

**JUNIPERO SERRA HIGH SCHOOL
STUDENT-PARENT HANDBOOK
2011-2012**



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I. THE SCHOOL AND THE ADMINISTRATION

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

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

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

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

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

1. Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. athletics, field trips, etc.).

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

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

HISTORY

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

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

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

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

The 1975-76 school year saw the Reverend Carl A. Schipper assume the principalship. He responded to the ever growing academic and spiritual requirements of the school community by restructuring the school's administrative staff, encouraging continued adaptation and expansion of the school's curriculum, converting the role of Chaplain to a Campus Ministry position and implementing numerous improvements in the school's physical plant.

In 1978 Mr. C. Michael Peterson became the first lay person to serve as principal of Junípero Serra High School. The Reverend Stephen H. Howell was also appointed at that time to serve as the school's first President. Those who led the school during this period ensured that the school "developed the gifts and talents of each student and fostered Gospel values in an environment of academic excellence and mutual respect." In the 1980's and 1990's several development efforts successfully raised funds that led to the renovation of the school facilities and provided faculty and students with well-equipped and technologically advanced learning resources. In 1999 a new campaign began that resulted in the construction of new academic and athletic facilities.

From 2002-2004, Reverend Joseph P. Bradley served as Serra's President. Under his leadership, the school continued to provide excellent programs that foster each student's spiritual, academic and social growth. In 2003 Mr. Lars J. Lund was appointed Principal of Junípero Serra High School. Under his leadership the school redoubled its efforts to ensure Serra continued to be the best possible Catholic college preparatory for boys in all areas—academic, extracurricular and spiritual. Beginning in 2008-2009 Serra returned to the President-Principal governance model with Mr. Lund becoming Serra's third President and Dr. Barry Thornton as Serra's 11th Principal.

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

MISSION STATEMENT AND GRADUATION LEARNING OUTCOMES

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

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

Faith

Students are called to reflect on their relationship with God and demonstrate growth in personal spirituality, by:

- Making healthy, moral, and ethical choices based on Gospel values
- Understanding the Catholic faith and the role of the Church in the world
- Recognizing the relationship between mind, body and spirit
- Identifying and using their gifts for service to the world

Wisdom

Students are challenged to rigorous academic study in the pursuit of truth, by:

- Developing critical thinking as a habit of mind
- Exhibiting innovation, creativity and an appreciation of the arts
- Communicating effectively through listening, speaking and writing
- Using technology to enhance learning, productivity and creativity
- Demonstrating core knowledge and skills necessary to succeed in college and become life long learners

Service

Students are called to use the wisdom of the Gospel to evaluate the values of contemporary culture and promote social justice, by:

- Advocating for human dignity and a respect for life
- Serving family, school and the larger community
- Demonstrating care for the environment as stewards of God's creation
- Identifying with those suffering from injustice and working towards change

Community

Students are welcomed into the community of Serra that promotes a spirit of brotherhood, collaboration and integrity in human relationships, by:

- Reflecting on life lessons through participation in the total Serra program, including academics, athletics, the arts, campus ministry and co-curricular activities
- Demonstrating interpersonal skills for healthy social relationships
- Resolving conflict through effective social skills
- Recognizing our common humanity in the traditions, cultures and people of the world

Leadership

Students are called to model courageous leadership based on Jesus' example of service, by:

- Embracing an openness to change and a willingness to take risks
- Demonstrating effective decision making and problem-solving
- Using emotional and social skills to collaborate and build teamwork
- Taking responsibility for their own actions and the welfare of others

PHILOSOPHY STATEMENT

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

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

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

ADMINISTRATION

President	Mr. Lars Lund
Principal.....	Dr. Barry Thornton
Assistant Principal: Academics.....	Mr. Keith Strange
Assistant Principal: Student Life	Mrs. Marybeth Ortiz
Director of Finance	Mr. John O'Sullivan
Admissions Director.....	Mr. Randall Vogel
Alumni Director	Mr. Bob Greene
Athletic Director	Mr. Dean Ayooob
Dean of Students.....	Mr. Robert Ferretti
Dean of Studies	Ms. Rita Lee
Director of Institutional Advancement.....	
Communications Manager.....	Mrs. Antonia Ehlers
Graphic Design and Website Manager.....	Mrs. Michelle Wilkinson
Director of Student Activities	Mrs. Patti Ferretti

DEPARTMENT CHAIRS

English Department.....	Mr. Joel Ferrando
Foreign Language Department.....	Ms. Mary Dowden
Counseling Department.....	Mr. Tim Egan
Mathematics Department	Mr. Perry Carter
Theology Department	Mr. Gary Meegan
Science Department	Mr. Robert Solari
Social Studies Department	Mr. Kevin Carey
Visual and Performing Arts Department	Ms. Peg Farrell

**STUDENT BODY OFFICERS
EXECUTIVE STUDENT COUNCIL 2011-2012**

President	Luke Longinotti
Vice President	Chris Romeo
Secretary	Daniel Bagley
Athletic Commissioner	Connor McLEod
Campus Ministry Commissioner	Christian Jajeh
Environmental Commissioner	Deston Swift
Performing Arts Commissioner	Nick Newman
Spirit Commissioner	Nick Runco

CLASS OFFICERS

SENIOR CLASS OFFICERS

President	Kevin Lund
Vice President	Paul Smallman
Secretary	Bhaven Patel
Athletic Officer	Andrew Mazid
Campus Ministry Officer	Sean Robertson
Environmental Officer	Branden Quezada
Performing Arts Officer	Antonio Gonzalez
Spirit Officer	Bradley Northnagel

JUNIOR CLASS OFFICERS

President	Edwin Garcia
Vice President	Clint Thodos
Secretary	Eric Bellomo
Athletic Officer	Devin Furrer
Campus Ministry Officer	Austin Garcia
Environmental Officer	Michael Campoverde
Performing Arts Officer	Joey Ruggiero
Spirit Officer	Kenny McMillan

SOPHOMORE CLASS OFFICERS

President	Kevin Afiesh
Vice President	John Murray
Secretary	Bhavik Patel
Athletic Officer	Ryan Cuddy
Campus Ministry Officer	Gerald Ingemansson
Environmental Officer	Nick Kwong
Performing Arts Officer	Justin Robinson
Spirit Officer	Alex Adamis

FRESHMAN CLASS OFFICERS

Freshman class officers are elected at the beginning of the year; immediately following the end of the first grading period.

ASSISTANCE DIRECTORY

Accidents (to report)	Main Office
Activities	Director of Student Activities
Advanced Placement Testing	Dean of Studies
Absence	Attendance Office
Announcements	Director of Student Activities
Bus Information	Main Office
Change of Address or Phone Number	Main Office, Registrar
Clubs (how to join)	Director of Student Activities
College Information	Counselor/College & Career Center
Curriculum	Instructor/Dean of Studies
First Aid	Attendance Office, Main Office
Good Driver Discount	Main Office, Registrar
Graduation (ceremony)	Assistant to the Principal
Graduation Requirements	Counselor/Asst. Principal: Academics
Grades (omissions or changes)	Instructor/Dean of Studies
Illness (during school day)	Attendance Office
Information	P.A. Announcements, Website
Insurance (accident)	Main Office, Registrar
Job and Career Counseling	College and Career Center
Leaving Campus	Attendance Office
Locker (assignment and repair)	Dean of Students
Locker (lost combination)	Attendance Office
Lost and Found	Main Office/Athletic Department/Bookstore
Messages and Deliveries	Main Office
Parent Clubs	Development
Personal Problems	Counselor/Campus Ministry Staff
Posters (permission for display)	Director of Student Activities
Progress Reports	Instructor/Dean of Studies
Registration Fee	Business Office
Report Cards	Registrar
Schedule Change	Counselor/Dean of Studies
Student Body Cards (distribution)	Attendance Office
Student Body Cards (replacement)	Attendance Office
Tardiness	Attendance Office
Testing Information	Counseling Office
Textbooks	Bookstore/Online
Transcripts (to send)	Main Office, Registrar
Tuition Assistance	Business Office/Director of Finance
Tuition Payment	Business Office
Vehicle Registration	Attendance Office/Dean of Students
Visitor Pass (campus)	Main Office
Vocational Information	Counseling Office/Campus Ministry/ College & Career Center
Work Permits (application for)	Main Office, Registrar

SCHOOL TELEPHONE NUMBERS

Main Office (Please call this number to report student absence).....	(650) 345-8207
Admissions Office	(650) 345-8242
Athletic Department.....	(650) 345-0991
Business Office	(650) 345-0226
Development Office.....	(650) 573-9935
School Fax	(650) 573-6638
Development Fax	(650) 573-6202
Athletic Department Fax.....	(650) 573-2407
E-mail	padres@serrahs.com
Website	www.serrahs.com

II. ACADEMICS

Junípero Serra is an academic high school with a strong college preparatory curriculum. Its goals are to provide the best possible program to meet the current needs of the students enrolled and to lay the foundations for them to continue their education at the college level. As we state in the Implementation of Philosophy, “we try to develop in the student intellectual curiosity, creativity, a responsibility for his own learning, the ability to work with others, and the acquisition of a sense of concern and of social justice. To do this, we provide a sequential, goal-oriented learning process, a structured and disciplined environment and a college preparatory curriculum with an emphasis on English grammar, composition and literature, foreign language, laboratory science, mathematics, religious studies, and social science that integrates and reflects Catholic values to the extent possible throughout these various disciplines.”

Our entire school program is geared to “providing for the development of the intellectual, physical, spiritual, moral and psychological skills and social growth of each student.” This is done so our graduates will be able to contribute as effective Christian members of our democratic society.

ACADEMIC EXPECTATIONS

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

- **Classroom Conduct:** A student is expected to be on time for each class and not to miss class except in the case of illness or other serious reason. The student is expected to participate in all class activities. Further, he is expected to assist in maintaining order by refraining from disruptive conduct.
- **Materials:** A student is expected to bring all necessary materials to class. This includes all textbooks, workbooks, notebooks, pens and pencils, binder paper and any other materials required by the teacher in a particular class.
- **Homework:** Students may expect an average of two hours of homework every night (20 to 30 minutes per class), although actual homework requirements may vary. This may be a combination of written assignments, study and long term projects or papers. At least 2 hours should be spent in study over and above time provided at school if a student is to gain the most benefit possible from his classes. Assignments should be neat, complete and on time.

If a student is absent, he is expected to contact his classmates for each day’s assignment and make arrangements for securing appropriate books. Teachers also maintain and update their own electronic grade books, which provide additional information helpful for students and parents. In the case of a prolonged absence, a student’s parents should contact the student’s counselor and the Dean of Studies for assistance or contact teachers by e-mail for a more extensive list of assignments. In all cases, it is the student’s responsibility to keep up with academic work missed because of absence from school.

HONOR CODE

Philosophy

The Junípero Serra High School Academic Honor Code is agreed to by every student who registers at Junípero Serra High School.

The Honor Code provides a standard of honesty and declares that compliance with that standard is expected. We anticipate that the standard will be self-enforced, and we call on students, faculty and administration to encourage compliance and to take reasonable steps to discourage violations. In areas of ambiguity or issues not specifically covered below, the teacher and the Assistant Principal: Academics will jointly determine if there has been a violation of the Honor Code.

The goals of Academic Honor Code are twofold:

- To assist students and parents in making moral and honest decisions about academic work, and

- To assist teachers in giving an accurate and fair grade for all students.

As such, students will abide by the letter as well as the spirit of this Honor Code. Actions or inactions on the part of a student that obstruct these goals are considered violations of the Honor Code even if they are not specifically mentioned or prohibited here.

- Students will not give or receive unauthorized assistance on any assignment or examination of any type used to determine a student's grade unless explicitly permitted by the teacher.
- Students will not submit work as their own if it is the work of another student or person.
- Students will properly cite their sources on assignments that require access to work that is not their own. Failure to do so will be considered plagiarism.
- Students should submit as required by their teacher their work to www.turnitin.com or another plagiarism checking service.
- Students will cooperate fully with teachers and administrators who investigate possible violations of the Honor Code.
- Students will not assist others to violate the Honor Code provisions stated above.

Penalties for Not Complying with the Academic Honor Code

In all cases the following will occur:

1. The teacher will confiscate the work and meet with the student in order to ascertain the facts of the situation.
2. The teacher will notify the parents, counselor, and the Dean of Studies of the violation. The incident will be recorded in the school database.
3. Students who are violating the Honor Code as defined will receive a "0" or "F" on the assignment until the student has completed all of the steps listed in #4 below.
4. The student will:

(Do the Work) redo the work or an equivalent assignment as determined appropriate by the instructor. The student will receive a grade reduction penalty for the redone work in consultation with the Dean of Studies.

(Moral Reflection) complete a reflective activity designed to reflect on the moral dimensions of violating the Honor Code.

(Disciplinary Consequences) complete detention or equivalent consequences as determined appropriate by the instructor in consultation with the Dean of Studies.

Second offense – The student will be referred to the Dean of Studies for evaluation and appropriate consequences. The Dean of Studies will meet with the parent to discuss the issues and consequences for the student.

Third offense – The student will be referred to the Assistant Principal: Academics who will take the student's case before the Academic Review Board for evaluation. Consequences may include placing the student on Academic Probation and/or Activities Probation: Academics, withdrawal from placement in Honors or Advanced Placement courses, withdrawal from the course with an "F", expulsion from the school, a note placed in the student's permanent file, or other appropriate action as determined by the Assistant Principal: Academics.

GRADUATION REQUIREMENTS

The Junípero Serra High School diploma will be given to those students who have completed a minimum of 26.0 credits and have passed the required subjects. Ordinarily, each semester of a course, which meets 200 minutes a week, is valued at 0.5 credits.

Required Units by Department*

- English – 4.0 credits (1.0 credits each year)
- Social Studies – 3.0 credits (1.0 credit each in 9th, 11th, 12th grade)
- Mathematics – 3.0 credits

- Physical Education – 1.0 credit (10th grade and 11th or 12th grade)
- Science – 2.5 credits (0.5 credits Discovering Science, 2.0 credits of laboratory science)
- Foreign Language – 2.0 credits (in the same language)
- Theology – 3.5 credits
- Visual and Performing Arts – 1.0 credits
- Computer Literacy – 0.5 credits
- Christian Service – 2.0 credits (0.5 credits each year; 20 hours each year; see Christian Service section for additional information)
- Other elective classes – 3.0 credits
- **Total Required for Graduation: 26.0 credits**

* For more specific information about required courses and pre-requisites, consult the Serra website

* Beginning the Class of 2015, the total required credits for graduation is the same except for Discovering Science and Computer Literacy.

COLLEGE REQUIREMENTS

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

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

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

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

* 1 year Life Science and 1 year Physical Science

DEPARTMENTAL OFFERINGS

English

English 1A-2A
English 1-2
Honors English 1-2
English 3-4
Honors English 3-4
Junior English
AP English Language and Composition
Senior Literature and Composition
AP English Literature and Composition
Senior Writing
Publications 1-2
English TA

Mathematics

Algebra 1
Honors Algebra 1
Geometry
Honors Geometry
Algebra 2
Honors Algebra 2/Trigonometry
Trigonometry
Pre-Calculus
Honors Pre-Calculus
Calculus
AP Calculus AB
AP Calculus BC
Introduction to Computer Programming
AP Computer Science A
Virtual Enterprise
Statistics
Business Accounting
Math TA

Foreign Language

French 1-2, 3-4, 5-6, 7-8
German 1-2, 3-4, 5-6, 7-8
Mandarin 1-2
Spanish 1-2, 3-4, 5-6, 7-8
Spanish Skills 1-2
Spanish Skills 3-4
Honors Spanish 3-4
Honors Spanish 5-6
AP Spanish Language
Language TA

Visual/Performing Arts

Advanced Band
Jazz Band
Beginning/Intermediate Guitar
Beginning/Intermediate Percussions
Chorus
Drama
Architectural Design
Architectural Design TA
Films
Films Independent Study
Basic Art
Advanced Art
Ceramics
Art TA

Social Studies

World History I
Honors World History I
World History II
Honors World History II/American Studies
California History
United States History
AP United States History
Government
Economics
AP Government and Politics
Psychology
Cultural Anthropology
Cold War: US vs. USSR
Social Studies TA

Science

Discovering Science
Honors Discovering Science
Biology
Honors Biology
Chemistry in the Community
Chemistry
Honors Chemistry
Physics
Honors Physics
AP Physics B
AP Biology
Advanced Biology
Pre-Engineering: Robotics
Science Research Project
Science TA

Theology

Theology 1: Introduction to Church, Scriptures,
and Spirituality
Theology 2: Christian Morality
Theology 3A: Jesus of History, Christ of Faith
Theology 3B: Church History
Theology 4A: Christian Lifestyles
Theology 4B: Catholic Social Justice
Reel Theology

Physical Education

Physical Education 1
Physical Education 2
Physical Education 3
PE Athletics
PE 2 Athletics
PE Trainer
PE Strength and Training
Athletic Assistant
PE TA

Campus Ministry

Liturgical Studies
Retreat Leadership
Campus Ministry TA

Courses at Notre Dame High School

Dance V: In-Step Performance/
Partnering Techniques
AP Chemistry
Beginning Art A/B
Orchestra

Miscellaneous

Computer Literacy
Multimedia Applications in Business
Computer Assistant
Yearbook Publication

Courses at Mercy High School

Anatomy and Physiology
Honors Anatomy and Physiology
Non Darkroom Photography

STUDY TABLE

Homework assignments are an important aspect of education in that they provide teachers with a current evaluation of a student's understanding of a particular unit or subject area. Students who repeatedly fail to turn in quality homework miss the opportunity to be so evaluated. The result may be a less than accurate assessment of the student's performance. It is the purpose of Study Table to provide first: an incentive for students who are weak in this area to complete their homework assignments; and second: a more efficient means for teachers to ensure that all students are being evaluated equally.

1. Any freshman or sophomore who fails to do his homework may be assigned to Study Table. Note: This policy also covers juniors or seniors in classes which are primarily lower division such as Spanish 3-4, Geometry or Beginning/Intermediate Guitar.
2. It is the individual teacher's choice and sole responsibility to assign a student to the Study Table.
3. The teacher will indicate on the assignment sheet what assignment was missed by the student. By assigning the student to Study Table, the teacher agrees to accept the assignment late and give academic credit once the student turns it in.
4. Study Table will operate Monday through Thursday starting 10 minutes after the end of the school day, regardless of what time the last class of the day ends.
5. It is the student's responsibility to report to Study Table on time with enough academic work to last the entire period.
6. A student may have his Study Table postponed if it conflicts with appointments for doctors, dentists, professional tutors, counselors, or athletic contests (but not athletic practices.) Prior approval is needed from the Dean of Studies, and the student must present a note from the doctor, dentist, professional tutor or counselor upon his return.
7. Students who fail to appear at Study Table on an assigned day are automatically referred to the Dean of Students for appropriate action. Failure to comply with Study Table procedure will result in disciplinary action at the discretion of the Dean of Students.
8. The Study Table supervisor may also refer a student to the Dean of Students if a student is disruptive during Study Table or if a student is in violation of any standard school rules that would normally incur such action.
9. The student must turn in the completed homework assignment(s) to his teacher(s) the following school day for credit. If this does not occur, the teacher may choose to take further action.
10. When a teacher assigns a student to Study Table his attendance is required in the same way as a class. If a student misses Study Table he will be subject to the same consequences as a student who cuts a class (see the Attendance section of this handbook).
11. If a student is assigned to Study Table eight times during a given semester, he will be placed on Academic Probation. As a result of Academic Probation, he will automatically be subject to several consequences, including Mandatory Study for the remainder of the semester, being subject to review and possible expulsion at the end of the semester. See the Academic Probation section for further information

PROGRAM CHANGE POLICY

Course Changes

Junípero Serra High School endeavors to place students in an appropriate schedule and levels of classes through a comprehensive course selection process that involves the student's teachers, department chairs, the counselor, and parents. However, if the student and teacher agree within the first four weeks of classes that the student should be placed in a lower or higher level of the same course, the teacher may recommend a change in schedule to the Dean of Studies. These requests will be considered on a case by case basis, based on the merits of the individual situation. Any exceptions to the four-week deadline for submitting requests is determined by the Dean of Studies based on the Dean's determination of the best needs of the student and his efforts towards succeeding in the class.

Course Withdrawals

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

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

Selection for Honors and Advanced Placement Courses

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

Students enrolled in Advanced Placement courses must fill out an AP contract before they are approved for the class. All students enrolled in AP courses are required to take the AP exam. Only those students enrolled in AP courses are permitted to take the exam.

Procedure for Course Changes and Withdrawals

- Step 1: Within the first four weeks of the school year for yearlong courses, and the first four weeks of the semester for semester courses, the student discusses the course change with his teacher.
- Step 2: The student discusses with his counselor and parents whether this change is beneficial.
- Step 3: The counselor and student meet with the Dean of Studies to state reason(s) for change request.
- Step 4: If approved, an Add/Drop Course Form is processed by the Dean of Studies.
- Step 5: The student obtains the approval signatures of the teacher(s), parents, and counselor and returns the completed form to the Dean or Registrar's Office.

JUNIPERO SERRA HIGH SCHOOL PHILOSOPHY OF GRADING

1. Statement of Purpose for Grading

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

b) Progress Reports and Final Grade: Junípero Serra provides two progress report cards during the semester (at six week intervals) to communicate progress in achieving the course outcomes, and to assist students and parents in guiding student improvement efforts. These grades indicate achievement during the semester and should not be construed as final grades. However, progress grades are also used to determine eligibility for athletics, student government, drama productions and work permits as indicated in the Student Parent Handbook ("Activity Probation: Academics" and "Activity Suspension: Academics"). The

grading criteria and course syllabus published by each teacher will be helpful in interpreting progress reports. Final semester grades are summative grades and are included on official student transcripts.

2. School-Wide Grading Policies

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

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

a) Academic Deadlines

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

It is critical that students complete the work necessary to demonstrate progress towards mastery of the learning outcomes. For that reason, the course syllabus will clearly outline the Late Work policies for all types of assignments, including timely communication of deadlines and grade penalties for late or missing work. If a major assignment is missing at the end of a grading period or semester, the teacher is authorized to issue a grade of "F" for that assignment and not accept late work.

1. Late work due to excused absences

Students who miss class with an excused absence (as defined in the Student-Parent Handbook) will be allowed to make up any assessment or homework they miss without a grade-reduction penalty.

2. Late work due to early and full day dismissals

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

3. Late work due to school suspensions

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

4. Study Table policies

Study Table provides students with an incentive to complete daily assignments such as homework on time. Work completed as a result of Study Table will be accepted by teachers and graded according to school policy (Study Table section of this handbook). While teachers are required to accept work completed as a result of Study Table, they may give reduced credit for such work, reducing credit by no more than one full grade. Teachers' individual policies regarding Study Table will be communicated to students and parents through the course syllabus.

b) Extra Credit

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

c) Participation

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

d) Academic Integrity

The Serra Honor Code in the Student-Parent Handbook identifies actions that place the student in violation of the Academic Honor Code and outlines school policies addressing academic integrity. Violations of the Academic Honor Code can indicate a serious lack of understanding of the Code of Christian Conduct as outlined elsewhere in the handbook. Due to the importance of the Honor Code, it is important for all stakeholders to know that these violations are cumulative for the duration of the student’s attendance at Serra; in other words, the “slate” is not “wiped clean” at the beginning of a given school year or the beginning of a student’s contact with a teacher.

In all cases the following will occur:

1. The teacher will confiscate the work and meet with the student in order to ascertain the facts of the situation.
2. The teacher will notify the parents, counselor, and the Dean of Studies of the violation. The incident will be recorded in the school database.
3. Students who are violating the Honor Code as defined will receive a “0” or “F” on the assignment until the student has completed all of the steps listed in #4 below.
4. The student will:

(Do the work) redo the work or an equivalent assignment as determined appropriate by the instructor. The student will receive a grade reduction penalty for the redone work in consultation with the Dean of Studies.

(Moral Reflection) complete a reflective activity designed to reflect on the moral dimensions of violating the Honor Code.

(Disciplinary Consequences) complete detention or equivalent consequences as determined appropriate by the instructor in consultation with the Dean of Studies.

Second offense – The student will be referred to the Dean of Studies for evaluation and appropriate disciplinary consequences. The Dean of Studies will meet with the parent to discuss the issues and consequences for the student.

Third offense – The student will be referred to the Assistant Principal: Academics who will take the student’s case before the Academic Review Board for evaluation. Consequences may include placing the student on Academic Probation and/or Activities Probation: Academics, withdrawal from placement in Honors or Advanced Placement courses, withdrawal from the course with an “F”, expulsion from the school, a note placed in the student’s permanent file, or other appropriate action as determined by the Assistant Principal: Academics.

e) Junipero Serra High School Standards for Grading

A	Excellent	<ul style="list-style-type: none"> The student has achieved excellent mastery of the course objectives and outcomes. The student has demonstrated an ability to analyze, synthesize, and apply the concepts and principles presented. The student has demonstrated an ability to work independently and creatively in the academic area studied. The student has met all the requirements of the course regarding homework, projects, attendance, and participation.
B	Good	<ul style="list-style-type: none"> The student has achieved strong mastery of the course objectives and outcomes. The student is able to analyze the concepts and principles presented. The student demonstrates an ability to understand and apply concepts independently. The student has met all the requirements of the course regarding homework, projects, attendance, and participation.
C	Satisfactory	<ul style="list-style-type: none"> The student has achieved a basic mastery of the course objectives and outcomes. The student has demonstrated a basic understanding of the concepts and principles presented. The student has met the requirements of the course regarding homework, projects, attendance, and participation.
D	Poor	<ul style="list-style-type: none"> The student has achieved only minimal mastery of course objectives and outcomes. The student has demonstrated a minimal understanding of the concepts and principles presented. The student has met only minimum requirements of the course regarding homework, projects, attendance, and participation. <p><i>(This grade is not college recommending and may also not meet departmental requirements. Students are encouraged to retake any course in which a "D" is received.)</i></p>
F	Unacceptable	<ul style="list-style-type: none"> The student has failed to achieve the minimum objectives of the course. The student has been unable to demonstrate an understanding of the concepts and principles presented. The student has not met minimum requirements of the course regarding homework, projects, attendance, and participation. Note: An "F" in a Pass-Fail class such as Christian Service factors into the student's GPA.
I	Incomplete	<ul style="list-style-type: none"> The student, who for serious reasons has not been able to complete the course, has been given an extension of six weeks from the date the grading period ends. This "Incomplete" will be converted to an "F" if the student does not complete his work within those six weeks. Any exceptions are those made by the Dean of Studies. At the discretion of the teacher, a student may receive an "Incomplete" if a semester grade of "D" or "F" results from failure to complete satisfactorily major work/projects. The missing work will be completed within six weeks from the end of finals or the "Incomplete" will revert to a grade of "F".
P	Pass	<ul style="list-style-type: none"> The nature of the course determines that the student has met the requirements of the course and has earned full credit.

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

f) Final Exam Policy

Final examinations are an integral part of a student's college preparatory learning experience and of the semester grade. As such, approximately 20% of the student's semester grade will be determined by the final exam. Days set aside for final examinations will be published before the start of the school year, and students are expected to be present when examinations are administered. No provisions will be made for students to take final examinations at an earlier or later date.

A student who missed a final examination for any reason, other than a verified illness or emergency, will not be allowed to make up the examination. The teacher has the option of either giving a zero for the examination when determining the semester grade, or of giving the student one full grade lower than his grade going into the final.

If a student will miss a final examination because of a verified illness or emergency, the parents must notify the Dean of Studies who will, in turn, notify the teacher. The teacher will have the option of either giving the student an incomplete grade until the examination is made up, or giving a semester mark based on the student's grade going into the final examination.

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

GRADING

The semester grading system is as follows:

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

Grade Point Averages

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

- Unweighted GPA: This includes all courses taken for a letter grade. This is reported on Report Cards and student transcripts, and used to determine eligibility for athletics, student government, and work permits.
- Weighted GPA: This includes all courses. An additional grade point is given for any course designated as Honors or Advanced Placement as noted above. This is reported on student transcripts. It is used along with the Unweighted GPA to determine eligibility for student awards such as department awards, scholarships, valedictorian, and by colleges to determine college entrance.
- Academic GPA: This includes all courses except PE, Teaching Assistant, and other non-academic courses. An additional grade point is given for any course designated as Honors or Advanced Placement as noted above. This is used to determine Honor Roll lists.

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

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

HONOR ROLL

Students with an Academic grade point average of 3.0 or higher and no grade lower than a "C-" will be placed on the Honor Roll. An Academic grade point average of 3.5 or higher and no grade lower than a "B-" is considered especially meritorious. Such students will be on the Principal's Honor Roll and receive special recognition and honor. A grade of "D" or "F" will disqualify a student from any honors list. (Please note that

P.E., Drivers Education, Teaching Assistant, and other similar courses are non-academic. Grades earned in these courses are not averaged into the Academic Grade Point Average used for the Honor Roll.) Eligible students should join the California Scholarship Federation. After four semesters of membership, a student becomes a C.S.F. Life Member and this honor is posted on all transcripts of grades issued to him.

TRANSCRIPTS

A student's records are always available to him and/or his legal guardians, but only through an administrator, his counselor or his advisor. A student may request a copy of his official transcript at any time by filling out a Request for Transcript form in the Main Office. There is a charge of \$2.00 for every official transcript.

VALEDICTORIAN SELECTION

The Valedictorian Selection Committee, which consists of Administrators, Counselors, and teachers, chooses a valedictorian who embodies the spirit of Serra and embraces the Graduation Learning Outcomes. He should serve as an example to the graduating class and all those assembled at graduation and above all, he must be a true representative of our graduating class.

The top ten students in the senior class by either Academic or Weighted Grade Point Average will be given the opportunity to be included in the selection process by providing a personal statement. The names of students who submit their completed statements will be placed on a ballot for the senior class vote.

The three students who receive the most votes will be considered Valedictorians and will be named in the Graduation Program as well as the Senior Awards Night. Each of these three students will be asked to write, submit, and deliver their speeches to the Selection Committee in the final stage of the selection process.

One Valedictorian will be selected to speak at graduation based on several criteria:

- The original statement submitted by each speaker
- The Senior class vote
- The quality of the speech
- The delivery of the speech

NATIONAL HONOR SOCIETY

Goal

The National Honor Society (NHS) is a scholarship and service organization with the purpose of creating enthusiasm for scholarship, stimulating a desire to render service, promoting leadership and developing character in high school students.

Sponsorship

The National Honor Society is under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, Virginia 22091. All charters are approved by the National Council of the NASSP at the same address.

Administration

At the national level, the National Council is responsible for administering the affairs of the NHS. Locally, the principal reserves the right to approve all activities and decisions of the chapter. The principal or student activities director appoints the NHS Moderator who is responsible for the daily supervision of the chapter.

Membership Eligibility

The Serra Excelsior chapter provides eligibility for Juniors and Seniors. Selection is based on four criteria: scholarship, leadership, service and character. Students must have a cumulative academic GPA of 3.5 or better or an overall cumulative academic weighted GPA of 3.7 or better before they can be considered eligible. The national constitution allows individual chapters to determine the precise GPA required as long as it is above 3.0 on a 4.0 scale.

Chapter Officers

Serra's Excelsior chapter has four officers: President, Vice President, Treasurer and Secretary. All officers are elected by a majority vote of the members.

Activities

NHS members make themselves available for tutoring fellow students through the normal tutoring process of the school. A student or his teacher can request a tutor for help in a particular subject area. Students from both NHS and CSF have traditionally served as tutors for fellow Padres. NHS members also are encouraged to volunteer service to both the school and the community above and beyond the school's existing Christian Service requirements.

JUNIPERO SERRA HIGH SCHOOL POLICY FOR STUDENT ACADEMIC REVIEW

Philosophy

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

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

Mandatory Study

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

A student will be assigned to Mandatory Study if any of the following occurs:

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

Other policies regarding Mandatory Study:

- Students placed in Mandatory Study may petition to the Dean of Studies in writing if they believe that being placed in Mandatory Study after school will pose a significant hardship. The Dean of Studies will make the final determination if a hardship exists. If so, the student will be placed in Mandatory Study during zero period (7:20-8:10 AM, Monday through Thursday every week).
- Students in Mandatory Study during zero period will be monitored closely; if they are tardy or absent more than three times, or if the Dean of Studies believes that they are not using their Mandatory Study time well, they will lose the privilege of zero period Mandatory Study and will be placed in Mandatory Study after school on a daily basis.
- Mandatory Study will take place every day, Monday through Thursday and takes priority over other school activities such as clubs, and sports practices. Students on Serra athletic teams which require attendance for a contest or early dismissal for a contest during the Mandatory Study period will be excused to attend the contest.
- The Dean of Studies reserves the right to evaluate students' placement in Mandatory Study at any time based on new information.

Academic Probation

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

- He is assigned to Mandatory Study for three grading periods within the same academic year.
- He earns two semester F's in any class or classes.
- He is assigned to Study Table 8 times in one semester.

- He has a sudden severe drop in his grades at the end of a grading period.

Consequences for Academic Probation

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

Academic Dismissal

A student may be dismissed from Junípero Serra High School for poor academic performance for any of the following reasons:

- If the student is on Academic Probation at the end of the semester.
- If the student earns a semester GPA below 1.7 for two consecutive semesters.
- If the student earns a semester GPA below 1.7 for any three semesters during his attendance at Junípero Serra High School.
- If the student has a cumulative GPA below 1.7 at the end of a school year.
- If the student has excessive absences (more than eight in any one semester) that result in poor academic performance.
- If the student is placed on Mandatory Study for three grading periods within the same academic year.
- If the student earns two or more semester F's in any class or classes in the same school year.
- If the student commits 3 or more violations of the Academic Honor Code.

Academic Review Board

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

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

The student will have the right to appeal the Principal's decision within three days of notification. Such an appeal must be in written form and submitted to the Assistant Principal: Academics.

OTHER ACADEMIC REGULATIONS AND INFORMATION

Advanced Placement Courses

Students enrolled in Advanced Placement courses must fill out an AP contract before they are approved for the class. All students enrolled in AP courses are required to take the AP exam. Only those students enrolled in AP courses are permitted to take the exam.

Participation in Extra-Curricular Activities

Any student who is not in school **by the morning break time** for reasons other than medical or dental appointments is not allowed to practice, participate or attend any school activity that day. Any student who

leaves school prior to the end of his school day for any reason other than a medical or dental appointment is not allowed to practice, participate or attend any school activity that day. Any exceptions must be approved by the Assistant Principal: Student Life and the appropriate Administrator (Athletic Director, Activities Director, etc.).

Excessive Absences

If a student, for any reason, misses eight (8) class days in a semester, the teacher in consultation with the Dean of Studies has the option of either lowering the student's grade or giving the student no credit for the course. Class days missed due to required activities, either curricular or extra-curricular, will not be counted as part of the eight day maximum.

Campus Ministry Events

Students will be required to participate in various campus ministry events each year such as the Freshmen Retreat, the Sophomore Retreat, and the Junior Urban Plunge. An absence from class due to a mandatory event will not penalize a student academically. Students are responsible for materials covered in class that day and must turn in assigned work at the direction of the teacher (see below). Days missed due to mandatory events shall not count as one of the eight (8) absences referred to under the Excessive Absences section. Unless previous arrangements have been made and approved by the Campus Ministry Department, all students must attend the event with their assigned group. If they do not, due to an unexcused absence, cut or other circumstance (missed the bus), it will be dealt with as a cut and the Dean of Students will take appropriate action.

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

Minimum Schedule

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

Report Cards

Each instructor publishes a grading policy and distributes it to students during the first week of class. Grades are reported approximately every sixth week during each semester and report cards are mailed home to the student's parents. Grades mailed after six and twelve weeks are a progress report to appraise student and parents of achievement to that period of the semester. They are not recorded on a student's transcript. Semester grades are a permanent record of the student's achievement. As such, they are reported on the transcript and are used to compute a student's grade point average.

Failing Courses

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

Incomplete Grades

1. A grade of "Incomplete" meaning deficient in quantity, though adequate in quality, may be given in case of absence from required examinations due to sickness only, or in unusual circumstances which warrant granting the student additional time to complete the work of the course.
2. Students must contact the teacher within one week after grading period ends and make arrangements to complete the course.
3. An incomplete (INC) must be removed within a six week time limitation. After this date, if a student fails to complete the course work, he will receive a semester grade of "F."

Activity Probation: Academics and Activity Suspension: Academics

Students whose grades fall below a 2.0 GPA for one grading period are placed on Activity Probation: Academics for one grading period. Students whose grades fall below a 2.0 GPA for two consecutive grading periods (or more) are placed on Activity Suspension: Academics for one grading period (or more). Students on Activity Suspension: Academics are not eligible for Performing Arts productions, student government, work permits, interscholastic athletics or other non-required school events that would cause them to miss class

during the school year (e.g. optional retreats, school-related international trips.) At the end of each grading period, all student grades are evaluated for Activity standing.

Activity Suspension: Service

Student who do not complete their Christian Service hours by the end of the academic school year are placed on Activity Suspension: Service. Students on Activity Suspension: Service are not eligible for Performing Arts productions, student government, work permits, interscholastic athletics or other non-required school events that would cause them to miss class during the school year (e.g. optional retreats, school-related international trips.). Students will be removed from Activity Suspension: Service when the Dean of Studies receives confirmation from the Christian Service Director that the Christian Service hours have been successfully completed.

JUNIPERO SERRA HIGH SCHOOL SCIENCE LABORATORY GUIDELINES

The following guidelines have been compiled for the safety of students performing experimental work in physical science, chemistry and biology. STRICT observance of the guidelines is recommended. All students are to follow these regulations rather than any conflicting instructions in textbooks or laboratory manuals. Students and parents are to read these guidelines.

General Guidelines

- Remember that an instructor is required to be present during the performance of all laboratory work. The phrase “under direct supervision of the instructor” means in the presence of and under direct observation of the instructor during the entire operation of an experiment.
- The term “laboratory” shall include the lab and its adjacent preparation area(s).
- Follow directions exactly.
- Perform all experiments carefully and in such a manner as to ensure the safety of all persons.
- Perform ONLY those experiments specifically designated or approved by the instructor. Unauthorized experimentation will not be tolerated.
- ALWAYS wear appropriate eye protection, as directed by the instructor, when working in the laboratory.

TECHNOLOGY USE

Junípero Serra High School strongly believes in the educational value of electronic services and recognizes their potential to support its curriculum and student learning. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

The provisions listed on the following page, although not all inclusive, are the policies and guidelines for computer use at Junípero Serra High School. If any user violates these provisions, access to the information services may be denied and the user will be subject to disciplinary action.

1. **Personal Responsibility:** Students will accept responsibility for reporting any misuse of the computers or related equipment to the adult in charge. Misuse may come in many forms and includes vandalism, theft, and any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism or inappropriate language.
2. **Acceptable Use:** The purpose of providing access to electronic resources is to support classroom instruction and education research. The use of the electronic services must be in support of classroom directed activities and consistent with the adopted curriculum and educational objectives of Junípero Serra High School. On a global network, it is impossible to effectively control the content of data and it is the user’s responsibility not to initiate access to inappropriate material.
3. **Unacceptable Use:** Unacceptable conduct and/or illegal interaction with the information service is strictly prohibited. The determination of what the school will consider acceptable is made by the school administration. Some examples include, but are not limited to, the following.

Actions that affect school resources:

- Degrading or disrupting equipment or system performance
- Wastefully using finite resources
- Gaining unauthorized access to resources or entities

- Downloading large files
- Using network resources for interactive games, recreational or non-educational activities
- Causing unnecessary congestion of the network or interfering with the work of others by any means such as sending “chain letters,” “broadcast” or “chat” (SPAM) messages to lists or individuals

Actions that affect other individuals:

- Using an account owned by another user without authorization
- Vandalizing the data of another user
- Sending messages that are likely to result in the loss of recipient’s work or systems
- Invading the privacy of individuals
- Assuming the identity of another individual
- Creating an online identity for another individual
- Posting anonymous messages
- Posting personal communications without the author’s consent
- Using abusive or otherwise objectionable language
- Revealing any personal information, your home address or personal phone numbers or those of others, i.e., staff, fellow students or colleagues
- Sending “chain letters”, “broadcast”, or “chat” (SPAM) messages to lists or individuals

Actions that are either illegal or lead to illegal actions:

- Using the network for any illegal activity, including violation of copyright or other contracts
- Placing unlawful information on a system

Other Actions:

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

4. **Services:** Junípero Serra High School makes no warranties of any kind, whether expressed or implied, for the service it is providing, nor will it be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, misdeliveries or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Junípero Serra High School specifically denies any responsibility for the accuracy of information obtained through its services.
5. **Security:** Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the system administrator at once. Never demonstrate the problem to other users. Any user identified as a security risk will be denied access to the information system. Junípero Serra High School reserves the right to inspect any user files at any time.
6. **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy data of another user or of any other agencies or networks that are connected to the system. This includes, but is not limited to, altering files and the uploading or creation of computer viruses. Any vandalism will result in the loss of computer service and disciplinary action as outlined in the student handbook.

WEBSITE PUBLISHING

Junípero Serra High School operates and maintains a public, electronic website (www.serrahs.com) as part of the World Wide Web service over the Internet. The goals of our website state:

1. To provide an additional/alternate method of communication for the Junípero Serra community.
2. To promote the educational, spiritual, moral, intellectual, artistic, physical, psychological and social goals of Junípero Serra through the medium of computer technology and the Internet.

To accomplish these goals, it is necessary to publish material to the website that positively reflects Junípero Serra High School. This material comes in the form of informational text and photographs of school events and activities (which include students). It is our intent to provide the Junípero Serra community with relevant and interesting information, while at the same time preserving the necessary safety and privacy of individuals associated with the published material. It is therefore required that Junípero Serra High School obtain a parental signature if you DO NOT wish for your student’s name or photograph to be published on the website. Please note that published photographs with specific student names will never be published together.

If you, as parent/guardian, or as student, DO NOT wish to have the student's name and/or photograph published on the Junipero Serra website, you must notify, in writing, the Webmaster at the beginning of each school year on the Parental Permission Form that is included in this handbook.

WORK PERMITS

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

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

ONLINE TRAINING TO PREVENT CHILD ABUSE

The following two pages of this handbook are taken from a letter from Archbishop Niederauer of San Francisco. In these two pages, Archbishop Niederauer outlines the commitment of our Archdiocese and the Catholic Church to protect and educate our youth at age-appropriate levels about Child Abuse.

There are several aspects of this program, which are outlined on the second page. All of our faculty, coaches, and volunteers have taken training as a part of their orientation to teaching in the Archdiocese. The component for high school students is called "Teen Safety" and consists of an online course which all of our students will take in one of their classes. Login information will be distributed to students and parents during the school year. As you will note, parents will be able to take the course under their teen's name, reinforcing their role as the primary educators of their children.

Also, it is important for all of you to know that these programs are being provided for you **FREE OF CHARGE**; Serra is paying the cost. We provide you this announcement for your information—there is nothing additional that you need to do at this time.

June 2008

My Dear People,

In June of 2002, I joined with my brother bishops from throughout the United States in signing the Charter for the Protection of Children and Young People, "Promise to Protect, Pledge to Heal". We reaffirmed our commitment in June of 2005. In this charter, we have pledged to do everything possible to ensure that the children and youth in our parish and school communities will be safe from sexual predators. I again reaffirm my personal commitment to that pledge.

Our Archdiocese has developed policies and practices that apply to the important work with children and youth done by clergy, staff, and volunteers because these people are the face of the Church. These policies and practices are designed to ensure the safety of the young people in our care, and apply to all adults whose duties include ongoing contact with minors. These adults, whether staff or volunteers, are required to go through back ground evaluation (done by fingerprinting or by background checks) and must complete a comprehensive online training program "Recognize, Report and Prevent Child Abuse", found on the Law Room website.

WWW.SHIELDTHEVULNERABLE.ORG.

Beginning in the school year 2008-2009, I have promulgated new programs for children and teens in our Catholic Schools and in our parish Religious Education programs.

- Talking About Touching Preschool through Third Grade
- Kids Safety (online) Fourth through Eighth Grade
- Teen Safety (online) Ninth through Twelfth Grade

We affirm parents as the first educators of their children. All of the above programs have opportunities for parent involvement. In addition, other methods of training parents to work with their children are being considered for school year 2008/2009. We encourage parents to attend the workshops for "Talking about Touching" as soon as they are scheduled, and to take the online training with their children or at a separate time.

May God bless all of you in your role as parents, educators, and concerned adults working with our children and youth.



Most Reverend George Niederauer
Archbishop of San Francisco

SAFE ENVIRONMENT PROGRAMS

Archdiocese of San Francisco

May 19, 2008

“Recognize, Report, and Prevent Child Abuse”

This is an individualized, interactive on-line training course that educates Archdiocesan employees and volunteers who have on-going, unsupervised contact with minors on how to recognize signs of abuse and neglect and to be able to protect our children. This is found on Law Room’s website, www.shieldthevulnerable.org. The cost is \$5.00 per employee/volunteer.

Talking About Touching

This is a personal safety curriculum for Preschool – Third Grade children. Teachers and parents learn to provide rules for children and skill practice in common safety rules. They also teach the children how to ask for help when feeling unsafe or uncomfortable.

Two instructional kits are available. The cost is \$300 for kit #1 “Preschool – Kindergarten” -- and an additional \$300 for: kit #2, “First Grade – Third Grade”. Each school and / or catechetical program will need one of each of these kits.

“Kids Safety”

This is an individual, interactive online course for Fourth Grade – Eighth Grade students. It is currently in development, and will be available for use in the 2008 / 2009 school year. Children will learn how to identify different types of harm and how to get help, grow in understanding personal boundaries, and how to practice safe internet use.

The cost is \$5.00 per student per year. Catholic School and Public School students will go through this course in their school or parish catechetical programs; parent(s) are encouraged to take this online training with their child. This course will also be found at www.shieldthevulnerable.org.

Teen Safety

This is an individual, interactive on-line course for Grades 9-12 and is available now. Youth in our school/parish programs will learn to identify different types of harm, deal with physical and sexual violence, enforce personal boundaries, practice safe internet use, understand relationships with adults, reject negative media influences and know the importance of respecting the dignity of self and others. The cost is \$5.00 per student per year. This includes parent(s) being able to take the course under their teen’s name. This course can also be found at www.shieldthevulnerable.org.

III. NORMS OF STUDENT CONDUCT

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

FOUR (4) MAJOR NORMS GOVERN DISCIPLINE AT JUNIPERO SERRA

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

Policy

The responsibility for maintaining order and discipline in the school and at school activities has been delegated to the Dean of Students. The school reserves the right to initiate and conduct an investigation when there is reasonable suspicion that an infraction(s) of the school's disciplinary policy has occurred or is imminent. The Dean is empowered to impose penalties for the violations of school policy, to suspend students from school, and to refer to the Disciplinary Review Board, students guilty of major offenses or a series of minor offenses against school policy. The Dean will be using a standard of proof that utilizes the concept of "clear and convincing" when determining the facts and consequences of a disciplinary infraction.

Student vehicles, backpacks, lockers, electronic devices and person are subject to search by a school official when there is reasonable suspicion that dangerous, stolen or illegal goods/materials may be present. A student's refusal to cooperate with such an examination may be considered sufficient reason to suspend the student, possibly involve law enforcement, and refer him to the Disciplinary Review Board or to immediately dismiss the student.

School's Jurisdiction

1. At all times the student is on the school grounds.
2. At all times during the school day, both on and off school grounds.
3. At all school-sponsored events, on or off campus.
4. On the way to and from school under normal conditions.
5. The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This includes messages, chat room commentary, comments/pictures on social-networking sites, blogs, wikis, gaming chats, cell phone and other digital transmissions, and other technology related activity.

ATTENDANCE OF CLASSES

Absences

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

1. **Call the School:** A parent or guardian must call the school between 7:30 a.m. and 9:00 a.m. each morning of the absence — telephone (650) 345-8207, ext. 151.
2. **Bring in a Note:** A note from the parent or guardian must be brought to the Attendance Office BEFORE the student is readmitted to the first class upon return. The note should give the specific reason for the student's absence (as required by the Board of Health), and the date of the absence.
3. **Illness Policy:** Any student who is returning to school after an illness is required to be symptom-free for 24 hours. This includes but is not limited to vomiting, diarrhea, fever and any contagious disease.

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

Types of Absences

- **Excused Absences:** Absences are excused only in cases of personal illness, severe illness in the family, a death in the family or other such serious situations. Students may make up their missed work in these cases.
- **Unexcused Absences:** Absences which have the consent of the parent, but are for other than the above reasons, are considered “unexcused.” Parents should realize that teachers do not have to allow the student to make up missed assignments or tests and that this may affect the student's grade.
- **Cutting a Class:** Absence from one class period without a valid reason is considered a disciplinary violation. Mandatory study, study table and any other mandatory class meeting before, during or after the school day is considered a class for this purpose. See Detention Policy.
- **Truancy:** A student who is away from school without a valid reason is considered truant. Truant students cannot make up missed work, and truancy is considered a major disciplinary violation. See Detention Policy.

PARENT REQUEST FOR STUDENT ABSENCE

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

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

Parents Who Are Out of Town

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

Leaving School During the Day

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

1. **Required Note:** A written request from the parents or guardian must be brought to the Attendance Office **before school begins that day**. Notes for doctor's appointments MUST include:
 - b. Name of doctor
 - c. Phone number of doctor
 - d. Time of appointment
 - e. Time to be excused from school
2. **Dismissal Pass:** A student will be issued a Permit to Leave Pass that should be shown to the teacher when the student leaves. The student must return the pass upon returning to school. ***Please note that we will not interrupt a class to contact a student as it is disruptive to the academic setting.***

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

JUNIPERO SERRA HIGH SCHOOL TARDY POLICY

Any student who is not in his seat when the second bell rings will be considered tardy for that class. Tardy students should report directly to the Attendance Office for a late slip. No tardy student will be admitted to class without a late slip.

- **AM Tardy:** AM Tardy is defined as being late to the student's first class of the day. Students who arrive to school more than 15 minutes late will be marked absent from that class. The student must report to the Attendance Office upon arrival to school and receive admittance to class.
- **Excused Tardy:** The only excused tardy will be a Medical/Dental/Special appointment or family emergency. The student must have a note from the Doctor/Dentist/appropriate person verifying the time of the appointment, as well as a parent phone call prior to the student arrival. Late carpools, transportation and parking problems are not excused. The Dean of Students in consultation with the Attendance Office is the final determination of excused and unexcused tardies.
- **Tardy for Class:** All unexcused tardies will result in detention to be served that day during the student's lunch period. Tardies for afternoon classes will be served the following day. Failure to serve lunchtime detentions will result in a 1-hour detention served that day after school. Students late for school on Friday will serve one hour of detention that day after school.
- **Excessive Tardiness:** More than eight (8) tardies in one class during one semester is considered excessive tardiness. Parents will be notified that continued tardiness may result in the lowering of the student's grade.

Participation in Extra-curricular Activities: Any student who is not in school **by the morning break time** for reasons other than medical or dental appointments is not allowed to practice, participate or attend any school activity that day. **Any student who leaves school prior to the end of his school day for any reason other than a medical or dental appointment is not allowed to practice, participate or attend any school activity that day.** Any exceptions must be approved by the Assistant Principal: Student Life and the appropriate Administrator (Athletic Director, Activities Director, etc.).

Student Messages: Except in extreme emergencies, we are unable to deliver messages to students during the school day.

BEHAVIOR EXPECTATIONS

Behavior Expectations in the Classroom

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

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

Dismissal from Class

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

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

Behavior Expectations during Independent Study and Free Period

1. All students must report to a supervised area during their Independent Study period. Students not in these areas will receive appropriate detentions. During PA announcements, students will listen in silence.
2. During their independent periods, students are allowed in the following supervised areas:
 - Library
 - Cafeteria
 - ARC
 - College and Career Center
3. Students are expected to report to one of these areas by the ringing of the second bell. Once they have arrived at that location, they may only leave if they have been issued a hall pass.
4. Students are responsible for the appearance of the campus and maintaining a safe environment.
5. Students are responsible for using appropriate language at all times.
6. Students are expected to adhere to the norms of student conduct.

Behavior Expectations during Lunch and Recess

1. During recess and lunch, students are allowed in the following supervised areas:
 - Library
 - Cafeteria
 - Campus Ministry
 - College and Career Center
 - ARC
 - Administrative and Department Offices, as necessary
 - Math and Spanish Centers

- Field and Blacktop
 - *The Alumni Plaza and the Paseo will be open at recess only.*
2. Students are responsible for the appearance of the campus and maintaining a safe environment.
 3. Students are expected to adhere to the norms of student conduct.

Behavior Expectations during Campus Ministry Events

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

Behavior Expectations at Athletic Events

WCAL League Policy

1. Spectators must always conduct themselves according to the principles inherent in a Catholic high school education. Negative cheers, poor taste or general rowdiness dishonor the school and the entire league.
2. Students must respect the campus of an opposing school. Unauthorized visits or acts of vandalism are unacceptable, and any student involved in these may be liable for expulsion.
3. No spectators (visiting or home) should have post-game rallies at another school's campus. Drugs and/or alcohol are prohibited at all athletic events.
4. Only positive signs or posters that have been approved by the Activities Director may be displayed by spectators during athletic events.
5. Noisemakers are not permitted at athletic contests.
6. Each student represents his high school as much as the teams do. The good name of the school depends on student's behavior as much as it does on the team and coaches. Students should respond with enthusiasm, support the yell leaders, join in the singing of the Alma Mater, and avoid abusive remarks, inappropriate behavior or any action which reflects negatively on Junípero Serra. Violations of these policies will lead to disciplinary action.

Junípero Serra Policy

1. All Junípero Serra students must present a valid student body card when entering the game. All students must stay in the cheering section until the end of the game in order to receive Spirit Points.
2. Students may not leave a contest then re-enter at a later time.
3. All cheers shall originate from the designated yell leaders. Individual cheers and crude or defaming cheers are prohibited.
4. All Junípero Serra students must sit in the designated Serra student area of both the facilities home and away.
5. Students are to cooperate with supervisors, faculty, parent volunteers and Block Club at all times, both home and away.
6. At all home sporting events, all students are to be seated as soon as possible and avoid congregating in facilities' entrances. By law, these exits/entrances are to be kept clear, so that in case of fire or some other emergency, these exits are available.
7. Students should leave all athletic contests in a timely and orderly manner.

Behavior Expectations at Extra-Curricular Activities

Junípero Serra students are expected to exhibit proper behavior at all extra-curricular activities. Student behavior that is inappropriate or dishonors the school's reputation is not tolerated at any of these activities.

Students in violation of this policy will face appropriate disciplinary consequences that could include detention, suspension or referral to the Disciplinary Review Board for possible expulsion.

Behavior Expectations at Assemblies and Rallies

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

Behavior Expectations Off Campus

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

Behavior Expectations at Dances

- **Time:** School dances normally begin at 7:00 p.m. and end at 10:00 p.m. Students **will not** be admitted after 7:30 p.m. unless permission from the Dean of Students is previously given. Students may not leave the dance before 9:30 p.m. Students **must** leave the premises by 10:15 p.m.
- **Admission:** A current Junípero Serra student will be admitted with a ticket and a valid student body card. Guests from Catholic high schools will be allowed admission with a valid ticket and their valid student body card or state identification card. Guests cannot be over 20 years of age. Guests from other high schools will be allowed admission as the guest of a Junípero Serra student with a completed guest pass that has been turned in on time to the Activities Director. These guests must have a valid student body card from their school. Students are encouraged to leave purses and backpacks at home as the school cannot monitor them during the dance. Students bring valuables at their own risk. Students are not allowed to arrive or depart from the dance in a party bus or stretch limousine. **NO TICKETS WILL BE SOLD AT THE DOOR. Dances are closed to male students from other schools.**
- **Dress:** The school dress code applies to all dances, unless specific announcements are made modifying the dress code. Students are expected to be clean and neat in their personal appearance, observing standards of modesty, moderation, and good taste. Clothing should be clean, hemmed and unripped. Hats and sunglasses are not allowed. Clothing displaying any offensive or sexually-suggestive language, or anything related to tobacco products, alcohol, or other illegal drugs will not be permitted. School personnel will have the final say as to whether the dress is appropriate and acceptable.
- **Female Dress Code:** No halter tops, tube tops, tank tops, tops that reveal the midriff, that are bare back, low-cut or off-the-shoulder are allowed. Shorts and skirts need to be modest and an appropriate length. School personnel will have the final say as to whether the dress is appropriate and acceptable.
- **Behavior:** Standards of Christian morality are expected at all dances, and chaperones will confront any student behavior that is disruptive or unbecoming. All students in attendance must provide student ID upon request from school personnel. In the event of any violation of these regulations or any other behavior deemed inappropriate, the Dean of the guest's school will be notified of the incident. Large jackets, pockets, purses and backpacks will be inspected by school personnel before admittance to the dance. For the duration of the dance, students will be expected to be in compliance with the standards of dress stated above. All dance styles must comply with standards of Christian morality, standards that include modesty and safety. School personnel will be the final judge of the appropriateness of dance style. School personnel will confront any student behavior or dancing deemed inappropriate. Inappropriate dancing includes, but is not limited to the following: slam dancing, break dancing, moshing, "freaking," suggestive or otherwise **inappropriate** or dangerous dancing. **Only face to face dancing at an appropriate distance is permitted. Students and their guests MAY NOT engage in any sexually explicit form of dancing.** Everyone must follow the directions of the supervisors and the security. Behavior regulations and school policies apply to school dances, on or off campus.
- **Consequences:** If a student is dressed or dancing inappropriately, his/her parents will be notified and the student will be sent home immediately with a parent and disciplinary consequences will follow. Any student asked to leave the dance will not receive a refund for their ticket. Any student asked to leave the dance for a violation will receive detention and will not be allowed to attend the next Serra dance.

- **Pre/Post Dance Activities:** Students are not to travel in party busses or stretch limousines. Only standard limousines are allowed. Serra prohibits the rental of party buses and yachts as well as hotel rooms due to the lack of supervision, the issue of safety and the disregard for Christian conduct and respect. It is important that parents who decide to rent transportation or facilities afterwards understand their liability. It is highly recommended that parents take the initiative to talk to the driver and check as students enter the vehicle to ensure that no alcohol or drugs are present. Students and parents are reminded that dances are to be healthy and safe events. Students are not to participate in any activities that are in violation of Junípero Serra High School's policies. Students who violate the policies will be brought before the Disciplinary Review Board for possible expulsion.
- **Drugs/Alcohol:** Possessing, selling, giving away, or being under the influence of alcohol, drugs, and /or illegal substances at or around the dance, will result in a phone call to the parents. Further disciplinary measures are outlined in the Student-Parent Handbook. Any student may be subject to breathalyzer tests at any time. Students violating any of these rules will have their parents phoned and will be asked to leave the dance. Students who are in violation of school policies will also be subject to school disciplinary procedures. Behavior regulations and school policies apply to school dances, on or off campus.
- **NOTE:** Students attending dances at other schools and need to have a dance pass signed, must bring the dance pass to the Attendance Office in the morning for the Dean of Students' signature. Serra students may pick up dance passes at the end of the day. Dance passes will not be faxed to other schools.

Behavior Expectations at Prom

- **Time:** Prom will begin at 7:00 p.m. and end at 12:00 a.m. Students will not be admitted after 7:30 p.m., unless permission from the Dean of Students is previously given. Students may not leave the dance before 11:30 p.m. Students **must** leave by 12:15 a.m.
- **Admission:** Students will receive their bid upon entrance to the Prom. Guests from Catholic high schools will be allowed admission with a valid ticket and their valid student body card or state identification card. Guests cannot be over 20 years of age. Students and their belongings will be searched upon entrance to the prom. Students are encouraged to leave purses and backpacks at home as the school cannot monitor them during the dance. Students bring valuables at their own risk. No refunds will be given for a student who is not admitted to the Prom.
- **Male Dress Code:** Students are to wear a suit or tuxedo with dress shoes. Top hats and fedoras are the only hats allowed. Students are not to wear tennis shoes or carry canes. This is a formal dance and students are expected to dress in a formal manner. Hair and shaving guidelines according to Serra's policies are still in effect. Students in violation of the dress code will have their parents contacted, if violation is not corrected, students will be sent home. School personnel will have the final say as to whether the dress is appropriate and acceptable.
- **Female Dress Code:** Female guests are to wear formal attire. Girls are to dress appropriately and will not be allowed to wear outfits with low or revealing necklines or midriffs showing. Strapless dresses with plunging necklines are not appropriate. Backless dresses that drop below the waistline are not appropriate. Long dresses with slits or short dresses may not expose the upper thigh. Dresses with holes or made of transparent material may not be worn. There should be no visible tattoos. Guests in violation of the dress code will have their parents contacted, if violation is not corrected, guest will be sent home with their date. School personnel will have the final say as to whether the dress is appropriate and acceptable.
- **Behavior:** Standards of Christian morality are expected at all dances, and chaperones will confront any student behavior that is disruptive or unbecoming. In the event of any violation of these regulations or any other behavior deemed inappropriate, the Dean of the guest's school will be notified of the incident. For the duration of the dance, students will be expected to be in compliance with the standards of dress stated above. All dance styles must comply with standards of Christian morality, standards that include modesty, safety and respect for self and others. School personnel will be the final judge of the appropriateness of dance style. Inappropriate dancing includes, but is not limited to the following: slam dancing, break dancing, moshing, "freaking," suggestive or otherwise **inappropriate** or dangerous dancing. **Only face to face dancing at an appropriate distance is permitted. Students and their guests MAY NOT engage in any sexually explicit form of dancing.** Everyone must follow the directions of the supervisors and the security. Behavior regulations and school policies apply to school proms, on or off campus. No refunds will be given for a student who is asked to leave the dance for inappropriate behavior and/or dress.
- **Consequences:** If a student is dressed or dancing inappropriately, his/her parents will be notified and the student will be sent home immediately with a parent and disciplinary consequences will follow. Any student asked to leave the dance will not receive a refund for their ticket.

- **Drugs/Alcohol:** Any student may be subject to breathalyzer tests at any time. Possessing, selling, giving away, or being under the influence of alcohol, drugs, and /or illegal substances at or around the dance, will result in parents being contacted and students being asked to leave the dance. Students who are in violation of school policies will also be subject to school disciplinary procedures. Further disciplinary measures are outlined in the Serious Misconduct section of the Student-Parent Handbook. Students who violate this policy will be brought before the Disciplinary Review Board for possible expulsion. Behavior regulations and school policies apply to proms, on or off campus.
- **Pre/Post Prom Activities:** Students are not to travel in party busses or vehicles that hold more than 12 passengers. Serra prohibits the rental of party buses and yachts as well as hotel rooms due to the lack of supervision, the issue of safety and the disregard for Christian conduct and respect. It is important that parents who decide to rent transportation or facilities afterwards understand their liability. It is highly recommended that parents take the initiative to talk to the driver and check as students enter the vehicle to ensure that no alcohol or drugs are present. Students and parents are reminded that prom is to be a healthy and safe event. Students are not to participate in any activities that are in violation of Junípero Serra High School's policies. Students who violate the policies will be brought before the Disciplinary Review Board for possible expulsion.
- **Mandatory Prom Meetings:** Parents are required to participate in an on-line prom safety program before March 15, 2012. Students must attend a mandatory prom meeting and submit a prom emergency form to the main office before the student is able to purchase a prom bid.
- **Other Proms:** Students attending other proms must bring the dance pass to the Attendance Office in the morning for the Dean of Students' signature. Serra students may pick up dance passes at the end of the day. Dance passes will not be faxed to other schools.

Behavior Expectations at Graduation

- **Graduation Exercise**

In the event that a senior is in violation of a major school rule, a student may forfeit his right to participate in the graduation exercise. Seniors will be issued a graduation agreement that outlines the expectations set forth for all second semester seniors. These agreements will be distributed during the second semester and must be signed by the student and his parent/guardian and then promptly returned to JSHS. Students who have not signed the agreement will not be able to participate in graduation or other activities involving seniors.

In keeping with the dignity of the Cathedral and the guidelines given to us by the staff of St. Mary's, once the ceremony has begun, we ask that you remain in the place that you have chosen. While this is a graduation ceremony and a time for celebration, we must remember that this ceremony is being held in a cathedral and our behavior should be appropriate for a sacred space. Traditionally, each graduate's name is read prior to receiving his diploma. We understand that you have good reason to be proud of your graduate's successes and accomplishments. **We ask, however, that you not shout out or applaud individually when your son's name is announced.** Doing so would draw attention away from the next students in line and would not be fair to those students. After all graduates are presented, we acknowledge their achievements collectively. **Please share these guidelines with all members of your party. We have told the seniors that if invited guests shout out while they are receiving their diploma case (the students actually receive their diplomas downstairs right after the ceremony), the actual diploma may be withheld for two weeks.**

- **Video Cameras/Photos**

As with any special occasion, we sometimes like to capture the moment on film. At times, this may block the view of seated guests and families. To avoid this we ask that you move to the rear of the Cathedral to videotape/photograph the ceremony.

- **Professional Photographers**

We have arranged for professional photographers to take individual pictures of the graduates as each graduate receives his diploma.

Behavior Expectations on Serra Overnight Trips

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

detrimental to the reputation of the school or that hinders the advancement and the moral good of the students can be cause for suspension and/or expulsion from the school. If a serious offense takes place during the trip, a student may be sent home at the expense of the parents. To ensure the safety, security, and educational benefits of participants on an overnight trip a student will be held to the behavioral expectations as outlined in the Junípero Serra Student-Parent Handbook.

GENERAL SCHOOL REGULATIONS

Student Body Cards

Student Body Cards are distributed at the beginning of each year. Every student is to have a current Student Body Card and is to have it in his possession at school and all school related activities. If a faculty or staff member asks a student for his Student Body Card, the student is to present the card immediately and see the Dean of Students promptly regarding its return. Replacement Student Body Cards will be issued through the Attendance Office for a \$5 fee. Replacement cards will be issued no sooner than 24 hours after the student request.

Use of Lockers

Lockers remain the property of the school and may be opened at any time by the Administration. Assignment of lockers is made at the beginning of the year. Any damage to lockers will be billed to the student assigned to the locker. Students are not permitted to change lockers without permission of the Dean of Students. Lockers must be kept clean and orderly. Locker combinations should not be given to anyone. Only locks purchased at school are permitted on school lockers. The school is not responsible for anything taken from the lockers. Students are only permitted to access their lockers before and after school, during recess and in between classes.

Restricted Areas

- **Hallways:** When classes are in session, the upstairs and downstairs hallways in the Academic Building are to be kept clear of students. During the lunch periods, students are not allowed in the Academic Building or their lockers unless they have a note from a teacher, or are working in the library, the ARC, the Math Center or the Spanish Center.
- **All Times:** Students should not be in the following areas without specific permission: the elevator, offices, faculty lounge, parking areas, storage areas & the maintenance shop.
- **During the School Day:** During the school day, students should avoid areas outside of classroom windows, e.g. the inner courtyard, parking lot, the athletic fields, the locker room or any area that could disturb classes in session. Students dismissed early should quietly go to their lockers and then vacate the hallways. The Chapel is a place to pray and is not a study hall, lounge or passage between hallways.

Hall Pass

Students excused from the classroom must get a hall pass completed by the designated teacher.

Eating

Eating at recess/lunch must only be done in the following areas:

- Cafeteria
- Blacktop

After School

Students are reminded that the academic building is locked at 4:00 p.m. No student is allowed in the area after this time unless accompanied by a teacher. All students, including those participating in after-school activities, should have their books or any other necessary items removed from their locker prior to 4:00 p.m. All students who are not involved in activities after-school should leave the premises by 4:00pm.

Littering

Junípero Serra takes great pride in its campus. Students are all responsible for keeping the campus clean. They must also keep the areas around their desks and lockers clean and should dispose of all paper properly. Lunch areas must also be cleaned before students return to class. Students who litter will be assigned to after school detention.

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

MOTOR VEHICLES

Automobile Registration

Due to space limitations and regulations imposed by City of San Mateo codes, only juniors and seniors with a valid driver's license will be allowed to register for on and off-campus parking. All student-driven automobiles must be registered with the Dean of Student's Office, whether parked on or off campus. Student driven vehicles must display the Junípero Serra High School registration tag. Registration fee is \$100.00 per school year (\$50.00 for the second semester). Registration takes place during the summer. All fees and forms are due by July 15th. If space is available, students may be allowed to register for parking after the start of school. Priority normally is given to: 1) Students driving to Tri-School classes; 2) Seniors; and 3) Juniors.

Student Parking

All student-driven vehicles must be registered with Junípero Serra High School. All vehicles must be parked within the lined parking spaces in the lots. There is ABSOLUTELY NO PARKING in emergency entrances and exits on the campus or the fire lanes. Students must park in their designated parking area -- students are not allowed to park in faculty or visitor parking during normal school hours. Students must follow the parking rules for their assigned areas. Violations of the parking rules may result in the vehicle being towed at the owner's expense and/or detention. At no time are students to be in the parking area unless they are leaving campus or arriving to campus -- students are not allowed to go to their cars during school hours. Students who do not comply will be subject to disciplinary action.

Students driving to school park at their own risk. Serra is not liable for any items lost or stolen from inside the vehicle or for any damage done to vehicles before, during or after school.

Parking Regulations at Elk's Lodge

- Use the West entrance/exit ONLY — this is the entrance closest to the tennis courts.
- Park in numbered spots only.
- Your parking permit must be hung from the rearview mirror.
- Parking hours are 7:15am to 3:30pm.
- Speed limit not to exceed 5 miles per hour.
- Do not loiter (hang out) by your car. No loud music. Pick up your garbage.
- There is no parking at the Elks on the second Wednesday of each month. On that day students will park on the basketball courts.

Use of Car

Students are not allowed to sit in or lounge on top of their cars during the school. Parking lots are to remain free of students except when they are arriving or leaving the campus.

Student Expectation

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

Violations

Reckless driving, excessive speed, peeling out, unreasonably loud exhaust systems, loud music, etc. will not be tolerated in the vicinity of the school and surrounding neighborhood. Students who willfully violate the regulations listed above, or who show lack of good judgment in the operation of their motor vehicle here at school may have their parking registrations suspended and may not be allowed to drive to school or school activities in addition to detention.

Car Alarms

The school requests that students either reduce the sensitivity of their car alarms or completely deactivate the alarm when parked at Junípero Serra.

Motorcycles and Bicycles

Motorcycles, motorized scooters and bicycles are to be ridden carefully in accordance with the law and school regulations and be parked in the designated areas. Motorcycles follow the same registration guidelines as automobiles.

DRESS AND PERSONAL APPEARANCE CODE

Neatness, cleanliness and the due regard for the legitimate sensibilities of others constitute both the basic goals and norms of Junípero Serra High School with respect to the personal appearance of the students. In general, we rely upon the judgment of both the student and his parents/guardians in the implementation of these goals.

The Serra Dress and Personal Appearance Code is strictly enforced by all faculty and staff. It was designed by the Administration in partnership with the Student Services Council.

All students attending Junípero Serra High School must comply with the Dress and Personal Appearance Code.

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

- Patches
- Signatures, pictures, slogans, or drawings
Military/camouflage treatments

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

Approved clothing:

- **Shirts:** Full-collared dress shirts, polo shirts, full turtlenecks or approved* t-shirts
- **Sweaters and Sweatshirts:** Dress sweaters, Serra-issued sweatshirts, plain fleeces and plain sweatshirts
- **Pants:** Jeans, long pants, and regular shorts that are in good condition, hemmed, and fit at the waist.
- **Footwear:** Formal, casual and tennis shoes that are neat, clean and unaltered.
- **Socks:** Must be worn at all times
- **Coats:** Must be clean, in good condition, unaltered, and fit properly. Clothing under a coat must still meet all other dress code requirements.
- **Senior Privilege:** *Only seniors are allowed to wear college sweatshirts.*

* Serra-issued or approved outerwear includes any shirt sponsoring a Serra sport, club, department, or school-sponsored activity that has been officially reviewed and approved by the administration. These shirts must be clean, undamaged, and unaltered.

Unacceptable clothing:

- **Shirts:** Sports Focus, Next Level or other tournament-themed shirts, crew necks, tank tops or other sleeveless shirts, military/work shirts, and athletic jerseys (even those with collars), and other shirts not approved by the Serra administration.
- **Sweaters and Sweatshirts:** Oversized, baggy, items with slogans, writing, advertising, etc. (V-neck sweaters should be worn with a shirt underneath.)
- **Pants:** Oversized, baggy, sagging, extra-long, with designs/patches or holes. Swim shorts, athletic sweat suits/shorts and mesh shorts.
- **Hats, hoods, and beanies** cannot be worn inside school buildings
- **Footwear:** Work shoes, sandals, slippers, flip flops, crocs, moccasins and other shoes that might pose a safety hazard.

Once the school day has begun, students **MUST:**

- Keep their hair clean, combed, styled neatly, above the ear and collar and not below the eyebrows. (Distracting, extreme or faddish hairstyles, unnatural coloring, bleaching, dying or highlighting is not permitted.)
- Be clean-shaven **at all times**, which can include sideburns that do not extend below the ear.
- Not wear earrings and body piercings, as they are not allowed. Students may not wear their earrings or body piercings until they have left the school building after their final class of the day.
- Not display tattoos or other markings, temporary or permanent, as they are not permitted. (Students who have an existing tattoo must have it completely covered at school and school related activities.)

All members of the faculty, staff and administration are required to enforce all aspects of the Dress and Personal Appearance Code, as such, students are to follow the direction of any faculty, staff or administrator in

this regard. The Dean of Students will review repeated violations. The Dean of Students in consultation with the Administration of Junípero Serra High School is the final judgment of what is or is not acceptable.

Violations of Dress and Personal Appearance Code

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

Dress-Up Day

In keeping with appropriate dress for certain events and occasions, Junípero Serra High School will have dress-up days. These days will be announced in advance and students will be expected to follow these guidelines for the entire day:

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

OTHER SCHOOL POLICIES

This is a partial listing of other school policies that are not otherwise listed in the handbook. Violations will result in appropriate disciplinary action.

Chewing Gum

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

Use of Tobacco

California State Law prohibits the use and/or possession of tobacco, either for smoking or non-smoking at school or school-related activities at any time. Students are not to smoke or use tobacco in any form within a two (2) block radius of the school.

Bus Conduct

Disruptive conduct on buses (public, charters and school), will be subject to disciplinary action.

Visiting Other Schools

Students must not visit *other* schools unless they receive authorization. Students must also not invite friends from other schools on to our campus without receiving prior Administrative approval.

Visitors

All visitors must sign in with the main office and get a visitor's pass. Students must also not invite friends from other schools onto our campus without receiving prior Administrative approval.

Illness or Injury

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

Closed Campus

All students are required to be on campus at all times during the school day, unless they have received a "Permit to Leave" pass from the Attendance Office. Students may leave campus to go home at the end of their school day. The school day includes detention, Study Table and Mandatory Study.

Lost and Found

Lost and found items may be turned in or claimed at the Main Office. Lost and found books will be kept in the Bookstore until claimed. Unclaimed items are discarded after thirty days. The school cannot be responsible for items or valuables left in lockers, classrooms, hallways or athletic areas. Students are encouraged to write their name in their textbooks and notebooks in order to facilitate their return in case they are lost. Junípero Serra

High School is not responsible for any items that are lost or stolen. However, students, who are involved in stealing another person's belongings, are subject to disciplinary consequences.

Telephone and Text Messages

Telephone messages will be delivered to a student only in the case of emergency as determined by the school. Students using electronic devices, receiving/making phone calls or text messages during the school day will be subject to disciplinary action.

Library

Students using the library are expected to work quietly and productively, in a manner that is not disruptive to other students.

Cafeteria and Cafeteria Cards

Students paying for food in the cafeteria must pay with cash or their own cafeteria card. Cafeteria cards must be presented and can only be used by the student whose name is on the card. Students who lose their cafeteria card must notify the cafeteria staff immediately. Students who use lost or stolen cafeteria cards will be subject to disciplinary consequences.

Cell Phones, iPods, and Other Electronic Devices

During normal school hours, these devices must be turned off and out of sight unless they are required by a teacher for educational purposes (i.e. a specific class assignment). Electronic devices are not to be used at any time during the school day, this includes recess, lunch and independent study periods. Electronic devices must be turned off and put away before you enter the school building and cannot be used until after school (outside of the Academic Building). Students may not use these devices to take pictures or film any school event unless previous authorization has been granted.

Any violation of this policy will result in the confiscation of the electronic device and the student will receive 1 hour of detention. The electronic device will be returned after the detention has been served. The second offense will result in the student receiving 3 hours of detention and the confiscation of the device for two weeks. If the device is confiscated before Easter or Christmas Vacation, the device will be returned after the break or after the two week period has ended. The third offense will result in the student receiving 6 hours of detention and the confiscation of the device for the remainder of the school year. (This item may be returned at the end of the school year.)

Any electronic devices that are confiscated may be opened by school personnel and data may be accessed and/or handed over to the proper authorities when necessary. These devices will not be returned until the conclusion of the disciplinary investigation.

Skateboards and Roller Blades

These are NOT to be used on campus or at school or at school-related activities. Students are responsible for storing their skateboards. Skateboards and roller blades are not to be brought to class. Confiscated skateboards or roller blades may be returned at the end of the school year.

Prescription Medications

Students are not allowed to take any medication unless supervised by main office staff. All prescription medicine must be in its original prescription-labeled bottle and given to the main office staff with a parent note indicating the administration of the prescribed medication. Possession of a medical prescription for use of marijuana (for example: medical marijuana card) does not entitle the student to possess or use marijuana on campus or at any school event. The possession or use of marijuana in any form when at school or on campus at any time will be treated as a violation of school rules as stated elsewhere in this handbook.

Technology Use

Any unacceptable conduct and/or illegal interaction using technology on or off Serra's campus is strictly prohibited. The determination of what the school will consider acceptable is made by the school administration. Any electronic interaction that is inappropriate or harmful towards the school or a member of the school community will result in disciplinary consequences. Please see the Technology Use section of the Student-Parent Handbook for more details.

Eighteen Year-Old Students

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

Vending Machines

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

CONSEQUENCES FOR INFRACTIONS

Attendance Procedures

Failure to follow stated attendance procedures of the Student Parent Handbook will automatically result in a one (1) hour detention.

Tardies

Students will receive detention for unexcused tardies. Excessive tardies will result in possible lowering of grade and/or dismissal from course.

No Student ID Card

Students not in possession of their student ID card on campus or at off-campus events will serve one hour of detention that day.

Cuts of Study Table, Mandatory Study, Classes or Detention

1st Cut 3 hours detention, parent contact, warning
2nd Cut 6 hours detention, conduct probation, parent contact
3rd Cut File to Disciplinary Review Board for action

Off Campus

1st Off Campus 5 hours detention, parent contact
2nd Off Campus 5 hours detention, conduct probation, parent contact
3rd Off Campus File to Disciplinary Review Board for action

Truancy (Full Day Cut)

1st Truancy 10 hours detention, referral to counselor, parent contact
2nd Truancy 15 hours detention, referral to counselor, conduct probation, parent contact
3rd Truancy File to Disciplinary Review Board for action

Student Asked to Leave Class by Teacher

Each Incident 3 Hours Detention*

*Phone call to parent by teacher. Dean of Students, student and teacher will meet before the student will be allowed to return to class. Student and parent informed that a repeat of this offense will mean the student will be removed from the class and receive an "F" for the course.

Smoking and Chewing of Tobacco on Campus

1st Offense 2 hours detention, parent contact
2nd Offense 4 hours detention, conduct probation, parent contact
3rd Offense File to Disciplinary Review Board for action

Eating in Building

Each Incident 1 hour detention, depending on circumstances

Fighting

Each Incident 1 to 5 hours detention*

*Student is liable for suspension and/or expulsion, parent contact, referral to counselor.

Forged Notes

1st Offense 3 hours detention per forged note*
2nd Offense File to Disciplinary Review Board for action

*Previous notes found to be forged will carry 3 hours per note with possible conduct probation, parent contact, referral to counselor.

Reckless Driving

Each Incident Detention and/or loss of driving privilege to school and parent contact

SERIOUS MISCONDUCT

Alcohol and Drug Policy

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

I. Students Experiencing Problems with Drugs and/or Alcohol

Any student who is experiencing a problem with drugs or alcohol is encouraged to speak with his counselor. Students who discuss these types of problems are protected by the confidentiality inherent in the student-counselor relationship. In accordance with California state law, information discussed in these counseling sessions will only be disclosed if a student’s well-being is in imminent danger. The Counseling Department is committed to helping students find and utilize resources (both within and outside of school) that will assist them in overcoming any problem with drugs and/or alcohol.

II. Student in Possession, Under the Influence of and/or Using Controlled Substances or Related Paraphernalia while Under the School’s Jurisdiction, as Determined by the School

Any student who is either in possession, under the influence of and/or using controlled substances or related paraphernalia at school or school-related activities will be immediately subject to the following consequences:

- The student will be sent to the Dean of Students’ office, and the Dean will cooperate with the local authorities.
- The student will be suspended from school. (Student’s file may be brought to the Discipline Review Board and the student may be liable for expulsion.)
- The student may be required to undergo an alcohol/drug assessment and treatment program at the expense of his parents.
- The student will be placed on Conduct Probation.
- The student will be placed on Activity Suspension for a period not less than 30 school days. This suspension includes extra-curricular activities and will include, but not be limited to, participation in athletic competition, plays, clubs and student government. This will not include events which are academic class requirements.
- The student will receive detention (approximately 30 hours of detention will be given).
- The student will be referred to the Junípero Serra Guidance Department.

III. Selling Controlled Substances and/or Paraphernalia or Possessing Controlled Substances and/or Paraphernalia for Sale

A student who is determined to be guilty of selling and/or possessing controlled substances and/or paraphernalia for sale at school-related activities will have their file brought to the Disciplinary Review Board for immediate review for expulsion. If it is determined that a student is guilty of selling and/or possessing controlled substances for sale outside of school hours and premises, his name will be brought to the Disciplinary Review Board for possible expulsion.

Extortion and/or Coercion Policy

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

Stealing Policy

Students caught stealing may be liable to suspension and/or expulsion. Included in this area are: a) stealing personal property from another student, faculty, staff or the school; b) tampering with another student’s

personal property; c) stealing from the cafeteria; d) taking of a library book under any circumstances without the book being properly checked out; e) failing to return lost property or being in possession of stolen property.

Harassment Policy

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

Weapons and Dangerous Instruments: Fireworks Policy

Students are not allowed to possess, handle or transport any object that can reasonably be considered a weapon: a) on the school grounds at any time; b) off the school grounds at any school function or event; c) or while en route between home and school. Students violating this rule are subject to suspension and/or expulsion.

Vandalism Policy

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

Gambling Policy

Gambling in any form is expressly prohibited. Students who gamble shall be liable to disciplinary actions including possible suspension and/or expulsion.

Police Investigations

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

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

The school reserves the right to call the police and allow a student to be questioned in an investigation of a school-related incident. The parents of students interviewed under these circumstances will be notified. Students cited by police in any criminal investigation will be subject to a school investigation and possible disciplinary action by the school.

Student Non-Cooperation in Disciplinary Investigation

Students who deceive or lie to faculty or administration, especially during a disciplinary investigation, are liable for disciplinary actions that can include suspension and/or expulsion.

DISCIPLINARY ACTION

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

Teacher Assigned Detention

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

Detention

A student who receives a school-assigned detention is to report to the Dean of Students after the last class of the day. Students must report to detention on the day assigned. Detention will take place every day, Monday through Thursday, for one hour. Detention takes priority over other school activities such as clubs and sports practices. A student on a Serra athletic team which requires his attendance for a contest or early dismissal for a contest will be excused from detention that day to attend the contest. The administration reserves the right to withhold the student's participation in extra-curricular activities depending on the nature of the infraction. A student may only have his detention postponed if it conflicts with appointments for doctors, dentists, professional tutors or counselors. Prior approval is needed from the Dean of Students, and the student must present a note from the doctor, dentist, professional tutor or counselor upon his return. The student must

report to detention the following day. A student who fails to report to detention will receive additional detention. Repeated failure to serve will result in suspension.

A student who receives a fourth violation in one year will attend detention the same day as the violation as well as a three hour Saturday morning detention from 7:30am-10:30am. The Saturday morning detentions will be held on Saturday, October 8, 2011, Saturday, December 10, 2011, Saturday, March 3, 2012 and Saturday, May 12, 2012. A student assigned to the Saturday detention will not be excused from detention for any reason.

*Note: Lunch time detentions will only be given to students who are tardy; however, a student who is tardy for school on Fridays or any other day with a late start will receive one hour of detention.

Suspension

Suspension is a temporary penalty that removes a student from the school environment. A student is given suspension for serious violations including fighting, substance abuse, theft, vandalism, insubordination or other violations determined by the Administrative Team. Students may be readmitted to school when they show a willingness to cooperate with the school and its policies, and after they and their parents have met with an administrator or their file may be brought before the Disciplinary Review Board for immediate expulsion. See the Junípero Serra philosophy of grading for information on missed work due to suspension.

Conduct Probation

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

Activity Suspension: Discipline

Activity suspension provides that a student will not be permitted to attend/participate in any extracurricular event. Students may also be designated ineligible to attend specific school activities or functions at the discretion of an administrator. Exceptions to this policy may be made by the Administrative Team.

Home Study Program

Home study is assigned to a student who is accused and/or charged with a serious wrongdoing. Pending the outcome of judgement or investigation, the student is to remain home from all classes and school activities, including athletics. The school will provide academic assignments for the student to complete at home.

Expulsion

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

- Possession or being under the influence of alcoholic beverages, illegal drugs or controlled substances
- Selling alcoholic beverages or illegal drugs or controlled substances
- Gambling and/or Stealing
- Extortion and/or Coercion
- Weapons and Dangerous Instruments
- Fireworks and/or Vandalism
- Harassment
- Sexual Misconduct
- A violation of his conduct probation

JUNIPERO SERRA HIGH SCHOOL POLICY FOR DISCIPLINARY REVIEW

Philosophy

As a college-preparatory high school, Junípero Serra High School expects its students to exhibit a high level of Christian conduct towards their peers, the school personnel, Serra High School and their community that empowers them to succeed in life as a good and responsible citizen. Towards this end, the Conduct Dismissal Policy at Serra is designed to periodically and systematically monitor student's conduct, provide an opportunity

for counselors or others to offer assistance, and inform parents when students are not meeting the school's expectations. When a student is having disciplinary difficulty, *Suspension*, *Activities Suspension*, *Conduct Probation*, and/or *Conduct Dismissal* programs (*Expulsion*) will be put into effect.

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

Disciplinary Review Board

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

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

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

HARASSMENT

Introduction

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

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

A complete copy of the Comprehensive Policy Against Harassment, including the detailed policies on Child Abuse and Student-to-Student Harassment incorporated herein, is accessible on the school's website in the Parent Section.

Harassment in General

The Archdiocese of San Francisco affirms the Christian dignity of every student. Harassment is unacceptable verbal, written, physical or visual conduct that is severe and pervasive. Harassment occurs when an individual is subjected to treatment in an environment which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, physical ability, sexual orientation or gender. Harassment of any student by another student is prohibited and will not be tolerated. It is the policy of the Archdiocese to provide a safe and comfortable environment in which all students are treated with respect and dignity.

Bullying

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

Reporting Harassment and/or Bullying

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

SEXUAL HARASSMENT

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

- **Verbal Harassment:** Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, songs or epithets.
- **Written Harassment:** Suggestive or obscene letters, notes, invitations, drawings, pictures, emails, text messages, websites, blogs and other communications.
- **Physical Harassment:** Unkind, immoral, non-consensual, and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement.
- **Visual Harassment:** Leering, gesturing, displaying of sexually suggestive objects or pictures, cartoons, or posters, including, but not limited to anything displayed on the internet.

Sexual Misconduct

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

Student to Student, Student to Adult Sexual Harassment

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

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

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

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

Reporting Sexual Harassment

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

Student's Responsibility

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

School's Responsibility

To promote an environment free of harassment, the Principal shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules and providing staff in-services or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of harassment. The school will treat allegations of harassment seriously and, in accordance with the comprehensive reporting and investigation procedures set forth in the Archdiocese of San Francisco's 1992 Comprehensive Policy Against Harassment, will review and investigate such allegations of harassment in a prompt, professional and thorough manner.

Elastic Clause

The Dean reserves the right to alter, amend or augment any aforementioned disciplinary policies in consultation with the Principal, such amendments will be communicated to the parents in a timely manner. Furthermore, the Administration reserves the right to enforce standards of conduct and behavior not mentioned in the foregoing disciplinary policies which are felt to be necessary for the good order of the school or the protection of students, faculty and staff.

IV. STUDENT ACTIVITIES

Student activities are a vital component of a student's life at Junípero Serra High School. As such, all students are encouraged to participate in at least one extracurricular activity. The activities are designed to promote the physical and social development of the student to provide opportunities for leadership, to provide opportunities for leadership to provide avenues to serve school and community and to develop interests and talents that are normally untapped in the classroom. We encourage the growth of clubs and the student's participation in them. The more they are involved, the more they receive from the Junípero Serra experience. Several of our clubs have existed since the establishment of Serra while many other clubs have developed over the years because of the interests and special aptitudes of our students and faculty. The following is a listing of our clubs and activities:

OPPORTUNITIES FOR PARTICIPATION

Student Government

Executive Officers
Class Officers
Homeroom Representatives
Club Officers
Yell Leaders

Service

Big Brothers
Block Society

Academic

California Scholarship Federation
National Honor Society

Performing Arts

Band
Drama
Fall Play/Spring Musical
Men's Chorus
Performing Arts Club
Tri M Music Society
Tri-School Chorus

Publications

El Padre Yearbook
Serra Friar Newspaper
451 Press Creative Writing Journal

Special Interest

Angler's Club
Art Club
BBQ Club
Bowling Club
Broadcasting Club
Canyons & Canvas Club
Close Up
Comedy Sportz
Creative Writing Club
Cross Fit Club
Cycling Club
Democracy Now!
Fantasy Sports Club
French Club
Go-Cart Racing Club
Golf Club
Green Club
Improv Club
Justice & Peace Club
Kiva Club
Math Club
Mock Trial
Performing Arts Club
Robotics Club
Rock Climbing Club
Ski & Snowboarding Club
Trivia Club
Virtual Enterprise Club
X-Club

THE JSHS BLOCK SOCIETY

The Block Society is the oldest student organization at JSHS. It is a leadership and service organization which is made up of those students who have performed at the highest level in Academics, Athletics, the Arts and Service. Students who receive a Block S in these areas are eligible for membership in the Block Society Club, also known as The Block S Club and The Block Club.

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

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

Students may display their Block Society awards on a Block Jacket. The Block S and the various Block Society patches, as well as any other items issued and approved by Junipero Serra High School may be sewn onto a Block Jacket. These may be displayed on the right side of the jacket opposite the embroidered school name and graduation year. No other numbers, shields or awards may be sewn onto the school jacket. A display board will be provided that will exhibit all insignia that are approved and acceptable.

THE JSHS BLOCK SOCIETY CLUB

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

CRITERIA FOR EARNING THE ACADEMIC BLOCK “S”

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

3.750 to 4.00	=	25 points
3.500 to 3.749	=	20 points
3.250 to 3.499	=	15 points
3.000 to 3.249	=	10 points

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

CRITERIA FOR EARNING THE FINE ARTS BLOCK “S”

Music

A Block “S” may be earned in music by participating in one or more of Junípero Serra’s three performing groups: Advanced Band, Men’s Chorus, or Jazz Band. Points toward the Block “S” are earned each semester according to the following scale:

<u>Grade</u>	<u>Points</u>
A	20
B	15
C	5

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

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

Dramatic Arts

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

<u>Position</u>	<u>Points</u>
Lead role or technical manager	25
Non-lead role, run crew	20
Minor role, build crew, chorus & dance (25 hrs. minimum)	15

Lead, non-lead and minor roles will be determined by the director of each show and approved by the Visual and Performing Arts Department Chair.

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

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

CRITERIA FOR EARNING THE ATHLETIC BLOCK “S”

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

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

CRITERIA FOR EARNING THE BLOCK “S” IN INDIVIDUAL SPORTS

Baseball, Basketball, Football, Golf, Soccer, Tennis, Volleyball, Lacrosse & Water Polo

1. An athlete must attend all practices and games/matches, unless he is ill or excused by the Head Coach.
2. An athlete must participate as a productive member of the team. He will contribute as a player in practices or games/matches.

Crew

1. An athlete must be a member of the Varsity Eight for more than half of the racing season.

2. The last three candidates will be eligible for a Block “S” at the coach’s discretion. The coach will determine which athlete achieved excellence in attendance, performance and team attitude.

Cross Country

1. Represent Junipero Serra High School (top 7 of team) in at least half (1/2) of the meets or
2. Finish in the top fifteen (15) in the league meet or
3. Qualify for post-season competition.

Swimming

1. Must score an average of two (2) points per dual meet (1st – 4th place finishes) or
2. Score in the top six (6) in the league meet or
3. Qualify for post-season competition.

Track and Field

1. Average one (1) point per dual meet (1st – 3rd place) or
2. Finish in the top five (5) in the league meet or
3. Qualify for post-season competition.

Wrestling

1. Earn one half (1/2) the number of varsity contact points or
2. Place in the top four (4) in the league meet or
3. Qualify for post-season play.

Manager

A manager is defined as a student who assists the coach in areas of equipment, uniforms and other similar activities. A manager must meet the same attendance requirements for games and practices as an athlete. A statistician is not a manager and does not qualify for a Block.

1. Manage at the varsity level for two years or
2. Manage two varsity sports in one year or
3. As a senior, manage a varsity sport after having managed two years of lower level sports.

CRITERIA FOR EARNING THE CHRISTIAN SERVICE BLOCK “S”

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

JSBS BLOCK SOCIETY JACKETS

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

V. ATHLETICS

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

ATHLETIC DEPARTMENT MISSION STATEMENT

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

INTERSCHOLASTIC ATHLETICS

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

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

SPORTS AND LEVELS

FALL

Cross Country

Varsity
Junior Varsity
Sophomore
Frosh/Soph

Football

Varsity
Junior Varsity
Freshmen

Water Polo

Varsity
Frosh/Soph

WINTER

Basketball

Varsity
Junior Varsity
Frosh A
Frosh B

Soccer

Varsity
Junior Varsity
Freshmen

Wrestling

Varsity
Junior Varsity
Freshmen

SPRING

Baseball

Varsity
Jr. Varsity
Freshmen

Golf

Varsity
Jr. Varsity

Lacrosse

Varsity
Jr. Varsity

Swimming

Varsity
Frosh/Soph

Tennis

Varsity
Jr. Varsity

Track

Varsity
Frosh/Soph

Volleyball

Varsity
Jr. Varsity

*Crew

Varsity
Novice

* All sports are affiliated with the West Catholic Athletic League (WCAL) except Crew (which competes independently).

¹ Philosophy Statement, Junipero Serra High School.

SCHOLASTIC ELIGIBILITY

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

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

ATTENDANCE

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

TRY OUT PROCEDURE

1. All students who intend to try out for a team should attend an information meeting and must sign up with the coach by the announced deadline.
2. Before a student is allowed to condition or try out, the following forms must be on file with the Athletic Department:
 - a. A physical release form signed by a doctor.
 - b. A student medical history form. (Form must be brought to physical appointment and then turned into school with the physical release form).
 - c. A parental release form.
 - d. A steroid contract signed by both athlete and parent/guardian.
 - e. A statement of insurance (football only).
3. The minimum try out length for all teams is:
 - a. Varsity – 3
 - b. JV/Freshmen – 3 days
4. Athletes who try out late for a team due to overlapping seasons (only applies to members of a Junípero Serra team) will be given fair opportunity to make the team. The following are the minimum try out lengths for athletes whose seasons overlap:
 - a. Freshmen – 3 days
 - b. Junior Varsity – 3 days
 - c. Varsity – 1 day
5. All students must try out for the designated level for their class. Only the head coach may invite a student to move up a level or place a junior on the junior varsity.
 - a. Freshmen must try out for freshmen or frosh/soph teams.
 - b. Sophomores must try out for junior varsity or frosh/soph teams.
 - a. Juniors and seniors must try out for varsity teams.
6. Any student who quits or leaves a team for any reason, including injuries, once final cuts are made (final rosters posted for teams that do not cut), cannot try out for another sport until the season has ended for the team he left. This includes post-season play. A coach cannot release a student to try out for another team.

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

MEDICAL

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

Football Insurance

Competition in interscholastic football requires additional insurance in order for the student to be allowed to compete. This requirement may be satisfied through policies held by the student-athlete's parent/ guardian that do not exclude interscholastic football or by the purchase of special insurance for football. In any event, proof of type of coverage must be declared on a special INSURANCE FORM for football. THE REGULAR SCHOOL INSURANCE DOES NOT COVER FOOTBALL.

INFORMED CONSENT

By its very nature, competitive athletics may put students in situations in which SERIOUS and, perhaps FATAL ACCIDENTS may occur.

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

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

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

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

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

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

STEROID CONTRACT

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

UNIFORMS AND EQUIPMENT

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

TRANSPORTATION AND TRAVEL

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

COMPLAINTS AND GRIEVANCES

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

AMATEUR STATUS REQUIREMENTS

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

- Coached or taught athletics for pay
- Competed in any game where any member or members of his team received compensation, including "try outs" for professional or service teams
- Competed for cash, merchandise or for any compensation
- Competed under an assumed name in any of the above situations

OUTSIDE COMPETITION – SUMMER LEAGUE

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

GENERAL POLICIES

1. Student-athletes are expected to be familiar with the policies, philosophy and regulations of Junípero Serra High-School and the Athletic Department.
2. No student-athlete is to use any school facility unless a faculty member or coach is present to supervise him.
3. All student-athletes, with the help of their coaches, should set individual goals for the season.
4. All student-athletes are encouraged to play as many sports as possible.
5. Parents/ Guardians of all athletes are strongly encouraged to join the Junípero Serra Booster Club.
6. Athletes at Junípero Serra High School will represent our program and the school in a responsible and mature manner. They will not, in any way, embarrass the name of Junípero Serra High School.
7. Serra teams take preference over all non-school teams. Any student who misses a practice or a game to try out, practice or play for a team outside of Serra will be subject to immediate dismissal from the Serra team. The individual coach has the right to grant an exception.
8. Athletes who violate the General Policy will be subject to the following disciplinary action:
 - a. In the case of criminal offenses resulting in arrest, the athlete will be suspended from the team until further notice. Appropriate disciplinary action will be taken.
 - b. Athletes found in possession and/or use of controlled substances or paraphernalia (including the use of alcohol) at any time will result in immediate dismissal from the team.
 - c. Any other violation of the General Policy will result in appropriate disciplinary action.

VI. CAMPUS MINISTRY

DEPARTMENT MOTTO AND MISSION

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

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

Goals of Campus Ministry

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

- Presenting young people with the Good News of Jesus Christ.
- Presenting the saints to the students as models of discipleship in the world throughout history.
- Forming young people in the world-shaping and counter-cultural vision of the Gospel.
- Directing young people to see where God is active in the world.
- Inviting and challenging members to act and create in the world.

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

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

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

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

RETREAT PROGRAM

Retreats are offered all four years at Serra. Freshmen and sophomores participate in a mandatory, day-long retreat they attend with their Theology class. The retreats are led by upperclassmen who are enrolled in the Retreat Leadership class. The theme of the Freshman Retreat is “Relationship with Self.” The Sophomore Retreat theme is “Relationship with Others”—friends, family, and dating. Juniors and seniors are offered the opportunity to participate in more in-depth overnight retreats throughout the school year.

Juniors have the opportunity to participate in the Kairos Retreat – a four-day, three-night student-led retreat. Kairos is a Greek word meaning “God’s time” – those moments when we lose sense of measured time in the presence of the Divine. This retreat’s goal is to create a space of community, discernment, and prayer wherein retreatants can contemplate their personal relationship with God looking to Jesus Christ as the model example.

LITURGY AND PRAYER

The Junípero Serra community celebrates several student body Masses and other liturgies in line with the liturgical calendar and seasons. Occasionally, Masses are offered in the Chapel on Fridays and all are welcome. Mass is also celebrated with teams and groups, including Alumni Dads and their sons, and Serra Moms and their sons by grade level. The Sacrament of Reconciliation is made available to lower division students during the season of Advent and upper division students during the season of Lent. Students attend a Reconciliation prayer service with their Theology class.

There is a Liturgy course (see “Campus Ministry” section of course catalog) available to upper and lower division students which meets once a week during lunch. The course explores the various components of liturgical celebrations (i.e. Mass, Prayer Services) in the Roman Catholic tradition. Instruction will articulate the evolution and importance of these components. Students will study the history of these celebrations and the changes brought about by the Second Vatican Council. Students will involve themselves in the design and implementation liturgical celebrations at Serra High School. Ultimately, students will identify ways to strengthen a liturgical celebration in order for the celebration to be transformational for the community.

SUMMER IMMERSION PROGRAM

The Immersion Program at Junípero Serra High School grounds itself in the Catholic Christian tradition. Uniting prayer and action after the example of Jesus Christ, we intend to live an encounter in faith in the spirit of the Program Tenets which are: spirituality, justice, solidarity, and community. Firm in our belief that we are one body in Jesus Christ, and with Him as our model of love, faith, and service, groups of Serra students between their junior and senior year who apply and are accepted to the program will participate in a two-week directed summer trip with the intention to encounter in a faith-filled way those living at the margins of society. Past trips have been to New Orleans, Louisiana, Montego Bay, Jamaica and Watsonville, California.

JUSTICE

Putting the words of Pope Paul VI into action “If you want peace, work for justice,” Campus Ministry challenges students to consider issues of social justice. All of the justice work we do is informed by the principles of Catholic Social Teaching. The Justice Series is a monthly gathering held on Fridays after school to look at Church teaching and details related to issues such as human trafficking, HIV/AIDS, global poverty, and health insurance in the United States, to name a few. Campus Ministry invites students to contribute to the larger community through a variety of activities. The Big Brother Club Adopt-A-Family program benefits many families who we intend to “adopt” in time for Christmas.

CHRISTIAN SERVICE AT SERRA HIGH SCHOOL

Vision Statement

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

"For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me, naked and you clothed me, ill and you cared for me, in prison and you visited me."

- Matthew 25:35-36

CHRISTIAN SERVICE PROGRAM

- Students must complete a **minimum of 20 hours of Christian Service each year** that they are at Serra.
 - *Rationale:* Recognizing that critical thinking skills and self-introspection develop between freshman and senior year, this program ensures ongoing service-learning and reflection throughout a student's time at Serra.
- Of these 20 hours, *at least* 10 hours must be **F.I.A.T.**² hours. F.I.A.T. hours are earned for direct service to: (1) the Financially Impoverished; (2) the Ill; (3) the Aged; or (4) those with Disabilities.
 - *Rationale:* Based on the teachings of Jesus in Matthew 25 and the traditions of our own Catholic faith, we are called to serve the marginalized and the vulnerable. We are also called to live in solidarity with the poor who reveal the face of God on earth. What better way to understand the plight of those in need than to walk with them on their journey?
- If a student would like to perform *all* of his hours in service to the F.I.A.T. groups, that is commendable but not required.

At the end of Senior Year, students will have completed:

- 20 or more Christian Service hours **per year** they were students at Serra.
- Of these 20 hours, *at least* 10 of them were F.I.A.T. hours.

OUTCOMES

It is our intention that this program will facilitate the lived reality of the mission of Serra High School as articulated in its graduation learning outcomes by helping develop men who:

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

LOGISTICS OF THE PROGRAM

- Students must complete their yearly required Christian Service hours by the last day of school.
- Consequences:
 1. Starting with the first progress report of the Spring Semester, students will receive a grade for Christian Service every year they are students at Serra.
 - The default grade will be Incomplete (INC) until the yearly requirement of **20 hours (at least 10 being F.I.A.T. hours)** has been met, at which point students will earn a grade of Pass (P).
 - If the yearly requirement is still incomplete by the last day of school, the student will receive a grade of Fail (F) for Christian Service.

² The Latin *Fiat* which means "let it be done" comes from Luke 1:38 where Mary says, "Behold, I am the handmaid of the Lord. May it be done to me according to your word."

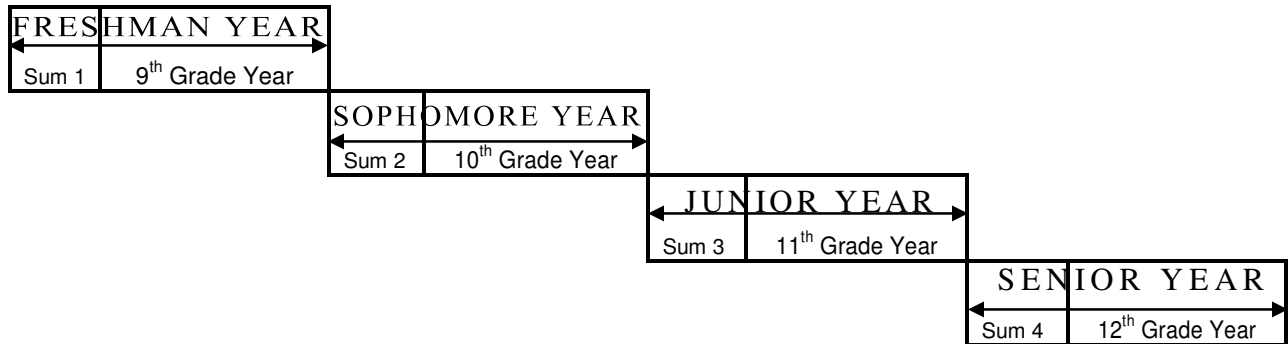
- Note: Students can still earn a “Pass” if they finish the required hours during the summer grace period.
2. If the student fails to complete the required hours for an academic year (including the summer grace period), he will then be placed on Activity Suspension – Service (refer to Academic section of handbook) until the hours are served.
 3. If, after the first grading period, a student has still not completed outstanding hours from the previous year, he will be subject to review by the Academic Review Board.
 4. Seniors who have not completed their Christian Service requirements by the last day of the school year will not receive their diplomas and final transcripts. Once hours are completed, the diploma and final transcripts will be released.

Summers can be used *two* ways:

1. As a grace period for completing delinquent hours from the previous year.
2. Gaining hours toward the requirement for the upcoming school year.
 - Thus, a freshman can use the summer before his sophomore year to finish outstanding hours from freshman year or he can begin work on his sophomore year requirement the day after his last day as a freshman.

RESTRICTIONS

- Campus Ministry will be the final arbitrator regarding the awarding of hours. Any hours completed at agencies listed on the Christian Service page of the Serra website are considered pre-approved.
- Christian service hours will only be awarded for actual service time.
- Serving family members is something that is expected of us, so no hours will be awarded for this work.



VII. COUNSELING SERVICES

Junípero Serra's Counseling Department provides services to meet the academic, college and personal counseling needs of each student. During their time at Serra, students will have two counselors: a Lower Division Counselor that he will work with during freshman and sophomore years; and an Upper Division Counselor that he will work with during junior and senior years.

Counselors will monitor the academic performance of their students and initiate individual interviews with students as the need arises. Faculty members, staff or parents may refer a student to his counselor for a meeting. Every student is encouraged to initiate contact with his counselor by signing up on the daily schedule posted in the waiting area of the Counseling Department or by emailing his counselor with a request for a meeting.

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

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

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

VIII. FINANCIAL INFORMATION

TUITION AND FEES

The tuition and fees for the 2011-2012 school year total is \$16,320.00 except for Seniors who have an additional \$100.00 Graduation Fee.

Registration	\$700.00	Due March 28, 2011
Graduation Fee	\$100.00	Due March 28, 2011 (Seniors only)
Tuition	\$15,620.00	Due per payment plan selected at time of registration

TUITION PAYMENT PLANS

10 payments of	\$1,562.00	Due the 17 th of each month from July through April (Direct Debit)
2 payments of	\$7,810.00	Due July 17 th and December 17 th (Direct Debit)
1 payment of	\$15,620.00	Due July 17 th

You will receive a statement the first week of July 2011. If you selected the 1 payment plan please use the statement remittance and envelope to submit your payment. If you selected the Direct Debit plan, this is the only statement you will receive as long as your account remains current. This is for your records only, ***please do not send in a payment if you have selected the Direct Debit plan.***

Direct Debit

Archdiocesan and school policy requires that all families who select the 2-payment or 10-payment plan use the Direct Debit program. For the 2-payment plan, the tuition will be automatically debited from the designated account on July 17th, 2011 and December 17th, 2011. For the 10-payment plan, the monthly tuition will be automatically debited from the designated account on the 17th of each month. ***If the 17th falls on a weekend or holiday, the debit will be processed on the first banking day following the 17th.*** The first debit to your account will be on July 17, 2011 and continue through April 17, 2012.

Delinquent Tuition Policy

Junípero Serra High School may withhold instruction from students whose accounts are not current. If a financial hardship occurs which makes it impossible for a family to make a tuition payment by the due date, an appointment with the school's Director of Finance must be arranged.

Refund Policy

Registration and Graduation Fees are non-refundable. Tuition is refunded based on a prorated schedule determined by the number of days in attendance.

Returned Direct Debits/Checks

Direct Debits that are returned by the bank will not be re-debited. You will need to send a check including a \$20.00 return fee directly to the Business Office at Junípero Serra High School. Tuition checks and any other checks written to Junípero Serra High School that are returned by the bank also will not be re-deposited.

TUITION ASSISTANCE

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

If you need any further information please contact the Serra Business Office at 650-345-0226.

IX. DEVELOPMENT

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

PARENT EXPECTATIONS

Tuition and fees do not cover the entire cost of educating a student at Serra. All freshmen and transfer parents are asked to make a tax-deductible parent pledge of \$1,500 per year for each year their son attends Serra to help us cover the actual cost of his education. An equally important goal is 100% parent participation in the Parent Pledge Program. We know from experience that alumni and foundations look to the commitment of parents in deciding their own level of support.

In addition to the Parent Pledge Program, parents can participate in parent organizations like the Boosters Club, the Fathers' Club and the Mothers' Auxiliary. We ask parents to actively participate in events like our Annual Benefit Auction and Fund A Dream programs that raise vital support for our students.

Participation in your son's education is the best way to assure his success. It is one of the most important decisions you can make. We encourage all parents to get involved at whatever level you are able.

STUDENT EXPECTATIONS

Students are also asked to participate in our primary fundraiser, the Annual Benefit Auction, by selling a minimum of one book of raffle tickets.

X. APPENDIX

CLASS SCHEDULES

Monday-Thursday Schedule

This schedule of classes is used during the entire school year. Numbers refer to the sequence of courses listed on a student's locator card from Monday through Thursday.

Time	Monday	Tuesday	Wednesday	Thursday
8:15 – 9:05	1	1	1	1
9:10 – 10:05*	2	2	2	F8
10:05 – 10:20	BREAK	BREAK	BREAK	BREAK
10:25 – 11:15	3	3	F8	3
11:20 – 12:10	4	4	4	4
12:15 – 1:05	5	5	5	5
1:10 – 2:00	6	F8	6	6
2:05 – 2:55	7	7	7	7

- Daily P.A. announcements read at the end of this period.

FRIDAY SCHEDULE (50 minute classes)

Faculty Meeting	8:00-8:55
F8 th period	9:00-9:55
2 nd period	9:55-10:45
Homeroom	10:50-11:00
Break	11:00-11:20
3 rd period	11:25-12:15
6 th period	12:20-1:10

*Break -- 15 minutes

ALTERNATE SCHEDULES

Additional special schedules may be used and the student/parent will be notified of these schedules well in advance to their occurrence via the Serra website and the Spotlight.

JOHN L. ZOPH LIBRARY

Junípero Serra's John L. Zoph Library is open to the students before, after, and during school hours. The library is open from 7:30 a.m. to 4:30 p.m. Monday thru Thursday, and from 9:00 a.m. to 2:30 p.m. on Friday. Students can use the library to do research, look for books, read a magazine or newspaper, or work on their class work or homework. There are 32 networked computers that students may use for electronic research, word-processing, creating a Power-Point presentation or other school-related needs.

The library's print collection includes fiction and non-fiction, biographies, reference books, newspapers, and magazines. The web-based catalog allows students to search for books and other resources anywhere they have Internet access. Books can be checked out for four weeks, magazines for one week, and videos overnight. Students are responsible for borrowed library materials and fines are charged for overdue items.

The library subscribes to over 30 research databases providing the students with 24-hour access to full text articles, images, and primary source material from magazines, encyclopedias, and reference sources. Links to these electronic resources are found on the library website. Students will need to log in when accessing the databases off campus and the passwords are available at the library desk.

BOOKSTORE HOURS

Bookstore hours are established at the beginning of each school year. Operating hours are Monday through Thursday, 7:30am to 3:30pm, closed from 1:00pm to 2:00pm. Friday hours are from 7:30am to 1:30pm.

SCHOOL JACKETS

School jackets may be ordered by Seniors, Juniors and Sophomores. Although the Block “S” may be placed on school jackets within the guidelines set by the Administration, these jackets are in fact school jackets and all members of the class, with or without a Block “S” may order and wear them. It is school policy that Freshmen may not order a school jacket. Orders are placed at the beginning of the school year. This year, orders will be taken at the beginning of the school year on August 22nd. Delivery normally takes place prior to Christmas. A reminder to all students and parents: Jackets that have been altered in any way may not be worn to school or to any Junipero Serra event or function. Alteration means the addition of any embroidery, non-approved patches, writing or drawing to a jacket. The Block “S” is placed on the side of the jacket opposite the embroidered name of the school.

SCHOOL RINGS

School rings may be ordered by Seniors and Juniors, and by Sophomores at the end of their sophomore year for delivery during the fall of their Junior year. It is school policy that no Freshmen or Sophomore, prior to March of their Sophomore year, may order school rings. This year’s orders will be taken from Juniors and Seniors at the beginning of the year on August 22nd. Rings ordered on these days will be delivered before Christmas. Sophomores may order rings in the spring.

GRADUATION ANNOUNCEMENTS

Graduation announcements may be ordered in the fall. Delivery will take place at the beginning of May. A reminder: The school does not provide any announcements; therefore, if you desire announcements, you must order them at this time.

ALL OF THE ABOVE ORDERS ARE PLACED THROUGH JOSTENS, a company that specializes in scholastic impedimenta. You are contracting directly with Jostens. Junipero Serra High School is NOT the retailer or middle man. All official Junipero Serra jackets, rings and graduation materials are contracted through Jostens; therefore, be aware that the only time and place to make and order is at school and that Jostens is the only authorized supplier of these products.

SCHOOL TELEPHONE NUMBERS

Main Office (Please call this number to report student absence)	(650) 345-8207
Admissions Office.....	(650) 345-8242
Athletic Department.....	(650) 345-0991
Business Office	(650) 345-0226
Development Office	(650) 573-9935
School Fax	(650) 573-6638
Development Fax	(650) 573-6202
Athletic Department Fax.....	(650) 573-2407
E-mail	padres@serrahs.com
Website	www.serrahs.com