

A school may disclose directory information as defined above to school officials, including contracted individuals or organizations such as the National Student Clearinghouse, to assist the school in tracking its alumni throughout the college. Unless a parent, student, or former student files a notice to prevent disclosure of directory information, a student's information may be released for the purposes described herein.

Any parent or student over 18 ("eligible student") wishing to prevent disclosure of directory information for tracking purposes must file a written notification to this effect with the principal. If a parent or eligible student submits a request to the principal, it becomes effective on the day it is received by the principal, except for directory information that has already been disclosed.

Once a parent or eligible student places a hold on the release of directory information, the restriction remains in effect permanently, unless rescinded by the parent or eligible student. For this reason, each parent and eligible student is encouraged to review the student's demographic data periodically.

For additional information, please see the National Student Clearinghouse (www.studentclearinghouse.org)

For more information about the policies related to the release of directory information for schools in the Archdiocese of Los Angeles click on the following link:
http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-2

37. International Students

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community.

All international students who do not live with a relative must live with host families who are identified on the student's I-20 forms. Student apartments, dormitory-style living, and unsupervised living are not permitted, even if the students are 18 years old or older. The school

is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required.

The parents/guardians, host family, and/or ISEVPO, if used, shall notify the school if there is any change in the student's host family or residence. Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians. Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so.

All international students are required to be enrolled in a religion course for a grade/credit each semester (see Knowledge of the Faith). The international student will be expected to participate, as appropriate, in religious functions and events.

For more information about the Admissions Policy for International Students in the Archdiocese of Los Angeles click on the following link:
http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6

E. Academics

38. Curriculum

a. Religion Curriculum

The school's religion curriculum adheres to the requirements set forth by the United States Conference of Catholic Bishops (USCCB). Religion courses are graded and receive full academic credit. Students are graded on comprehension and academic achievement in religious study and not on their religious beliefs.

Additional Archdiocesan information about this topic may be found at the following link:
http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-13

b. Honors/Advanced Placement

Bishop Mora Salesian High School provides students with the opportunity to take advanced courses through the College Board's AP program and our own honors program. Courses are offered based on enrollment projections and registration. A course may be canceled in any given year due to low enrollment. Each student who takes an AP course will incur added course expenses. Each AP course has a separate fee, which is billed to student accounts. Students who take an AP course are administered an AP exam and are charged an AP Class fee. (Note: This fee includes the College Board testing fee and course resource fees. The AP class fee is non-refundable). AP courses are offered to allow students to take an AP exam which, if passed, may allow them to receive college credit. For this reason, these courses require more resources and thus incur an additional fee. Only those students enrolled in AP classes may take AP examinations. Students enrolled in an Advanced Placement class must take the AP exam in order to receive AP credit on the high school transcript.

c. Homework

Teachers routinely assign homework in every class period. Specific assignments may be viewed using parent/guardian access to Canvas. Questions regarding homework should be directed toward the individual teachers.

d. Graduation Requirements

To graduate from Bishop Mora Salesian High School, a student must have completed a minimum amount of semester credits, including the following specific requirements. It should be noted that students receive five credits for each semester course.

Catholic Theology*	40 units
English	40 units
Mathematics**	30 units
Laboratory Science	30 units
History/Social Science	30 units
Foreign Language	20 units
Physical Ed/Athletics	10 units
Health	2.5 units
Visual and Performing Arts (VAPA)	10 units
Electives	40 units

*A Catholic Theology course is required each year the student is enrolled in a Catholic high school. Each grade level has specific requirements, including 25 hours of Christian service per year and a class retreat per year. Failure to complete the yearly Christian service or retreat requirement will result in the student receiving an "Incomplete" in his theology course. The student then has the summer to fulfill the requirement. If the student does not complete his obligation by this time, the "Incomplete" will become an 'F' and be posted on the transcript as such. No course with a grade of 'F' will be credited toward graduation. Requests to participate in off-campus college/university courses must be submitted in writing to the Director of Guidance. Requests and credit will be handled on an individual basis.

**Students must complete a minimum of 6 semesters of Math, which must include Algebra I, geometry, and Algebra II. Salesian awards credits consistent with CSU/UC second-semester validation policies. (In certain circumstances, this policy allows for 1st semester Ds or Fs as long as second semester or summer school math grades validate.)

Attendance at the annual Feast of St. John Bosco ceremony and Career Day event are graduation requirements. This requirement may be waived if the student receives a documented excused absence through the attendance office. Excused absences include verified illness, medical appointment, attendance at funeral, and court appearance. Please refer to the attendance section of this handbook for more information.

Additional graduation requirement information may be found through the following link: http://handbook.la-archdiocese.org/chapter-11/section-11-3/topic-11-3-10

e. Class Programs

The assistant principals and the guidance counselors are in charge of assisting students in the choice of programs based on grades earned, testing data, and teacher recommendations. All changes or adjustments in a student's class schedule are handled through the Academic Guidance Office. Students must obtain approval of the teachers whose classes are affected by the changes. All class changes must be made by the second week of each semester; a fee will be levied for any changes initiated by the student after this time.

f. Course Offerings

Salesian offers a college preparatory program of studies that exceeds the University of California a – g entrance requirements. The curriculum provides a solid foundation for continuing education and for career development. Students are counseled and placed in courses based upon placement examination results, previous academic performance and personal choice.

Course Sequence

Grade 9 - Required Courses

Scripture
Mathematics
Biology
Literature/Composition I
Foreign Language (Spanish 1)
Visual & Performing Arts or AP Human Geography or Engineering

Grade 10 - Required Courses

Jesus' Mission & Church Mission
Mathematics
Literature & Composition II or AP Seminar
Chemistry
Foreign Language (Span 2)
World History or AP World History

Grade 11 - Required Courses

Sacraments & Morality
Mathematics
American Literature/Composition or AP English Language
US History or AP US History
Electives (2) - science recommended by UC/CSU systems

Grade 12 - Required Courses

Christian Vocations & Faith in Action
American Government or AP American Government (semester)
Economics or AP Economics (semester)

Expository Reading & Writing (ERWC) or AP English Literature
Electives (3) - mathematics recommended by UC/CSU systems

Elective Courses

Laboratory Science Electives	UC Approved College Prep Electives
Anatomy & Physiology AP Computer Science Principles Introduction to Engineering (PLTW) Engineering Essentials (PLTW) Kinesiology Sports Medicine	Psychology Sociology Graphic Novels Literature of Sports Mass Media - Intro to Video Production Science Fiction Kinesiology Robotics Public Speaking Cinema/Film Robotics Sports Management/Marketing Study Skills
Advanced - Honors Electives AP African American Studies AP Biology AP Computer Science Principles AP Psychology AP Spanish Language AP Spanish Literature & Culture AP Art History AP Seminar AP Research AP Human Geography AP US History AP Modern World History	

Other Electives
Yearbook

- Elective courses are offered based on course requests made by students at the time of registration each spring. Courses with insufficient student requests will be canceled.

39. Grading Policies

a. Grading scale

Students are assigned a grade with numerical equivalents for each subject. Teachers follow this grading system unless otherwise specified in a departmental handbook and/or syllabus:

A	Superior Attainment	94% and above
A-	Outstanding Attainment	90-93.99%
B+	Very Good Attainment	87-89.99%
B	Good Attainment	84-86.99%
B-	Better than Average Attainment	80-83.99%
C+	Above Average Attainment	77-79.99%
C	Average Attainment	74-76.99%
C-	Below Average Attainment	70-73.99%
D	Poor Attainment	60-69.99%
F	Non Attainment	59% and below

b. Grade reporting

Report Cards

Salesian offers students and parents access to grades and assignments via the school's learning management systems (Canvas). Families will receive a username and password in order to navigate the website service used by the school. Report cards are issued four times a year: twice in the fall and twice in the spring. First and third quarter report cards will be distributed during a parent-teacher night where parents/guardians will be able to receive their son's report card and speak with their son's teachers. Missing the parent/teacher conferences will result in a fee of $25.00 on the tuition/fees account. Parents and guardians are encouraged to monitor their son's real time grades through the Canvas online grade books.

Cumulative Grade Point Average (G.P.A.)

Students are assigned a grade point value for each course they undertake with numerical equivalents for each subject. These grade point values are averaged in at each grading period and form what is known as the student's G.P.A. Advanced Placement (AP) and Honors courses are calculated on a 5.0 grading scale.

Examinations at semester

All financial accounts must be cleared in order for a student to take semester exams. Exams must be taken during the designated days. Failure to complete exams will result in an 'F' grade for the exam. Special circumstances must be approved in writing by the administration.

c. Make-up Work/Absences

Only those students with excused absences are eligible to make-up work for any classes. Credit for exams or other assignments given on a day in which a student's absence is unexcused is forfeited.

d. Course Deficiencies/Failure

Failure in three (3) or more subjects at the end of a semester may make a student ineligible to continue at Salesian High School. In addition, a student may be asked to leave if at any time his complete academic record shows ongoing deficiency. A student who does not receive a passing grade in a course will be required to make up the grade during the following summer. Students have two weeks into the following semester to make-up final exams in order to clear incomplete grades. If a student does not make-up finals within this time period, the student will receive an "F" on the final. Courses must be made up at Salesian High Summer School. In the event that Salesian does not offer the course, the student must receive prior permission from the administration to register at another school **prior** to any courses being taken. The school administration must also approve all night school or independent study programs prior to the student's registering. Failing grades not made up immediately may render the student ineligible to attend Salesian.

e. Conduct/Citizenship Grades

Citizenship grades are given to students during each grading period as an indication of a student's general behavior in each class. The Dean of Students may intervene and place students on disciplinary contract whenever a student receives three (3) or more Needs Improvement (NI) or Unsatisfactory (U) citizenship marks during any grading period. Citizenship marks do not appear on official transcripts.

40. Standardized Testing and Assessments

a. College Entrance Requirements

<u>Criteria for the "A-G" requirements as used for the UC System</u>

The University of California has designated certain courses to be considered college preparatory in nature. This section explains the purposes and general criteria to meet the requirement of college preparatory.

The purposes of the A-G subject area requirements are to ensure that entering students…

- Can participate fully in the first year program at the University in a broad variety of fields of study;
- Have attained the necessary preparation for courses, majors, and programs offered at the University;
- Have attained a body of knowledge that will provide breadth and perspective to new, more advanced studies; and
- Have attained essential critical thinking and study skills.

The following general criteria must be satisfied for courses to meet the requirement: Be academically challenging; involve substantial reading, writing, problem solving, and laboratory work (as appropriate); and show serious attention to analytical thinking, factual content and developing students' oral and listening skills.

Specific requirement for minimum qualification for University of California, California State University, and NCAA eligibility can be found at the following Archdiocesan link:

http://handbook.la-archdiocese.org/chapter-11/section-11-3/topic-11-3-10

General senior year college information

Application for entrance to colleges should be made early in the senior year. The University of California (UC) and California State University (CSU) applications must be submitted by November 30th. The senior college counselor will assist students in the application process. Some colleges require applicants to take either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). The Counseling Office has registration forms for these tests. Results of the test are sent directly to the colleges of one's choice and to the high school. The two main areas stressed in the tests are verbal aptitude and mathematical reasoning. Colleges often require one or two Subject Area Tests. These tests measure scholastic achievement or subject matter learning. Seniors and their parents should make an appointment with the Guidance Counseling Center to inquire about more information.

Bishop Mora Salesian High CEEB Code Number: 051554
Los Angeles County Code: 06037

b. Standardized Testing

8th Grade Testing	HSPT, STAR & PSAT 8/9
9th Grade Testing	STAR & PSAT
10th Grade Testing	STAR & PSAT
11th Grade Testing	PSAT/NMSQT
12th Grade Testing	SAT I /Subject area tests (Given at another location) ACT (Given at another location), AP Exams

41. Break and Lunch/Nutrition

The school schedule allows for adequate break time and lunch period for students each day. For specific break times, students should refer to the official school bell schedule which can be found on the school website at www.mustangsla.org

The yard is the designated lunch area. Students are not allowed in the lower parking lot, hallways, classrooms, lobby, main office or on the south side of the building during break and lunch times without proper authorization. Students who are found with food in the building will be issued a Saturday detention. The cafeteria will stop serving food five (5) minutes before the bell rings for the end of break and lunch.

42. Supplies and Textbooks

Most courses will use some online resources and textbooks. Some textbooks may be on-loan to students; all on-loan textbooks must be returned in acceptable condition by the last day of the academic course. Final report cards will not be issued until all textbook obligations have been met.

The student bookstore carries school supplies, school uniforms, PE uniforms, shirts, and sweatshirts. The store accepts cash, checks, money orders and credit cards for payment.

43. Academic Honors and Awards

Graduation with Honors

A student graduates with Senior Honors (a gold tassel) if he maintains a total unweighted academic GPA of 3.5 or higher during the first three marking periods (i.e., 1st Quarter, 2nd Quarter/Semester, 3rd Quarter) of his senior year. A student graduates with High Honors (a gold cord and gold tassel) when he has maintained a total (cumulative) unweighted academic GPA of 3.5 to 3.74 for seven semesters. A student graduates with Highest Honors (a gold stole and gold tassel) when he has maintained a total (cumulative) unweighted academic GPA of 3.75 or above for seven semesters.

Honor Roll and Academic Awards

The Honor Roll is published at the end of each quarter and semester. A student earns a place on the Honor Roll by achieving an unweighted Academic Grade Point Average of 3.5 or higher without receiving a D or F in any classes.

Valedictorian and Salutatorian Awards

The Valedictorian Award goes to the senior who has the highest cumulative academic unweighted G.P.A. based on the first seven semesters of his high school transcript (includes the first semester of senior year). The Salutatorian Award is designated for the second ranking senior during the same grading periods. In case of a tie, the award will be shared. Should the student refuse the honor, the award goes to the next highest ranked senior. Only students that have been enrolled at Bishop Mora Salesian High School for a minimum of four semesters are eligible for valedictorian and salutatorian awards.

Senior Awards

Senior Farewell, Baccalaureate Mass, and Graduation are privileges and are not guaranteed to all seniors. It is expected that all eligible seniors participate in these ceremonies. While the senior farewell and Baccalaureate Mass are open to all seniors and their relatives, seniors must meet all academic, financial, disciplinary, retreat, and service hour requirements, and must successfully complete the senior exit interview process in order to participate in the graduation ceremony. Any senior who does not attend Senior Farewell and/or Graduation will forfeit any and all awards that were intended to be presented to him. The student may claim his diploma at the regular time from the business office.

44. Tutoring

If a student requires private tutoring (outside of the school's after school tutoring program), the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist parents in identifying outside tutoring resources. Bishop Mora Salesian High School teachers may not be paid for tutoring students assigned to their classes. With prior written

permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.

Additional information from the Archdiocese regarding tutoring may be found at the following link:
http://handbook.la-archdiocese.org/chapter-12/section-12-6

45. Academic Probation, Dismissal, Retention/Transfer

Academic Probation

Students are required to maintain a 2.0 GPA. Each quarter the student's record is reviewed and if the weighted academic GPA falls below a 2.0, the student is placed on academic probation for one quarter. If at the end of the following quarter, he is still below the 2.0 weighted academic GPA, he will be placed on academic ineligibility. Academic ineligibility means that a student may not participate in school athletic or extracurricular activities and programs.

Academic Review Board

If academic intervention and accommodations prove unsuccessful by the following two quarters, the student may face an Academic Review Board. The purpose of this Board will be to review the student's academic record and all intervention and accommodations taken. The Academic Review Board will make a recommendation to the Principal. The Board may include the following:

1) Assistant Principal
2) Academic Counselor(s)
3) Dean of Students

Retention/Transfer

Should an enrolled student become ineligible to continue as a student in his current grade level as a result of poor academic performance and therefore asked to withdraw from the school, the parents/guardians may petition the school to consider retention. Such requests would be made directly to the principal and reviewed on a case-by-case basis. The student's academic and disciplinary record would be reviewed by the principal as part of this appeal process.

Probation

For Archdiocesan information related to probation as it relates to academics, please refer to the following link:
http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-5

46. Counseling

Academic & College Counseling

As a college preparatory school, Bishop Mora Salesian High School provides numerous opportunities and resources to familiarize students with college campuses, such as campus visits and university excursion trips. Information regarding college scholarships and financial aid is presented at grade level parent meetings and through daily student announcements. In January of each year counselors will hold an annual meeting for seniors and their parents to

help them apply for scholarships. Academic counselors provide academic guidance for students of all grade levels, with an increased focus on college as each student moves closer to graduation.

Personal Counseling

The mission and purpose of the Bishop Mora Salesian High School is education. While the school provides access to an outside agency for introductory personal counseling through Counseling Partners of Los Angeles (CPLA), extended counseling services are not provided by the school. The school may not assume the responsibility for psychological counseling or therapy because its employees are not qualified or licensed to do so.

In addition to providing classroom instruction, Bishop Mora Salesian High School engages in limited counseling activities. For a complete listing of these activities, please refer to the following Archdiocesan link below:
http://handbook.la-archdiocese.org/chapter-12/section-12-7

47. Video/Film Policy

Bishop Mora Salesian High School follows the Archdiocesan policy for video and film. To view this policy, please refer to the Archdiocesan link below:
http://handbook.la-archdiocese.org/chapter-10/section-10-4/topic-10-4-2

48. Summer School

Salesian High School holds a summer session open to Salesian High School students and students from other Catholic high schools. Subject requirements, when offered during summer school, must be taken at Bishop Mora Salesian High School. All 'D' or 'F' grades in any course MUST be made up in summer school. Failure to make-up 'D' or 'F' grades may jeopardize continued enrollment at Bishop Mora Salesian High School. Exceptions must be approved by the administration prior to any coursework being started. Summer courses taken at other schools that are not approved by the administration will not count toward a student's remediation or overall graduation requirements. Course offerings depend on enrollment. Summer tuition fees and regulations are published each May. Community college courses are acceptable to meet the a-g requirements if, and only if, they articulate to the UC and are approved by the Vice Principal prior to starting these courses. The web site at www.assist.org lists all community college courses that articulate to the UC.

Those students who have transferred into Salesian High School and are under special considerations will have the option of making up previous failures during their elective periods, provided:

1. such courses are available within the Master Schedule
2. the class size permits such a transfer, considerations are to be presented to the Assistant Principal through the Guidance Department

Additional summer school information can be found on the Archdiocesan website at the following link:

http://handbook.la-archdiocese.org/chapter-11/section-11-3/topic-11-3-14

F. Co-Curricular Activities and Athletics

The Director of Student Activities is responsible for all student activity programs in the school. The organizations, clubs and activities are guided by moderators and are considered an essential part of the total educational program of Bishop Mora Salesian High School. Students are encouraged to be involved in some phase of the activities program as a supplement to classroom development. The more the student is a part of the school and the greater his share of participation in its programs, the more intense will be his satisfaction and his sense of belonging. Students should seek out the Director of Student Activities or Dean of Students for more information.

If a student receives a GPA of less than 2.0 on a grading period report card he will then be placed on academic probation for the duration of the next grading period. If the student's GPA is still below 2.0 on the report card of that next grading period, then the student will be declared academically ineligible and he will remain so until he has a GPA of at least 2.0 on a grading period report card. Students wishing to participate in the Associated Student Body (ASB) must maintain a GPA of 3.0 or better. Students wishing to participate in the Salesian Lettermen Society (SLS) must maintain a GPA of 3.50 or better. The activity eligibility policy applies to non-Salesian students who are involved in Salesian organizations and activities, such as cheer and drama.

All events and activities sponsored by any class or club must first be cleared by the moderator and approved by the Director of Student Activities. Students interested in forming a club must present a proposal to the Associated Student Body (ASB).

49. Before and After School Policies and Programs

After a school event or activity, it is the responsibility of the parents to make arrangements to pick up their sons. Students should not be left alone after school events or activities. Bishop Mora Salesian High School assumes no liability for students who are left without transportation after a school event or activity. Other than school provided transportation, students need a written note from their parents to ride with others. Teachers and coaches are not permitted to drive students in their personal cars without the written permission of the principal, and only under rare circumstances. After an activity, parents may take their students home but a student may not leave with another driver without a written note from a parent.

50. Field Trip and Excursion Policy

In order for a student to participate in a scheduled field trip, he must have his parent or legal guardian sign a permission form and submit it to his teacher, moderator, or coach at least one (1) day prior to the trip. No phone in permission will be accepted. Since participation in field trips is considered a privilege, students are subject to all behavioral expectations of the school. Students who are not doing well academically or are having disciplinary problems may be excluded from participating in field trips.

Use the following link for more information on the Archdiocesan policy regarding field trips and excursions:
http://handbook.la-archdiocese.org/chapter-12/section-12-3/topic-12-3-1

a. Non-school sponsored trips

Students participate in non-school sponsored trips during the school year at their own risk. Parents are encouraged to fully examine all aspects of non-school sponsored trips. Absences as a result of non-school sponsored trips during the school year are considered unexcused.

51. Transportation

Bishop Mora Salesian High School provides transportation to students participating in school-sponsored activities. Occasionally students may be charged a fee for field trips and other excursions. Personal vehicle transportation by families is strongly discouraged and is not allowed by Salesian High School staff members.
http://handbook.la-archdiocese.org/chapter-12/section-12-3/topic-12-3-2

52. Student Government

Student Activities are conducted through the Associated Student Body (ASB). The ASB acts as a leadership-training course and represents the students in offering suggestions to the school administration and coordinates all school activities and projects. Membership is gained through application and students must maintain a GPA of 3.0 or better.

a. Election rules

Rules for elections are published each spring. A combination of majority vote as well as points gathered from a selection committee are used in determining officers. In cases of a tie, a simple majority vote is used to determine the winner of an election.

b. Authority

Participants in student leadership opportunities assist the school in determining appropriate activities for the student body, under the direction of the Director of Activities. Elected and selected student representatives do not have the authority to make administrative decisions or policy decisions for the school.

53. Clubs/Organizations/Honor Societies

Establishing Student Clubs

There are three steps in establishing a student club:

1. Application: Any school group desiring representation in the Associated Student Body (ASB) should apply to it for a charter.
2. Statement of Purpose: At the time of application, each group shall state its purpose and a set of rules and regulations by which it proposes to govern itself.
3. Presentation to Administration: If the Associated Student Body (ASB) approves the request, the club shall present the application to the Director of Student Activities and, with the approval of the latter, issue a charter.

National Honor Society (NHS)

Membership in the National Honor Society is based on the scholarship of the student and the willingness of the student to tutor others for their progress. Applications are open to sophomore, junior, or senior level students. Students who are members of the National Honor Society are entitled to have that distinction noted on their transcript and are eligible for academic scholarships.

Salesian Lettermen Society (SLS)

Membership in the Salesian Lettermen Society is determined by the commitment of the student to the welfare and promotion of school spirit through sports and school activities. To qualify, a student must have a Varsity letter, must be considered a leader or having leadership abilities, and must have a GPA of 3.5 or better. Membership takes place two times during the school year: fall and spring.

54. Dances

a. Formal Dances (Homecoming, Winter Formal, Prom)

Bishop Mora Salesian High School sponsors occasional formal and informal dances during the school year. Specific policies related to dances are as follows:

1. No one will be admitted to Salesian dances after 9:00pm. The administrator on duty will handle any exceptions that evening.
2. No one will be allowed to leave the dance before 10:30pm, unless picked-up by a parent/guardian.
3. Students leaving the dance will not be allowed to return (this includes making telephone calls).
4. Students are NOT permitted to loiter in the parking lot before, during or after the dance.
5. The dances will end at 11:00 pm unless there has been a prior announcement (and the band or DJ has one half hour to clear their equipment.)

b. Graduation Celebration/Grad Night

Official school graduation celebrations and grad night information will be announced to parents and students during the springtime mandatory senior parent meeting. Parents are asked to use caution in allowing students to participate in non-school sponsored graduation celebrations or trips. Bishop Mora Salesian High School is not responsible for such events or trips, and promotion of such events on campus is strictly prohibited.

55. Student Publications

Student publications are an important component of the instructional program and contribute directly to each school's goals. The principal is the publisher and has the legal responsibility for all official student publications, including the newspaper, yearbook, and website. All school publications must observe copyright laws.

Bishop Mora Salesian High School follows the Archdiocesan policy related to student publications which can be accessed by using the following link:
http://handbook.la-archdiocese.org/chapter-12/section-12-5/topic-12-5-1

56. Parent/Guardian Release for Student or Minor (Noncommercial)
Without the written permission of the parents/guardians of a student or minor, Bishop Mora Salesian High School may not publish or use for noncommercial purposes the image, name, voice, or work of the student or minor.

The Archdiocesan Parent/Guardian release form can be found at the following link: http://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_en.pdf#search=parent%2520 authorization

57. Student Identification Cards
Student Body identification cards are issued at the beginning of the school year. Students who transfer into Bishop Mora Salesian High School during the course of the school year or students who lose their ID's are to see the Activities Director for procedures to obtain their student body card. A student identification card is the property of Bishop Mora Salesian High School and must be presented or surrendered upon request. Students are to carry their ID card at all times. There is a $5 charge for a duplicate/replacement ID.

58. Yearbook
The school's yearbook is published at the end of the year and is included as part of student fees. The principal is the editor of the yearbook and reserves the right to make appropriate changes to the publication as deemed necessary.

59. Athletics - General Policies and Procedures
Bishop Mora Salesian High School is a member of the California Interscholastic Federation (CIF) and the Catholic Athletic Association (CAA) and abides by all policies regarding open enrollment. Salesian sponsors interscholastic athletic teams in the following sports: Cross Country, Football, Basketball, Soccer, Baseball, Track & Field, Volleyball, Swimming, and Golf.

Locker Rooms

The sports and physical education locker room located on the lower level of the gymnasium has been designed with the athletic and physical education programs in mind. The same regulations apply to this locker room as apply to other school facilities, especially in regards to locker use and locks.

The following are the main regulations:

1. School locks must be used on all lockers.
2. The head coaches of sports in season will assign gymnasium lockers.
3. Gymnasium lockers can only be used by students who have been assigned to lockers. Any student using a combination or key operated lock not purchased through the campus bookstore, or who operates a locker not assigned to him, will have the lock removed and his personal belongings confiscated. Students are to respect the locker room facilities by striving to maintain a clean environment.
4. Physical Education classes will have designated lockers to be used during that period only

Dismissal of an Athlete or Quitting a Team

Athletes who are dismissed or quit a team in season cannot try out or practice for another sport until the sport in season is completed. There are two exceptions to this policy: (1) athletes who do not make the team can try out for another team in season; (2) athletes who are dismissed or quit a team must obtain permission from the coach who dismissed him or from the coach of the team the athlete quit, and permission from the Athletic Director to try out for another team in the season.

Dismissal from a team is the last action a coach should take in attempting to discipline a student. The final decision to dismiss a student from a team must be agreed by the head coach and the athletic director. Suspension, additional work, and counseling are alternative ways of dealing with discipline problems. The following reasons may warrant dismissal:

a. Failure to follow the athletic code.
b. Failure to maintain the required academic standards.
c. Violation of CIF or league rules governing eligibility (age, residence, etc.)
d. Major school infractions leading to suspension from school.
e. Smoking in or out of uniform, use of drugs, or alcoholic beverages.
f. Consistent absenteeism from practices or games/matches without a legitimate excuse.
g. Improper behavior using social media
h. Improper conduct on the bus, van, or at an athletic contest.
i. The unauthorized wearing of school uniform or use of school equipment.
j. Stealing.
k. Use of obscene language and/or profanity.
l. Insubordination to coaches or other school personnel.

School Attendance of Athletes

On the day of a game or contest or on a scheduled practice during the school week, athletes must be present for at least one-half of their regularly-scheduled school day on the day of the activity. The only exception to this policy is when mitigating circumstances prevail, and then the principal may allow an athlete to participate.

Transportation of Athletes

Student-athletes must go with their team on the transportation provided by the school. They must return to school with their team on the transportation provided. Student-athletes may be allowed by their coach to return to school or go home with their parent(s) as long as arrangements were made in advance and there is documentation showing release with a parent/guardian signature.

Parent Transportation Release Form

There may be an occasion and under certain circumstances where it will be necessary for a student-athlete to drive his own vehicle to an athletic contest/practice. When necessary, the athletic director may grant permission when the following is done:

1. Written permission from the parent or guardian stating the reason why the student-athlete must drive.

2. Student-athletes must submit a transportation form to the athletic director one day prior to the athletic contest.
3. Student-athletes may not travel with other student-athletes in the case that coaches cannot find buses for all teams for away games, coaches may request parents to assist with transportation to away games. All parent drivers must have insurance cards and a valid driver's license on file with the school office.

Junior Varsity, Frosh/Soph, and Freshman Certificates

Athletes and student managers who participate in an interscholastic junior varsity, frosh/soph, or freshman team sport earn certificates. A Salesian athlete is recognized at the conclusion of his respective season. The established criterion for receiving a certificate is based on attendance at practice, work ethic, dedication, enthusiastic participation, good sportsmanship, and the head coach's recommendation.

Trophies, Plaques, Medals, Patches, and Certificates

Athletes are recognized for outstanding athletic achievement by their coaches at an athletic banquet at the end of each season. In order for athletes to be eligible to receive their trophies, plaques, medals, patches, and certificates, athletes are required to attend their respective banquet. Athletes who do not attend their sport's banquet will forfeit all awards. For athletes the banquet dress code is consistent with the school's formal dress policy. Lettermen are expected to wear their "Black and Blues."

Use of Sports Facilities

The gymnasium and athletic field are primarily used by Salesian High School's sports program and the physical education department. The school's extracurricular activities also have use of the athletic field and gymnasium when the athletic teams and physical education classes are not using the facilities. The Facility Manager, in consultation with the principal, must approve extracurricular use of the athletic field and gymnasium. Organizations outside of Bishop Mora Salesian High School must obtain approval from the Facility Manager and the Principal and must complete a user's application, pay user fees and liability insurance, prior to using the school's sport's facilities.

60. School Athletic Handbook

a. Sports by Season/Pep Squads

- FALL SEASON – Cross Country, Football
- WINTER SEASON – Basketball, Soccer
- SPRING SEASON – Baseball , Golf, Swimming, Track, Volleyball
- YEAR-ROUND – Cheer Team

Cheerleading Squad

Membership in the Cheerleading Squad is to unify students, alumni and fans in support of Salesian High School and its athletes. To enhance the positive game-day atmosphere, motivate fan support, entertain the crowd, promote school spirit, and represent Salesian High School at athletic campus, community events and competitions.

b. Selection Process/Requirements for Participation

To participate in interscholastic sports, a student must fulfill all the requirements of the C.I.F. They must also get academic and financial clearance to participate. The student must also meet these criteria:

1. Character: Any student whose conduct is unsatisfactory may be declared ineligible by the Principal or the Athletic Director for an indefinite period.
2. Appearance: Participation in athletics involves discipline and sacrifice. Those who wish to participate in interscholastic sports must abide by the dress and grooming standards set by the school and the Athletic Director.
3. Physical: In order to participate in Athletics students must take a medical examination and the school must have a copy of the exam on file.
4. Academic: All students involved in athletics are expected to maintain a minimum of 2.0 GPA for each grading period. Students with a GPA below 2.0 for two consecutive grading periods are not eligible to practice with or play on any interscholastic team. Salesian follows all standards set forth by the C.I.F.

Head coaches for each sport determine students allowed to participate in any given sport based on factors discussed with student-athletes and parents at the start of each season. Concerns regarding the selection of participants should be addressed with each respective coach first, followed by the athletic director.

c. Athletic Medical Clearance

All student athletes are required to be medically cleared prior to participating in any practice or game. Athletic Medical Clearance Forms can be obtained from the Director of Athletics and from coaches for each sport.

d. Injuries and accidents

All students who are registered with the school and participate in the interscholastic sports program are covered (with limitations) by accident insurance through the Archdiocese of Los Angeles. Parents need to be aware that this accident insurance is secondary coverage for most families who already have health insurance. In most cases, the archdiocesan insurance is not primary insurance coverage. The archdiocesan insurance becomes the primary insurance when a family does not have health insurance. In addition, students who choose to participate in football are required by the Archdiocese of Los Angeles to purchase additional coverage, even if the student-athlete has health insurance coverage. This mandated additional coverage by the archdiocese cannot be waived for any reason. Athletic injuries must be immediately reported to the head coach so that an injury report can be filed immediately.

e. Athletic Fees, Equipment and Uniforms

Athletic Fees

Athletic fees vary from sport to sport. A full list of fees are provided to families by coaches at the beginning of each sports season. These fees must be paid in full prior to the start of the league season.

Equipment and Uniforms

All athletes will be issued equipment and/or uniforms. Once equipment and/or uniforms have been issued, the athlete assumes sole responsibility to care for the equipment and/or uniforms for the duration of the sport. At the time the equipment and/or uniform are issued, the athlete will sign for the equipment received. In signing, the athlete agrees to return the equipment and/or uniform, clean and in good shape at the end of the season. If the athlete does not turn in equipment and/or uniform at the end of the season, the athlete will be required to pay current replacement value for the items he was issued at the beginning of and during the season. All equipment must be turned in or paid for before athletes are allowed to take exams. Stolen equipment and/or uniforms are the responsibility of the athlete.

f. Discipline Policies and Procedures in Athletics

Students participating in Salesian athletics represent the school and are expected to display good sportsmanship at all times. Failure to do so may result in dismissal from a team and disciplinary action by the Deans' Office. Furthermore, student-athletes and their parents are expected to adhere to all CIF and CAA regulations.

g. Varsity Jackets and Sweaters

Salesian Varsity Letter

Varsity letters can only be earned by athletes and student managers who participate in an interscholastic varsity sport and meet the requirements that are specific to the team of which they are members. Once the requirements are met, a Salesian athlete will be eligible for a Letter in a sport at the conclusion of a varsity season. An athlete who displays his varsity letter on a letterman's jacket or sweater does so with pride and realizes that it is both a privilege and an honor. By wearing the letter, athletes represent Bishop Mora Salesian High School and must conduct themselves as outstanding Christian citizens. The Salesian varsity letter is a block letter eight (8) inches in size and can only be worn on a varsity jacket or Lettermen Society sweater. Athletes who bring dishonor to themselves and to the school may be denied the privilege of wearing his letter. The athletic director in consultation with the Principal may deny an athlete the privilege and honor of wearing his letter due to inappropriate behavior.

Letterman Sweaters and Jackets

Letterman sweaters may only be worn by members of the Lettermen Society who lettered in a varsity sport and they must be members in good standing. Letterman sweaters must be Columbia blue in color and all Letterman patches are to be approved

with the moderator of the Lettermen Society. There are strict guidelines for the Letterman Sweater as set out by the SLS Constitutions. The SLS moderator is the final judge of such matters. No unapproved slogans, names, patches, letters or insignias can be on school sweaters or jackets. An athlete's name can be embroidered on the front of the jacket. On the back, at the discretion of the jacket owner, the words "Salesian Mustangs" may be embroidered along with the official Salesian Mustang emblem. All school jackets are subject to approval by the Athletic Director and the Director of Student Activities. Athletes are advised to get approval by the athletic director or student activities director before ordering their jacket.

h. Sportsmanship Code for Spectators

All student-athletes, parents, and spectators are expected to adhere to the highest standards of sportsmanship, maintain an understanding of the responsibility of serving as a school representative, demonstrate support of the athletic program, and comply with all CIF, CAA, league, Archdiocesan, and school policies. If at any time a member of the faculty, staff, or administration believes that proper behavior is not being demonstrated by spectators during a practice or competition in which Salesian High School students are present, the school staff member will ask the spectator to leave the athletic contest. Ongoing or significant demonstrations of inappropriate cheering, taunting, or misbehavior, as determined by school personnel, will result in the complete removal from a spectator from any future athletic contests and other school events.

i. Coach/Trainer Certification [Play Like a Champion]

Coaches and trainers are required to participate in a significant amount of training prior to coaching any student-athlete at Salesian High School. These certifications include the University of Notre Dame's Play Like a Champion Program which highlights the importance of faith, integrity and commitment, among other important values. Information about this program, as well as other requirements for coaches, may be obtained from the Director of Athletics.

j. CIF

The California Interscholastic Federation (CIF) is the governing body for all sports offered at Bishop Mora Salesian High School. The school adheres to all policies outlined in the CIF Blue Book, which can be found at the following link: http://cifss.org/governance/blue-book/ Bishop Mora Salesian High School will not make any exceptions which place the school's good standing with CIF in jeopardy.

G. Tuition and Fees

61. Tuition and General Fees

TUITION – 2026-27:

$ 12,200 per student per year

1. Families are encouraged to apply for financial assistance if full tuition payment is not possible.
2. Tuition is divided over 12 months (July '26 – June '27)

3. Mandatory Fundraising Fee – (Not included in tuition) - $500 (3 raffles)
4. 30 Service hours per year

Additional Fees:

1. APPLICATION FEE $50 per new student - Fee is non-refundable
2. REGISTRATION $550 per student - Fee is non-refundable
3. GRADUATION FEE $300 - Seniors only, due by April 15 (includes costs associated with graduation ceremony, rentals, etc)
4. AP CLASS FEE $130 per class - Fee is non-refundable. Includes test fee, teacher training, and classroom resources; does not include textbook fee.
5. ORATORY FEE - $600 per year (includes student technology device, technology software subscriptions, classroom resources, science lab fees, yearbook, retreat fees (additional Kairos fee during junior year not included), standardized testing (does not include AP testing fees), emergency supplies, and printing and mailing costs.
6. SPORTS FEE - Fees vary for each sport and are not refundable.

62. Tuition Collection

All families shall be expected to make tuition payments according to one of the following payment plans. Payment plan option must be submitted each year at the time of student registration. Unless indicated, payment must be submitted using the FACTS Tuition Management Plan. If families do not use FACTS, $150 will be added to the tuition bill.

Options for payment shall include:

Full Payment Plan: The entire amount of tuition and fees is paid directly to the school on or before August 15th. There is no annual fee for the full payment plan. Families in the full payment plan receive full credit for the required service hours.

Semester Plan: Under this plan, the entire amount of tuition is paid in two installments, due on August 15th and December 15th. There is an annual fee for this payment plan through FACTS. Families in the semester plan receive credit for half of the required service hours.

Monthly Plan: Under this plan the entire amount of tuition and fees are paid monthly over a twelve (12) month period beginning in July. The monthly bill must be paid through FACTS. Through this plan, the family authorizes the bank to transfer the tuition payment from a checking or savings account on the 1st, 5th, 15th or 20th of the month. There is an annual fee from FACTS. Monthly payments for seniors are distributed over eleven (11) months.

All financial matters regarding tuition must be resolved through the school's finance office. Families failing to pay tuition according to the agreement which they have made with the finance office or who have been unwilling to make suitable alternative arrangements with the finance office may be suspended after 2 consecutive months of non-payment. Families with continued non-payment of tuition will be asked to withdraw their son from Bishop Mora Salesian High School.

All previously unpaid tuition must be paid by June 15th if a student is to be re-admitted on the first day of class for a new school year. Payments are made directly to the school. If payment is not possible, suitable arrangements must be made with the school financial administrator.

63. Tuition Assistance

Financial Assistance is available to students at Salesian High School and is based on the financial needs of each family. Financial Aid covers only a portion of the tuition cost. The amount of the award is determined after reviewing all applications and the funds available. This past year, over 95% of the students received some type of aid. No scholarships are granted for athletics or other non need-based reasons. School donors and benefactors make available tuition awards and scholarships for eligible and qualifying families. The list of financial aid recipients is tentatively finalized by April/May of each year.

Late applications for financial aid are reviewed and awarded financial aid based on the budgeted amount still available. Once all financial aid amounts have been exhausted, no further awards are given during the school year.

Catholic Education Foundation (CEF)

The maximum scholarship aid CEF awards is $2,000 and the application deadline is typically in December of each year. Late applications are not accepted for CEF assistance. Please note that while the school collects the applications for submission to CEF, the school does not make the decisions on whether financial aid from CEF is approved.

Family Discount

Families with more than one student enrolled at SHS will receive a $1,000.00 'Brother Tuition Discount' per family applied to the oldest son.

Requirements for Financial Assistance

The amount of financial aid awarded will be determined after the evaluation of application. Financial aid is not automatically renewed. Each recipient must reapply each year. The criteria for financial aid are as follows:

1. Family must demonstrate financial need.
2. A completed 2026-27 Financial Aid Application must be submitted. A copy of 2024 income taxes is needed or other proof of income.
3. A student must have an overall G.P.A. of 2.0 for CEF and 2.5 for aid awarded by Salesian. All students receiving financial aid will be evaluated at the beginning of each quarter to determine if they are meeting the academic and discipline criteria for financial aid. Students who do not meet the criteria risk having their financial aid reduced or taken away.

Financial Hardship

No family seeking a Catholic education for their child will be denied on the grounds of financial hardship. New and existing parents who are having, or would have difficulty paying school fees because of genuine hardship, are encouraged to discuss concerns with the finance office. All

discussions will be treated confidentially and respectfully. More information can be obtained by contacting the finance office.

Additional information regarding Archdiocesan financial aid policies can be found at the following link:
http://handbook.la-archdiocese.org/chapter-6/section-6-2/topic-6-2-3

64. Parent Service and Fundraising Requirements
All families must complete 30 parent service hours per student as well as participate in school fundraisers, as outlined in the 2026-27 tuition contract.

65. Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)

- Application Fees - An application fee for all students new to Salesian High School is $50.00 which includes the High School Placement Test
- Registration Fees - The non-refundable annual registration fee per student is $550.
- Oratory Fee - includes student technology device, technology software subscriptions, classroom resources, science lab fees, yearbook, most retreat fees, standardized testing (does not include AP testing fees), emergency supplies, and printing and mailing costs.
- AP Course Fee & Exam Fee – Each student who takes an AP course will incur added course expenses. At the end of the school year students who take an AP course are administered an AP exam and are charged an AP Class fee of $130. Parents should note, those AP courses are offered to allow students to take an AP exam, which if passed, they may receive college credit. For this reason, these courses require more resources thus incurring an additional fee.
- Sport Registration and Spirit Pack Fees - Any student interested in joining a sport will incur an annual sports registration fee. Each sport has a separate fee that can range from $100 to $750 and it covers equipment, insurance, cleaning of uniforms, athletic department administrative costs and other expenses. It is non-refundable if a student decides to leave or is dismissed from the sport after the first week of practice.
- Graduation Fee – Seniors are to pay a $300 graduation fee by March 28th. This fee covers all costs associated with graduation.
- Textbooks – Each student is responsible to purchase the correct textbooks in a timely manner. The cost of required books can range from $150 to $500 depending on the courses taken and the edition of textbooks purchased. No textbooks are sold at Salesian.

H. Discipline

66. Philosophy

The Salesian Preventive System of Education

Bishop Mora Salesian High School practices Don Bosco's preventive system of education based upon reason, religion and kindness. In light of this unique system, we regard conduct as a code for moral guidance. The primary purpose of discipline is to promote genuine development of a student's capabilities and to promote respect for self and for others.

We attempt to provide an environment that is conducive to learning. We consider discipline to be only one aspect of our attempt to develop good character. We attempt to assist the ethical

growth of students. As such, discipline aids in spiritual and moral development. Discipline is administered in such a way as to help our students to eventually and freely choose right rather than wrong, good rather than evil, order rather than chaos, and virtue rather than vice.

Discipline by parents and teachers must be administered justly, firmly and intelligently. To do this, our motives must always stem from charity - never from outrage, emotions or exasperation. Parents and teachers are expected to work together and be consistent. Discipline is considered to be in evidence when pupils work in cooperation with each other, with teachers, and with the school administration in order to attain the objectives of the class and the school.

Discipline in the Catholic school is considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate that is conducive to learning and promotes character development and the common good. Each school must publish its discipline policy in its parent/student handbook.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, teachers, and their classmates towards class and school objectives. However, the legitimate interest of the school extends beyond the school day and school hours.

Failure to cooperate with the conduct code will be handled by detentions, suspension, disciplinary probation, request for withdrawal, or expulsion. The student and his parents may appeal to the Administration if they feel the disciplinary action is unwarranted. School regulations apply to Salesian students whether they are at school or school sponsored activities. Salesian students are recognized as such to and from school and whenever they gather as a group. On these occasions, they are subject to school regulations since misconduct may hurt the reputation of the school.

- **Discipline and Procedures**

  <u>Classroom conduct</u>

  Individual teachers are to establish their own class rules in addition to school regulations. The administration supports each faculty member's efforts to establish a productive classroom environment. It is the student's responsibility to learn to live up to the individual class expectations. When a student violates a class rule, the teacher may take the following steps:

  1) 1st violation: the teacher will give a verbal warning and conference with the student.
  2) 2nd violation: the teacher will notify parents.
  3) 3rd violation: the teacher will assign a parent/teacher conference.
  4) 4th violation: the teacher will forward a disciplinary referral to the Dean

  <u>Parent Conferences</u>

  Conferences are held when the school's efforts to curtail a student's behavior have not been successful. In order to avert a potentially serious behavior situation, a teacher, dean, or administrator will request a parent conference in order to discuss the student's behavior.

Off Campus Conduct of Students

Although Bishop Mora Salesian High School does not hold itself responsible for offenses committed by students outside of its jurisdiction, misconduct anywhere, which may compromise the reputation of the school and other students while a student is enrolled in Bishop Mora Salesian High School may be cause for disciplinary action, including request for withdrawal.

Campus Cleanliness

Salesian students should take pride in their campus and show a sincere concern for the environment in which they live. Students are challenged daily to think environmentally and act demonstratively by willingly participating in the school's recycling program. Students may be detained after school on days when the campus is littered and unclean or be assigned to a cleaning detail during lunchtime as a result of attendance or truancy violations.

Graffiti

Tagging and graffiti anywhere on school property is an act of vandalism not only destructive to the object affected, but to the members of the school community who share those facilities defaced by such activity. Possession of any type of markers, crayons, paints, or sharp objects on his person, his locker, or in his personal possessions are grounds for an investigation by the Dean. Students involved in tagging are subject to disciplinary action that may include suspension, disciplinary probation, and/or expulsion. A parent or guardian of student(s) responsible for tagging or graffiti is liable for the cost of materials and labor to restore the damaged area(s).

Courtesy

Students are to be respectful toward teachers and peers at all times. This includes teachers, students of other schools, and campus visitors. Profane language reflects poorly on the individual and the school. Students who use profanity will be subject to disciplinary action. Teachers are expected to model respect in action and speech at all times.

Excessive Display of Affection

As a Catholic school, Salesian insists upon appropriate moral behavior by its students and student visitors at all times. Excessive and inappropriate displays of affection are never acceptable on campus or at school events. This includes kissing, inappropriate hugging, or other displays of affection inappropriate to the school environment as determined by the administration.

Lockers

The Dean of Students assigns school lockers. They are for the convenience of the individual student. Lockers are the property of the school and are provided to students as a space for storage of school related items. Lockers are not to be shared by students and locker combinations should not be given to anyone. Students are responsible for

their lockers and locker contents. Students are to use school-issued combination locks. Failure to adhere to this will result in the lock being cut and confiscation of the locker's contents. Although a student may have control of an assigned locker, possession is not exclusive against the school and its officials. It is the proper function of the school authorities to inspect lockers to prevent their use for any illegal or illicit purposes. The school does not assume responsibility for lost or stolen articles

Lost and Found

Lost articles should be turned in to the Main Office. If a student has lost something, he should check with the Dean of Students to see if it has been turned in. Students should check with the physical education instructor or responsible coach for lost P.E. and athletic equipment.

School Building Times and General Conduct

The school building is open from 8:00 a.m. until 4:00 p.m. on regular school days. No student should enter the building before or after these hours and should only enter under the supervision of a faculty or staff member. During break and lunch periods, students are to remain outside in their designated areas until the first tardy bell rings for class. Exceptions are with proper authorization and teacher supervision. Students attending a club meeting, visiting the counseling center or computer laboratory must report to their destination within two (2) minutes of the bell. Students are not allowed to eat or drink in the buildings or between classes. Students found in violation of this policy will be issued a Saturday detention.

School Property

All damage done to school property shall be repaired at the expense of the person committing the offense. There is a minimum fine of $50.00 for the defacement of school property. Depending on the extent of the damage, a student may be subject to expulsion.

Senior Privileges

All members of the senior class have certain designated privileges which are requested by the Senior Class, submitted to the Activities Director, and approved by the Administrative Council during the first quarter of school. If, during the school year, a senior abuses these privileges or is placed on disciplinary suspension or probation, he will lose his privileges.

Stolen Property

Any incidents of this nature should be reported immediately to teachers or the Dean. Students are asked to mark their own personal items clearly so that they may be identified if they are misplaced. Students should not leave belongings unattended. Bishop Mora Salesian High School considers theft to be the taking, tampering, or relocation of another student's personal belongings without his knowledge or permission. If loss or damage to said property is incurred, the student(s) involved will

assume responsibility for replacement or monetary restitution. Theft is a serious act and is viewed by the school as ground for expulsion.

Unauthorized Areas on Campus

Students are not allowed anywhere on campus without the direct presence and direct supervision of adults to include the football/soccer field, weight room, locker rooms, classrooms, counseling center, laboratories, offices, the Seventh Street and the Soto Street sides of campus, parking lots, stairwells, hallways, and academic locker areas. Students found in a situation where adults are not present will be subject to disciplinary action.

Vending Machines

The vending machines on campus are to be used before school, during morning break, lunchtime, or after school only. Purchases made on vending machines during passing periods or class time are never allowed. If the machine malfunctions, students are to let the finance office know.

- **Disapproved Disciplinary Measures**

  Bishop Mora Salesian High School and the Archdiocese of Los Angeles disapprove of specific disciplinary measures which can be found at the following link: http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-2

- **Detention**

  Detentions may be given when a student exhibits unacceptable behavior. Failure to report to a detention assignment will result in a Saturday detention and/or additional disciplinary action. This service may involve a work detail of campus clean up.

  1. After-school Detention: After-school detention may be assigned on a daily basis except for Fridays. Friday detentions are served on Mondays. Failure to report to detention on the week it was issued will result in an automatic Saturday detention. After school detention begins 10 minutes after the last bell of the day.
  2. Lunch/Break Detention: Lunch and break detentions may be issued for minor infractions. This service may involve a work detail of campus clean up.
  3. Saturday Detention: Saturday detention may be issued for more serious infractions and for failing to report to after school detention. Saturday detentions will generally be served from 8:00 a.m. to 11:00 a.m. To offset the cost of having staff on campus to supervise Saturday detention, students issued a Saturday detention will be issued a fine of $20 per occurrence and must immediately pay the fine to the finance office. Failure to attend a Saturday detention will result in a disciplinary contract. Failure to attend a second Saturday detention will result in strict probation. Continuous failure to attend Saturday detentions may result in dismissal from Bishop Mora Salesian High School.

  Archdiocesan information regarding detentions can be found at the following link:

http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-3

- **Behavior Agreement/Probation**

Disciplinary Contract

When a student has failed to correct a pattern of misbehavior, comply with assigned punishments, or breach a school policy considered by the school to be serious, he may be placed on disciplinary contract for the duration of the quarter, semester, or the remainder of the school year. The student should consider the period of his contract as a time for intense concentration and consideration of all of Bishop Mora Salesian High School's behavioral policies.

If the student continues in a pattern of misbehavior or commits a serious infraction while on probation, he may be placed on strict probation or may be expelled from Bishop Mora Salesian High School.

All students are placed on an agreement whereby a concerted effort on the part of the student will be made to avoid further violations of school policy, discontinue the pattern of misbehavior and to intensify his study habits. Parents and the dean will be a party to this agreement by signing it as well. Students on disciplinary contract may lose their privilege of participating in some or all school-sponsored events if they do not meet the requirements specified in their contract and are subsequently placed on strict probation

Strict Probation

A student who has exhibited very serious disciplinary behavior, a defiant attitude toward school rules, or who has not improved his behavior while on disciplinary contract may be placed on strict probation for a specified period of time, as determined by the Dean of Students. Students placed on a Strict Probation Contract may not return to school until the contract is signed by the student's parent or guardian. While on strict probation, the student may not participate in/attend any school co-curricular activities. If a student does not comply with the terms set forth in the strict probation contract, the student becomes eligible for withdrawal. Students may be placed on strict probation for a serious violation of school policies and rules which include, but are not limited to, the following:

1. habitual or accrued violations of school rules, including 10 or more detentions in one semester
2. failure to fulfill detention obligations
3. excessive tardies
4. repeated cutting classes or truancy
5. insubordination towards faculty and/or staff
6. repeated classroom disruptions
7. forging notes, permission slips, or other official school documents requiring parent/guardian signature
8. possession of cigarettes/tobacco/vaping materials and/or smoking/vaping on campus or at any school activity

9. gambling on school grounds
10. persistent violations of uniform dress code
11. habitual profanity or vulgarity
12. defacing or destroying school property
13. instigating or inciting a fight
14. any activity that discredits the school

Additional Archdiocesan information regarding behavior agreements and probation can be found at the following link:
http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-5

- **Suspension/Disciplinary Measures for Grave Offenses**

Suspension

A student may be suspended from attending classes, being on campus, and participating in any school activities, at the discretion of the dean of students, Vice Principal, and/or principal, for the purpose of a school investigation. School days missed as a result of a suspension are treated as excused absences.

In-school Suspensions

In rare circumstances where the parent's family cannot be reached, a student will be placed on in-school suspension until a parent, guardian, or emergency contact has been reached. If a student's family or emergency contacts cannot be reached by the time school offices close, the student will be released to local authorities.

Additional Archdiocesan information regarding suspensions can be found at the following link:
http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-4

- **Expulsion/Request for withdrawal**

Expulsion is the complete and final removal of a student from Bishop Mora Salesian High School. Cases of expulsion/request for withdrawal are reviewed by the Disciplinary Review Board upon appeal from the parent(s)/guardian(s). Recommendations are directed to the Principal.

Violations Warranting Possible Expulsion:

1. Failure to comply with the conditions of disciplinary contract, probation or strict probation.
2. Lying or withholding relevant information to the Principal, Vice Principal or Dean of Students during the course of an investigation.
3. Committing any of the following flagrant violations:
    a. Persistent, willful disobedience or public defiance, and or disrespect to any school authority, staff member, or visitor.
    b. Theft or damage to property belonging to the school, a member of the staff, a student, or visitor. Theft or damage committed at another school.

c. Disorderly, lewd, obscene or offensive conduct which may be detrimental to the moral welfare of others or the school.
d. Distribution and/or possession of pornography.
e. Distribution and/or possession of drugs or alcohol.
f. Assault or battery, abuse or any threat of force or violence directed toward another individual or their property.
g. Any action which threatens the health or safety of others.
h. Obstruction of any school procedures, activities, or events.
i. Association or active involvement in a gang or group that is responsible for coercive or violent activity.
j. Academic dishonesty.
k. Abuse of internet/computer policies or cell phone policy.
l. Any act that discredits the school

NOTE: Any action which violates basic Christian and civil norms are unacceptable at Bishop Mora Salesian High School. The school administration is the final judge of what is unacceptable behavior. Violations may also result in the involvement of law enforcement and criminal prosecution.

Disciplinary Review Board

When a student has been dismissed from school due to disciplinary action, the parent(s)/guardian(s) are afforded the opportunity to appeal the decision. In such instances, a Disciplinary board will convene to review the information presented by the dean of students, the student(s) involved, and the immediate family of the student. Attorneys and non-family members are not allowed to participate in disciplinary board hearings.

The purpose of this Board will be to review the actions already taken by the Dean of Students, and to recommend to the Principal whether to uphold the decision of the dean or to provide an alternate recommendation for the principal's discernment of the final school decision. The dean of students does not participate in the deliberation process by the disciplinary board.

The Disciplinary Board will consist of:

1. Assistant Principal designated by the principal (chair, non-voting)
2. Dean of Students (non-voting)
3. Two Faculty representatives (voting, selected by the faculty at the beginning of each year)
4. Administration representative (voting, faculty member selected by the school's administration at the beginning of each year)

Following the disciplinary review meeting, the result is presented to the principal. The principal communicates the final decision to the family within a reasonable timeframe, most often within one or two days following the disciplinary board hearing. The decision of the principal is the final decision of the school. Students

remain suspended during disciplinary review board meetings and discernment but are granted excused absences if they are allowed to return to school due to appeal.

Archdiocesan information regarding expulsion can be found at the following link: http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-6

- **Academic Dishonesty Policy**

  Academic dishonesty involves a student's attempt to display a level of knowledge or skill which he does not possess. Instructors have the responsibility for supervising all student work in order to encourage honest individual effort and for taking appropriate action where instances of academic dishonesty are discovered. Honesty is the responsibility of each student.

  1st offense: Student loses all credit for the given assignment(s); Parent is notified; student is issued a written warning.

  2nd offense: Student loses all credit for the given assignments(s) and may lose semester credit for the course in which the dishonesty took place; student is issued a Saturday detention, and placed on disciplinary contract.

  3rd offense: Students may be asked to withdraw from Bishop Mora Salesian High School on the basis of continued academic dishonesty.

- **Harassment, Bullying, and Hazing Policy**

  Bishop Mora Salesian High School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying, or hazing in any form. Harassment, bullying, or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

  Archdiocesan information regarding this topic can be found at the following link: http://handbook.la-archdiocese.org/chapter-13/section-13-10

- **Student Threats**

  All student threats to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the principal, or a teacher. The principal should notify the police immediately. The Department of Catholic Schools should also be notified.

  The student who has made the threat should be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat should be notified. Any adult or student who has been identified as a potential victim, or mentioned in writing as a potential victim, should be notified immediately.

The student who has made the threat, shall be suspended until the investigation by the police and school has been completed. The decision to re-admit a student who has made a threat should be made by the principal on a case-by-case basis. Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. These actions may result in suspension or removal of a student from school.

Further Archdiocesan information on student threats can be found at the following link:
http://handbook.la-archdiocese.org/chapter-13/section-13-10/topic-13-10-2

Substance Abuse, Drug Testing, and Possession of Alcohol or Controlled Substances

Bishop Mora Salesian High School has as its primary concern the welfare and safety of its students and offers a holistic education advocating the positive growth of mind, spirit and body. To this end, the school will enforce all policies to ensure that the campus is alcohol, drug, and weapons free and will educate students against the perils of such use. It is the school's belief that anything that would interfere with this positive growth is inconsistent with the school's philosophy. Therefore, any possession, use, sale or distribution of controlled substances, non-prescription drugs, drug paraphernalia, alcoholic beverages or tobacco products on campus or at school-sponsored events off campus is strictly prohibited. If at any time the school feels there is reason to believe a student is in violation of our school drug policy, or if at any time a student has an Impact Canine Solutions alert, the student will be referred to the dean's office. All personal items (including vehicle and locker) will be searched thoroughly. Parents will be notified of the situation and must provide the results of a drug test conducted by a certified medical facility. The student will need to provide results before being able to return to school. Understanding that substance abuse is an addiction, students confronting illicit drug issues are immediately referred to the vice-principal and a school counselor for guidance and disciplinary action.

Disciplinary Action

Students are encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol or drug-related issues that are not publicly known in the school or community-at-large. If a student is known to be dealing in drugs or providing alcohol on or off campus, or if a student is convicted in a court of law for drug sale, possession, or use, the student will be asked to withdraw from school or may be expelled. In case of suspected use of alcohol, controlled substances, drugs, or narcotics, an administrator will:

1. Interview the student in the presence of an adult witness to evaluate observable symptoms. This may include cooperation from the student with testing for the presence of drugs or controlled substances.
2. Request cooperation from the student in conducting a search in the presence of an adult witness, of his person and possessions which may include lockers, other locations on campus, and the student's

campus-parked vehicle. **If the student is uncooperative, the Los Angeles Police Department and parent/guardian will be notified.**

3. Provide information to parents or guardians regarding the availability of public or private resource agencies for rehabilitation.

In cases where sale or possession is verified, a school administrator will confiscate all evidence and immediately contact parent/guardian and the police department. If an arrest is made and the student is removed from the school before parents arrive, a representative of the local law enforcement agency or the school will notify the parent or guardian prior to the time that the student would normally return home. If an arrest is not made, the student may be suspended from school. A conference will be arranged with parent or guardian and the student to discuss disciplinary action where the cooperativeness or lack of on the part of the student will be taken into consideration.

Additional Archdiocesan information regarding this topic can be found at the following link:
http://handbook.la-archdiocese.org/chapter-13/section-13-8/topic-13-8-4

- **School Searches**

Students' legitimate expectation of privacy of their person and in the personal effects they bring to school must be balanced against the school's obligation to maintain discipline and provide a safe environment for the school community. School officials may conduct a search of a student's person and personal effects, including vehicles parked on campus, only upon a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

Bishop Mora Salesian High School adheres to the Archdiocesan policy on school searches, which can be found by using the link below:
http://handbook.la-archdiocese.org/chapter-13/section-13-7/topic-13-7-4

I. Law Enforcement

Students may be arrested or subpoenaed as witnesses without parental knowledge or permission. The school must make every effort to contact the parents to inform them of the action and the whereabouts of the student. In the case of a subpoena, the student may insist that it be served and that transportation be provided unless the parents give permission for the student to leave the school. All efforts to contact parents should be documented and filed with a report of the arrest or subpoena. Regarding the Release of Minor to Peace Officer (Ed. Code Sec. 48913), the code states: "When a principal or other school official releases a minor pupil of such school to a peace officer for the purpose of removing the minor from the school premises, such school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to such officer, and regarding the place to which the minor is reportedly being taken."

a. Interview and Removal from School or Students by Police Officers
A properly identified representative of a law enforcement agency or Child Protective Services has the right to enter a school to take a student into temporary or protective custody or to make a lawful arrest of a student.

To access the Archdiocesan policy for this topic, use the following link:
http://handbook.la-archdiocese.org/chapter-13/section-13-7/topic-13-7-2

b. Interview of a Student during School Hours by a Police Officer
In performing their official duties and upon presenting proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and Child Protective Services shall be allowed to interview students in those cases where an interview outside of school hours is impossible or impractical or would duly interfere with the enforcement of law.
Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.

To access the Archdiocesan policy for this topic, use the following link:
http://handbook.la-archdiocese.org/chapter-13/section-13-7/topic-13-7-1

c. Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer
While it is primarily the role of the law enforcement officer to notify the parents/guardians that a student has been taken into custody, the person in charge shall also take immediate steps to notify the parents/guardians about the release of the student to the officer and where the student has reportedly been taken. However, the person in charge shall not notify the parents/guardians when a student has been removed from school as a victim of suspected child abuse or the officer has specifically requested that the student's parents/guardians not be notified.

To access the Archdiocesan policy for this topic, use the following link:
http://handbook.la-archdiocese.org/chapter-13/section-13-7/topic-13-7-3

J. Electronic Usage Policies
The school adheres to the Archdiocese of Los Angeles Acceptable Use and Responsibility Policy for Electronic Communications, which can be found at the following link:
http://handbook.la-archdiocese.org/chapter-10/section-10-3

a. Electronic Devices
The use of any electronic devices in the school building during regular school hours is strictly prohibited, unless approval has been granted by the classroom

teacher or the school's administration. This includes, but is not limited to cellular phones, hand-held video games, music players, laptop computers, AirPods, headphones, and smart glasses. Students may only use electronic devices prior to the first bell, during break and lunch, and after dismissal. A student found in violation of this policy may be subject to the following disciplinary action:

1. The device will be confiscated and turned into the office of the dean. The device will be returned after a fine of $20 is paid to the finance office.

The school will not be liable for any confiscated item. Repeated violations of the electronic devices policy will result in further disciplinary action, including a monetary fine of $20 per infraction, and/or Saturday detention, suspension, or expulsion.

Note: Bishop Mora Salesian High School is not responsible for the safety or security of any electronic device brought to the campus. It is strongly recommended that all personal electronic devices be left by students at home.

Cell phones

Salesian High School recognizes that cell phones have become an essential part of our daily lives. However, cell phones in the classroom can hinder the learning environment and overall academic culture of the school. Thus, Salesian High School's cell phone policy is as follows:

1. Student cell phones must be on silent mode and not visible while inside any of the school buildings during school hours (8:00 am until the end of the school day).
2. Principal, Assistant Principal and Dean of Students may seize and search a student's cell phone if the cell phone is a part of a school investigation in which the cell phone was utilized as part of the situation being investigated.
3. Video or photos may not be taken on school campus during school hours. Video or photos for academic purposes, directed by a teacher, may be allowed on school issued devices. Students who take inappropriate and/or offensive videos or photos, or take/publish videos/photos of students and/or personnel without the expressed consent of the person whose likeness is being used, will face disciplinary consequences including, but not limited to, request for withdrawal.

Salesian Technology

Bishop Mora Salesian High School is dedicated to promoting innovative learning environments and improved learning outcomes for all learners through the creative use of instructional technologies. Our faculty engages in continuous professional growth in the use and implementation of instructional technologies so that we can successfully develop our students into competent and productive

digital citizens. As a Los Angeles Archdiocese high school, Salesian High School complies with all regulations that are governed by the Department of Catholic School and Los Angeles Archdiocese. For more information on the guidelines on the terms of the Archdiocesan Acceptable Use Policy and all other electronic communications pertaining to its usage, please visit http://handbook.la-archdiocese.org/chapter-10/section-10-3.

Digital Citizenship: The term "Digital Citizenship" is a concept that promotes and enables our students, parents, teachers, and school leadership to understand what is appropriate when it comes to technology and one's digital footprint. Digital Citizenship is defined where individuals understand and promote positive and effective online skills through various digital platforms. Our role as Salesian educators is to promote a safe and faith filled atmosphere without the means of negative connotations to one's digital and personal life.

Learning Commons & Innovation Center: The Learning Commons and Innovation Center is an innovative learning space where students, faculty, and staff members are able to gather and work independently or collaboratively. Members of the Salesian community are able to gather for class projects, work independently, practice presentations in reservable private rooms, and engage in academic discussions with peers and faculty.

Student Online Grade Access (Aeries Account) & Student Email Access: Parents and students who are enrolled at the high school are given login credentials to view the student's grades, for the academic school year. All students are given a Salesian High School email account that is hosted by Google, but managed by the Technology Office. The account is not confidential and should not be considered private to the student.

Student Homework Access & Collection (Canvas): Salesian uses Canvas, a learning management system (LMS) that allows teachers to post assignments, course content, and curriculum resources. This platform also facilitates grading and communication between the teacher and student/parent(s). All students have access to this LMS as part of their Salesian Gmail account. Students are required to enter the assigned login credentials in order to access the teachers' Canvas course pages.

Bring Your Own Device Policy (BYOD): Students are permitted to use a personal iPad or laptop if it is registered with the technology department. Salesian High School does not assume any responsibility for a personal device that is damaged, lost, or stolen on campus.

1:1 iPad & Chromebook Program: Providing students with an individual iPad and/or Chromebook in a learning environment provides an opportunity to enhance each student's overall learning experience. Utilizing the iPads and/or Chromebooks at BMSHS gives students access to learn in and out of the

classroom. This 1-to-1 personalized learning also narrows the digital divide between students and encourages responsible use of today's ever changing technologies.

All iPads and Chromebooks remain property of Salesian High School, and the school reserves the right to confiscate and search a student's iPad to ensure compliance with the Acceptable Use Policy (AUP). Students in violation of the AUP may be subject to disciplinary action, confiscation, removal of content, and fines for the repair of damaged devices. In the event of confiscation, completion of all class work remains the responsibility of the student.