

St. Bonaventure High School

School Year 2011-2012

Welcome to the 2011/2012 school year.

The official handbook of a private school constitutes a contract between parents/caregivers, students and the school. All aspects of school life are presented, reflecting the philosophical and religious goals within the context of the Expected School-wide Learning Results we have established. ***It is imperative that parents/caregivers and students read and become familiar with these provisions and articles each year in order to be fully aware of rights and obligations.***

St. Bonaventure High School is an Archdiocesan school. The Student/Parent Handbook and the Archdiocesan Administrative Handbook for Secondary Schools are followed. The Education Code for the State of California is also followed where it applies to private schools, and references for particular sections of the code are given. The administration and the Department of Catholic Schools reserve the right to interpret and modify the contents/regulations found in this planner. It is the responsibility of students and parents/caregivers to carefully read the information. Please read this planner, sign the form distributed with the planner, and return the signed form by the date requested.

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ST. BONAVENTURE HIGH SCHOOL STUDENT/PARENT HANDBOOK 2011-2012

CHAPTER 1: INTRODUCTION

SAINT BONAVENTURE HIGH SCHOOL: AN OVERVIEW

St. Bonaventure High School is owned by the Roman Catholic Archdiocese of Los Angeles and is fully accredited by the Western Association of Schools and Colleges. The school is named in honor of the Patron of the San Buenaventura Mission and the City of Ventura. St. Bonaventure, a Franciscan priest, served as General of the Franciscan Friars Minor, Bishop of Albano and Cardinal. His work as a philosopher and theologian during the Middle Ages earned him the title of the Seraphic Doctor, hence the school mascot of Seraph, the highest order of angels.

St. Bonaventure's first student body consisted of 70 freshmen that started classes in partially completed buildings in September of 1963. The teaching staff, headed by Sister Mary St. Lawrence, was composed of five Sisters of Notre Dame, with lay men and women to supplement the faculty as needed. In September of 1966 the Franciscan Brothers were added to the faculty and administration.

In September of 1966, St. Bonaventure became a complete four-year co-educational high school with an enrollment of 264 students. Reverend Thomas Meskill became the new Principal. The school's Alma Mater, composed by Claire Miller of Santa Paula, one of the school's original graduates, was sung for the first time in 1966/67.

In January 1976 Brother Hilarion O'Connor became Principal. The official ground breaking for a long-awaited multi-purpose building took place on February 13, 1979, and the building was dedicated on September 17, 1979.

Brother Thomas Fahey became Principal in September of 1979. The increase in enrollment necessitated the addition of three classrooms in September of 1982.

Brother Paulinus Horkan was named Principal in 1986. Two additional classrooms and offices were built and ready for use in September of 1987. Work on the baseball field in Saticoy was completed in the spring of 1988. December of 1995 saw the dedication of a new foyer for the multi-purpose building and a coeducational fitness center. In April of 2000 another dedication marked the opening of the new administrative offices and classrooms. In December of 2003 the school celebrated the 40th anniversary with a special Mass with Cardinal Roger Mahony.

In 2006 the field renovation was completed with an artificial playing field, synthetic track and seating for 800.

Mr. Marc Groff was appointed the first lay Principal in the school's history in May 2007.

Currently over 650 students from all areas of Ventura County attend St. Bonaventure High School. Working in cooperation with parents, the administration, faculty and staff are committed to drawing out the best in students. Mirrored also in the task are the words of James Francis Cardinal McIntyre . . .

**“ . . . THERE IS NO PERFECTION IN ACADEMIC ACHIEVEMENTS POSSIBLE
WITHOUT RECOGNIZING THE EXISTENCE OF GOD.”**

(Dedication of St. Bonaventure High School - January 21, 1968)

PHILOSOPHY AND MISSION STATEMENT

St. Bonaventure High School is founded on the spiritual ideals of St. Francis of Assisi and the

academic fervor of its namesake, St. Bonaventure. The Franciscan order first established roots in the local area through the work of Junipero Serra, who established and named the last of his California missions for the Seraphic Doctor, St. Bonaventure. With the same purpose of nourishing a faith community, St. Bonaventure High School strives to inculcate the values emphasized by St. Francis in an academic setting that prepares and motivates young people to be committed to the Christian way of life.

Primary to our purpose is providing a prayerful Catholic, co-educational environment that focuses on the unique qualities and gifts of each individual and his/her importance as a member of the Body of Christ. Students are the heart of our endeavor. Opportunities to nourish each student are provided through academic classes, extra-curricular activities and religious rites. As parents/caregivers are the primary educators of their sons/daughters, the staff of St. Bonaventure High School complements parents in their task not only by direct instruction but by assisting the parents/caregivers in meeting individual needs and by being Christian role models in their daily contact with students. It is through these efforts that students will learn to take pride in self, respect others, and offer service to the school, the church and the community in which they live. All being done in accordance with the motto . . .

Soli Deo Honor Et Gloria
(Only for the Honor and Glory of God)

St. Bonaventure High School is owned and operated by the Archdiocese of Los Angeles. Located in the City of Ventura, the school serves several communities within a thirty-mile radius and is open to non-Catholic students. The majority of students are committed to educational goals beyond high school.

Our Mission:

The Department of Catholic Schools for the Archdiocese of Los Angeles describes Catholic schools as ***an advantage for life***. As a ministerial extension of the Catholic Church, we see our role in providing that advantage by offering a holistic program which serves to prepare students intellectually, socially, and spiritually for the future challenges encountered in life.

**St. Bonaventure High School -
... forming Christians to make a difference**

In accordance with the Mission Statement of St. Bonaventure High School, EXPECTED SCHOOL-WIDE LEARNING RESULTS were developed with input from members of the greater St. Bonaventure community.

EXPECTED SCHOOL-WIDE LEARNING RESULTS

By graduation, a St. Bonaventure high school student should be:

A Maturing Individual Who . . .

- Expresses self-confidence and displays self-control
- Understands options/alternatives, takes responsibility and accepts consequences for his/her actions
- Shows a knowledge and appreciation of one's physical, spiritual and mental health
- Demonstrates integrity through honoring commitments

An Active Christian Who . . .

- Consistently shows respect for God, others, self and property
- Exhibits a core understanding and appreciation of the Catholic Church and its teachings
- Demonstrates an understanding and respect for people of other creeds and beliefs
- Cultivates a personal prayer life and participates in liturgical celebrations

A Socially Responsible Person Who . . .

- Demonstrates social skills appropriate to various occasions
- Works cooperatively with others as a citizen of the global community
- Respects the effects and significance of gender, religious, cultural and ethnic influences in the world
- Practices Christian service and recognizes the need to make a positive difference in one's community and the world

A Life-Long Learner Who . . .

- Develops academic skills to succeed in future educational and vocational opportunities
- Demonstrates critical thinking skills and the ability to communicate well-reasoned ideas
- Participates in leadership opportunities and co-curricular activities
- Responsibly utilizes technology for personal and academic endeavors

Parents/Caregivers and the ESLRs

As primary educators of their students, parents/caregivers work with teachers in helping their students to meet the EXPECTED SCHOOL-WIDE LEARNING RESULTS by modeling what it means to be ...

A Maturing Individual By . . .

- Showing confidence and a realistic understanding of students' ability
- Holding students accountable for choices made
- Providing the necessary support at home, which nourishes and encourages physical, spiritual and mental health
- Modeling aspects of integrity through honoring commitments

An Active Christian By . . .

- Displaying a respect for God, others, self and property
- Supporting students in their understanding and appreciation of the religious studies program offered by the school
- Proclaiming Gospel values through daily interaction with students, co-workers, friends and school staff
- Demonstrating empathy, forgiveness, care, respect and compassion in daily lives

A Socially Responsible Person By . . .

- Modeling appropriate behavior that is consistent with Gospel values
- Being sensitive to social and cultural backgrounds that affirm the richness of diversity
- Supporting learning that takes into account diverse social, cultural and special learning needs of students
- Valuing, promoting and working with teachers in their role as educators

A Life-Long Learner By . . .

- Pro-actively engaging students about their learning experience
- Contributing to development of students by supporting co-curricular activities
- Monitoring student progress and communicating with school staff
- Creating a nurturing and ordered study environment at home that is co-operative with the achievement of the Expected School-wide Learning Results

CHAPTER 2: A LIFE-LONG LEARNER WHO .

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CURRICULUM

ADMISSIONS AND REGISTRATION

Students are eligible for the ninth grade provided they have successfully completed elementary and junior high school requirements and have demonstrated the ability to be successful in high school. An incoming ninth grader must take the High School Placement Test and have the recommendation of his/her Principal and eighth grade teachers. Admission is determined by 8th grade report cards, placement test results and recommendation from current junior high school. If need be, an interview will be scheduled to determine admission. Placement into freshmen advanced courses is determined by the placement test scores and /or a subject readiness test, scheduled on an alternate date.

Students who apply for admission into grades 10, 11 or 12 are required to present an official transcript and attendance records from the high school previously attended and have a personal interview with the Administration. Admission is determined by transcripts of good academic standing, the parent/student interview, and the student's desire to attend.

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, disability, sex or national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. St. Bonaventure High School does not discriminate on the basis of race, color, disability, sex or national and/or ethnic origin in administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs. While the school does not discriminate against students with special needs, and makes minor adjustments to accommodate students with disabilities, 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.

A life-long learner who ... Develops academic skills to succeed
in future educational and vocational opportunities

OPEN ENROLLMENT POLICY

St. Bonaventure has established open enrollment policies in concert with the California Interscholastic Federation State Federated State Rule 222 with the following conditions:

- SBHS is a Catholic coeducational high school whose philosophy and mission is based on the call of the United States Catholic Bishops, "To Teach as Jesus Did."
- SBHS accepts students on a space available basis.
- SBHS charges tuition for educational services rendered.
- SBHS has admission requirements pertaining to academic and behavior standards.

IMMUNIZATION REQUIREMENTS

California State Law (C.A.C. Title 17 Sec. 6000) requires immunization against polio, measles and diphtheria-tetanus for first admission students seven years and older to any school in California. Students must also have a tuberculosis test if they are entering a California school for the first time.

ADMISSION PROCEDURES FOR INCOMING FRESHMEN

- High School Information Night – October 19, 2011, at 7 pm
- Open House November 20, 2011, 2-4pm for prospective students, including distribution of admission packets

- Placement test (January 21, 2011)
- Test results and acceptance letters mailed by mid-March
- Registration by end of March

***Incoming freshmen must submit June report cards. During the first week of August all registered students receive a summer letter with necessary information to begin the school year.

CURRICULUM REQUIREMENTS

Each student is required to take thirty credits per semester. Subjects taken over four years must meet the requirements of the State of California and the Archdiocese of Los Angeles. These requirements are subject to change in compliance with the state and Archdiocesan revisions. To receive a diploma a student must earn 240 credits including the following required units:

Religion	40
English	40
Mathematics	30
Social Studies	30
Foreign Language	20
Lab Science	20
Visual/Performing Arts	10
Physical Ed. /Health	10
Computers	5

The remaining units are elective units (35). Colleges and universities may have additional requirements that will decrease the number of elective choices.

A student who qualifies for an honors diploma must fulfill additional requirements (see Honors Diploma later in this section). Students who wish to be eligible for the honor of valedictorian or salutatorian must receive an honors diploma.

REQUEST FOR CHANGE IN STUDENT PROGRAMMING

If initiated by student/parent;

- Time limitation: two weeks from the beginning of the course.
- Procedure: Complete program request form stating reasons for proposed change.
- The student and/or parent consult with the Dean of Curriculum and/or counselor who then determines the validity of the proposal.
- A \$5.00 fee may be applicable if the change is from personal preference instead of academic necessity.

After three-week period;

- Procedure: complete program request form, giving the reason for the proposed change and obtaining signatures of all teachers impacted.
- The proposal is submitted to the Curriculum Committee, who will then determine the validity of the request.
- If the change is approved, the student will be given a withdrawal grade with the appropriate credit for the quarter/semester approved.
- Cost per change: \$10.00.

Please note: The Administration reserves the right to change a student's schedule when necessary.

GRADING SYSTEM

Grades are issued at the end of each quarter in all subjects. It is important to remember that the first and third quarter grades are progress reports of the student's achievement to that point. The semester grade, which is determined by averaging the two quarter grades and the semester exam, is the official grade for the student's transcript, which then determines the student's GPA. Each semester is independent of the other. If a student fails either semester of a course, he/she must make up the failing grade (see Credit Deficiency).

Outstanding Achievement

A = 100 – 90

All work is consistently of a high quality. Participation in class is active and intelligent.

Commendable Achievement

B = 89 – 80

Work is generally of a high quality. Class participation is effective.

Average Achievement

C = 79 – 70

Work is of average quality, meeting basic requirements satisfactorily. Participation in class is average with little active discussion.

Below Average Achievement

D = 69 – 60

Work is generally not up to standard. Reasons for this may include poor work in tests, homework, class assignments and class participation.

Failure

F = Below 60

Work is of poor quality and reflects consistently poor work in tests, homework, class assignments and class participation. There is no mastery of the subject matter.

GRADE POINT AVERAGE

Points are given for each letter grade as follows:

A.....4 points

B.....3 points

C.....2 points

D.....1 point

F.....0 points

Only semester grades are calculated in a student's GPA. Overall GPA determines honors, eligibility and rank in class. On transcripts, the cumulative GPA includes all courses taken in grades 9, 10, 11 and 12. The college GPA is based on courses taken in grades 9, 10, 11 and 12, excluding grades earned in P.E. and office aide courses. Rank in class is based on the cumulative GPA.

To calculate a GPA for the semester, total the points earned for the 6 classes and divide by 6. Students taking AP courses will receive 5 points for an "A", 4 for a "B", 3 for a "C" in those classes. No points are given for anything lower than a "C". If a student chooses to take an AP class, he/she is required to take the AP exam in May, with the exception of Spanish 4.

RELIGION CLASS GRADES

Religion courses are graded and a student receives full academic credit. However, students are graded on academic achievement, not on religious affiliation, personal beliefs, or the practice of faith. The religion grade indicates comprehension of the subject matter.

HOMEWORK

Each student should devote a minimum of two hours each evening to written and study assignments. Students should expect that they will have assignments that may take more than this suggested amount of time. It is understood that even when no written assignment is given in solid subjects, the student is expected to spend a reasonable amount of time reviewing and preparing for the lesson the next day.

MAKE-UP WORK

When a student misses class due to an excused absence, it is his/her responsibility to find out what class work or tests were missed and to make up the work **within 3 days** after returning to school. Absence due to extended or serious illness needs to be reported to the Dean of Students, and will be handled on a case to case basis. If the absence is unexcused the student **will not be permitted** to make up the work missed.

PROGRESS REPORTS

Students may pick up a progress report from the attendance office and hand-carry it to teachers. Progress reports are automatically sent home every 5 weeks to students with a grade of D or lower. Students on probation receive a progress report and a letter from the Vice Principal/Dean of Curriculum. Families may be asked to schedule a Parent/Teacher conference to determine the proper course of action. Please see Academic Probation section.

Parents/Caregivers may ask for a teacher conference if their child is having academic problems. The administration may also call for a conference with the parents and teachers in order to ascertain what problems may exist.

A student with a D or F in a subject will automatically receive a progress report. Please note, however, that a student may have a low C in each of 2 quarters, receive a low score on the final exam, and thus earn a D for the semester. Parents may check their student's progress on HomeLogic.

SEMESTER EXAMINATIONS (FINALS)

Final examinations are scheduled at the end of each semester. There are no formal examinations at the conclusion of the first and third quarters. A special schedule exists for administering semester exams (see Exam Schedule). The schedule of exams will be posted prior to the exam days. It is the responsibility of the student to know the place and time of his/her exams. A student must follow school regulations, including dress code, during final exams. Any violations may result in a student not being able to take exams at the scheduled time. Delayed exams will involve a charge as noted in the section on delayed and early examinations.

Second semester finals for seniors are scheduled for the week prior to graduation. All seniors are required to take final exams. There are no exemptions.

A life-long learner who ... demonstrates critical thinking skills
and the ability to communicate well-reasoned ideas

DELAYED AND EARLY SEMESTER EXAMINATIONS

Make-up final exams will be permitted with the permission of the Dean of Curriculum. Exams must be made up during a specified period. Should the student be absent without cause, as determined by the administration, he/she will forfeit credit for the examination.

Permission to take any exams before the regularly scheduled exam period must be obtained from the Principal **in writing two weeks beforehand**. NO early exams will be given prior to one week before regularly scheduled examinations. In order to preserve the integrity of a semester exam, the format for any early or late exam may be different.

Students who miss an exam will receive a no credit for that exam unless it has been made up

according to the stated regulations. The cost for a delayed or early examination will be determined to cover the cost of a substitute proctor.

REPORT CARDS

At the end of each nine-week period, report cards are mailed to parents. **Quarter report cards indicate a student's progress.** Semester report cards (January and June) show the final grades which appear on the student's official transcript and are included in the grade point average. Parents/caregivers will be notified before report cards are issued when their child is in danger of receiving a D or F; parents/caregivers who receive this notification should contact the school immediately.

CREDITS EARNED OFF-CAMPUS

All core courses must be taken at St. Bonaventure.

If the student makes up or earns credit in a school other than St. Bonaventure, it is his/her responsibility to give St. Bonaventure High School a copy of the official transcript. Students are advised to consult with the Dean of Curriculum to determine which campus would be best for make up courses.

CREDIT DEFICIENCY

- A semester grade of F cancels credit for the course for the semester.
- A failing grade must be made up during the summer after the failure occurred.
 - If the subject is required, the same subject must be repeated.
 - If the subject is an elective, the credit may be earned by taking another course.
- A student may lose credits as a result of excessive absences or tardiness in a given quarter (see Attendance/Tardy Policy: Class Participation).
- Beginning with the 10th grade transcript, a D in an academic subject can and usually does eliminate a student from acceptance to a four-year university.
- It is the responsibility of parents/caregivers to contact the administration to determine how credits are to be made up.

ACADEMIC ACCOUNTABILITY, PROBATION, DISMISSAL, ELIGIBILITY

The program at St. Bonaventure endeavors to improve the levels of student achievement. In cases where the GPA of a student falls below a satisfactory level in any grading period, academic counselors work individually with the student, teachers and parents/caregivers in an effort to identify areas of weakness and to develop strategies that will assure the completion of assignments and will lead to improved performance in the classroom.

The following procedures will be used:

- A student will be placed on academic probation if his/her grade point average falls below 2.0. A letter will be sent to parents/caregivers advising them of the situation.
- If a student receives less than a 2.0 GPA after a quarter of being on probation, he/she is ineligible for all extra-curricular activities. Eligibility is restored when a student reaches a 2.0 or better GPA at the end of a quarter grading period.
- Students with a deficient grade must make every attempt to make up the course during the summer or face the possibility of not returning in the fall.
- According to CIF regulations, a student who falls below a 2.0 at a quarter grading period will be on probation, but able to participate in sports for the following quarter. If the student fails to bring up the GPA to a minimum of 2.0 by the end of the probationary quarter, he/she is considered ineligible for the following quarter.
- Any student who receives three failing grades in any semester is subject to dismissal.

SUMMER SCHOOL

Summer classes are offered for students who need to make up credit deficiencies and for those

who wish to take elective or enrichment courses. Students receiving a semester "F" in any subject **must make up lacking credits in summer school before returning in the fall.** P. E. or driver education classes may not be used to make up academic failures. When summer school is taken for credit, the grade received will be averaged with all other grades on the transcript. Students in summer school must be in class daily due to the fact that courses are concentrated. If a student in a summer school class for credit misses more than two days (for illness or emergency only), he/she cannot receive credit.

TRANSFER AND WITHDRAWALS

To withdraw or transfer a student, the parent/caregiver must notify the Administration and sign an official withdrawal slip. On withdrawal the student will:

- Return School I.D. Card.
- Clean out locker.
- Return all library books and take care of any fines.
- Fulfill all financial obligations.
- Notify the Registrar of the school he/she will be attending.

Transcripts will not be forwarded until all above obligations are met.

GUIDANCE PROGRAM

The goal of the guidance program is to help students make intelligent college and/or career choices in keeping with abilities. While the guidance program emphasizes academic and college counseling, students are assisted individually and in groups to deal with academic, social and personal problems, sometimes making referrals to outside agencies.

Students are assigned to counselors by grade level. Each student will automatically have an initial conference with his/her counselor. Further appointments with counselors may be initiated by a teacher, parent/caregiver or by a student. Students are encouraged to request conferences, to meet informally with counselors before and after school and to use the guidance office resources.

The guidance office is located across from the library. The resources available to students include college handbooks and profiles, college course catalogues, brochures, applications, testing information, scholarship applications and financial aid materials. The department sponsors a College Night (usually in October) when representatives from various schools come and provide information and answer questions. In addition, periodic on-campus visits from college representatives provide information for those interested. Visits are publicized to the students through classes, bulletin boards and P. A. announcements. A computer assisted college search program is also available in the guidance office.

SERVICES AVAILABLE FOR STUDENTS WITH LEARNING DIFFERENCES

St. Bonaventure High School is deeply committed to providing every student with an equal opportunity to learn. In conjunction with the Archdiocese of Los Angeles, we have developed two support plans for students with learning differences: (1) Support Team Education Plan (STEP) Process and (2) Minor Adjustment Plan (MAP) Process. These two processes are outlined below, along with services described from Ventura Community College. Although St. Bonaventure does not provide full Special Education services, the following services are provided to enhance student progress.

1. The STEP process involves a school team that consists of the parents/caregivers, the classroom or homeroom teacher, the STEP team coordinator, other school personnel as needed, and the student when appropriate. The STEP team gathers information and data regarding the student from a variety of sources, including grade reports, standardized testing results, samples of class work, discipline records, questionnaires, interviews, psycho-educational reports, etc. Previous documentation from a student's

former school may be needed. (To help with the assessment of a student's learning ability, testing through Ventura Community College is available. Students 16 years or older are eligible for this public service.)

2. From here a STEP plan is developed for the student, documented and followed up by the STEP team coordinator. Parent/teacher conferences are held to discuss the progress of the student along with his/ her strengths and weaknesses. The STEP plan for each student is evaluated each semester. If the parent disagrees with the outcome of the STEP process and if the information gathered during the STEP process provides evidence that a student has a disability, the parent may request a Minor Adjustment Plan (MAP) under Section 504 of the Rehabilitation Act of 1973. The process that follows the MAP can be further discussed by the STEP team coordinator.
3. Tutoring offerings:
 - a. Peer Groups
 - b. Teacher office hours
 - c. Referrals for privately contracted tutoring
4. Counseling and consultation is available with our Learning Specialist.
5. Peer counseling groups are available on campus.
6. Counselors monitor student's academic progress through the following avenues:
 - a. Individual Progress Report
 - b. Daily Progress Report
 - c. Academic Probation
7. A Learning Strategies class is available to develop more efficient study skills and test preparation.*

***Please refer to the course description for this class**

STANDARDIZED TESTING

Standardized achievement tests are administered annually to all students to determine academic ability and to use as a guide to the suitability of future course selection. The tests administered are the STS High School Placement Test for incoming ninth graders, the STS Educational Series for freshmen and the PSAT for all sophomores and juniors. The seniors are provided information on registering for the SAT, ACT, math and English college placement tests.

ADDITIONAL ACADEMIC RESOURCES

Library

- The resource center is available for research and study from 7:30 am to 6:00 pm on regular school days.
- No food or drink is allowed in the resource center.
- The administration reserves the right to deny permission to students to use the resource center in certain disciplinary situations.
- A variety of books may be checked-out for a period of two weeks and can be renewed unless someone else has made a request for them. The fine for overdue books is 10 cents per book per day (excluding weekends and holidays). Lost books must be replaced at the expense of the student, and unpaid fines may impact participation in school activities.

SCHOOL COMPUTERS AND THE ACCEPTABLE USE POLICY

St. Bonaventure provides computers in the library and school for the responsible use of the students. Student user privileges may be curtailed or revoked at the discretion of the administration.

Students May:

- Use computers and programs already installed

- Access the internet.
- Save files to disks.
- Print any documents prepared, downloaded or received from a resource

Students May Not:

- Violate any conditions of the California Education Code by the use of the computer
- Use profanity or anything else that is offensive
- Use any copyrighted material as their own
- Use the computers to violate anyone's rights
- Modify the computers (a student will be financially responsible for the computer having to be serviced and/or repaired)
- Load and run any personal software
- Share their logon or password with another student

The Use of the school's computers requires the permission of the administration. To obtain that permission, students must:

- Read and agree to the policies set forth in this Acceptable Use Policy, the Parent/Student Handbook and any other policies written or stated by the administration.
- Sign the statement of compliance found in the back of this handbook.
- Be entered as a user on the school's computer network.

Students have no right of privacy with folders or documents. St. Bonaventure reserves the right to view all student work and take appropriate action if necessary. In addition to possible suspension or revocation of computer privileges, it is understood that there may be further action taken by the administration if the offense or repeated offenses make it necessary.

A life-long learner who ... responsibly utilizes
technology for personal and academic endeavors

UNAUTHORIZED STUDENT INTERNET WEB SITES

It is unacceptable to use the St. Bonaventure High School name, initials, logo, or pictures of staff, students, the school or school activities with anything that is degrading, lewd, threatening or violent. Deliberate publication on the Internet, or anywhere else, may result in serious disciplinary action including expulsion.

CONTROVERSIAL ISSUES

Controversial issues are those of a religious, moral, socio-political or scientific nature about which there is ongoing debate among recognized authorities. St. Bonaventure considers controversial issues honestly and openly, within the guidelines of school philosophy.

- Such issues are discussed in terms appropriate to the maturity level of the students
- Prejudice is eliminated from the discussion
- Differing points of view are presented fairly
- Students are encouraged to analyze problems accurately, gather and organize pertinent data, detect and identify propaganda, detect and identify prejudice and discriminate between fact and opinion
- Honest differences of opinion among individuals looking at the same evidence is established
- An individual has the right to change an opinion without loss of dignity

CONTROVERSIAL LITERATURE

St. Bonaventure High School is committed to a program of wide reading and the choice of books is

ultimately the responsibility of the school. Books are chosen for their importance as part of the cultural heritage of students and as the best possible source for studying and understanding the human condition. No book shall be excluded because of its treatment of race, nationality, politics or religion, but consideration is given to the mental and emotional capacity of high school students.

Every effort is made to provide materials that present all points of view concerning the problems and issues of the times. Books and other reading matter of sound factual authority shall not be removed from the classroom shelves because of partisan approval or disapproval.

In accordance with this, the school has adopted the following policies when dealing with censorship of books or other materials used in the classroom and in the library:

- The final decision on controversial reading matter shall rest with the administration after careful examination and discussion of the book or reading material by school officials and anyone else the school may wish to involve.
- No parent/caregiver or group of parents/caregivers has the right to determine reading matter for students other than their own.
- The school does recognize the right of individual parents/caregivers to request that their child not have to read a given book, provided a written request and/or conference with the respective teacher is made.

A life-long learner who ... participates in leadership opportunities and co-curricular activities

ACADEMIC HONORS

Students are awarded academic honors as follows:

First Honors	3.5 - 4.0
Second Honors	3.0 - 3.49

A student receives first honors if he/she receives a 3.5 - 4.0 GPA in each of the semesters of a given year. If one semester is a GPA of 3.5 or better and the other is between 3.0 and 3.5, the student will receive second honors. This honor is also given to a student who receives between a 3.0 and 3.5 GPA in each semester of the school year. Second honors are not given if a student has one semester of the given year under 3.0. Students with four consecutive semesters of a 3.5 GPA or better may receive an academic letter.

NATIONAL HONOR SOCIETY

Membership in the SBHS Chapter of the NHS is by invitation only and is limited to juniors and seniors. Selection is made by a committee of faculty members and is based on set criteria demonstrating excellence in scholarship, service, leadership and character. To be considered, juniors must have achieved a cumulative 3.7 GPA; seniors must have achieved a cumulative 3.5 GPA. Students under consideration for membership and current members must maintain an exemplary citizenship record throughout each semester. NHS members receive special honors at graduation.

CALIFORNIA SCHOLARSHIP FEDERATION

Membership in CSF is based on the CSF grade point system and community service hours. Total points required are 10 (A=3, B=1). Eligible students must apply and pay dues each semester. A student must maintain exemplary citizenship throughout the semester for his/her application to be accepted. Freshmen are not eligible for membership. Sophomores will be invited to apply during the second semester.

The SBHS chapter of CSF is part of a statewide organization for the recognition of students. Students who are members for four semesters, including at least one semester of senior year,

become life members or seal bearers, earning the CSF seal on their diplomas and college transcripts. CSF members who qualify for all six eligible semesters become “one hundred percent members.”

GRADUATION POLICY

Graduation ceremonies mark the culmination of four years of achievement. Participation in all graduation exercises (Senior Awards Assembly, Baccalaureate Mass, and Graduation Ceremony) is a privilege extended by the school to deserving students. The school reserves the right to deny participation in any or all graduation activities to students whose conduct is deemed inappropriate or is contrary to the philosophy, rules and disciplinary regulations of the school. Students who do not complete academic requirements for a diploma may also be denied the privilege of graduation exercises. A letter and behavior contract will be sent home to parents/caregivers of seniors outlining events and what is expected of students in regards to graduation ceremonies. The parents/caregivers, along with their student, will sign a letter verifying understanding and compliance.

The administration expects and requires that all eligible seniors participate fully in commencement exercises.

HONORS DIPLOMA

St. Bonaventure High School provides an Honors Program leading to an Honors Diploma. This program contains the following requirements of advanced study:

- a minimum grade point average of 3.5 for each of four years at St. Bonaventure High School.
- three years of the same foreign language or two years each of two foreign languages
- four years of mathematics (Basic math or classes in applied math do not meet the requirements.)
- three years of lab science.

For further information on this program and a description of advanced placement courses, see the Course Catalog.

VALEDICTORIAN/SALUTATORIAN AWARDS

The Valedictorian/Salutatorian Awards are given each year to the graduating seniors who have earned the highest/second highest grade point averages over four years. The student must be eligible for an honors diploma, have pursued a rigorous curriculum of college preparation, honors, and/or advanced placement, and have an exemplary citizenship record. The students must also have attended St. Bonaventure High School for three complete years, 10th through 12th grades. Students enrolled in Advanced Placement classes must take any applicable AP Test in order to be eligible for Valedictorian/Salutatorian honors.

CHAPTER 3: A MATURING INDIVIDUAL WHO . . .

DISCIPLINE (CHARACTER DEVELOPMENT AND CAMPUS MANAGEMENT)

PHILOSOPHY

The disciplinary policy of St. Bonaventure High School intends to reflect and implement the *Expected School-wide Learning Results* expressed in the philosophy of the school, creating a genuine Catholic School community where young people can grow in Christian maturity. Disciplinary measures are an integral part of the educational process, intended to teach responsibility for one's actions and personal conduct in relationship to the community.

Students, faculty, administration and parents/caregivers share in the responsibility of creating an atmosphere conducive to academic, social and spiritual growth, an atmosphere permeated with the Christian principles of understanding, compassion, justice and love. A student's **enrollment** at St.

Bonaventure High School indicates **acceptance and support** of school rules and philosophy by the student and parents/caregivers.

The Administration endeavors to respect the integrity of each individual student, resolving disciplinary cases in a way that will model Gospel values and benefit all students involved. *****THE ADMINISTRATION RESERVES THE RIGHT TO INTERPRET HOW SCHOOL CODES AND REGULATIONS APPLY IN CERTAIN CIRCUMSTANCES, DETERMINING PENALTIES, TERMS OF SUSPENSION, PROBATION AND/OR DISMISSALS WHENEVER SUCH ACTIONS ARE DEEMED NECESSARY.*****

CITIZENSHIP SYSTEM

The disciplinary system of St. Bonaventure is based on the student and parent/caregiver's cooperation in observing the regulations/guidelines outlined in this handbook.

When an infraction occurs in the classroom or around campus, the staff member will write the name of the student on a referral form and list the incident. The student will then be asked to sign the form indicating that he/she knows the incident is being reported to the administration. If a student does not agree with the reason, he/she must still sign the referral form and then see the Dean about the appeal procedure (see section of appeals). The signature is an indication that the student is aware of the incident being reported (i.e. as if signing a traffic ticket).

The official record of detentions is maintained by the Dean. Teachers are expected to report any infraction on the same day the infraction occurs.

A maturing individual who ... expresses self-confidence and displays self-control

DISCIPLINARY INFRACTIONS

LEVEL I INFRACTIONS

In most cases, behavior of this level should be handled by the teacher or supervisor (e.g. warning, assignment, detention), but administrative intervention may be required.

This level includes, but is not limited to:

- minor class disruption
- excessive noise
- gum chewing/eating or drinking in the classroom or resource center (library)
- horseplay
- littering
- dress code violations (may be sent to the office to call home)
- not shaving (will be sent to the office to shave)
- unauthorized parking
- out of bounds (locker rooms, gym, church parking lot, etc.)
- throwing objects
- no re-admit slip

Level II Infractions:

This level involves more frequent misbehavior or actions serious enough to involve the Dean of Students. One hour of after school detention, Saturday detention, suspension of school privileges, or temporary removal from class may be assigned for the following offenses:

- chronic acts of Level I behavior
- excessive tardies to class
- insubordination/disrespect to teachers or students

- leaving class without permission
- copying homework
- swearing/obscene language or actions
- significant class disruption
- forged notes, school/hall passes, or excuses
- failure to report to private detention
- cell phone/electronic device violation (see cell phone/electronic device policy)
- public display of affection (PDA) at any time, at any school function or event
- minor graffiti
- not following the direction of authority
- leaving school grounds without permission from the school office
- misconduct on buses
- taking or touching materials on a teacher's desk without permission

Level III Infractions:

The student actions and behaviors in this level are considered to be a serious hazard to either the physical safety or well-being of the student, other students, adults or the school as a community; or they reflect the seriousness of a progression in a student's inappropriate behavior. As determined by the administration, Saturday detention, suspension, probation contract, or possible expulsion will be assigned to these infractions:

- chronic acts of Level II misbehavior
- unauthorized possession of restricted school materials
- harassment in any form
- theft/unexplained possession of stolen property
- disruption of school activities (includes Mass, assemblies, athletic events)
- not showing up for Saturday detention
- disregard of instructions by an administrator or school staff member
- careless driving
- cheating/ plagiarism
- possession of alcohol, drugs, or related paraphernalia (see Special Notes section)
- smoking or using chewing tobacco
- indecent or immoral conduct
- ditching class
- truancy
- vandalism/graffiti/loss or destruction of school property
- gang affiliation
- intentionally engaging fire alarm; damaging fire equipment
- hazing
- intimidation/bullying
- illegal use/tampering with school computer
- fighting/physical assault on or off campus

- violation of school internet policy
- threatening to cause physical injury to another (see Special Notes section)

Level IV Infractions:

Level IV acts will be referred to the Principal for possible expulsion and intervention by local authorities.

- arson/possession of incendiary devices
- selling or attempting to sell drugs, alcohol or tobacco products
- possession/use of any type of weapon
- being a member of, or associating with any group or organization whose philosophy is contrary to the teachings of the Church and/or outside the law
- physical abuse of any certificated or classified staff member

Student Discipline Progression

The severity of the consequence of subsequent infractions increases after a student accumulates an excessive number of infractions, even though the nature of the infraction may be relatively minor. The following outlines these increases:

Level I Infractions (referred to Dean)

1-6 infractions	normal infraction consequence
7-8 infractions	Saturday detention assigned
9-10	suspension assigned
11	probation contract
11+	parent meeting-possible expulsion

Level II Infractions

1-3 infractions	normal infraction consequence
4-5 infractions	Saturday detention
6	suspension and/or contract
6+	suspension/possible expulsion

Level III infractions

As determined by the Administration

Special Notes

Possession

Presence on person, in back-pack, locker, or vehicle driven on campus or to school event constitutes possession. The administration **reserves the right** to act in place of parent/caregiver and, with reasonable cause and/or suspicion, may ask a student to disclose the contents of back-pack or vehicle. Random locker checks will be made as stated under section on lockers. A student is liable for illegal items found and subject to disciplinary action.

In the interest of student safety and providing a drug/alcohol free environment, the Administration reserves the right to utilize breathalyzers when suspicious of students being under the influence of alcohol. Random testing of water bottles and drinking containers during school and at school functions will be made for the presence of alcohol. The school may also contract for random searches made by drug/alcohol sniffing dogs.

Threatening

Due to violence that has impacted society and, therefore, schools, we ask parents/caregivers, as well as students, to be attentive to attitudes/ behaviors that may indicate a tendency towards such action. In deference to our stated goals as a Catholic Christian school and the safety of our community, we ask that appropriate communication be made to assist the student(s).

CELL PHONES AND ELECTRONIC DEVICES

Cell phones (or any electronic device) may not be on, used, or checked for time **AT ANY TIME during** the school day. This is normally between 8:25 a.m. and 2:36 p.m. Students may make a cell phone call from one of the offices and with permission from the school authorities. Cell phones that are confiscated will be returned at the end of the school day, and the student will receive a Level II infraction. On second and subsequent offense, the parents will be required to pick up the device from the Dean. This policy is also true for I-Pods, MP3 players etc.

The school is not nor will be responsible for lost or stolen electronic devices.

Public Display of Affection

Students who show inappropriate displays of affection (holding hands, kissing, hugging, touching) will be assigned a Level II infraction. Multiple offenses will be considered insubordination. This applies at all school events.

ACADEMIC HONESTY AND INTEGRITY

Honesty and integrity are the foundation of personal character and is the root of our policy regarding cheating mentioned in sections above. A student caught cheating on an exercise, homework or test during class or passing information outside of class, will receive no credit for the work. The supervisory teacher will file a disciplinary report with the Dean and the appropriate disciplinary action will be taken. The teacher will notify parents/caregivers.

Removing a test from class without the permission of the teacher constitutes stealing. Appropriate disciplinary action will be taken according to the regulations listed above.

TECHNICAL SUSPENSION

A technical suspension is an "in-house" suspension that can be for a whole day or a class period. The student reports to the Dean of students, as directed, with writing utensils and paper. He/She will be assigned to the resource center and be given written assignments related to his/her

normally scheduled subjects. Depending on circumstances, the student may also be required to remain in the resource center during lunch and break. At the end of the day or class period, completed assignments are brought to the Dean for approval. If the assignments are not completed satisfactorily, the student *will not* be allowed to return to class the following school day, and the process will be repeated. Three days of unsatisfactory work may lead to dismissal.

A student may not receive academic credit for work missed while on suspension.

*****A student may be issued a *temporary* Technical Suspension for being out of dress code; being removed from class until such time as the problem is rectified.**

SUSPENSION

The student remains in the custody of his/her parents/caregivers. A student may be suspended up to five consecutive days. **The student will not receive academic credit for work missed while on suspension.**

*****THE SCHOOL ADMINISTRATION *RESERVES THE RIGHT* TO DETERMINE WHICH TYPE OF SUSPENSION IS APPROPRIATE FOR THE SITUATION AND THE INDIVIDUAL INVOLVED.*****

DISCIPLINARY PROBATION

The Administration ***reserves the right*** to establish conditions for disciplinary probation depending on the circumstances. Assessment of student progress will be made at the end of the probationary period, either removing him/her from probation, extending the probation, or asking the parents/caregivers to remove the student from school.

A student on disciplinary probation is allowed to participate in extracurricular activities if his/her record is in good standing. If a student does not maintain an acceptable citizenship record during the first quarter of the probationary period, he/she will be ineligible for extracurricular activities (sports, clubs, ASB, cheerleading, attendance at dances) for the second quarter of the term.

If a student is allowed to remain in school on extended disciplinary probation, he/she will remain ineligible for extracurricular activities for the first quarter of the probationary period. If the student maintains an acceptable citizenship record, he/she will be removed from probation.

A maturing individual who ... understands options/alternatives,
takes responsibility and accepts consequences for his/her actions

DETENTION

State law mandates that a detention can be up to one hour after the end of the maximum school day (C.A.C. Title 5, Sec. 353). Detention may be assigned by the administration; in addition, a teacher may hold detention to deal with disciplinary situations that arise in class. Students who do not show up for detention face further disciplinary action and increased detention time. Practice for an extracurricular activity is no excuse.

A student who habitually receives disciplinary detentions may be made ineligible or suspended from extracurricular activities for a period of time.

SATURDAY SCHOOL DETENTION

Students violating specified rules or not showing up for regular detention will be required to attend Saturday school for a ***minimum*** of two hours. A student must be present for the assigned Saturday school detention or face further disciplinary action and possible dismissal.

APPEALS PROCEDURE

Any student who believes a detention was issued unjustly and/or believes there were extenuating circumstances may file an appeal in the following manner:

- Immediately (that same day) obtain an Appeal Form from the Dean or Attendance Office

- Complete the Appeal Form in detail, describing the incident and reasons for the appeal
- Have the form signed by parents/caregivers and returned to the Dean the next school day.

A Disciplinary Appeal Board made up of the Dean and three staff members will review major cases that arise. Most minor cases will be reviewed by a smaller panel consisting of the Dean and staff members. When a decision is made the student will be informed of the outcome. Detentions stand until the Board makes a final decision.

Note: *The Discipline Board also serves to make recommendations to the Principal regarding suspensions and expulsions.*

ATTENDANCE/TARDY POLICY: CLASS PARTICIPATION

The attendance/tardy policy intends to reflect the importance of student participation in daily classroom activities. A vital part of the educational process is the student's personal interaction with the teacher and his/her peers. Excessive absences put an extra burden on the student and teacher in having to make up work that is missed. Tardiness is a disruption to the teacher and other students when class is in session. It is the purpose of this policy to emphasize the importance of being in class and on time in preparation for a student's entrance into society. Being absent or tardy to class relates directly to class participation. Those students who are present and on time for class will have this reflected in the class participation grade.

ABSENCE

State law severely restricts parent/caregiver rights to excuse a student from school (Ed. Code No. EC 482000). Parents/caregivers are advised that they may not legitimately excuse students from school **except for reasons of illness, necessary help, or unexpected and severe inclement weather**. A student may not make up work missed because of an unexcused absence and/or truancy. If a student is going to be absent for any reason besides those mentioned, the parent must submit the purpose of the absence, in writing, to the Principal two weeks prior to the absence.

- **Absence** is defined as non-attendance at one or more class periods and/or non-attendance on campus for a full day.
- A student should have no more than 5 absences per semester.
- A parent/caregiver must **call the school** in the morning of the absence between 8:00 and 9:00 a.m.
- If a student is to be absent for 3 days or more, the school should be notified so that arrangements for homework can be made.
- A **student is responsible** for completing assignments and missed tests (within 3 days of returning to school). It is **the student's responsibility** to make arrangements with the individual teacher. Though allowed to make up work for an excused absence, **students must take the responsibility** for meeting long-term due dates for assignments and/or projects.
- On the morning a student returns to school, he/she **must present** a written note at the Attendance Office before school and pick up a blue readmission slip. Phone calls do not take the place of notes, the latter being needed for records. The note shall give the date and the reason for absence. The note is to be written and signed by the parent/caregiver. The note **will not** automatically excuse the absence. Notes are kept on file for the year.
- If a student returns from an absence without a note, he/she will be asked to call home and be given a one-day grace period to bring a note. If there is no verification of whereabouts, the student will be presumed truant. Regardless of forgetting a note, the student must pick up a blue readmission slip before school begins and present this to the teacher to be initialed at the beginning of each class.
- Students who are absent for a full day are not to attend after-school or evening activities. This also includes practice time for any sport or other extra-curricular activity. This same rule applies to students who miss more than 3 class periods on the same day or who leave school during the day due to illness.

- Students making an effort to be in class will have this reflected in his/her class participation grade (this is an element of the student's overall grade, approximately 10%).
- For every absence over 5 the teacher has the discretion of dropping part or all of the class participation grade, thus impacting the overall grade (Ditching or truancy will immediately impact the overall class grade in that no work or tests can be made up from an unexcused absence)
- A student with excessive absences may forfeit the right to return the following school year.
- No "ditch days" are allowed or sanctioned by St. Bonaventure High School.

******The basis of this policy is the importance of students being in class. In cooperation with the spirit of this policy, it is highly recommended that MEDICAL APPOINTMENTS BE MADE FOR STUDENTS AFTER SCHOOL. ******

TARDINESS

Tardiness to school is defined as being late for the beginning of the actual school day. **Tardiness to class** is being late for a class when already on campus. The importance of being in class and of being on time for class is reflected in the tardy policy.

- A student is tardy if he/she is not in the classroom when the bell rings to begin class.
- If a student is going to be late due to unforeseen circumstances at the beginning of the school day, parents/caregivers are asked to call the school to inform the Attendance Office.
- A student should not be late to school more than 3 times per quarter.
- If a student is late to school or for class, he/she must go to the attendance office and pick up a late slip.
- Any unexcused tardy to school within the first 15 minutes will result in a 20 minute detention to be served immediately after school on that same day. An unexcused tardy to school after 30 minutes will be a 30 minute same-day detention.
- Any tardy to class will result in a 30 minute detention to be served immediately after school on that same day.
- If a student is late over 15 minutes to class, he/she will be considered to be ditching and the appropriate detention will be assigned.
- Excused tardies are extremely rare and limited to:
 - Traffic - if incident is listed by the California Highway Patrol as a problem for Ventura County (see <http://cad.chp.ca.gov/>).
 - Doctor/Dental appointments only if the student presents a note from the doctor/dental office at the time he/she arrives at school (notes are not accepted the next day).
 - Parent/Caregiver request - Accompanying student into the office or calling prior to or within 20 minutes of the student arriving on campus.
 - Tardies to class if delayed by a teacher - student must bring a note from the teacher when getting a late slip from the Attendance Office.
 - For locker problems, bathroom, or other issues the student must report to class and ask permission from the teacher to leave class to deal with the issue.
- Students who are always on time for class will have this reflected in the class participation grade.
- In addition to detention for unexcused tardies, for every tardy over 3 (barring extenuating circumstances) the teacher has the discretion of dropping a student's class participation grade.
- A student with excessive tardies to class earns a Level 2 infraction.

ILLNESS AT SCHOOL

If a student becomes ill during the school day, he/she will report to the attendance office.

Parents/caregivers will be contacted, and arrangements will be made for the student to return home. Students **are not** to call home from a pay/cell phone and/or **leave school without a *Permit to Leave School slip***. This may be considered partial truancy and will result in disciplinary action.

A maturing individual who ... demonstrates integrity
through honoring commitments

EIGHTEEN-YEAR-OLD STUDENTS

All school regulations apply to students who are eighteen years of age or older as long as they are enrolled in school. If the student is still living at home and/or is financially dependent upon parents/caregivers for his/her education, the school will continue to report to the parents/caregivers concerning grades and discipline and require parental certification of absence and off-campus requests.

OFF CAMPUS

- St. Bonaventure is a closed campus. This means that students are not permitted to leave the grounds for any reason or at any time during the school day without first obtaining the consent of the Attendance Office. It also means that no visitors are allowed on the school grounds before, during or after school without permission of the Administration.
- Off-campus permits should not be requested for job interviews, driving tests, visits to other schools and counseling appointments at Ventura College (unless arranged by the Career Guidance Department), lunch off the grounds or leaving to retrieve materials left at home.
- In all other cases, the Attendance Office must be consulted. The student should bring a written request by parents/caregivers for off-campus permission.
- The off-campus request must specify the reason for dismissal, the exact time and the name of the student. The student is issued a *Permit to Leave School slip* which is shown to the teacher whose class the student intends to leave. This slip should be shown to the teacher and signed by the teacher at the beginning of a class period if the student will be leaving during that class. The student is to have the *Permit to Leave School* on his/her person when leaving the grounds.
- When a student returns to campus, he/she must report to the Attendance Office for a re-admittance slip.

FUNERALS

In order to develop a reasonable and consistent policy with respect to attendance at funerals of members of the immediate family of a fellow student, the following policies must be observed:

- The permission may not be granted unless it is requested in writing by the parents/caregiver.
- The written request must be presented to the Principal on the day before the funeral.
- Students receiving such permission must return to school immediately after the funeral.
- Phone calls will not be accepted as a substitute for a written request.

DRESS CODE

The dress code is based upon ***modesty, neatness, cleanliness, good taste*** and ***ease of monitoring*** compliance. Dress regulations are to be observed while at school (before school and after school) or any school day function, including field trips, unless permission is received from the Administration. The Administration *reserves the right* to determine whether a style of dress or general appearance is appropriate and in keeping with the philosophy of the school.

The Administration reserves the right to deny admission to class for any violation of the dress code. Students violating the dress code will be issued a Level I infraction and a 20-minute detention. If a student cannot serve the 20 minute detention on the same day of the dress code violation, he or she must serve a 40 minute detention on the following day.

All listed items of the dress code marked with asterisks (***) are required items or are standards that must be met. If it is an apparel item, this article of clothing cannot be substituted for an accessory (e.g. wearing a sweatshirt with no polo shirt underneath).

Female Dress Code

*** **TOP - Polo Shirt only*****. St. Bonaventure uniform polo (available from Dennis Uniform) or school approved polo with St. Bonaventure logo. The polo shirt ***must be loose-fitting and long enough to prevent revealing the midsection***. Solid color undershirts may be worn under the polo shirt.

*** **BOTTOM – Solid color dress pants, “walking” shorts**

- **Pants:** SOLID COLOR dress slacks/cords in neutral colors, with a button or snap closure and a zipper. NO jeans (whatever color), denim, denim-looking material, acid washed or white pants. NO skin-tight pants or *hip-huggers*. NO military-type pants, overalls, coveralls sweat/warm-up pants, dance/stretch pants. NO frayed or unhemmed pants are allowed. NO CAPRI STYLE PANTS MAY BE WORN. **Parents may not write notes that give permission for girls to wear stretch pants or dance pants at any time.**

- **Shorts:** Solid color “walking shorts”. The cuffed hem of the shorts must be between the mid thigh and the knee. **Modesty and decency** are the standard. Shorts that are too tight and/or too short are unacceptable. **NO** Capri pants may be worn.

*** **FOOTWEAR - SHOES and SOCKS** must be worn at all times. Sandals, slippers, toeless or back-less footwear are not permitted. Athletic footwear must be of an appropriate color for dress. Socks must be visible.

*** **HAIR** - Hairstyle should reflect neatness and good grooming, avoiding exaggerated styles, colors, and/or shading. The Administration can request an immediate change, if hairstyle is unacceptable, before a student is admitted to class.

Male Dress Code

*** **TOP - Polo Shirt only***** St. Bonaventure uniform polo (available from Dennis Uniform) or school approved polo with St. Bonaventure logo. Solid color undershirts may be worn under the polo shirt.

*****BOTTOM – Solid color dress pants, “walking” shorts*****

- **Pants:** SOLID COLOR dress slacks/cords in neutral color, with a button or snap closure and a zipper. NO jeans (whatever color), denim, denim-looking material or acid washed jeans may be worn. Pants must fit and be worn properly. NO oversized baggy pants, NO pants worn low, NO overalls or coveralls, NO frayed or unhemmed pants, NO sweat/warm-up pants, NO cargo pants.

- **Shorts:** Solid color “walking shorts” may be worn. No cargo shorts with extra pockets. No extra long shorts, no board shorts, and no athletic shorts are allowed.

*** **FOOTWEAR** – Socks and shoes must be worn at all times. Sandals, slippers or back-less footwear are not permitted. Athletic footwear must be of an appropriate color for dress. Socks must be visible.

*** **HAIR** - Hairstyles should reflect neatness and good grooming, avoiding exaggerated styles, colors, or shading. Males' hair must not extend below the collar of a polo shirt and must not cover the ears or fall below the eyebrow when combed down. ***Facial hair is NOT permitted***, and a student may be asked to shave before being allowed in class. Sideburns should be no lower than the earlobe.

A maturing individual who ... shows a knowledge and appreciation
of one's physical, spiritual, and mental health.

ACCESSORIES FOR ALL STUDENTS

Items not required but, if worn, must meet the standards listed:

- **OUTERWEAR:** ONLY St. Bonaventure jackets, sweatshirts, and sweaters may be worn. *****For ease of identifying students on campus, hoods on sweatshirts are never to be worn in class or on campus (except for outside the classroom on days with cold or inclement weather.)*****

Additional/Accessories:

- **Females:** **No Spandex** pants, leggings, long underwear, bike pants, hats, ball caps or other head coverings are allowed. Jewelry and makeup must not be excessive. No chains or other bizarre type of paraphernalia are permitted. Earrings only, no other visible body piercing allowed. No other offbeat type of paraphernalia is permitted. Sunglasses may not be worn.
- **Males:** **No earrings** or other body piercings are permitted. **No hats, ball caps or head coverings** may be worn in the classrooms or on school grounds. No chains attaching wallets to pants or worn as necklaces/bracelets. No other bizarre or offbeat type of paraphernalia is permitted. Sunglasses may not be worn.

APPROPRIATE CASUAL DRESS ATTIRE

On certain designated days determined by the Administration, clothing other than dress code may be worn. The standards for such clothing are as follows:

- Clothes must be clean, not torn, **modest, decent** and appropriate for school.
- Students may wear jeans or walking shorts. NO short-shorts or tight fitting shorts or jeans are allowed. **Modesty and decency** must always be reflected.
- Students may wear T-shirts (**NO** beer, alcohol or offensive logos are permitted).
- Students **MAY NOT WEAR** any type of tank-top, sleeveless top or sun-dress.
- Hats, ball caps and wallet chains are **NOT** permitted at any time.
- Footwear - **NO** flip-flops, slippers, open-toed or slip-on sandals, or backless footwear.
- The regular dress code stipulations on makeup, jewelry (including earrings and/or piercing on males), bizarre hairstyles and offbeat type of paraphernalia apply on casual dress code days. **Males must be clean shaven.**
- **No “pajama pants”, dance/stretch pants, sweats, warm-ups, board shorts, or athletic shorts may be worn.**

APPROPRIATE “DRESS-UP DAY” ATTIRE

*On special occasions students **may** be allowed to “dress-up” for the day. The standards for clothing are as follows:*

- Females - Dress, pant suit or dressy blouse with coordinating slacks or skirt. Dress shoes (no flip-flops or slippers). No strapless dresses. (Skirts must reflect the same principles of modesty and decency.)
- Males - Dress slacks with shirt and tie. If no tie is worn, collared shirt or turtleneck must be worn. Dress shoes (no flip-flops or slippers).
- No denim material of any kind in any color.
- If a student chooses not to dress-up, he/she must follow the usual dress code.

Any article of clothing or accessory that features an inappropriate picture, symbol or advertisement may never be worn. The Administration reserves the right to make modifications to the dress code, especially when the wearing of certain attire becomes identified in society as having gang association. Such attire poses a safety threat to the wearer and his/her companions.

CHAPTER 4: AN ACTIVE CHRISTIAN WHO .

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SERVICE PROGRAMS

CHRISTIAN SERVICE PROGRAM FOR STUDENTS

In order to assure that students are preparing to be... *An Active Christian* St. Bonaventure High School requires students to complete service projects. The message of the Gospels clearly presents service to others as an essential component of Christian life. Christian service upholds the goals and objectives of our philosophy by fostering each individual's faith and spiritual development and promoting a primary Catholic value. Christian service helps students to grow in self-esteem, self-discipline, and understanding of their personal strengths. Participation in Christian service also builds awareness of community needs and responsible citizenship. Successful completion of Christian service each school year is a requirement to be re-admitted to school for the following year or, in the case of seniors, to graduate.

TYPE OF SERVICE:

The Director of Christian Service schedules service projects each school year. Students will sign up for a minimum number (the minimum number is determined by the school) of these scheduled projects during the school year.

Service projects performed outside of those scheduled by the school must be approved by the Christian Service coordinator before they can be applied to the Christian Service requirements.

SERVICE RECOGNITION:

SBHS will recognize students whose Christian service is notable due to a variety of criteria such as the type of service, number of hours completed, and student leadership. A member of the senior class will be selected for the Archdiocese of Los Angeles Christian Service Award given to a student from each Catholic high school in the Archdiocese.

An active Christian who ... consistently shows
respect for God, others, self and property

SERVICE PROGRAM FOR PARENTS

Parent Service Participation Program - School functions and activities are an essential part of the educational process, and parent/caregiver help is needed in order to provide the best educational experience for students. Furthermore, participation sets a strong example of community spirit, service, and leadership for students.

Twenty-five (25) hours of service per year are required of each family. Single parents are required to work only half of the 25 hours. Those who find it impossible to participate fully because of family or other commitments may fulfill this requirement by paying \$500.00 in lieu of service. **(PLEASE NOTE: Students *cannot* fulfill the Christian Service requirement by making any kind of payment.)**

GENERAL BEHAVIORAL POLICIES AND PRACTICES

ACTIONS OF PARENTS/CAREGIVERS/OTHER PERSONS

Any parent/guardian or other person who insults or abuses any teacher in the presence of other school personnel or pupils on the school premises or at some other place, if the teacher is required to be at some other place in connection with assigned activities, is guilty of a misdemeanor (E.C. 448120).

Parents/Caregivers may observe/attend a class only with the permission of the teacher and approval of the administration.

Students are not allowed to use tape-recorders in the classroom for lecture notes or other purpose

without the express permission of the instructor. Cell phones are not to be used in the classroom as listening devices or to be in contact with any person outside the room and will be confiscated if disturbing the teacher/class.

An active Christian who ... exhibits a core understanding and appreciation of the Catholic Church and its teachings

AIDS POLICY

The Archdiocese of Los Angeles has accepted the United States Bishop's statement, "The Many Faces of AIDS: A Gospel Response" as adapted for use within the archdiocese. The document states:

Infection with AIDS in and of itself is not a reason for exclusion of a student from any Catholic elementary or secondary school, religious education program, or institution of higher learning. However, alternate educational arrangements may be made for infected students whose behavior has been shown to be a danger to others.

HIV/AIDS is not spread by casual, everyday contact. Therefore, barring special circumstances, students who are infected with HIV/AIDS will be admitted to our elementary and secondary schools. Usually these students are entitled to all rights and services accorded to other students. Decisions about any changes in the educational program of a student who is infected with HIV/AIDS shall be made on a case-by-case basis. Each situation will be analyzed and responded to as required by its particular facts. Any decision will take into account Christian concerns and compassion, community health and well being and individual privacy and needs.

St. Bonaventure will undertake an effort to keep staff, students and parents informed about serious communicable diseases. Education on the subject of AIDS and other communicable diseases will be presented to students within appropriate subject areas.

DRUG/ALCOHOL POLICY

St. Bonaventure High School is committed to providing students, staff, and faculty with a drug and alcohol-free environment. The possession or use of illegal drugs or of alcohol by students, the abuse of legal drugs by students, or the sale of alcohol or drugs are serious issues and will be dealt with accordingly by the school administration. The administration reserves the right to define use, possession, sale, and "near campus" in any substance abuse related situation.

In cases of suspected use of drugs or alcohol, the school will work with the family of the student for drug testing by a third party and for appropriate counseling for the student. In addition, possession of drugs or alcohol at school or at a school-sponsored event will result in suspension, a disciplinary probation contract, or possible expulsion. A student who is under the influence of drugs or alcohol at school or a school-sponsored event also faces suspension, a disciplinary probation contract, or possible expulsion. Sale of drugs or alcohol will result in the student's expulsion.

HARASSMENT

St. Bonaventure High School is committed to providing a work environment that is free from harassment in any form. The school will treat directly reported allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

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

If a student or faculty member believes he/she has been harassed or is the subject of harassment, he/she should immediately report the incident and the name(s) of the individual(s) to the Principal so that an investigation and appropriate action may be undertaken.

HAZING

No student may engage in hazing or commit any act that injures, degrades, or disgraces, or tends to injure, degrade, or disgrace a fellow student or person attending St. Bonaventure High School.

MARRIED STUDENT POLICY

Central to the philosophy of St. Bonaventure is the belief that parents/caregivers are the primary educators of their children. In support of this, the school and the parents/caregivers work in close collaboration in all aspects of the student's educational process. Since a married student is in effect no longer accountable to a parent/caregiver, the relationship between the school and the parent/caregiver is compromised. Therefore, any student who marries will not be allowed to attend St. Bonaventure High School.

POLICY ON STUDENT NO LONGER LIVING WITH THEIR PARENT/CAREGIVERS

With the belief that parents/caregivers are the primary educators of their children and with the school and parents/caregivers needing to work in close collaboration in all aspects of the student's educational process, a student not living in the home of a parent/caregiver may not attend St. Bonaventure.

PREGNANCY AND ABORTION ISSUE

Pregnancy - A primary purpose of Catholic education is to guide our students' growth in Christian values and moral conduct. Pre-marital sexual activity is contrary to these values; however, when a pregnancy occurs outside of marriage, the total school community seeks to offer support to the pregnant student and to the father so that the pregnancy can be brought to term. Having an abortion is grounds for the student being dismissed from school.

The Archdiocese of Los Angeles has adopted policies concerning pregnant students. If a pregnant student is to remain at St. Bonaventure High School, strict adherence to guidelines will be expected. It is the obligation of the parents/caregivers to inform the school if a girl is pregnant. When school personnel know of the pregnancy, the Principal must meet with the pregnant student and both parents/caregivers. The student will be required to receive the appropriate professional counseling consistent to Catholic teaching to assist with the circumstances of the pregnancy and with making choices for the future of both parents and the newborn child. The student must live with her parents/caregivers or in some home acceptable to parents/caregivers and the Principal.

If the student is to remain in school, she will be allowed to participate fully in activities to the extent that the condition of the student allows and the common good of the school is not jeopardized. The school retains the right and the responsibility to promulgate and implement disciplinary measures, including expulsion, for public and overt breaches of Catholic moral teaching.

Abortion - The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings, the reverence and respect owed to each person including those conceived and not yet born, and the morally indefensible procurement of abortion.

Abortion which disregards innocent life is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school, and the values that ought to permeate Catholic education (Gaudium et Spes, 51; Code of Canon Law, #1398)

Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion, or influence or coerce another person to have an abortion. Moreover, given the already existing network of prenatal programs and pregnancy counseling available in the Archdiocese of Los Angeles, there is no acceptable reason why any student should be coerced into having an abortion. Therefore involvement of any student in procuring or assisting in the procurement of an abortion is cause of such student to be dismissed from school. Furthermore, if any student's parent/caregiver coerces and/or assists in the procurement of an abortion for his or her daughter or any other student, this action is also cause for the son/daughter of that parent/caregiver to be dismissed from school.

RELEASE OF MINOR TO PEACE OFFICER

During the school day, peace officers have the right to interview students who are suspects or witnesses. Students who make threats concerning other students/staff members are also subject to being interviewed by the police. School officials may not unnecessarily hinder the release of a student to peace officers. School officials are not liable for releasing pupils for legitimate law enforcement purposes provided the students are taken from the school grounds with proper care.

Before a student is taken into police custody and removed from the school during school hours, the school will attempt to inform the student's parents/caregivers. The school will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of the police officers and/or child protective services.

An active Christian who ... cultivates a personal prayer life
and participates in liturgical celebrations

COMPLAINT REVIEW PROCESS

A person bringing a complaint is encouraged to try to resolve the complaint by discussing it frankly with the responsible official and/or the persons directly involved. The responsible official reviews the facts present and facilitates a thorough discussion of the problem. The goal is to achieve a just resolution of the problem and reconciliation among all persons concerned. The responsible official orally responds to the complaint and provides the person bringing the complaint with a written summary of the response.

If the complaint is not able to be resolved at the school level, the person bringing the complaint states the complaint and the specific resolution sought in writing. Copies of this written complaint are sent to the responsible official and the regional supervisor of the Department of Catholic Schools. The regional supervisor will review the complaint in a timely fashion and will attempt to act as a mediator to bring about mutual agreement between the person bringing the complaint and other parties. However, if no agreement can be reached, the regional supervisor makes a determination concerning the resolution of the complaint based on the application of archdiocesan and school policies and/or regulations. The regional supervisor will then communicate the final determination in writing to all parties. There is no appeal beyond the regional supervisor.

GENERAL REGULATIONS AND INFORMATION

ASSEMBLIES

Assemblies are formal, mandatory gatherings of a class or the entire student body. Students are expected to behave in an appropriate manner. Courtesy must be shown to those addressing the assembly. Students must remain in the assembly area until dismissed by the person in charge.

AUTOMOBILES

- Any student wishing to bring a private vehicle on the campus must purchase a vehicle permit from the ASB Moderator (money collected for the permits will be used by the A.S.B. for student activities). When purchasing a permit, a student must complete a form listing car, license plates, driver's license, and insurance company.
- Open parking - Once a student has a permit, parking is on a first come, first served basis.
- All cars are to be properly parked in the school parking lot in the morning and left there until departure after school.
- No student is allowed to park in the Assumption parking lot. Cars may be towed at owner's expense. The student will also be subject to disciplinary action (insubordination).
- The speed limit for cars going in and out of the parking lot is **10 miles per hour**. This rule is to be observed by all students driving a motor vehicle on school grounds. Disciplinary action for violators is outlined under Disciplinary Policies.

- No other cars than those with a parking permit will be allowed to park on school grounds before, during or after school. Students should have parents or friends meet them on Telegraph Road or in the church parking lot.
- Each student is encouraged to make sure his/her vehicle is secure at all times. The school is not responsible for stolen items or vandalism to a vehicle when on school grounds. Any such incident should be reported **immediately** to the Dean of Students. Steps will be taken to assist in identifying those responsible. If a student has a “fender-bender” with another student vehicle, the matter should be handled as outlined by the Department of Motor Vehicles.

BICYCLES

Bicycles are to be parked in the bike racks and are not to be ridden in hallways. As with cars on campus, the school is not responsible for bikes or parts of bikes being stolen or vandalized. Such an incident should be reported to the Dean of Students **immediately** in order for the school to provide any assistance.

COMMUNICATION/ELECTRONIC DEVICES

Cell phones, iPods, or electronic devices with or without headphones ARE NOT permitted and may be confiscated at any time. NO cellular phones are allowed to be used during the school day and will be confiscated by a teacher if they are activated. Parents/caregivers should call the school office to contact their son or daughter during the school day.

If any of the above personal items are brought to school, the student bears **total liability** for any property lost or stolen.

EXCURSIONS AND FIELD TRIPS

The curriculum may incorporate excursions and field trips. They must be educational in nature and related to the curriculum and content of the course of study.

Each school establishes definite guidelines and systematic procedures for such trips. There must be adequate supervision on trips, and school rules of conduct must be maintained. For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur costs, the financial impact of the trip on other school fundraising activities, and class work missed by students.

The Archdiocesan field trip form must be used for field trips and excursions. The completed forms must be kept in the school file until the end of the school year.

State law requires that a first-aid kit be immediately available to the supervising adult on all excursions and field trips. A snake-bite kit must be included if the trip is to be in an area where there may be poisonous snakes.

I.D. CARDS

Each student is issued an I.D. card. Students should carry it to show that they are enrolled at St. Bonaventure High School and for free admission to home sports activities other than playoff games. Presenting the I.D. card usually allows students to enter away games at a reduced rate. It is necessary to present the I.D. card for admittance to dances. Lost I.D. cards must be replaced immediately by contacting the attendance office. The charge for a replacement card is \$5.00.

INSURANCE

- All students are covered by the Archdiocesan Insurance Plan. Accidents should be reported promptly to the Business Office in order that the necessary forms can be obtained from the insurance company.
- A special insurance is required of all participants in the football program.

ROLLER-SKATES AND SKATEBOARDS

Due to insurance and liability to injury, roller-skates and skateboards **ARE NOT** to be ridden on campus at any time. These items will be confiscated if the owner or another student is riding or attempting to perform maneuvers. Students are not allowed to ride skateboards or roller-skate in the Assumption

Church parking lot or around the church or elementary school. Students will be subject to disciplinary action for insubordination.

LOCKERS

- To prevent theft, each student is asked to keep his/her combination private. Lockers are to be kept locked and neat at all times. Students are responsible for their own books, equipment and/or other items brought on campus. A student habitually leaving his/her locker open will have contents removed by the administration and a fine of \$1.00 may be assessed.
- Students are asked to report any locker damages or theft **immediately**. Misuse or damage to lockers will result in the loss of locker privileges. Students will also be financially liable for damages, including graffiti. Lockers will be inspected before 2nd semester final exams.
- Although a student has control over his/her locker in relation to other students, this does not exclude school authorities from looking in a student's locker. It is the proper function of school authorities to inspect and/or search lockers to prevent use for illicit and/or illegal purposes.
- Students may not have access to another locker, nor may they exchange lockers with another student. To change a locker, a student must report to the Attendance Office.
- Students need to clean out lockers immediately following the last final exam in June. Anything left by the following Monday will become the property of the school (items will either be donated to charity or thrown away). ******Those taking P.E. are assigned lockers in the gym during the first class day. Students are asked NOT to leave lockers open during class time or at any other time. It is recommended that all those taking P.E. refrain from bringing valuables to P.E. Class******

LOST AND FOUND

Moral integrity comes from the heart of an individual and not from enrolling in a Catholic school. Students must learn to take care of belongings and each other. The school is not responsible for purses, wallets or any other piece of student property left lying around (e.g. backpacks left unattended in the courtyards during Mass or lunch) or for materials removed from unlocked lockers, or from a damaged locker a student failed to report. All articles found by students should be reported and/or brought to the Attendance Office. Theft must be reported **immediately** to the Dean of Students and, if applicable, to the teacher in whose class the theft occurred. Students reporting lost or stolen items to the office will be asked to complete a form explaining circumstances and listing information about the item(s). After purchasing books, develop a code or system of marks to identify books in case of loss or theft. This information will be asked for when reporting missing books.

LUNCH

Food may not be eaten in classrooms (except during break or lunch in inclement weather), library or restrooms. Deposit trash in the containers provided for that purpose. Students are expected to take pride in themselves and in the school, being responsible for keeping the campus clean. The administration reserves the right to hold the beginning of class if the school grounds are not properly clean after lunch. This would extend the school day for the necessary amount of time it takes to pick up trash.

Since St. Bonaventure High School is a closed campus, no food may be ordered from off-campus (fast food restaurant) and delivered to students by a fast food establishment (i.e., pizza, hamburgers, etc.). Seniors taking an off-campus class are not allowed to leave campus and return with food for other students.

PUBLICATIONS

The Principal of the school is the publisher of all authorized school publications and has legal responsibility for the content of publications such as the yearbook and school newspaper. No publication (pamphlet, flyer or other written notices) may be circulated without the express

permission of the Principal. Copyright laws must be observed. The Principal appoints a moderator for each publication, and the moderator, according to the following guidelines, reviews all published material:

- There is a clear understanding of the purpose of the publication and the limitations on the authority of the editor.
- Topics are to be treated in a way that is tactful and respectful of the rights and feelings of others, uses good taste and is constructive.
- Personal attacks are to be avoided.
- Materials contrary to Catholic teaching are not promoted.
- The facts of a story are to be validated before publication.

STUDENT PARTICIPATION IN FUNDRAISING PROJECTS

Tuition does not cover the full cost to educate students, which makes fundraising projects essential to the viability of the school. Students are asked to participate as members of the school community. Involvement includes, but is not limited to; setup, serving, and/or clean up at Auction, Einstein & Wine, Golf Tournament, and seeking donations for the Fiesta Donation Drawing. The administration **reserves the right** to reward students who meet goals set and to require help from those who do not (e.g. clean-up day after Fiesta).

TELEPHONE

Students may not make telephone calls in any of the offices without permission. A student is not to make cell-phone calls when outside the classroom during class without permission of a teacher/administrator.

In cases of emergency, parents/caregivers should contact students through the school office.

TRANSPORTATION TO OFF-CAMPUS EVENTS

The school arranges transportation in chartered vehicles for some athletic teams and a limited number of activities during the year. Students are expected to travel in the chartered vehicle to and from the event unless the parents/caregivers have assumed responsibility for alternate transportation and have informed, in writing, the moderator, supervisor or coach.

TRIPS (NON-SANCTIONED)

There are trips that are not sanctioned by the school. The list includes, but is not limited to: ski trips and senior trips. The school bears no liability and students take part at their own risk. Parents/Caregivers should exercise caution in allowing students to participate in such activities. If there are any doubts about a particular function, call the school to verify.

An active Christian who ... demonstrates an understanding
and respect for people of other creeds and beliefs

VISITORS

- Visitors who are students enrolled in other schools and/or are not parents/caregivers are not permitted on campus.
- Students who wish to bring full-day guests must have the prior permission of the Principal and the teachers concerned. Permission must be sought in writing 48 hours in advance. This note must be signed by a parent/caregiver and submitted to the Principal.
- Alumni are welcome to visit the campus at any time.

WORK PERMITS

The Attendance Office issues work permit applications. The student needs to fill out the information required and submit the application in order to receive the actual permit. Please allow 24 hours for processing of the permit after the application is submitted.

CHAPTER 5: A SOCIALLY RESPONSIBLE PERSON WHO . . .

STUDENT SOCIAL ACTIVITIES

GENERAL RULES FOR SCHOOL SOCIAL FUNCTIONS

- Proper conduct is essential at all school functions.
- The school reserves the right to refuse admission to any persons to any school function. Students who are asked to withdraw from St. Bonaventure may, under certain circumstances, be given permission to attend selected school functions.
- Students are not admitted to school functions if they are not appropriately dressed as specified by school officials.
- Freshmen from St. Bonaventure, or any other high school, are **not permitted** to attend the Junior-Senior Prom. Only juniors and seniors may invite a date to the Junior-Senior Prom. A sophomore may attend the Prom as a guest of a Junior or Senior.
- Only seniors may attend Grad-Night at Disneyland. A guest from another school must also be a senior or have graduated from high school.
- NO classroom parties are allowed during regular class periods.

HOMECOMING COURT

Each year students elect a Homecoming Court composed of one princess each for the freshman, sophomore and junior class and three senior princesses, with one of the three senior princesses being elected the Homecoming Queen. The Homecoming Court participates in a variety of Spirit Week activities culminating in the crowning of the court at the Homecoming Football Game.

Members who are elected to the court become official representatives of Saint Bonaventure. Their activities may (and often do) extend beyond the activities of Homecoming Week. Being elected to the court is an honor. **Students may not campaign for nominations or election as princesses, nor allow others to do so for them.** Any students who do so will be removed from consideration for the court. Further, non-candidates are not allowed, on their own, to publicly campaign for any candidate.

The regulations for the election of the court are as follows:

- Each student may nominate any female student of his/her class to be a princess. Seniors may nominate three female class members.
- The top five vote getters will be placed on the freshman, sophomore and junior ballots.
- The top six vote getters will be placed on the senior ballot.
- A former freshman or sophomore princess is not eligible to be a nominee again until her senior year.
- A nominee must have a **cumulative grade point average of 2.0 or higher and a meritorious citizenship (discipline) and attendance record** as determined by the Dean. Someone who habitually violates school regulations and/or has a poor attendance record with absences and/or tardies will not be eligible.
- Ties will be broken by (1) the student with the best Citizenship (discipline) Record; if necessary (2) then by the student with the higher or highest grade point average; (3) if necessary, by a coin flip conducted by a school administrator in the presence of two faculty members.
- Approximately two weeks before Homecoming, the freshmen, sophomore and junior students may vote for any nominee on their respective class ballot. Seniors may vote for any three nominees on their class ballot.
- Ties will be broken in the same manner as ties for the nominees as indicated above.
- During Homecoming week, the school queen will be elected by the sophomore, junior and

senior students.

- Ties will be broken in the same manner as ties for the nominees as indicated above.

A socially responsible person who ... demonstrates
social skills appropriate to various occasions

DANCES

- All school rules are in effect at all school dances. A student must have a discipline record in good standing in order to attend a dance.
- All tickets for a dance must be purchased during school, prior to the dance. NO tickets will be sold at the door for formal dances. Those ineligible for the dance due to disciplinary records will not be allowed to purchase tickets. A purchased ticket can be revoked prior to the dance if a student becomes ineligible due to disciplinary reasons. Students must present their tickets at the door with student I.D.
- School dances are from 8:00-11:00pm.
- Students are not allowed to leave any dance earlier than the stated ending time.
- Students on school grounds 45 minutes after the start of the dance are to enter the dance or leave school property.
- Students not appropriately dressed will not be allowed to attend a school dance. For date dances, males are to wear shoes, slacks, appropriate dress shirts with sleeves and ties; females are to wear an appropriate evening dress. For casual dances walking length shorts are permitted as are sleeveless tops. Half-top blouses and shirts are not permitted.
- Guests under the age of 21, from another high school or out of high school, may be allowed to attend formal and semi-formal dances. **NO elementary or junior high students are allowed to attend St. Bonaventure dances.** NO Guest Pass will be issued for informal dances (e.g. Welcome Dance). A SBHS student may have only one guest and must accompany him/her at all times.
- A Guest Pass must be picked up from the office at least a week prior to the dance. The guest pass must be filled out completely. This includes obtaining signatures from the guest's school administrator, the guest's parent, and the SBHS student's parent. Final approval of the guest must be given by the SBHS Administration. An approved Guest Pass is needed to purchase tickets for the dance. A guest may be required to show a picture I.D. at the door in order to enter the dance. No guest may be over 20 years of age.
- Guests at dances are to follow all St. Bonaventure dance regulations. The host student is responsible for informing his/her guest of school rules and the proper conduct and dress. The guest pass is invalid unless the host student accompanies the guest.
- Students must have their ASB I.D.
- No types of slam dancing or indecent gestures are allowed. All instructions of the ASB Moderator and/or Faculty Moderator in charge of the dance are to be followed.
- Decorations are not to be taken down except by the clean-up committee.
- It is highly recommended that students attending a dance leave valuables at home. Though some items may be checked-in at the door, security cannot be guaranteed.
- The Administration and the ASB may withhold permission to attend a future dance for those students and guests who have violated any dance regulations.

*** ***The Backwards Dance, Homecoming and the Junior-Senior Prom are date dances. Adherence to above listed dress requirements is mandatory for students AND invited guests.******

*** ***The Junior-Senior PROM - Dress for Prom is formal. Males are to wear tuxedos or a dress suit with jacket, along with an appropriate dress shirt with sleeves. Females are to***

wear evening gowns. (Also see ASB, Activities, Section C)

BREATHALYZER POLICY FOR DANCES AND SCHOOL

In the spirit of the St. Bonaventure philosophy, the Administration has a policy aimed at providing a safe and alcohol-free environment for our students.

- Breathalyzers will be present at dances to insure that students entering do not have alcohol in their system.
- Every student coming to a dance should assume that he/she will have to submit to testing (this includes any permitted guest attending). A student will not be forced to take the test, but noncompliance means he/she will not be admitted to the dance.
- If a student does have a positive test, every attempt will be made to contact the parents/caregivers immediately to insure the student arrives home safely.
- If a student does have a positive test and says that the results were caused by the use of a breath freshener (e.g. Binaca) or other such substances, he/she will be asked to stand aside for fifteen minutes for a retest. If such items caused a false reading, it will dissipate in that time.
- The breathalyzers are owned by the school and operate in a pass/fail mode. The tests will be conducted by members of the St. Bonaventure staff trained in the use of the device. It is not the intent of the school to identify students who have been drinking for the purpose of legal prosecution. Any disciplinary action to be rendered will be handled within the regulations of the school.
- It is also not the intent to make a student a public spectacle. Tests will be conducted in such a way to protect the privacy and dignity of the individual student. Our purpose is for the policy to be a deterrent.

******With reasonable suspicion that a student is under the influence during the school day, the administration reserves the right to test students with the breathalyzer. Parents/Caregivers will be notified if the presence of alcohol is detected.******

A socially responsible person who ... works cooperatively
with others as a citizen of the global community

PRIVATE PARTIES

Parents/Caregivers and students are advised **NOT** to sponsor private parties in homes prior to or after school functions, such as Prom, school dances or regularly scheduled athletic activities. Consumption of alcoholic beverages has become commonplace at these functions. Since all students are minors, it is advisable that parents/caregivers not sponsor such events. The school is opposed to such parties and accepts NO liability or responsibility for any consequences resulting from them. Violations involving this issue could cause the suspension or expulsion of the sponsoring student.

ATHLETIC POLICIES

OBJECTIVES

- To provide a school program in which all students may participate
- To create a sincere school spirit shared by the student body and faculty
- To give an opportunity to every student to develop competitive spirit and physical skills

St. Bonaventure is a member of the Southern Section of the California Inter-scholastic Federation (CIF), belonging to the Tri-County Athletic Association. St. Bonaventure participates in CIF competition in football, cross country, volleyball, tennis, basketball, soccer, baseball, softball, golf, swimming and track.

ELIGIBILITY

- Athletes must observe all regulations that exist in the current edition of the CIF Blue Book.
*****A member of a high school team may not, during his or her season of sport, compete for an outside team in the same sport. A season of sport is defined as that period that begins with a student's first interscholastic competition (non-league, tournament or league game) and ends with that student's last interscholastic contest (non-league, tournament, league or CIF-SS playoff).*****
- All participants must be examined and pass a physical given by a doctor. Certification of this examination must be on file in the Athletic Director's Office. This is done on a yearly basis.
- All football participants must carry insurance; this must be obtained through the school. No waivers will be accepted. Certification of insurance coverage must be on file in the Athletic Director's office. This is done on a yearly basis.
- All athletes must maintain a 2.0 grade point average. A student who falls below a 2.0 at a quarter grading period will be placed on probation, but may still participate in sports. If the student fails to bring up the grade point average to at least a 2.0 by the semester, he/she is considered ineligible.
- Athletes must exhibit a satisfactory conduct record as determined by the disciplinary policies of the school. Being suspended from school may also result in a mandatory ineligibility period from sports as determined by the Administration.
- Students must be in school for at least a half day in order to be eligible to play in a game or practice on that day.
- Any student who participates in one sport for more than one-half of the scheduled games and leaves the team for any reason other than injury is ineligible to participate in the next scheduled sport until the previous sport season is completed unless approved by the Athletic Director and the Head Coach.
- A spot earned on a team for one year is not a guarantee for any following year a student tries out for that sport. Students are encouraged to improve skills and to work on conditioning during the off-season within C.I.F. guidelines.

*****In keeping with the school philosophy and the principles of good sportsmanship the Administration asks that ALL spectators at athletic events conduct themselves in the appropriate manner. The Administration reserves the right to ask students, as well as family and friends, to leave an athletic contest when exhibiting behavior in opposition to our standards.*****

DUE PROCESS

If any difficulties arise when a student is a member of an athletic team, parents/caregivers should follow this procedure:

- Talk directly to the coach of the team.
- If the matter remains unsettled and the student is on a junior varsity or frosh team, talk to the head varsity coach of the sport.
- If the conflict cannot be resolved after the first two steps call and make an appointment with the Athletic Director.

TRANSFER POLICY

Any student transferring into St. Bonaventure must receive C.I.F. clearance through the athletic director's office prior to participation.

ASSOCIATED STUDENT BODY ORGANIZATION

STUDENT REPRESENTATIVES

ASB Officers:

President – Ryan Cardona
Vice President – Alyssa Mendoza
Secretary – Nicole Stutts
Treasurer – Jennie Taylor
Historian – Mara Gonzales
Ambassador –

Senior Officers:

President – Monique Daggett
Vice President – Katie Kahn
Secretary – Kayla Viesca
Treasurer –
Historian –

Junior Officers:

President – McKenna Hill
Vice President – Daniel Medina
Secretary – Nicole Murillo
Treasurer –Michael Minkoff
Historian – Julie Beppler
Ambassadors –

Sophomore Officers:

President – C. J. Almaraz
Vice President – Alex Penrose
Secretary- Renee Mercer
Treasurer – Megan Eckerson
Historian –
Ambassadors –

Freshman Officers: to be elected . . .

I. ASB Organization

The ASB Organization is established for promoting the total activities program of the school and for coordinating all events and projects that are classified as extracurricular. Details of the activities program may be found in the Activities Handbook that may be consulted through the ASB Moderator.

II. Student Government

The Student Council has been set up to establish democratic procedures governing student activities and to develop a sense of responsibility, growth in self-discipline, intelligent leadership, student-to-student-to-teacher cooperation, scholarship, school spirit and true Christian virtues. The Associated Student Body Government makes the student more involved in governmental affairs in conjunction with the administration and faculty. Its aim is to promote a harmonious relationship throughout the school by means of organized activities and projects. In such activities and projects the students use his/her responsibility by working in the interests of his/her fellow students.

A. Membership: Membership consists of the offices listed in Article IV, Section 1 of the St. Bonaventure High School Constitution and By-laws.

B. Elections: Student Body elections are held at the end of April. Those wishing to run for office will be directed to pick up a nominee form from the ASB Moderator. Candidates

must meet the requirements and acquire the necessary recommendations stated on the form. Class officers, with the exception of the freshmen, must be elected within two weeks of the Student Body elections. Freshmen class elections will be held in the beginning of October. Club presidents should be elected during the last two weeks of school. The Administration must approve candidates for any elected office. A committee will be set up to work with a group of interested freshmen to help organize their elections. All elections shall be organized and run by the Student Council Election Committee.

- C. Election Procedure:** Elections will be held during the end of Period 2 on a specified day. A student may vote at that time only. Ballots will be counted and verified by three designated staff members and the results announced and posted.

III. Activities

- A. Banquets/Awards:** Academic awards are given during special assemblies. Sports awards are given out at banquets conducted by and for particular sports on an individual basis. Special awards are given to the other organizations on an individual basis and the moderator of each organization makes arrangements.
- B. Homecoming:** Activities include a "spirit week" which involves special noon activities, a special pep rally and a homecoming dance. The dance is open to the student body, alumni and friends. Guest passes for non-Bonaventure students must be obtained from the attendance office and approved. During the week princesses are elected to represent each class, and the special half-time activities during the annual football game include the crowning of the homecoming queen.
- C. Prom:** The Junior-Senior Prom is held in the spring. **Only a junior or senior enrolled at St. Bonaventure may invite another person. No freshmen at St. Bonaventure or any other school is permitted to attend the Prom.**
- D. School rings:** Juniors receive their SBHS class rings at a special Mass and ceremony during November of the junior year.
- E. Senior Graduation Week:** Activities celebrating the graduation class include Awards Assembly, Baccalaureate Mass, Graduation and Disneyland Grad Night.
- F. Retreats:** Annual retreats are held for each class. The Director of Campus Ministry determines the schedule of retreats.
- G. Blood Drives:** Blood drives are held in the fall and spring to help supply blood to local agencies and hospitals. Restrictions on donating blood are announced prior to the event.

The Catholic ideal of education demands the training of the whole individual, hence we find at St. Bonaventure a program of extra-curricular activities that fulfill the religious and recreational needs of students, gives them an opportunity for developing individual interests and, at the same time, teaches conscientiousness and good morals. Membership in all school organizations is open to all interested students who meet the necessary qualifications. Each club or organization has its own requirements. Students are urged to participate in activities with the idea of contributing and not just belonging. Every student is encouraged to participate in at least one extra-curricular activity.

IV. Clubs

All existing clubs must have a statement of purpose, a list of sponsored activities and membership requirements on file with the ASB Moderator. No club may hold initiation activities either on or off campus. The Administration *reserves the right* to review and approve all materials published by any organization in the school.

- **Arches (Student Yearbook):** The Arches staff records the year's activities and publishes the permanent record of school life. The yearbook is both extra-curricular and curricular. The editor-in-chief and editors must have satisfactory grades, and are assigned his/her duties corresponding as nearly as possible to major interests.
- **Band:** The high school band is composed of students who have some knowledge of

band, are able to read music and have his/her own instrument. Band members meet during a regular class period and play at athletic events and other school functions.

- **Campus Ministry (A.C.T.S.):** Campus Ministry provides all students with “A Chance To Serve” and takes care of all the spiritual activities of the school, such as retreats, Masses, youth day and special events. ACTS is open to all students.
- **Cheerleaders:** The purpose of this group is to rally students, to encourage players in their competitive endeavors and to add interest and zest to athletic demonstrations. The cheerleaders act as hostesses to visiting students. To be eligible a student must have a satisfactory conduct record and must have and maintain a 2.0 GPA. Cheerleaders are selected through a try-out process. They are considered representatives of the school and must therefore be involved in all facets of school life including fund-raising activities. The cheerleader moderator compiles, supervises and enforces the rules of the pep squad.
- **Dance:** This group performs at home athletic events to promote school spirit. A try-out process is required.
- **Drama:** Any student willing to participate in some aspects of drama - acting, make-up, set design, costuming - is eligible. The aim of the Drama Club is to develop poise and leadership in its members and to train him/her not only in acting but also in set construction, sound and lighting, and publicity. The members are in charge of the variety show and spring play.
- **Interact:** This service organization works in conjunction with the Rotarians to provide community service and develop leadership.
- **Key Club:** The Key Club is a service organization that works in close association with the local Kiwanis Club. In addition to fundraising for many organizations and general community service, the St. Bonaventure Key Club is involved with raising money and volunteering service for the school staff.
- **Knowledge Bowl:** This team is composed of eight students and two alternates who compete against other county high schools. This team demonstrates quick recall in addition to knowledge.
- **Seraph Scrolls (Newspaper):** The school newspaper is written, edited and distributed by students on the staff under the direction of a faculty advisor. Newspaper staff positions are open to all students.

V. Publicity

All posters, including those prepared by the Pep Club, must have the approval of the ASB moderator before being posted on the school campus or in the school. Posters may not be posted on lockers, walls of the building or classroom walls. Designated areas for posters will be assigned.

PARLIAMENTARY PROCEDURE FOR OFFICERS

(Roberts, Revised Edition)

Order of Business at Meetings:

1. Call to order by presiding officer.
2. Roll call by secretary.
3. Reading of minutes and approval.
4. Correction of minutes and approval.
5. Treasurer's report.
6. Committee reports.
7. Unfinished business.
8. New business.

9. Program of the day.
10. Adjournment.

Duties of a member:

1. Obtain the floor before speaking.
2. Stand when speaking.
3. Speak upon the question then pending.
4. Yield the floor to call for order, etc.
5. Abstain from all personal remarks in debate.
6. Avoid disturbing in any way.
7. Vote on all business before the assembly, unless excused by the chair person.
8. Abstain from conversation with other members during debate.

Duties of a committee chairperson:

1. Study the committee assignment before the meeting.
2. Be acquainted with all members of the committee and try to analyze them as to personality, intelligence and background for the assignment.
3. Prepare a flexible outline for the meeting. Obtain approval of moderator.
4. Make certain that all arrangements have been made for the meeting-time, place, and members informed, etc.
5. Introduce the committee assignment and clarify possible procedures.
6. Keep the discussion centered on the topic at hand and involving all committee members.
7. Keep the discussion moving toward its goal -; completion of the project.
8. Close the meeting properly by having the group's discussion put into a motion and voted upon. Thank the group and adjourn the meeting.
9. Use parliamentary procedure when there are twelve or more members. Otherwise keep the meeting informal.

A socially responsible person who ... practices Christian service and recognizes the need to make a positive difference in one's community and the world

CONSTITUTION AND BY-LAWS

CONSTITUTION PREAMBLE:

We, the members of the Associated Student Body of Saint Bonaventure High School, in order to develop students of high moral and spiritual caliber, establish a high quality of citizenship, promote high standards of scholarship, encourage close harmony among the student body, the administration and the faculty, and in order to unify the students in a cooperative and constructive organization, to establish this constitution for the Associated Student Body of Saint Bonaventure High School.

Article I: Name

We, the students of Saint Bonaventure High School, have resolved to adopt as our name, "Associated Student Body of Saint Bonaventure High School."

Article II: Membership

All eligible students and faculty members shall constitute the members of this organization.

Article III: Source of Power

Section 1. Power of Principal

The authority of this organization is derived from the Principal of this High School. All

appointed and elected members are subject to his approval. The Principal shall appoint an advisor to Student Council, all classes, clubs and organizations on campus.

Section 2. Power of Students

All legislative powers herein granted shall be vested in the Associated Student Council of Saint Bonaventure High School.

Article IV: Officers

Section 1. Elected Officers

The elected officers of the Associated Student Body (ASB) shall be president, vice-president, secretary, treasurer, and historian. Each class shall elect class officers that correspond to the ASB officers. Each club must have at least two elected officers.

Section 2. Term

The officers specified in section one shall be elected for the term of one scholastic year.

Article V: Legislature (Cabinet)

Section 1. The Student Council or Cabinet

- a. The cabinet shall be composed of the following members: ASB officers (executive board), class officers, and recognized representatives from each club and organization.
- b. The legislative powers of the cabinet shall exist for one scholastic year.
- c. A cabinet member shall become ineligible if he misses three meetings without presenting a satisfactory excuse to the advisor. Two tardies equals one absence.
- d. All decisions of the Student Council must have the approval of the faculty advisor and be submitted to the Principal for final analysis before the decision goes into action.

Section 2. Duties and Powers of the Cabinet

- a. To pass all legislation required for the best interests of the student body
- b. To determine methods for raising a student body fund and the budgeting of such a fund
- c. To award recognition for outstanding service to St. Bonaventure High School
- d. To grant charters to organizations under the student body and to suspend or expel such organizations
- e. To release money to organizations under the student body, subject to the approval of the Principal
- f. To add or amend any by-laws of this Constitution by a three-fourths vote
- g. To represent the classes in the carrying out of all student body sponsored activities and to represent the student body to the classes
- h. To assume responsibility for all student body properties
- i. To provide example and assistance to the student body
- j. To approve all pins, emblems, sweaters, or other forms of identification
- k. To assume all responsibility for any student activity sponsored by Saint Bonaventure High School or ASB

Section 3. Meetings

- a. The Cabinet shall meet at a specific time, at least twice a month (additional meetings may be called for if necessary).
- b. All members, including the president, have the right to one vote on all measures.
- c. A quorum shall consist of one-third of the voting members of the Cabinet.
- d. Vacancies shall be filled by the President with the consent of the advisor and the

majority of the Cabinet.

Section 4. Eligibility Requirements

- a. All cabinet candidates and officers shall have an average grade of "C" in the semester preceding their candidacy and have an exemplary disciplinary record.
- b. No student credited with less than one semester in St. Bonaventure High School (exception - freshman class officers) or with more than a total of 8 semesters in high school shall be eligible for a cabinet office.

Article VI: Amendments

Section 1. Proposal or Ratification

Amendments to this constitution may be proposed by two-thirds majority of the Executive Board or by a petition signed by not less than thirty percent of the qualified voters of the Associated Student Body and approval by the Principal and Cabinet.

Section 2. Adoption

- a. Amendments may be adopted through ratification by a two-thirds majority of the Cabinet, provided such a proposal has been discussed in a previous Cabinet meeting.
- b. Amendments can be adopted through ratification by a two-thirds majority of the qualified voters of the student body, provided that the written notice of such has been posted at least one week prior to voting.

Article VII: Adoption of Constitution

This Constitution shall take effect when ratified by a two-thirds vote of the members of the Student Council at a meeting called for that purpose.

A socially responsible person who ... respects the effects and significance of gender, religious, cultural and ethnic influences in the world

ASSOCIATED STUDENT BODY BY-LAWS

Article I: Powers and Duties of Officers

(Responsibilities not outlined below may be assigned by the ASB Moderator)

Section 1. The ASB President

- a. Must be a senior during the tenure of this office.
- b. Shall preside over all meetings of the ASB Executive Cabinet, Student Council, and Associated Student Body Assemblies.
- c. Shall be responsible for carrying out the plans and policies of the Student Council.
- d. Shall appoint the chairpersons and approve the members of the ASB committees.
- e. Shall be responsible for the preparation of an agenda prior to the meetings he/she presides over.
- f. Shall represent the student body in all forums, interscholastic meetings, forums, and be the official representative of the ASB to outside organizations.
- g. Shall maintain and enforce the constitution.
- h. Organizes Teacher Appreciation events.

Section 2. ASB Vice President

- a. Must be a senior during the tenure of this office.
- b. Shall perform the duties of the President during the absence of that officer.
- c. Shall manage ASB and class elections.
- d. Shall be the official school host/hostess.
- e. Flag monitor - responsible for daily flag display

Section 3. ASB Secretary

- a. Must be a senior during the tenure of this office.
- b. Shall keep careful and authentic minutes of the Executive Cabinet, Student Council meetings and Associated Student Body Assemblies.
- c. Shall prepare the roster of the Student Council.
- d. Shall keep attendance records of all meetings.
- e. Shall maintain official ASB files, authenticate all ASB records by his/her signature, and handle all matters of official correspondence with other schools, organizations and/or individuals as requested by the Cabinet.
- f. Shall handle all typing as required by fellow cabinet (executive board) members.
- g. Shall provide the executive board members with a prepared agenda at the beginning of each meeting.
- h. Shall read all papers that may be called for by the council.
- i. Shall bring to all meetings a copy of the Constitution, By-laws, policies, and calendar of events.
- j. Shall be chairperson of the Cabinet in the absence of the President and Vice President.
- k. Shall be responsible for weekly presentation of marquee.

Section 4. ASB Treasurer

- a. Shall be responsible for the fulfillment of the following policy of Saint Bonaventure High School.
 1. All money collected by individual classes and clubs must be turned in to the ASB general fund. This money will be kept on account for use by that class or club for its activities.
 2. All money collected by the ASB from ASB-sponsored projects becomes the sole property of the ASB treasury.
 3. Money may be borrowed from the ASB treasury. It must be repaid within thirty days, after which penalties of ten percent interest will be incurred unless circumstances warrant otherwise.
- b. Shall present to the executive board a monthly statement on the condition of the treasury.
- c. Shall be responsible for maintaining a record of all financial transactions that will be submitted for audit at the end of his/her tenure.
- d. Shall be chairperson of the cabinet in the absence of President, Vice President and Secretary.
- e. Shall work in conjunction with the ASB moderator in appointing an auditor.
- f. Shall be responsible for monitoring parking permits.

Section 5. Historian

- a. Shall record significant events of the school year in an organized journal with photos and video.
- b. Shall be responsible for the presentation and placement of all poster boards announcing ASB activities to the general student body.
- c. Shall maintain and keep current the ASB bulletin board by posting minutes of all ASB meetings, and displaying materials announcing all ASB activities and materials of interest to the general student body.
- d. Shall, with the ASB Secretary, be a liaison to the outside community and alumni.

- e. Shall be chairperson of the Cabinet in the absence of the President, Vice President, Secretary and Treasurer.

Section 6. Class President

- a. Shall be executive officer of the class.
- b. Shall act as the representative of the class at all meetings of the cabinet.
- c. Shall carry out the duties assigned to his/her class and be responsible for all class activities.
- d. Shall promote class programs, plans, and spirit.
- e. Shall call not less than two meetings per semester.
- f. In case of the absence, resignation or disqualification of any officer other than the President, he/she shall have the power of interim appointment, subject to the approval of two-thirds of the council and the faculty moderator of that class.

Section 7. Class Officers

- a. The duties of the class officers shall correspond, in relation to their respective class, to the duties of the ASB officers of similar office.
- b. Class and ASB officers should refer to the ASB Activities Book for a detailed listing of the power and duties of each office.

Section 8. Ambassador

- a. The ASB Moderator may appoint students from each class to act as the ASB Ambassador for that class.
- b. The duties of the Ambassadors shall be to foster goodwill amongst fellow students and carry out special projects assigned by the ASB Moderator.
- c. Ambassadors will be considered members of the student government and shall be required to attend all ASB meetings.
- d. Class Ambassadors are not voting members of the ASB.

Section 9. Commissioners of Spirit (Cheerleader and Dance Team Captains, Pep Club President, ASB and Class Presidents)

- a. Must be a junior or senior during tenure of office.
- b. It shall be the duties of the head cheerleader to:
 - 1. Act as a good example in all competitive events.
 - 2. Promote good sportsmanship at all times.
 - 3. Lead the students in organized yells at contests and other occasions.
 - 4. Schedule and organize pep rallies with Athletic Director and ASB Moderator.
- c. It shall be the duties of the dance team captain to:
 - 1. Represent the school at home games with half-time entertainment.
 - 2. Sit with the members of the squad to promote spirit at rallies and games.
- d. It shall be the duties of the Pep Club President to:
 - 1. Make posters for all games.
 - 2. Decorate goal posts.
 - 3. Have the club sit together at games in a designated place.
 - 4. Encourage school spirit by participation in rallies and by personal enthusiasm.
 - 5. Direct the members toward cooperation in any activity held to increase spirit.

Article II: Organizations

Section I

After presenting the matter to the Principal, anyone who wants to start an organization can petition Student Council for a charter granting them the right to form an official organization under Student Body.

Section 2

The organization shall be put before Student Council and with a two-thirds vote will be accepted. In case of rejection, the Student Council shall state the reason for its action.

Section 3

All approved organizations must be for service at and to St. Bonaventure High School.

Section 4

Membership will be by voluntary sign-up on specific dates.

Section 5

Chairpersons shall be elected by each organization and have at least one Representative on Student Council.

Article III: Initiative and Referendum

Section 1

Any eligible member of St. Bonaventure shall have the privileges of the initiative. A petition signed by forty percent of the members of the Associated Student Body shall be sufficient to bring to vote any new measure, or proposed change in the constitution and by-laws.

Section 2

The Cabinet, by a three-fourths vote, may refer measures to the Student Body for approval.

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Section 2

The Cabinet, by a three-fourths vote, may refer measures to the Student Body for approval.

Article IV: Recall

Section 1

All elected officers shall be subject to recall by their organizations upon presentation of a petition to the Cabinet signed by forty percent of the members of the organization. Such recall shall be held within ten days after said petition is approved.

Section 2

In a recall election, a majority vote is necessary for removal.

Article V: Limitation

All powers herein granted are derived from the Principal (under Section 10701, Education Code, State of California) and are to be exercised by and with his advice and consent or that of his appointee.

- a. The Principal may at any time declare this constitution, either whole or in part, to be suspended or to be null and void.
- b. The Principal has the power to remove any officer at any time for any just cause.

Article VI: Implementation

This constitution shall go into effect immediately when approval is made in a separate section and election. Upon its acceptance all other constitutions of this nature are null and void.

Article VII: Process for Presenting and Passing Proposals

Section 1

The proposal is to be typed in the following format:

- a. Problem; state problem to be solved
- b. Objectives; state the objectives or goals of the proposal
- c. Solution; brief one or two sentences of the proposed solution
- d. Proposal; How it Works: explain the proposal clearly and in detail, including steps, process, materials needed, etc.
- e. Proposed by; name of author(s) and position in ASB [if proposed by a non-ASB member, then must be sponsored by ASB member(s) as shown by signature]

Section 2

First Review - the author(s) will present their proposal to the ASB at a regularly scheduled meeting for discussion and suggestions.

Section 3

Changes and improvements resulting from the first review are made by the author(s).

Section 4

Second Review - the author(s) will present their proposal to the Principal for discussion and suggestions.

Section 5

Changes resulting from the second review are made by the author(s).

Section 6

The final draft of the proposal is voted on by the Administrative Council;

- a. If voted yes, the proposal will be put into effect by the author(s)
- b. If voted no, the proposal may be submitted again after further changes and review.

CHAPTER 6: SCHOOL INFORMATION

PROCEDURES FOR PARENT INQUIRIES

The following list is a guide for parents/caregivers when help is needed in a particular area of school life. Observing procedures and protocol is important in order to receive accurate responses to questions and/or a resolution of a particular issue. If there is an academic matter for your student within a particular class, speak directly to the teacher first. If it involves extracurricular activities speak to the coach or moderator.

Academics.....Christina Castro
The Arches (Yearbook).....Heather Aguilar
Assemblies.....DawnNorkewicz, Don Huntley
Athletics.....John Muller, Raul Camacho
Attendance.....
Automobiles/Parking.....Dawn Norkewicz
Bell Schedule.....
Campus Ministry.....
Christian Service.....Bill Wilson
Class Schedules.....Christina Castro

Clubs.....	Club Moderator/Dawn Norkewicz
College Preparation.....	Bob Hahn
Dances.....	Dawn Norkewicz
Discipline/Citizenship.....	George Meade
Dress Code Regulations.....	George Meade
Examinations.....	Christina Castro
Financial Aid for College.....	Bob Hahn
Grades.....	Christina Castro
Lunch-time Procedures.....	George Meade, Don Huntley
Insurance.....	Caroline Hurst
Lockers.....	
Lost-and-Found.....	
Messages to Students.....	
Report Cards/Transcripts.....	Christina Castro
School Regulations.....	George Meade
Telephone/Address Changes.....	
Transfers/Withdrawals.....	
Tuition and Fees.....	Caroline Hurst
Visitors.....	Mary Benigno
Work Permit Applications.....	

Teachers are available to answer questions before and after school and during preparation periods. If you have a question about how your student is doing in a particular class, attempt to contact the teacher first. You may call and leave a message for a teacher to contact you at another time if the teacher cannot be reached during his/her prep period.

PERTINENT DETAILS

PARENT/TEACHER GUILD

The PTG board sponsors, organizes and coordinates social functions, parent meetings and fund-raising events at the school. It is a counseling board and coordinates the activities of the Academic Enrichment Organization and the Athletic Booster Club. It consists of 15-20 voting members, the Principal, board officers, event chairpersons, and a faculty representative. Meetings are held at night on the third Wednesday of every month. Parents/Caregivers are invited to attend as non-voting members.

Some of the annual fund-raisers include the Auction, Casino Night, Einstein & Wine, Fiesta and the Golf Tournament. The Supermarket Partner Program and the gift card program are on-going fundraisers. Funds brought in are used to balance the school's budget. The Academic Enrichment Organization and the Athletic Booster Club funds, however, are used for specific school improvement purposes.

The PTG also publishes a newsletter, "Green & Gold Gazette", which is mailed out to all current families and alumni. It contains current information on student activities and school functions. Parents/Caregivers are encouraged to become involved.

TUITION SCHEDULE FOR 2011/2012

Tuition (based on 11 monthly payments):

\$7,225.00	\$656.82 PER MONTH	1 Student
\$12,025.00	\$1093.18 PER MONTH	2 Students

\$16,825.00	\$1,529.55 PER MONTH	3 Students
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Registration Fee: \$375 per student per returning student

Tuition payments are spread over 11 months, beginning in July and ending in May. All tuition and fees are non-refundable. Tuition is due on the 10th of each month and is considered late after that date.

IMPORTANT FINANCIAL INFORMATION:

- Parents must sign up for Smart Tuition.
- All financial obligations must be paid in full by May 20, 2012.
- The administration reserves the right to withhold tests, grades, transcripts and diplomas until all financial, academic and disciplinary obligations have been met.
- Tuition must be current in order to purchase a Prom Bid and/or Grad Night ticket. All seniors' financial obligations must be paid in full by May 20, 2012, including the graduation fee of \$125.
- Those seeking financial aid for the following year should contact the Principal in the spring (during registration).

DISASTER PREPAREDNESS INFORMATION

EARTHQUAKE AND EMERGENCY SAFETY DRILLS

Drills are scheduled at least twice each school year to train students to act in an emergency in such a way as to save lives. Students will learn the evacuation directions for each room in which they have class, remain silent when the drill alarm rings and follow directions.

FIRE PROCEDURES

A series of short bells rung in quick succession indicates a fire alarm. Classroom teachers will give the directions for leaving the building and the proper exits to use. Students will:

- Learn the evacuation directions for each area or room
- Follow the directions of the teacher when the alarm is heard
- If evacuated, assemble away from the nearest building without blocking exits or driveways
- Not go to lockers during an evacuation
- If an alarm sounds before school, between classes, during break, or during lunch, move immediately to the nearest classroom, office, or building.
- Follow the directions of teachers if a fire alarm sounds occurs during an assembly.

DROP DRILLS

Inside the school, a protective position should be taken under the desks or tables with back to the windows. All should drop to their knees, clasp both hands behind the neck, close eyes, cover ears with forearms, protect the face with arms and make the body as compact as possible.

EARTHQUAKE PROCEDURES

When an earthquake occurs, the following actions are to be taken:

- Inside the Building: The teacher or person in authority gives the DROP command and all follow the Drop Drill Procedures. When the earthquake is over, directions will be given as needed for evacuation.
- Outside the Building: The teacher or person in authority gives the DROP command. As soon as possible, students move away from the buildings, trees and exposed wires. The safest place is in an open area. When the earthquake is over, further directions will be given.

EMERGENCY RESPONSE TEAMS

In order to help the administration/staff deal with a disaster situation, emergency response teams have been developed that involve student participation. Teams include First Aid, Search and

Rescue, Fire/Utility, Support Services and Communications. Students are invited to apply for a position if they have particular training and/or knowledge that would be of assistance (applications are made available in May for the following school year). ASB officers are automatically members of a response team. If there are not sufficient applications for a team, students are selected by the administration/staff.

EVACUATION, DISMISSAL, AND COMMUNICATION PROCEDURES

In order to comply with the state directives on emergency preparedness, the school is prepared for the possibility of caring for students and staff for up to three days in the event of a major disaster such as an earthquake. Besides providing support as requested by the school, it is imperative to understand and follow the procedures that have been devised to help students and staff survive a major disaster.

Provided here is a basic overview of evacuation, dismissal and communication procedures. Please keep this information for future reference.

EMERGENCY EVACUATION SCENARIOS

Level One:

Standard fire drill procedure; students and staff will evacuate to the parking lot. School will resume with no dismissal.

Level Two:

Emergency situation with school being canceled, though structural integrity of buildings has been maintained. Students and staff evacuated to the parking lot will return to the classrooms, and dismissal procedures will commence.

Level Three:

Emergency situation in which school will be canceled and there is partial damage to structures. Students and staff will evacuate to the field, and Emergency Response Teams (consisting of staff and designated students) will implement established procedures. Dismissal will begin only after students and staff have been accounted for and when it is determined safe to release students.

Level Four:

This situation involves total loss of the school facilities. Full outdoor survival plans will be implemented. Dismissal of students will begin after all have been accounted for and when it is determined safe to release students.

EMERGENCY KITS

Assembly Bill 2786 requires each school to establish an earthquake emergency system. Part of any planning for a disaster includes procuring supplies for individual students and staff members.

Experts in emergency services recommend that individuals have and maintain a three-day supply of food and water. Our plan involves the on-going purchase and replenishment of emergency kits. These kits are stored at the school for use in an emergency.

DISMISSAL PROCEDURES

As stated, no students will be released until all members of the school community have been accounted for and it has been determined to be safe to do so (i.e. local authorities have declared roads open). The following guidelines will be used:

- If phone communications are still operable, students with means of transportation will be required to make contact with parents/caregivers, or other relative, to inform him/her of the cancellation of school and that the student is on his/her way home. This includes students in carpools.
- Those students with no means of transportation will make contact with parents/caregivers to make arrangements to be picked up or find a carpool ride.
- Students will be issued a pass from the Attendance Monitor releasing him/her from school.

LOCK-DOWN PROCEDURES

St. Bonaventure High School has an emergency threat warning system in place for use before school or during school hours. In the case of an emergency threat, the announcement of a lock-down is made over the public address system and the following procedures are followed:

- If classes are in session, students remain in the classroom while teachers lock the doors. Students who are outside the classroom are to move into the nearest classroom or office immediately. No one is to leave until directed to do so by the administration or by law enforcement officers.
- If the threat occurs before school, during break, or during lunch, students and teachers are to move into the nearest classroom, office, or building (unless directed to move to a specific area) and follow above procedure.

After the public address announcement, a school official will call 911, communicate with all administrators, and arrange a command center. Teachers will record the names of all students in their classrooms. All faculty, staff, and administration will wait for directions from law enforcement. Once students and staff have been released by law enforcement, the administration will implement Parent Emergency Pick Up Procedures, if necessary.

ALPHABETICAL LIST OF BOOKS OF THE BIBLE WITH ABBREVIATIONS

Acts	Acts	2 Kings	2 Kgs
Amos	Am	Lamentations	Lam
Baruch	Bar	Leviticus	Lv
1 Chronicles	1 Chr	Luke	Lk
2 Chronicles	2 Chr	1 Maccabees	1 Mc
Colossians	Col	2 Maccabees	2 Mc
1 Corinthians	1 Cor	Malachi	Mal
2 Corinthians	2 Cor	Mark	Mk
Daniel	Dn	Matthew	Mt
Deuteronomy	Dt	Micah	Mi
Ecclesiastes	Eccl	Nahum	Na
Ephesians	Eph	Nehemiah	Neh
Esther	Est	Numbers	Nm
Exodus	Ex	Obadiah	Ob
Ezekiel	Ez	1 Peter	1 Pt
Ezra	Ezr	2 Peter	2 Pt
Galatians	Gal	Philemon	Phlm
Genesis	Gn	Philippians	Phil
Habakkuk	Hb	Proverbs	Prv
Haggai	Hg	Psalms	Ps(s)
Hebrews	Heb	Revelation	Rv
Hosea	Hos	Romans	Rom
Isaiah	Is	Ruth	Ru
James	Jas	1 Samuel	1 Sm
Jeremiah	Jer	2 Samuel	2 Sm
Job	Jb	Sirach	Sir

Joel	Jl	Song of Songs	Song
1 John	1Jn	1 Thessalonians	1 Thes
2 John	2Jn	2 Thessalonians	2 Thes
3 John	3Jn	1 Timothy	1 Tim
John	Jn	2 Timothy	2 Tim
Jonah	Jon	Titus	Ti
Joshua	Jos	Tobit	Tb
Jude	Jude	Wisdom	Wis
Judges	Jgs	Zechariah	Zec
Judith	Jdt	Zephaniah	Zep
1 Kings	1 Kgs		

All scripture is inspired by God and is useful for teaching, for refutation, for teaching and for training ... so that one who belongs to God may be competent, equipped for every good work. (2 Tm 3:16-17)